

DEPARTMENT OF ACCOUNTING & GENERAL SERVICES

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>
OFFICE THE COMPTROLLER	1
ADMINISTRATIVE SERVICES OFFICE, BUDGET & FISCAL STAFF	2
PERSONNEL OFFICE	3
AUDIT DIVISION	4
ACCOUNTING DIVISION.....	5 – 7
ACCOUNTING DIVISION, UNIFORM ACCOUNTING & REPORTING BRANCH.	8 – 9
ACCOUNTING DIVISION, PRE-AUDIT BRANCH.....	10
CENTRAL SERVICES DIVISION.....	11 – 12
STATE PROCUREMENT OFFICE, PURCHASING BRANCH	13
STATE PROCUREMENT OFFICE, SURPLUS PROPERTY BRANCH	14
ARCHIVES DIVISION, RECORDS MANAGEMENT BRANCH	15
ARCHIVES DIVISION, HISTORICAL RECORDS BRANCH	16 – 18
AUTOMOTIVE MANAGEMENT DIVISION, MOTOR POOL BRANCH	19
AUTOMOTIVE MANAGEMENT DIVISION, PARKING CONTROL BRANCH.....	20 – 21
STADIUM AUTHORITY	22
CAMPAIGN SPENDING COMMISSION	23

**RECORDS SERIES REPORT
DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES**

DEPARTMENT: 5101000000
DAGS OFFICE THE COMPTROLLER

RECORD
SERIES ID RECORD SERIES DESCRIPTION

510100-00003 SPECIAL PROJECTS (e.g., governor's portrait file)
SA-1 DTD 8/31/73, ITEM 2
Retention: Transfer to Archives 1 year after project completed.

510100-00004 NEW STATE BUILDINGS (e.g., Oahu Stadium & projects of like construction, magnitude and public interest) (file consists of news clippings, correspondence, reports, etc.)
SA-1 DTD 8/31/73, ITEM 3
Retention: When no longer needed for administrative purposes, send to Public Works for consolidation, then to Archives for historical preservation.

**RECORDS SERIES REPORT
DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES**

DEPARTMENT: 5102020000

DAGS ADMINISTRATIVE SERVICES OFFICE, BUDGET & FISCAL STAFF

RECORD

SERIES ID RECORD SERIES DESCRIPTION

510202-00001	VOUCHER REGISTER, 1958 – Present SA-1 DTD 11/6/73 Retention: DAA (3 years if audited, otherwise 6 years).
510202-00002	DEPOSIT ACCOUNT LEDGER, 1960 - Present SA-1 DTD 11/6/73 Retention: DAA (3 years if audited, otherwise 6 years).

**RECORDS SERIES REPORT
DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES**

DEPARTMENT: 5103000000
DAGS PERSONNEL OFFICE

RECORD

SERIES ID RECORD SERIES DESCRIPTION

-
- 510300-00001 POSITION CARDS - File consists of cards for each and every position in Department of Accounting and General Services. (Cards contain basic information for classification, grade, etc.)
SA-1 DTD 4/13/73, ITEM 1
Retention: After position abolished, destroy when no longer needed for administrative purposes.
- 510300-00002 EMPLOYEES' RECORDS (Card File) - Cards contain information on each employee such as grade, pay, status, etc.
SA-1 DTD 4/13/73, ITEM 2
Retention: Retain.
- 510300-00003 UNSKILLED LABOR - ELIGIBILITY LIST
SA-1 DTD 4/13/73, ITEM 3
Retention: Destroy when superseded.
- 510300-00004 ELIGIBLES FOR SUMMER HELP - DAGS
SA-1 DTD 4/13/73, ITEM 4
Retention: Destroy after end of respective summer.
- 510300-00005 NOTIFICATION OF PERSONNEL OFFICE OF TEMPORARY ASSIGNMENT PAY
SA-1 DTD 4/13/73, ITEM 5
Retention: Destroy 2 fiscal years from date of assignment.
- 510300-00006 REQUEST FOR TEMPORARY ASSIGNMENT PAY
SA-1 DTD 4/13/73, ITEM 6
Retention: Destroy 1 fiscal year after date of assignment.
- 510300-00007 EMPLOYEE ATTENDANCE & CERTIFICATION REPORT (FORM PO-8)
SA-1 DTD 5/30/73, ITEM 7
Retention: Destroy at end of current calendar year.

