

DEPARTMENT OF HAWAIIAN HOME LANDS

Approved Records Retention and Disposition Schedules (Forms SA-1)
Compiled by the DAGS, Archives Division, Records Management Branch*

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

**RECORD SERIES REPORT
DEPT. OF HAWAIIAN HOME LANDS**

DEPARTMENT: 3101000000
DHHL: OFFICE OF THE CHAIRMAN

RECORD

SERIES ID RECORD SERIES DESCRIPTION

310100 OFFICE OF THE CHAIRMAN (INCLUDES COMMISSION SECRETARY)
310100-00001 AUDIO TAPE RECORDINGS OF HAWAIIAN HOME COMMISSION MEETINGS
SA-1 DATED 11/20/98 ITEM 1.1
Retention: 1 year after minutes of Hawaiian Homes Commission meeting are approved.
Disposition: Destroy after cited retention.

310100-00002 ADMINISTRATIVE LEGAL RECORDS: CONTESTED CASE HEARING RECORDS
SA-1 DATED 11/20/98 ITEM 1.5
Retention: 4 years from date of decision and order.
Disposition: Destroy after cited retention.

**RECORD SERIES REPORT
DEPT. OF HAWAIIAN HOME LANDS**

DEPARTMENT: 3102000000
DHHL PLANNING OFFICE

RECORD

SERIES ID RECORD SERIES DESCRIPTION

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- 310200 DHHL PLANNING OFFICE
310200-00001 ADMINISTRATIVE LEGAL RECORDS: AUTHORIZED SIGNATURES
SA-1 DATED 11/20/98 ITEM 1.4
Retention: Non-permanent.
Disposition: Destroy when superseded.
- 310200-00002 PLANNING RECORDS: MAPS A. DEVELOPMENT
SA-1 DATED 11/20/98 ITEM 6.1.A
Retention: Permanent
Disposition: Retain in office. May capture on another lasting media for security purposes providing copy is able to meet retention requirements. Limit use of originals.
- 310200-00003 PLANNING RECORDS: MAPS B. TRUST
SA-1 DATED 11/20/98 ITEM 6.1.B
Retention: Permanent
Disposition: Retain in office. May capture on another lasting media for security purposes providing copy is able to meet retention requirements. Limit use of originals.
- 310200-00004 PLANNING RECORDS: CORRESPONDENCE RELATED TO PLANNING
SA-1 DATED 11/20/98 ITEM 6.2
Retention: Permanent.
Disposition: Retain in office. May capture and store on another lasting media (i.e., microfilm) providing copy is able to meet retention requirements. Destroy originals after capturing.
- 310200-00005 PLANNING RECORDS: CORRESPONDENCE RELATED TO TRUST AND CLAIMS
SA-1 DATED 11/20/98 ITEM 6.3
Retention: Permanent.
Disposition: Retain in office. Capture and store on another lasting media (i.e., microfilm) providing copy is able to meet retention requirements. Destroy originals after capturing.
- 310200-00006 PLANNING RECORDS: CONTRACT FILES
SA-1 DATED 11/20/98 ITEM 6.4.
Retention: 10 years after final payment.
Disposition: Purge file of development plans, studies, and appraisal reports and destroy file after cited retention.
- 310200-00007 PLANNING RECORDS: CONTRACT FILES A. DEVELOPMENT PLANS
SA-1 DATED 11/20/98 ITEM 6.4.A
Retention: Permanent.
Disposition: May capture and store on another lasting media (i.e., microfilm) providing copy is able to meet retention requirements. Destroy originals after capturing.
- 310200-00008 PLANNING RECORDS: CONTRACT FILES B. DEVELOPMENT-RELATED STUDIES (I.E., ARCHAEOLOGICAL, ENVIRONMENTAL, ETC.)
SA-1 DATED 11/20/98 ITEM 6.4.B.
Retention: Permanent.
Disposition: May capture and store on another lasting media (i.e. microfilm) providing copy is able to meet retention requirements. Destroy originals after capturing.

**RECORD SERIES REPORT
DEPT. OF HAWAIIAN HOME LANDS**

DEPARTMENT: 3102000000
DHHL PLANNING OFFICE

RECORD
SERIES ID RECORD SERIES DESCRIPTION

310200-00009 PLANNING RECORDS: CONTRACT FILES C. APPRAISAL REPORTS
SA-1 DATED 11/20/98 ITEM 6.4.C.

Retention: Permanent.

