

DEPARTMENT OF THE ATTORNEY GENERAL

Approved Records Retention And Disposition Schedules (Forms SA-1)
Compiled By The DAGS, Archives Division, Records Management Branch*

TABLE OF CONTENTS

<u>AGENCY</u>	<u>PAGE NO.</u>
ATTORNEY GENERAL (MAIN OFFICE)	1
INVESTIGATIONS DIVISION.....	2
HAWAII CRIMINAL JUSTICE DATA CENTER	3
LEGAL SERVICES BRANCH – CED	4 – 5
LEGAL SERVICES BRANCH – CRIMINAL JUSTICE	6
LEGAL SERVICES BRANCH – TAX	7
LEGAL SERVICES BRANCH – LAND / TRANSPORTATION.....	8
LEGAL SERVICES BRANCH – LABOR	9
LEGAL SERVICES BRANCH – TORT / LITIGATION.....	10
LEGAL SERVICES BRANCH – FAMILY LAW.....	11
LEGAL SERVICES BRANCH – MEDICAID INVESTIGATIONS.....	12
CHILD SUPPORT ENFORCEMENT AGENCY (CSEA)	13
(CSEA) CHILD SUPPORT HEARINGS OFFICE	14
CIVIL RECOVERIES DIVISION	15
CIVIL RECOVERIES DIVISION – STATE CLAIMS UNIT.....	16

**RECORD SERIES REPORT
DEPT. OF THE ATTORNEY GENERAL**

DEPARTMENT: 5200000000
AG ATTORNEY GENERAL

RECORD

SERIES ID RECORD SERIES DESCRIPTION

520000 AG: ATTORNEY GEN (MAIN OFFICE)
520000-00002 CORRESPONDENCE WITH DEPARTMENTS
SA-1 DTD 6/5/86 RECORDS CONTROL SCHEDULE ITEM 2
Retention: When records are 10 years old, weed file. Retain letter opinions permanently; destroy remainder. (See General Records Schedule 1, 2002 Item 1.2b, Official Correspondence - Correspondence files relating to Distinct or Unique Program Activities)

520000-CC001 CLOSED CASES FILED AT MAIN OFFICE, INCLUDING: PERSONAL INJURY, MEDICAL TORT, WRONGFUL DEATH, WELFARE FRAUD, GUARDIANSHIP
SA-1 DTD 5/4/83 RECORDS CONTROL SCHEDULE ITEM 1
Retention: Destroy 10 yrs after case is closed.

520000-CC002 CLOSED CASES 1975 - 1982
SA-1 DTD 5/4/83 RECORDS CONTROL SCHEDULE ITEM 1
Retention: Land cases shall be extracted from the file and retained permanently.
All others: destroy 2002. Ship to State Records Center

520000-PAU01 AG: PAU CASES - PREVIOUSLY STORED AT HRB
Retention: Indefinite retention; files to be reviewed

**RECORD SERIES REPORT
DEPT. OF THE ATTORNEY GENERAL**

DEPARTMENT: 5203000000
AG INVESTIGATIONS DIVISION

*RECORD
SERIES ID RECORD SERIES DESCRIPTION*

520300 AG INVESTIGATIONS DIVISION
520300-00001 INVESTIGATIONS CASE FILES
SA-1 DTD 10/8/97 ITEM 1

Retention: 10 years after close of file.

Disposition: Retain in office for 5 years, then may transfer to State Records Center for the remainder of the retention period. Destroy after cited retention.

**RECORD SERIES REPORT
DEPT. OF THE ATTORNEY GENERAL**

DEPARTMENT: 5205000000
AG HI CR JUSTICE DATA CTR

RECORD

SERIES ID RECORD SERIES DESCRIPTION

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- 520500 AG HAWAII CRIMINAL JUSTICE DATA CENTER
 - 520500-00001 CIVIL IDENTIFICATION RECORDS: APPLICATION FORMS
 - SA-1 DTD 9/27/93 RECORDS CONTROL SCHEDULE ITEM 1
 - Retention: Permanent.
 - Disposition: Destroy original application forms after the information has been converted to an electronic medium and verified.
 - *CONFIDENTIAL: HRS 846-35.