**RECORDS SERIES REPORT
DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES**

DEPARTMENT: 5104000000
DAGS AUDIT DIVISION

RECORD

SERIES ID RECORD SERIES DESCRIPTION

-
- 510400-00001 PERMANENT (REFERENCE) FILE – Agency audit reference file consisting of copies of basic records which represent and control operations of various State agencies; e.g., minutes, contracts, rules, regulations, policies, systems, personnel, etc.
SA-1 DTD 3/27/73, ITEM 1
Retention: Destroy when no longer needed for conduct audits
- 510400-00002 DETAILED WORKING PAPERS FILE – Consisting of unofficial copies of the two most recent audits and worksheets of various agencies
SA-1 DTD 3/27/73, ITEM 2
Retention: 10 years
Disposition: 2 years in office; 8 years in State Records Center.
- 510400-00003 GENERAL WORKING PAPERS FILE (CONFIDENTIAL FILE) – Consisting of general questionnaire, internal control questionnaire, adjusted audit findings, notes on various agencies for follow-up when auditing
SA-1 DTD 3/27/73, ITEM 3
Retention: 10 years
Disposition: 2 years in office; 8 years in State Records Center
- 510400-00004 JUDICIARY AUDIT REPORTS - Monthly balance sheets for small estates and guardianship accounts and related papers for use in conducting audit
SA-1 DTD 3/27/73, ITEM 4
Retention: Destroy after audit.
- 510400-00005 PRINCIPALS' FINANCIAL REPORTS - Monthly reports from each school principal's office
SA-1 DTD 3/27/73, ITEM 5
Retention: Destroy after audit.
- 510400-00006 COMMON TYPES OF AUDIT FINDINGS - Summary of types of audit findings commonly found in schools; maintained as reference to insure audit coverage
SA-1 DTD 3/27/73, ITEM 6
Retention: Destroy when no longer needed for conducting audits.

**RECORDS SERIES REPORT
DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES**

DEPARTMENT: 5107000000
DAGS ACCOUNTING DIVISION

RECORD

SERIES ID RECORD SERIES DESCRIPTION

510700-00001 SUMMARY STATEMENT OF APPROPRIATIONS & EXPENDITURES, YEAR-END
(Report No. MBP 480)
SA-1 DTD 7/6/89, ITEM 1
Retention: Permanent.
Disposition: Retain in COM format.

510700-00002 DETAILED STATEMENT OF APPROPRIATIONS, YEAR-END
(Report No. MBP 481)
SA-1 DTD 7/6/89, ITEM 2
Retention: Permanent.
Disposition: Retain in COM format.

510700-00003 DAILY REPORT OF APPROPRIATIONS
(A) MONTH-END (Report No. MBP 433)
SA-1 DTD 7/6/89, ITEM 3A
Retention: Until end of quarter.
Disposition: Retain in COM format.

510700-00004 DAILY REPORT OF APPROPRIATIONS
(B) YEAR-END (Report No. MBP 433)
SA-1 DTD 7/6/89, ITEM 3B
Retention: 3 years if audited; otherwise 6 years.
Disposition: Retain in COM format.

510700-00005 DAILY REPORT OF ALLOTMENTS
(A) MONTH-END (Report No. MBP 434)
SA-1 DTD 7/6/89, ITEM 4A
Retention: Until end of quarter.
Disposition: Retain in COM format.

510700-00006 DAILY REPORT OF ALLOTMENTS
(B) YEAR-END (Report No. MBP 434)
SA-1 DTD 7/6/89, ITEM 4B
Retention: 3 years if audited; otherwise 6 years.
Disposition: Retain in COM format.

510700-00007 APPROPRIATIONS SYMBOL TRANSACTION REGISTER, MONTH-END
(Report No. MBP 432)
SA-1 DTD 7/6/89, ITEM 5
Retention: Permanent.
Disposition: Retain in COM format.

510700-00008 TRIAL BALANCE OF GENERAL LEDGER ACCOUNTS BY FUND
(A) MONTH-END (Report No. MBP 410)
SA-1 DTD 7/6/89, ITEM 6A
Retention: 3 years if audited; otherwise 6 years.
Disposition: Retain in COM format.

**RECORDS SERIES REPORT
DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES**

DEPARTMENT: 5107000000
DAGS ACCOUNTING DIVISION

RECORD

SERIES ID RECORD SERIES DESCRIPTION

510700-00028 TRIAL BALANCE OF GENERAL LEDGER ACCOUNTS BY FUND
(B) YEAR-END (Report No. MBP 410)
SA-1 DTD 7/6/89, ITEM 6B
Retention: Permanent.
Disposition: Retain in COM format.

510700-00009 TRIAL BALANCE OF GENERAL LEDGER ACCOUNTS BY FUND
(A) MONTH- END (Report No. MBP 412)
SA-1 DTD 7/6/89, ITEM 7A
Retention: Until end of quarter.