Disposition: May capture and store on another lasting media (i.e. microfilm) providing copy is able to meet retention requirements. Destroy originals after capturing.

**RECORD SERIES REPORT
DEPT. OF HAWAIIAN HOME LANDS**

DEPARTMENT: 3103000000
DHHL ADMINISTRATIVE SERVICES OFFICE

RECORD

SERIES ID RECORD SERIES DESCRIPTION

310300 DHHL ADMINISTRATIVE SERVICES OFFICE

310300-00001 PERSONNEL POSITION LISTING

SA-1 DATED 11/20/98 ITEM 1.2

Retention: Non-permanent.

Disposition: Destroy when superseded.

310300-00002 OFFICE OF INFORMATION PRACTICES' RECORDS RECORDING FORMS

SA-1 DATED 11/20/98 ITEM 1.3

Retention: 1 year after entry, verification and reporting to OIP.

Disposition: Destroy after cited retention.

310300-00003 ADMINISTRATIVE LEGAL RECORDS: SUBPOENAS

SA-1 DATED 11/20/98 ITEM 1.4

Retention: 5 years after date of subpoena.

Disposition: Destroy after cited retention.

**RECORD SERIES REPORT
DEPT. OF HAWAIIAN HOME LANDS**

DEPARTMENT: 3104000000
DHHL FISCAL OFFICE

RECORD

SERIES ID RECORD SERIES DESCRIPTION

310400 DHHL FISCAL OFFICE

310400-00001 ACCOUNTS RECEIVABLE: CASH RECEIPTS JOURNAL
SA-1 DATED 11/20/1998 ITEM 2.1
Retention: 3 fiscal years if audited, otherwise 6 fiscal years.
Disposition: Destroy after cited retention.

310400-00002 ACCOUNTS RECEIVABLE: CASH DISBURSEMENT JOURNAL
SA-1 DATED 11/20/1998 ITEM 2.2
Retention: 3 fiscal years if audited, otherwise 6 fiscal years.
Disposition: Destroy after cited retention.

310400-00003 ACCOUNTS RECEIVABLE: GENERAL LEDGER TRIAL BALANCE
SA-1 DATED 11/20/1998 ITEM 2.3
Retention: 3 fiscal years if audited, otherwise 6 fiscal years.
Disposition: Destroy after cited retention.

310400-00004 ACCOUNTS RECEIVABLE: TRUST FUND LEDGER
SA-1 DATED 11/20/1998 ITEM 2.4
Retention: 6 fiscal years after paid in full.
Disposition: Upon full payment, may transfer to the Records
Center for storage. Destroy after cited retention.

310400-00005 ACCOUNTS RECEIVABLE: FINANCIAL REPORT
SA-1 DATED 11/20/1998 ITEM 2.5
Retention: 3 fiscal years if audited, otherwise 6 fiscal years.
Disposition: Destroy after cited retention.

310400-00006 ADMINISTRATIVE RECORDS: CONTRACT ENCUMBRANCE REGISTER –
MONTHLY (MBP-402)
SA-1 DATED 11/20/1998 ITEM 2.6
Retention: End of quarter to which the records relate.
Disposition: Destroy after cited retention.

310400-00007 ADMINISTRATIVE RECORDS: TRIAL BALANCE OF GENERAL LEDGER ACCOUNT
BY DEPARTMENT (MBP-412)
SA-1 DATED 11/20/1998 ITEM 2.7
Retention: 3 fiscal years if audited, otherwise 6 fiscal years.
Disposition: Destroy after cited retention.

310400-00008 ADMINISTRATIVE RECORDS: DEPARTMENTAL BUDGET & EXPENDITURE
BY COST CENTER (MBPD08-B)
SA-1 DATED 11/20/1998 ITEM 2.8
Retention: 3 fiscal years if audited, otherwise 6 fiscal years.
Disposition: Destroy after cited retention.

310400-00009 ADMINISTRATIVE RECORDS: SCHEDULE OF EXPENDITURE REPORT
BY COST CENTER (MBPE06-6)
SA-1 DATED 11/20/1998 ITEM 2.9
Retention: 3 fiscal years if audited, otherwise 6 fiscal years.
Disposition: Destroy after cited retention.