 - 520500-00002 CIVIL IDENTIFICATION RECORDS: THUMBPRINT CARDS (ARRANGED BY ASSIGNED SOCIAL SECURITY NUMBERS)
 - SA-1 DTD 9/27/93 RECORDS CONTROL SCHEDULE ITEM 3
 - Retention: Permanent.
 - Disposition: Originals may be microfilmed & then destroyed after microfilming.
 - *CONFIDENTIAL: HRS 846-35

 - 520500-00003 CIVIL IDENTIFICATION RECORDS: FINGERPRINT CARDS (ARRANGED BY HENRY FINGERPRINT IDENTIFICATION SYSTEM)
 - (A) MICROFILM
 - SA-1 DTD 9/27/93 RECORDS CONTROL SCHEDULE ITEM 2A
 - Retention: Permanent.
 - *CONFIDENTIAL: HRS 846-35

 - 520500-00004 CIVIL IDENTIFICATION RECORDS: FINGERPRINT CARDS (ARRANGED BY HENRY FINGERPRINT IDENTIFICATION SYSTEM)
 - (B) ORIGINAL CARDS
 - SA-1 DTD 9/27/83 RECORDS CONTROL SCHEDULE ITEM 2B
 - Retention: Destroy by 1/97.
 - Disposition: Cards may be retained after microfilming up to Jan 1997.
 - *CONFIDENTIAL: HRS 846-35.

 - 520500-00005 CRIMINAL ARREST RECORDS (CASE FILES), 1940-1990
 - SA-1 DTD 8/5/04 RECORDS CONTROL SCHEDULE ITEM 1
 - Retention: 40 years from close of records series.
 - Disposition: Closed inactive records may be stored in the State Records Center.
 - Destroy after cited retention.

**RECORD SERIES REPORT
DEPT. OF THE ATTORNEY GENERAL**

DEPARTMENT: 5206000000
AG LEGAL SVC BR - CED

RECORD

SERIES ID RECORD SERIES DESCRIPTION

520600 AG LEGAL SERVICE BRANCH - CED
520600-00001 ANTI-TRUST CLOSED CIVIL CASES ("COMPLAINTS")
SA-1 DTD 7/15/85 RECORDS CONTROL SCHEDULE ITEM 1
Retention: Permanent.
Disposition: May ship to Archives after review by an attorney who has determined that the closed file has not been consulted for 3 years & contains material of historical significance.

520600-00002 COMPLAINTS, NO ACTION TAKEN
SA-1 DTD 7/15/85 RECORDS CONTROL SCHEDULE ITEM 2
Retention: Destroy after investigation closed complaint unfounded.

520600-00003 ANTI-TRUST INVESTIGATIONS ("GENERAL FILES")
SA-1 DTD 7/15/85 RECORDS CONTROL SCHEDULE ITEM 3
Retention: Permanent.
Disposition: May ship to Archives after review by attorney who has determined that closed file not consulted for 3 years and contains material of historical significance.

520600-00004 SUITS TO CONVERT LEASEHOULD TO FEE SIMPLE UNDER HAWAII
LAND REFORM ACT (HAWAII HOUSING AUTHORITY CASES)
SA-1 DTD 7/15/85 RECORDS CONTROL SCHEDULE ITEM 4
Retention: Permanent.
Disposition: May ship to Archives after review by attorney who has determined that closed file not consulted for 3 years and contains historical significance.

520600-00005 LEGAL RESEARCH (XEROX COPIES OF STATUTES, CASES)
SA-1 DTD 7/15/85 RECORDS CONTROL SCHEDULE ITEM 5
Retention: Destroy when no longer useful.

520600-00006 LEGAL FORMS ("PLEADING")
SA-1 DTD 7/15/85 RECORDS CONTROL SCHEDULE ITEM 6
Retention: Destroy when no longer useful, or when superseded.