510700-00010 TRIAL BALANCE OF GENERAL LEDGER ACCOUNTS BY FUND
B) YEAR-END (Report No. MBP 412)
SA-1 DTD 7/6/89, ITEM 7B
Retention: Permanent.

510700-00011 GENERAL LEDGER ACCOUNT ANALYSIS, MONTH-END
(Report No. MBP 414)
SA-1 DTD 7/6/89, ITEM 8
Retention: Permanent.
Disposition: Retain in COM format.

510700-00012 DAILY RECEIPTS REGISTER
(A) DAILY (Report No. MBP 401)
SA-1 DTD 7/6/89, ITEM 9A
Retention: Until monthly reconciliation.

510700-00013 DAILY RECEIPTS REGISTER
(B) MONTH-END (Report No. MBP 401)
SA-1 DTD 7/6/89, ITEM 9B
Retention: 3 years if audited; otherwise 6 years.

510700-00014 DAILY ENCUMBERANCE REGISTER
(A) DAILY (Report No. MBP 402)
SA-1 DTD 7/6/89, ITEM 10A
Retention: Until monthly reconciliation.

510700-00015 DAILY ENCUMBERANCE REGISTER
(B) MONTH-END (Report No. MBP 402)
SA-1 DTD 7/6/89, ITEM 10B
Retention: 3 years if audited; otherwise 6 years.

510700-00016 DAILY CASH EXPENDITURE REGISTER
(A) DAILY (Report No. MBP 403)
SA-1 DTD 7/6/89, ITEM 11A
Retention: Until monthly reconciliation.

**RECORDS SERIES REPORT
DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES**

DEPARTMENT: 5107000000
DAGS ACCOUNTING DIVISION

RECORD

SERIES ID RECORD SERIES DESCRIPTION

510700-00017 DAILY CASH EXPENDITURE REGISTER
(B) MONTH-END (Report No. MBP 403)
SA-1 DTD 7/6/89, ITEM 11B
Retention: 3 years if audited; otherwise 6 years.

510700-00018 DAILY GENERAL JOURNAL REGISTER
(A) DAILY (Report No. MBP 404)
SA-1 DTD 7/6/89, ITEM 12A
Retention: Until monthly reconciliation.

510700-00019 DAILY GENERAL JOURNAL REGISTER
(B) MONTH-END (Report No. MBP 404)
SA-1 DTD 7/6/89, ITEM 12B
Retention: 3 years if audited; otherwise 6 years.

510700-00022 COURT ORDER ON VOLUNTARY AGREEMENT FOR LEVY OR GARNISHMENT
SA-1 DTD 7/6/89, ITEM 15
Retention: 6 years after receipt of notice of payment in full.
*CONFIDENTIAL

510700-00023 FICA TAX; STATE OF HAWAII ERS CONTRIBUTIONS; SERVICE FEES
SA-1 DTD 7/6/89, ITEM 16
Retention: 6 years.

510700-00024 MONTHLY LISTS OF EMPLOYEES WITH DEDUCTION DATA SUBMITTED BY CARRIER
SA-1 DTD 7/6/89, ITEM 17
Retention: 10 years.
*CONFIDENTIAL

510700-00025 CHANGE SCHEDULES SUBMITTED BY CARRIER
SA-1 DTD 7/6/89, ITEM 18
Retention: 10 YEARS.
*CONFIDENTIAL

510700-00026 SAVINGS BOND REGISTER (Report No. PRD 471)
SA-1 DTD 7/6/89, ITEM 19
Retention: 6 years.
*CONFIDENTIAL

510700-00027 BOND AGENCY LIST
SA-1 DTD 7/6/89, ITEM 20
Retention: Until superseded.

**RECORDS SERIES REPORT
DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES**

DEPARTMENT: 5107010000
DAGS ACCOUNTING DIVISION, UNIFORM ACCOUNTING & REPORTING BRANCH

RECORD

SERIES ID RECORD SERIES DESCRIPTION

510701-00001 REGISTER OF CASH DISBURSEMENTS

SA-1 DTD 4/27/81, ITEM 1

Retention: 10 years.

510701-00002 MATURED INTEREST & PRINCIPAL LEDGERS

SA-1 DTD 4/27/81, ITEM 2

Retention: 10 years.

510701-00003 RECEIPT REPORTS (MONTHLY): #070, 075, 077, 079, 010, 020, 021, 151

SA-1 DTD 4/27/81, ITEM 3

Retention: 10 years.

510701-0004A OUTSTANDING WARRANTS REPORT #170

(A) MONTHLY REPORTS EXCEPT JUNE

SA-1 DTD 4/27/81, ITEM 4A

Retention: DAA (3 years if audited; otherwise 6 years).

