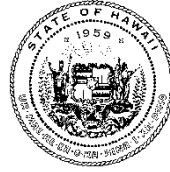


DAVID Y. IGE  
GOVERNOR



RODERICK K. BECKER  
Comptroller  
AUDREY HIDANO  
Deputy Comptroller

STATE OF HAWAII  
DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES

P.O. BOX 119, HONOLULU, HAWAII 96810-0119

July 7, 2017

**COMPTROLLER'S MEMORANDUM NO. 2017-08**

TO: All Department Heads  
All County Mayors

FROM: Roderick K. Becker, Comptroller  
SUBJECT: Fees for Storage at State Records Center

This memorandum supersedes Comptroller's Memorandum No. 1999-37 dated December 9, 1999. Fees for Storage at State Records Center.

The Department of Education, University of Hawaii, Judiciary, non-state agencies, and non-general funded programs of the executive branch will be affected. The collection of fees is necessary to help meet the State Records Center's personnel and operation costs.

The fees for storage and related services will be effective September 1, 2017 in accordance with the following schedule:

<b>Records Storage</b>	
Storage	\$ .50 per 15" L x 12" W x 10" H box / per month
Microfilm	\$ .50 per 16mm reel / per year
Microfiche (up to approximately 500 fiches)	\$ 1.00 per 12" L x 6.26" W x 4.75" H box / per year
<b>Records Retrieval/Refile</b>	
Retrieval	\$ 2.25 per retrieval
Refile	\$ 1.25 per refile
Microfilm or microfiche retrieval (up to approximately 84-16mm reels)	\$ 3.00 per 15" L x 12" W x 10" H box (film) or 12" L x 6.26" W x 4.75" H box (fiche)
Microfilm or microfiche refile (up to approximately 84-16mm reels)	\$ 3.00 per 15" L x 12" W x 10" H box (film) or 12" L x 6.26" W x 4.75" H box (fiche)
<b>Records Destruction</b>	
Destruction with retrieval fee	\$ 4.00 per 15" L x 12" W x 10" H box
Retrieve for destruction by agency	\$ 1.00 per 15" L x 12" W x 10" H box
Permanent removal of microfilm or microfiche (up to approximately 84-16mm reels)	\$ 4.00 per 15" L x 12" W x 10" H box

Destruction of microfilm or microfiche with retrieval fee (up to approximately 84-16mm reels)	\$14.00 per 15" L x 12" W x 10" H box (film) or 12" L x 6.26" W x 4.75" H box (film)
Destruction of microfiche with retrieval fee (up to approximately 500 fiches)	\$14.00 per 12" L x 4.25" W x 6.26" H box

Records storage fees shall be payable annually in advance, with records destruction fees required in advance, and fees for records retrieval and refiles shall be billed quarterly.

If you have any questions regarding records storage, please call the State Records Center at 831-6780.