520600-00007 NOTARY OFFICE: APPLICATION FOR NOTARY PUBLIC COMMISSION
(NEW / RENEWAL / CANCELLED) 1955 - PRESENT
SA-1 DATED 8/6/99 ITEM 1.
Retention: 10 years after close of file.
Disposition: Retain in office 4 years after close of file, then may transfer to State Records Center for the remainder of authorized retention.

520600-00008 NOTARY OFFICE: NOTARY PUBLIC EXAMINATION ANSWER SHEETS 1998 - PRESENT
SA-1 DATED 8/6/99 ITEM 2.
Retention: Until the end of the legislative session following the examination.
Disposition: Destroy after cited retention.

520600-00009 NOTARY OFFICE: COMMISSION RECORD CARDS 1955 - PRESENT
SA-1 DATED 8/6/99 ITEM 3.
Retention: Permanent.
Disposition: Records may be stored on microfilm or another lasting media.
Hard copy may be destroyed after microfilming.

**RECORD SERIES REPORT
DEPT. OF THE ATTORNEY GENERAL**

DEPARTMENT: 5206000000
AG LEGAL SVC BR - CED

RECORD

SERIES ID RECORD SERIES DESCRIPTION

520600-00024 OFFICE ORGANIZATION & STAFFING: IN-HOUSE MANAGEMENT (OFFICE MANUAL;
STAFF MEETINGS; OFFICE LAYOUT; OFFICE LEASE; INTERAGENCY MEMO OF
UNDERSTANDING; DEPUTY TRAINING)

SA-1 DTD 7/15/85 RECORDS CONTROL SCHEDULE ITEM 23

Retention: Destroy when procedures superseded. Staff meetings: 10 years.

520600-00030 OFFICE ORGANIZATION & STAFFING: CASE TRACKING, INDEXES
SA-1 DTD 7/15/85 RECORDS CONTROL SCHEDULE ITEM 29

Retention: Permanent. Retain procedures until superseded.

**RECORD SERIES REPORT
DEPT. OF THE ATTORNEY GENERAL**

DEPARTMENT: 5207000000
AG LEGAL SVC BR CR JUSTICE

RECORD

SERIES ID RECORD SERIES DESCRIPTION

520700 AG LEGAL SVC BR CR JUSTICE
520700-00001 CLOSED CASES (WORKING PAPERS & SUPPLEMENTARY DATA USED IN
INVESTIGATION AND/OR PROSECUTION)
SA-1 DTD 2/27/90 RECORDS CONTROL SCHEDULE ITEM 1
Retention: 5 years after final settlement.
Disposition: Retain in office for 1 year, then transfer to State Records Center for 4 years.
*CONFIDENTIAL: HRS 92F-13(2)

520700-00002 ASSET FORFEITURE UNIT: ASSET FORFEITURE CASE FILES
A. ORDERS, 1989 - Present
SA-1 DTD 10/24/2003 RECORDS CONTROL SCHEDULE ITEM 1A.
Retention: Permanent.
Disposition: Retain orders in agency. Originals may be microfilmed and then destroyed after
microfilming.

520700-00003 ASSET FORFEITURE UNIT: ASSET FORFEITURE CASE FILES
B. ALL OTHER CASE RECORDS, 1989 - Present
SA-1 DTD 10/24/2003 RECORDS CONTROL SCHEDULE ITEM 1B.
Retention: 10 years after close of file.
Disposition: Upon close of file, purge and destroy all documents duplicated elsewhere (i.e., police
reports). Closed case records may be transferred to the State Records Center.
Destroy after cited retention.

**RECORD SERIES REPORT
DEPT. OF THE ATTORNEY GENERAL**

DEPARTMENT: 5208000000
AG LEGAL SVC BR - TAX

RECORD

SERIES ID RECORD SERIES DESCRIPTION

520800 AG LEGAL SERVICE BRANCH - TAX
520800-00001 CLOSED CASES: TAX APPEALS
SA-1 DTD 11/13/97 ITEM 1
Retention: 10 years after close of file.
Disposition: Retain in office for 2 years, then transfer to
State Records Center for remainder of retention.
*CONFIDENTIAL: HRS 235-116, 237-34

520800-00002 CLOSED CASES: BANKRUPTCIES - ROUTINE CASES
SA-1 DTD 12/13/97 ITEM 2A
Retention: Close of file.
Disposition: May be destroyed after close of file.