510701-0004B OUTSTANDING WARRANTS REPORT #170

(B) JUNE (6/30) REPORT

SA-1 DTD 4/27/81, ITEM 4B

Retention: Permanent.

510701-0005A BOND FUND REPORT (ACT; DEPT; FUNCTION)

(A) 9/30, 12/31, 3/31 QTRLY REPORTS

SA-1 DTD 4/27/81, ITEM 5A

Retention: 1 year.

510701-0005B BOND FUND REPORT (ACT; DEPT; FUNCTION)

(B) 6/30 QTRLY RPT

SA-1 DTD 5/11/87, ITEM 5B

Retention: Permanent.

510701-0006A TRIAL BALANCES (MONTHLY): GENERAL, SPECIAL, TRUST, BOND, COUPON
REDEMPTION

(A) MONTHLY REPORTS EXCEPT JUNE

SA-1 DTD 4/27/81, ITEM 6A

Retention: DAA (3 years if audited; otherwise 6 years).

510701-0006B TRIAL BALANCES (MONTHLY): GENERAL, SPECIAL, TRUST, BOND, COUPON
REDEMPTION

(B) JUNE (6/30) REPORT

SA-1 DTD 4/27/81, ITEM 6B

Retention: Permanent.

510701-00007 FINANCIAL STATEMENT DOCUMENTATION

SA-1 DTD 4/27/81, ITEM 7

Retention: Permanent.

**RECORDS SERIES REPORT
DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES**

DEPARTMENT: 5107010000

DAGS ACCOUNTING DIVISION, UNIFORM ACCOUNTING & REPORTING BRANCH

RECORD

SERIES ID RECORD SERIES DESCRIPTION

510701-00009 APPROPRIATION AND EXPENDITURE LEDGERS

SA-1 DTD 12/27/84, ITEM 2

Retention: Permanent.

Disposition: Microfilm and destroy original.

510701-00009 FUND AND PROPRIETARY CONTROL LEDGERS

SA-1 DTD 12/27/84, ITEM 5

Retention: Permanent.

Disposition: Microfilm and destroy original.

**RECORDS SERIES REPORT
DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES**

DEPARTMENT: 5107030000
DAGS ACCOUNTING DIVISION, PRE-AUDIT BRANCH

RECORD
SERIES ID RECORD SERIES DESCRIPTION

510703-00001 REGISTER OF CASH DISBURSEMENTS
SA-1 DTD 4/27/81, ITEM 1
Retention: 10 years.

**RECORDS SERIES REPORT
DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES**

DEPARTMENT: 5108000000
DAGS CENTRAL SERVICES DIVISION

RECORD

SERIES ID RECORD SERIES DESCRIPTION

510800-00001 REQUEST FOR SCHOOL FURNITURE AND EQUIPMENT

(A) HARD COPY

SA-1 DTD 9/13/73, ITEM 1A

Retention: Destroy when 3 years old.

510800-00002 REQUEST FOR SCHOOL FURNITURE AND EQUIPMENT

(B) YELLOW COPY

SA-1 DTD 9/13/73, ITEM 1B

Retention: File in school furniture project folder and destroy when no longer needed for administrative purposes.

510800-00003 REPAIR AND MAINTENANCE WORK ORDER REGISTER FOR SCHOOL FURNITURE

SA-1 DTD 9/13/73, ITEM 2

Retention: Destroy when 3 years old.

510800-00004 WATCHMAN'S DAILY REPORT

SA-1 DTD 9/13/73, ITEM 3

Retention: Destroy when 1 year old.

510800-00005 SCHOOL PHOTOS INVENTORY

SA-1 DTD 9/13/73, ITEM 4

Retention: Permanent; Transfer to State Archives when no longer needed for administrative purposes.

510800-00006 REGISTER OF WORK ORDERS FOR SCHOOL REPAIRS

SA-1 DTD 9/13/73, ITEM 5

Retention: Destroy when 5 years old.

510800-00007 FIRE AND STORM DAMAGE REPORTS (Consists of reports from field supervisors to Division Head on fire and storm damages to school buildings)

SA-1 DTD 9/13/73, ITEM 6

Retention: Destroy 5 years from date of initial report.

510800-00008 SCHOOL CONSTRUCTION AND MAINTENANCE PROJECTS REFERENCE FILES
(NON-CIP, SPECIAL APPROPRIATIONS \$4000-15000)

SA-1 DTD 8/14/79, ITEM 7

Retention: May destroy after project completed and accepted.

510800-00009 SCHOOL LUNCH PROGRAM PLAN FILE ACT 204 (1969)

SA-1 DTD 9/13/73, ITEM 8

Retention: Destroy when 15 years old.

