

DEPARTMENT OF BUSINESS, ECONOMIC DEVELOPMENT & TOURISM

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>
BUSINESS SUPPORT DIVISION, FINANCIAL SUPPORT BRANCH.....	1
ENERGY, RESOURCES & TECHNOLOGY DIVISION, ENERGY CONSERVATION BRANCH	2
ALOHA TOWER DEVELOPMENT CORPORATION.....	3

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

**RECORD SERIES REPORT
DEPARTMENT OF BUSINESS, ECONOMIC DEVELOPMENT & TOURISM**

DEPARTMENT: 1705010000
DBEDT BUSINESS SUPPORT DIVISION, FINANCIAL SUPPORT BRANCH

RECORD

SERIES ID RECORD SERIES DESCRIPTION

170501-00001 LOAN PROGRAM RECORDS (APPROVED), 1971 – Present

SA-1 DTD 9/21/95, ITEM 1

Retention: Six years after final settlement.

Disposition: Return the following original documentation or its equivalent to borrower upon final pay off and release of collateral: a. Note; b. Borrowing Resolution; c. Continuing Guaranty; d. Financing Statement; e. Financing Statement Amendment; f. Security Agreement; g. Term Loan Agreement; h. Mortgage; i. Disclosure Statement; j. Right of Rescission; k. Hypothecation Agreement; l. Subordination; m. Consent to Assignment of Lease; n. Preferred Ship Mortgage; o. Life Insurance Policy; p. Assignment Insurance Policy; q. Hazard Insurance Policy – Business; r. Hazard Insurance Policy – Residence and Hull Insurance Policy. Destroy remainder of file six years after final settlement.

170501-00002 DISAPPROVED LOAN APPLICATIONS, 1992 – Present

SA-1 DTD 9/21/95, ITEM 2

Retention: One year.

Disposition: Destroy one year after disapproval of loan application.

170501-00003 WITHDRAWN/CANCELLED LOAN APPLICATIONS, 1992 – Present

SA-1 DTD 9/21/95, ITEM 3

Retention: Destroy one year after withdrawal or cancellation of loan application if not returned to the applicant.

**RECORD SERIES REPORT
DEPARTMENT OF BUSINESS, ECONOMIC DEVELOPMENT & TOURISM**

DEPARTMENT: 1713040000

DBEDT ENERGY, RESOURCES & TECHNOLOGY DIVISION, ENERGY CONSERVATION BRANCH

RECORD

SERIES ID RECORD SERIES DESCRIPTION

171304-00001 FEDERAL GRANT RECORDS, 1991 – Present
SA-1 DATED 10/29/96, ITEM 1
Retention: 3 years after submission of annual expenditure report.
Disposition: Destroy 3 years after submission of annual expenditure report.

171304-00002 CONSULTANT PROJECT RECORDS, 1985 – Present
SA-1 DATED 10/29/96, ITEM 2
Retention: 3 years after close of file if audited. If file is not audited, 6 years after close of file.
Disposition: Destroy 3 years after close of file if audited. If file is not audited, destroy 6 years after close of file.

**RECORD SERIES REPORT
DEPARTMENT OF BUSINESS, ECONOMIC DEVELOPMENT & TOURISM**

DEPARTMENT: 1714060000
DBEDT ALOHA TOWER DEVELOPMENT CORPORATION

RECORD
SERIES ID RECORD SERIES DESCRIPTION

171406-00001 PROPOSALS FOR ALOHA TOWER COMPLEX
 (A) ALOHA TOWER PLAZA PROPOSALS, 1982 – 1983
 SA-1 DTD 7/22/94, ITEM A
 Retention: Permanent.
 Disposition: May transfer to State Archives after 10 years old.

171406-00002 PROPOSALS FOR ALOHA TOWER COMPLEX
 (B) ALOHA TOWER MARKETPLACE PROPOSALS, 1989 –
 SA-1 DTD 7/22/94, ITEM B
 Retention: Permanent.
 Disposition: May transfer to State Archives when 10 years old
 Restrictions: Confidential until Phase 1 construction completed.