520800-00003 CLOSED CASES: BANKRUPTCIES - SPECIAL CASES
SA-1 DTD 12/13/97 ITEM 2B
Retention: Non-permanent.
Disposition: Destroy when no longer administratively useful.

520800-00004 CLOSED CASES: FORECLOSURES - ROUTINE CASES
SA-1 DTD 12/13/97 ITEM 3A
Retention: Close of file.
Disposition: May be destroyed after close of file.

520800-00005 CLOSED CASES: FORECLOSURES - SPECIAL CASES
SA-1 DTD 12/13/97 ITEM 3B
Retention: Non-permanent.
Disposition: Destroy when no longer administratively useful.

520800-00006 CLOSED CASES: MISC. TAX / GUARDIANSHIP
SA-1 DTD 11/13/97 ITEM 4
Retention: 10 years after close of file.
Disposition: Retain in office for 2 years, then transfer to State Records Center for remainder of retention.
*CONFIDENTIAL: HRS 235-116, 237-34

**RECORD SERIES REPORT
DEPT. OF THE ATTORNEY GENERAL**

DEPARTMENT: 5209000000
AG LAND TRANSPORTATION DIVISION

*RECORD
SERIES ID RECORD SERIES DESCRIPTION*

520900 AG LAND TRANSPORTATION DIVISION
520900-00001 COURT CASE RECORDS
SA-1 DATED 9/30/96 ITEM 1
Retention: 15 years after close of file.
Disposition: Retain in office for 5 years, then transfer
to State Records Center for remainder of authorized retention.

**RECORD SERIES REPORT
DEPT. OF THE ATTORNEY GENERAL**

DEPARTMENT: 5210000000
AG LEGAL SVC BR LABOR

RECORD

SERIES ID RECORD SERIES DESCRIPTION

521000 AG LEGAL SVC BR LABOR
521000-00012 LEGAL CASE FILES
SA-1 DTD 7/6/00 ITEM 1
Retention: 10 yrs after close of file
Disposition: Retain in office for 2 years, then may transfer
to the State Records Center for the remainder of the authorized retention, then destroy.

**RECORD SERIES REPORT
DEPT. OF THE ATTORNEY GENERAL**

DEPARTMENT: 5211000000
AG LEGAL SVC BR TORT/LIT

RECORD

SERIES ID RECORD SERIES DESCRIPTION

521100 AG LEGAL SVC BR TORT/LIT
521100-00001 HEPTACHLOR CASE FILES (CLOSED)
SA-1 DTD 5/24/89 RECORDS CONTROL SCHEDULE ITEM 1
Retention: *10 years.
*to be reviewed 10 years after final settlement. July 1999
subject to appraisal by archives for historical research, in consultation with Attorney General.

521100-00002 CLOSED CASES INCLUDING PERSONAL INJURY, MEDICAL TORT,
WRONGFUL DEATH, WELFARE FRAUD, GUARDIANSHIP
SA-1 DATED 5/4/83 ITEM 1
Retention: 10 years after case is closed.