**RECORDS SERIES REPORT
DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES**

DEPARTMENT: 5108000000
DAGS CENTRAL SERVICES DIVISION

RECORD
SERIES ID RECORD SERIES DESCRIPTION

510800-00017 BUILDINGS CONSTRUCTION AND MAINTENANCE PROJECTS REFERENCE FILES
(CIP \$15000 -)

SA-1 DTD 8/14/79, ITEM 9

Retention: May destroy after project completed and accepted.

510800-00016 ACKNOWLEDGEMENT OF REFUSE COLLECTION

SA-1 DTD 8/9/76, ITEM 16

Retention: 1 year and destroy.

**RECORDS SERIES REPORT
DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES**

DEPARTMENT: 5109010000
DAGS STATE PROCUREMENT OFFICE, PURCHASING BRANCH

RECORD

SERIES ID RECORD SERIES DESCRIPTION

510901-P0002 BID PROPOSAL LOG (NUMERICAL)

SA-1 DTD 8/29/73, ITEM 2

Retention: Destroy after audit.

510901-P0003 BID PROPOSAL REGISTER (COMMODITY)

SA-1 DTD 8/29/73, ITEM 3

Retention: Destroy 1 year after end of fiscal year.

510901-P0004 BID DEPOSIT LEDGER (BID DEPOSIT RECORD FOR TRUST FUND)

SA-1 DTD 8/29/73, ITEM 4

Retention: Destroy after audit.

510901-P0005 BID DEPOSIT REFUND REGISTER

SA-1 DTD 8/29/73, ITEM 5

Retention: Destroy after audit.

510901-P0006 AWARD BY PURCHASE ORDER; AWARD BY CONTRACT LOG

SA-1 DTD 8/29/73, ITEM 6

Retention: Destroy after audit or 10 years; whichever is longer.

510901-P0007 PRICE LISTS

SA-1 DTD 8/29/73, ITEM 7

Retention: Destroy when superseded.

510901-P0008 HAWAII PRODUCTS PREFERENCE FILES – Includes: Application for Hawaii Products Preference (SPO Form-6A), Hawaii Products Preference Data Sheet (SPO Form-6B), Hawaii Products Applicant's Certification (SPO Form-6C), Affidavit for Renewal of Hawaii Products List Status (SPO Form-6D), or equivalent records.

A. REJECTED APPLICANTS, 1966 – Present

SA-1 DTD 8/29/97, ITEM 1a.

Retention: 3 years after preference rejection.

Disposition: Destroy after cited retention.

510901-P0009 HAWAII PRODUCTS PREFERENCE FILES – Includes: Application for Hawaii Products Preference (SPO Form-6A), Hawaii Products Preference Data Sheet (SPO Form-6B), Hawaii Products Applicant's Certification (SPO Form-6C), Affidavit for Renewal of Hawaii Products List Status (SPO Form-6D), or equivalent records

B. QUALIFIED COMPANIES, 1975 – Present

SA-1 DTD 8/29/97, ITEM 1b.

Retention: 6 years after preference expiration.

Disposition: Destroy after cited retention.

**RECORDS SERIES REPORT
DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES**

DEPARTMENT: 5109020000

DAGS STATE PROCUREMENT OFFICE, SURPLUS PROPERTY BRANCH

RECORD

SERIES ID RECORD SERIES DESCRIPTION

510902-00001	STATE PUBLIC SALE SA-1 DTD 8/29/73, ITEM 1 Retention: Destroy after audit.
510902-00002	PRE-NUMBERED REGISTER OF DAILY VISITORS (FORM SPB-8) SA-1 DTD 8/29/73, ITEM 2 Retention: Destroy after one year.

**RECORDS SERIES REPORT
DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES**

DEPARTMENT: 5110010000
DAGS ARCHIVES DIVISION, RECORDS MANAGEMENT BRANCH

RECORD

SERIES ID RECORD SERIES DESCRIPTION

511001-00001 COMPLETED MICROFILM CERTIFICATES
SA-1 DTD 9/24/73, ITEM 1
Retention: Permanent.

511001-00002 CERTIFICATIONS - AGENCIES AND PROCESSING FIRMS
SA-1 DTD 9/24/73, ITEM 2
Retention: Permanent.

511001-00003 CRITERIA AND SPECIFICATIONS OF MICROFILM PROGRAM
SA-1 DTD 9/24/73, ITEM 3
Retention: Permanent.

511001-00004 MICROFILM PROGRAM - MISCELLANEOUS (e.g., evaluation reports,
requests, copies of receipts)
SA-1 DTD 9/24/73, ITEM 4
Retention: Destroy when no longer needed for administrative purposes.