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**RECORD SERIES REPORT
DEPT. OF HAWAIIAN HOME LANDS**

DEPARTMENT: 3104000000
DHHL FISCAL OFFICE

RECORD

SERIES ID RECORD SERIES DESCRIPTION

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- 310400-00010 ADMINISTRATIVE RECORDS: QUARTERLY UPDATE, REVENUE ESTIMATES, AND RELATED DOCUMENTS
SA-1 DATED 11/20/1998 ITEM 2.10
Retention: Non-permanent.
Disposition: Destroy when no longer of administrative use. Retain no longer than 6 fiscal years.
- 310400-00011 ADMINISTRATIVE RECORDS: FISCAL AND LEGAL DOCUMENTS RELATING TO CONTRACTS
SA-1 DATED 11/20/1998 ITEM 2.11
Retention: 10 years after final payment.
Disposition: retain in office for cited retention, then destroy.
- 310400-00012 CASHIER RECORDS: DAILY CASH WORKSHEET
SA-1 DATED 11/20/1998 ITEM 2.12
Retention: 3 fiscal years if audited, otherwise 6 fiscal years.
Disposition: Destroy after cited retention.
- 310400-00013 CASHIER RECORDS: REMITTANCE FROM DISTRICT OFFICE
SA-1 DATED 11/20/1998 ITEM 2.13
Retention: 3 fiscal years if audited, otherwise 6 fiscal years.
Disposition: Destroy after cited retention.
- 310400-00014 LESSEE LOAN RECORDS: LOAN APPROVAL FORM / LOAN COMMITMENT
SA-1 DATED 11/20/1998 ITEM 2.14
Retention: 6 fiscal years after date loan is paid in full.
Disposition: May capture and store on another media (e.g., microfilm) providing copy is able to meet retention requirements. Destroy after cited retention.
- 310400-00015 LESSEE LOAN RECORDS: LOAN SCHEDULE OF CHANGES
SA-1 DATED 11/20/1998 ITEM 2.15
Retention: 6 fiscal years after date loan is paid in full.
Disposition: May capture and store on another media (e.g., microfilm) providing copy is able to meet retention requirements. Destroy after cited retention.
- 310400-00016 LESSEE LOAN RECORDS: LOAN STATEMENT OF ACCOUNT
SA-1 DATED 11/20/1998 ITEM 2.16
Retention: 6 fiscal years after date loan is paid in full.
Disposition: May capture and store on another media (e.g., microfilm) providing copy is able to meet retention requirements. Destroy after cited retention.
- 310400-00017 LESSEE LOAN RECORDS: LOAN LEDGERS
SA-1 DATED 11/20/1998 ITEM 2.17
Retention: 6 fiscal years after date loan is paid in full.
Disposition: May capture and store on another media (e.g., microfilm) providing copy is able to meet retention requirements. Destroy after cited retention.

**RECORD SERIES REPORT
DEPT. OF HAWAIIAN HOME LANDS**

DEPARTMENT: 3104000000
DHHL FISCAL OFFICE

RECORD

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- 310400-00018 LESSEE LOAN RECORDS: LOAN RECEIPTS
SA-1 DATED 11/20/1998 ITEM 2.18
Retention: 6 fiscal years after date loan is paid in full.
Disposition: May capture and store on another media (e.g., microfilm) providing copy is able to meet retention requirements. Destroy after cited retention.
- 310400-00019 LESSEE LOAN RECORDS: LOAN EXPENDITURE VOUCHER
SA-1 DATED 11/20/1998 ITEM 2.19
Retention: 6 fiscal years after date loan is paid in full.
Disposition: May capture and store on another media (e.g., microfilm) providing copy is able to meet retention requirements. Destroy after cited retention.
- 310400-00020 LESSEE LOAN RECORDS: LOAN JOURNAL VOUCHER
SA-1 DATED 11/20/1998 ITEM 2.20
Retention: 6 fiscal years after date loan is paid in full.
Disposition: May capture and store on another media (e.g., microfilm) providing copy is able to meet retention requirements. Destroy after cited retention.
- 310400-00021 LESSEE LOAN RECORDS: LOAN SUMMARY WARRANT VOUCHER
SA-1 DATED 11/20/1998 ITEM 2.21
Retention: 6 fiscal years after date loan is paid in full.
Disposition: May capture and store on another media (e.g., microfilm) providing copy is able to meet retention requirements. Destroy after cited retention.
- 310400-00022 LESSEE LOAN RECORDS: LEASE RENT LEDGERS
SA-1 DATED 11/20/1998 ITEM 2.22
Retention: 6 fiscal years after date loan is paid in full.
Disposition: May capture and store on another media (e.g., microfilm) providing copy is able to meet retention requirements. Destroy after cited retention.
- 310400-00023 LESSEE LOAN RECORDS: LESSEE TRIAL BALANCE
SA-1 DATED 11/20/1998 ITEM 2.23
Retention: 6 fiscal years after date loan is paid in full.
Disposition: May capture and store on another media (e.g., microfilm) providing copy is able to meet retention requirements. Destroy after cited retention.