**RECORD SERIES REPORT
DEPT. OF THE ATTORNEY GENERAL**

DEPARTMENT: 5212000000
AG LEGAL SVC FAMILY LAW

RECORD

SERIES ID RECORD SERIES DESCRIPTION

521200 AG LEGAL SVC FAMILY LAW DIVISION
521200-00001 FAMILY LAW DIVISION CASE FILES
1983 - PRESENT
SA-1 DATED 3/21/2001 ITEM 1
Retention: Until youngest child in the case who received services reaches the age of majority.
Disposition: Sort closed cases by birth dates. Sorted files may be stored at State Records Center

521200-00002 INVOLUNTARY HOSPITALIZATION (COMMITMENT) CASE FILES
SA-1 DATED 7/5/94 ITEM 1
Retention: 5 years after close of file.
Disposition: Retain in office for 2 years. Transfer to
State Records Center for the remainder of the authorized retention.
CONFIDENTIAL UNDER HRS 334-5

**RECORD SERIES REPORT
DEPT. OF THE ATTORNEY GENERAL**

DEPARTMENT: 5213000000
AG LEGAL SVC BR MED INVST

RECORD

SERIES ID RECORD SERIES DESCRIPTION

521300 AG LEGAL SERVICE BRANCH MEDICAL INVESTIGATION
521300-00001 MEDICAID FRAUD CASE RECORDS (COURT CASES; SETTLED OUT OF
COURT; EVIDENCE PRINTOUTS)
SA-1 DTD 7/30/82 RECORDS CONTROL SCHEDULE ITEM 1
Retention: 10 years after closure or agreement to settle.

**RECORD SERIES REPORT
DEPT. OF THE ATTORNEY GENERAL**

DEPARTMENT: 5220000000
AG CHILD SUPP ENFORC AGCY (CSEA)

RECORD

SERIES ID RECORD SERIES DESCRIPTION

522000 AG CHILD SUPPORT ENFORCEMENT AGENCY
522000-00001 CHILD SUPPORT DISBURSEMENT CHECKS
SA-1 DTD 12/2/92 RECORDS CONTROL SCHEDULE ITEM 1
Retention: 10 years after reconciliation.
Disposition: Retain in office for 1 yr after reconciliation, then transfer to SRC for remainder of retention period.
*CONFIDENTIAL: HRS 576D-12

CHILD SUPPORT ENFORCEMENT CASE FILES
SA-1 DTD 11/10/81 ITEM 1
Retention: Destroy 2 years after case is closed.
NOTE: This SA-1 was approved while the Child Support Enforcement Unit was in the Department of Social Services and Housing (now known as the Department of Human Services). The Child Support Enforcement Unit transferred to the Department of the Attorney General on July 1, 1987.

**RECORD SERIES REPORT
DEPT. OF THE ATTORNEY GENERAL**

DEPARTMENT: 5221000000
AG CSEA CHILD SPRT HEARNG OFC

RECORD

SERIES ID RECORD SERIES DESCRIPTION

522100 AG CSEA CHILD SPRT HEARNG OFC

522100-00001 CHILD SUPPORT ADMINISTRATIVE HEARINGS RECORDS

SA-1 DTD 1/18/91 RECORDS CONTROL SCHEDULE ITEM 1

Retention: 1 year after close of appeal period.

Disposition: Retain in office for 1 year after close of appeal period. Proceedings recorded on audio or audio-visual mediums (e.g., audio cassettes) may then be erased.

**RECORD SERIES REPORT
DEPT. OF THE ATTORNEY GENERAL**

DEPARTMENT: 5223000000
AG CIVIL RECOVERIES DIV

*RECORD
SERIES ID RECORD SERIES DESCRIPTION*

522300-00002 COLLECTIONS CASE FILES

SA-1 DATED 5/25/2000 ITEM 1

Retention: 10 years after account receivable is paid-in-full
or written off as uncollectible.

Disposition: retain in office for 2 years after the account receivable is
paid-in-full or is written off, then may transfer to SRC.

**RECORD SERIES REPORT
DEPT. OF THE ATTORNEY GENERAL**

DEPARTMENT: 5223100000
AG CIVIL RECOVERIES - STATE CLAIMS

*RECORD
SERIES ID RECORD SERIES DESCRIPTION*

522310 STATE CLAIMS UNIT
522310-00001 STATE CLAIMS UNIT CASE FILES 1980 - PRESENT
SA-1 DTD 10/16/98 ITEM 1
Retention: 10 years after close of file.
Disposition: Closed files may be transferred to the State Records Center. Destroy after cited retention.