511001-00005 RECORDS MANAGEMENT PROGRAM (HISTORICAL)
SA-1 DTD 9/24/73, ITEM 5
Retention: Permanent.

511001-00006 MICROFILM INDEX
SA-1 DTD 9/24/73, ITEM 6
Retention: Permanent.

511001-00007 MICROFILM REGISTER
SA-1 DTD 9/24/73, ITEM 7
Retention: Permanent.

**RECORDS SERIES REPORT
DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES**

DEPARTMENT: 5110020000
DAGS ARCHIVES DIVISION, HISTORICAL RECORDS BRANCH

RECORD

SERIES ID RECORD SERIES DESCRIPTION

511002-00001 BRANCH REPORTS WITH NARRATIVE (Reports of branch activities)

Monthly

SA-1 DTD 4/10/97, ITEM 1

Retention: Current and preceding fiscal year.

Disposition: Destroy after cited retention.

511002-00002 BRANCH REPORTS WITH NARRATIVE (Reports of branch activities)

Annual

SA-1 DTD 4/10/97, ITEM 1

Retention: 5 years.

Disposition: Destroy after cited retention.

511002-00003 HAWAII STATE ARCHIVES DAILY REGISTER OF RESEARCHERS – record of on-site researchers for security and statistical purposes, Form AH-7

Daily

SA-1 DTD 4/10/97, ITEM 2

Retention: Until monthly report submitted.

Disposition: Destroy after cited retention.

511002-00004 INDIVIDUAL DAILY LOG OF PATRON USE, Form AH-8

SA-1 DTD 4/10/97, ITEM 3

Retention: Until monthly report submitted.

Disposition: Destroy after cited retention.

511002-00005 RESEARCHER PROFILE STATISTICS – summary of users by category collected for statistical purposes, Form AH-9

Monthly

SA-1 DTD 4/10/97, ITEM 4

Retention: Until annual report submitted.

Disposition: Destroy after cited retention.

511002-00006 CIRCULATION STATISTICS – summary of categories of records used by day/month collected for statistical purposes, Form AH-12

Monthly

SA-1 DTD 4/10/97, ITEM 5

Retention: Until annual report submitted.

Disposition: Destroy after cited retention.

511002-00007 ORDERS PROCESSED – summary of types of orders processed by day/month collected for statistical purposes, Form AH-14

Monthly

SA-1 DTD 4/10/97, ITEM 6

Retention: Until annual report submitted.

Disposition: Destroy after cited retention.

**RECORDS SERIES REPORT
DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES**

DEPARTMENT: 5110020000
DAGS ARCHIVES DIVISION, HISTORICAL RECORDS BRANCH

RECORD

SERIES ID RECORD SERIES DESCRIPTION

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- 511002-00008 PROCESSING/PRESERVATION [statistics] – summary of activities of clerk typists by month/year collected for statistical purposes, Form AH-27
Monthly
SA-1 DTD 4/10/97, ITEM 7
Retention: Until annual report submitted.
Disposition: Destroy after cited retention.
- 511002-00009 COLLECTIONS MANAGEMENT SECTION'S MONTHLY/ANNUAL REPORT COLLECTED FOR STATISTICAL PURPOSES, Form CM-5
Monthly
SA-1 DTD 4/10/97, ITEM 8
Retention: Until annual report submitted.
Disposition: Destroy after cited retention.
- 511002-00010 COLLECTION FILE – Organized by record group; contains: archivists' Processing Plan Form AH-5, Appraisal CM Form 1, CM Form 2 Records Deaccession Recommendation and Disposition Report [archivist's justification for recommending deaccession], Form AH-6 Separation Sheet, Processing notes, Samples of weeded material, Form ARM 3 Deaccessions.
SA-1 DTD 4/10/97, ITEM 9
Retention: Permanent.
Disposition: Retain in Collections Management. May be microfilmed. Originals may be destroyed after microfilming.
- 511002-00011 CORRESPONDENCE – Responses to specific reference inquiries relating to State Archives collections, policies and procedures.
SA-1 DTD 4/10/97, ITEM 10
Retention: Current and 2 fiscal years.
Disposition: Destroy after cited retention.
- 511002-00012 ACCESSION LOG – State Records and Gifts – Annual, Form AH-1
SA-1 DTD 4/10/97, ITEM 11
Retention: Permanent.
Disposition: Retain in Collections Management. May be microfilmed. Originals may be destroyed after microfilming.
- 511002-00013 HAWAII STATE ARCHIVES REGISTRATION CARD – researcher identification; includes address and phone number, Form AH-10
SA-1 DTD 4/10/97, ITEM 12
Retention: Current and 2 fiscal years.
Disposition: Destroy after 3 years old.
- 511002-00014 HAWAII STATE ARCHIVES RECORDS REQUEST – standard form for researcher requests to view records, Form AH-11.
SA-1 DTD 4/10/97, ITEM 13
Retention: Current and preceding fiscal year.
Disposition: Destroy after 2 years old.

**RECORDS SERIES REPORT
DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES**

DEPARTMENT: 5110020000
DAGS ARCHIVES DIVISION, HISTORICAL RECORDS BRANCH

RECORD

SERIES ID RECORD SERIES DESCRIPTION

511002-00015 HAWAII STATE ARCHIVES – Order for Services, Form AH-13
SA-1 DTD 4/10/97, ITEM 14
Retention: 3 years if audited, otherwise 6 years.

511002-00016 HAWAII STATE ARCHIVES PHOTOGRAPH AGREEMENT – researcher's agreement to adhere to policies and procedures relating to photography in the Archives Building, Form AH-20
SA-1 DTD 4/10/97, ITEM 15
Retention: Permanent.
Disposition: Retain in Circulation. May be microfilmed. Originals may be destroyed after microfilming.

511002-00017 MICROFILM DUPLICATION REQUEST AND RELEASE, Form AH-24
SA-1 DTD 4/10/97, ITEM 16
Retention: Current and preceding fiscal year.
Disposition: retain in Circulation. Destroy after cited retention.

511002-00018 DATABASES
a. Archives, manuscripts, maps, visual materials
b. Books [published materials]
c. Locator
SA-1 DTD 4/10/97, ITEM 17
Retention: Until superseded.
Disposition: Destroy after cited retention.

511002-00019 MARC Cartographic materials, Form CM-3
SA-1 DTD 4/10/97, ITEM 18a
Retention: Until record entered in database.
Disposition: Destroy after cited retention.

511002-00020 MARC Photographic materials, Form CM-4
SA-1 DTD 4/10/97, ITEM 18b
Retention: Until record entered in database.
Disposition: Destroy after cited retention.

511002-00021 Cataloging Worksheet – published materials
SA-1 DTD 4/10/97, ITEM 18c
Retention: Until record entered in database.
Disposition: Destroy after cited retention.

511002-00022 FINDING AIDS – Indexes, descriptive inventories, and finding guides for Archives holdings.
SA-1 DTD 4/10/97, ITEM 19
Retention: Until superseded or revised.
Disposition: Destroy after cited retention.

**RECORDS SERIES REPORT
DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES**

DEPARTMENT: 5113010000
DAGS AUTOMOTIVE MANAGEMENT DIVISION, MOTOR POOL BRANCH

RECORD

SERIES ID RECORD SERIES DESCRIPTION

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- 511301-00001 OPERATING COST FOR EACH CAR – File consists of card form maintained for each car on inventory to show amount of service and repair performed on each car
SA-1 DTD 4/23/73, ITEM A.1
Retention: Destroy 1 fiscal year after disposition of car.
- 511301-00002 INVENTORY OF STATE VEHICLES
SA-1 DTD 4/23/73, ITEM A.2
Retention: Destroy when no longer needed for administrative purposes.
- 511301-00003 AUTOMOBILE PURCHASE AND SERVICES CONTRACTS
SA-1 DTD 4/23/73, ITEM A.3
Retention: Destroy when no longer needed for administrative purposes.
- 511301-00004 FLEET INSURANCE - REPORT OF CHANGES IN AUTOMOBILE EQUIPMENT
(for insurance premium determination & for premium adjustments)
SA-1 DTD 4/23/73, ITEM A.4
Retention: Destroy 2 years after end of fiscal year.
- 511301-00005 HPD SAFETY INSPECTION REPORT
SA-1 DTD 4/23/73, ITEM A.5
Retention: Destroy after 5 years.
- 511301-00006 STATE VEHICLE ACCIDENT FILE
SA-1 DTD 4/23/73, ITEM A.6
Retention: Destroy 5 years after settlement of accident.
- 511301-00007 DAILY REGISTER OF ASSIGNED VEHICLES
(Listing of vehicle assigned & the assignee)
SA-1 DTD 4/23/73, ITEM A.7
Retention: Destroy 1 year after end of fiscal year.

**RECORDS SERIES REPORT
DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES**

DEPARTMENT: 5113020000
DAGS AUTOMOTIVE MANAGEMENT DIVISION, PARKING CONTROL BRANCH

RECORD

SERIES ID RECORD SERIES DESCRIPTION

511302-00001 PARKING APPLICATIONS

SA-1 DTD 4/23/73, ITEM B.1

Retention: Destroy when superseded by new application for another lot assignment, purchase of new car or when lot assignment is cancelled.

511302-00002 LOT APPLICATION LIST

SA-1 DTD 4/23/73, ITEM B.2

Retention: Destroy when no longer needed for administrative purposes.

511302-00003 CAR POOL PARKING APPLICATIONS

SA-1 DTD 4/23/73, ITEM B.3

Retention: Destroy when parking status is changed or terminated.

511302-00004 SECOND CAR DECAL APPLICATIONS

SA-1 DTD 4/23/73, ITEM B.4

Retention: Destroy when parking status is changed or terminated.

511302-00005 PARKING WAITING LIST

SA-1 DTD 4/23/73, ITEM B.5

Retention: Destroy when no longer needed for administrative purposes.

511302-00006 PARKING DECAL LISTING

SA-1 DTD 4/23/73, ITEM B.6

Retention: Destroy when no longer needed for administrative purposes.

511302-00007 INDEX CARD FILE BY LOTS

SA-1 DTD 4/23/73, ITEM B.7

Retention: Withdraw and destroy cards 3 months after cancellation of salary assignment.

511302-00008 CASH PARKERS' CARD FILE

SA-1 DTD 4/23/73, ITEM B.8

Retention: Destroy cards 3 months after cancellation or termination of authorization to park.

511302-00009 CHANGE OF DECAL FILE

SA-1 DTD 4/23/73, ITEM B.9

Retention: Destroy 3 months after change is effected.

511302-00010 TERMINATION OF PARKING

SA-1 DTD 4/23/73, ITEM B.10

Retention: Withdraw parking assignee's parking application and destroy records 3 months after salary assignment is cancelled.

511302-00011 PARKING SUMMARY

SA-1 DTD 4/23/73, ITEM B.11

Retention: Destroy when no longer needed for administrative purposes.

**RECORDS SERIES REPORT
DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES**

DEPARTMENT: 5113020000
DAGS AUTOMOTIVE MANAGEMENT DIVISION, PARKING CONTROL BRANCH

RECORD
SERIES ID RECORD SERIES DESCRIPTION

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- 511302-00012 CONTROL SHEETS
SA-1 DTD 4/23/73, ITEM B.12
Retention: Destroy when no longer needed for administrative purposes.

 - 511302-00013 COURTESY WARNINGS FOR TRAFFIC VIOLATIONS
SA-1 DTD 4/23/73, ITEM B.13
Retention: Destroy after 6 months.

 - 511302-00014 PARKING CITATIONS (TRAFFIC VIOLATIONS BUREAU FORM)
SA-1 DTD 4/23/73, ITEM B.14
Retention: Destroy after 1 year.

 - 511302-00015 PARKING ASSIGNMENTS & TRANSFER OF LOT ADJUSTMENTS
SA-1 DTD 4/23/73, ITEM B.15
Retention: Destroy when assignments are changed or cancelled (see also: Termination of Parking).

 - 511302-00016 CASH REGISTER SPITTER TICKETS AND CASH REGISTER TAPES
SA-1 DTD 4/2/91, ITEM 1
Retention: 3 years after audit; otherwise 6 years.

 - 511302-00017 DAILY REVENUE REPORTS
SA-1 DTD 4/2/91, ITEM 2
Retention: 3 years after audit; otherwise 6 years.

*RECORDS SERIES ID is for Records Management Branch use only.

**RECORDS SERIES REPORT
DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES**

DEPARTMENT: 5117000000
DAGS STADIUM AUTHORITY

RECORD
SERIES ID RECORD SERIES DESCRIPTION

511700-00001 TICKET STUBS & UNSOLD TICKETS

SA-1 DTD 2/6/84, ITEM 1

Retention: May destroy or return to promoter after audit completion and acceptance.

**RECORDS SERIES REPORT
DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES**

DEPARTMENT: 5121000000
DAGS CAMPAIGN SPENDING COMMISSION

RECORD

SERIES ID RECORD SERIES DESCRIPTION

512100-00001 CANDIDATE COMMITTEE RECORDS, 1991 - Present
SA-1 DTD 1/21/04, ITEM 1
Retention: 10 years after termination of Candidate Committee.
Disposition: Destroy after cited retention.

512100-00002 NONCANDIDATE COMMITTEE RECORDS, 1991 - Present
SA-1 DTD 1/21/04, ITEM 2
Retention: 10 years after close/inactivity of records.
Disposition: Destroy after cited retention.

512100-00003 STATE OR COUNTY CONTRACTORS REPORTS 1995 - Present
SA-1 DTD 1/21/04, ITEM 3
Retention: 10 years after receipt of report.
Disposition: Destroy after cited retention.