**RECORD SERIES REPORT
DEPT. OF HAWAIIAN HOME LANDS**

DEPARTMENT: 3105000000
DHHL HOMESTEAD SERVICES DIVISION

RECORD

SERIES ID RECORD SERIES DESCRIPTION

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- 310500 DHHL HOMESTEAD SERVICES DIVISION
310500-00001 APPLICATION RECORDS: APPLICATION FILES
SA-1 DATED 11/20/98 ITEM 3.1
Retention: Permanent.
Disposition: Capture and store annually on another lasting media (i.e., microfilm) providing copy is able to meet retention requirements. Withdraw original from use.
- 310500-00002 APPLICATION RECORDS: DEFUNCT APPLICATION FILES
SA-1 DATED 11/20/98 ITEM 3.2
Retention: Permanent.
Disposition: Capture and store annually on another lasting media (i.e., microfilm) providing copy is able to meet retention requirements. Withdraw original from use.
- 310500-00003 APPLICATION RECORDS: APPLICATION WAITING LISTS
SA-1 DATED 11/20/98 ITEM 3.3
Retention: Permanent.
Disposition: capture and store annually on another lasting media (i.e., microfilm) providing copy is able to meet retention requirements. Withdraw original from use.
- 310500-00004 APPLICATION RECORDS: CORRESPONDENCE RELATING TO APPLICATION
SA-1 DATED 11/20/98 ITEM 3.4
Retention: Permanent.
Disposition: Capture and store annually on another lasting media (i.e., microfilm) providing copy is able to meet retention requirements. Withdraw original from use.
- 310500-00005 APPLICATION RECORDS: LOG OF APPLICATION-RELATED CORRESPONDENCE
SA-1 DATED 11/20/98 ITEM 3.4.A.
Retention: Permanent.
Disposition: Capture and store annually on another lasting media (i.e., microfilm) providing copy is able to meet retention requirements. Withdraw original from use.
- 310500-00006 LEASE & LOAN RECORDS: LESSEE / LOAN FILES A. LEASES AND SUPPORTING DOCUMENTS
SA-1 DATED 11/20/98 ITEM 3.5.A.
Retention: Permanent.
Disposition: Capture and store annually on another lasting media (i.e., microfilm) providing copy is able to meet retention requirements. Withdraw original from use.
- 310500-00007 LEASE & LOAN RECORDS: LESSEE / LOAN FILES A. LEASES AND SUPPORTING DOCUMENTS 1. SUPPLEMENTAL RECORDS AND CORRESPONDENCE
SA-1 DATED 11/20/98 ITEM 3.5.A.1.
Retention: Non-permanent.
Disposition: Retain in lessee's file and segregate prior to capturing / microfilming.
Destroy when no longer of administrative use.

**RECORD SERIES REPORT
DEPT. OF HAWAIIAN HOME LANDS**

DEPARTMENT: 3105000000
DHHL HOMESTEAD SERVICES DIVISION

RECORD

SERIES ID RECORD SERIES DESCRIPTION

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- 310500-00008 LEASE & LOAN RECORDS: LESSEE / LOAN FILES B. DESIGNATION OF SUCCESSORSHIP.
SA-1 DATED 11/20/98 ITEM 3.5.B.
Retention: Permanent.
Disposition: Capture and store annually on another lasting media (i.e., microfilm) providing copy is able to meet retention requirements.
- 310500-00009 LEASE & LOAN RECORDS: LESSEE / LOAN FILES C. TRANSFER OF SUBMITTAL OF LEASE.
SA-1 DATED 11/20/98 ITEM 3.5.C.
Retention: Permanent.
Disposition: Capture and store annually on another lasting media (i.e., microfilm) providing copy is able to meet retention requirements.
- 310500-00010 LEASE & LOAN RECORDS: LESSEE / LOAN FILES D. LOAN APPLICATION AND SUPPORTING DOCUMENTATION.
SA-1 DATED 11/20/98 ITEM 3.5.D.
Retention: 6 fiscal years after date loan is paid in full.
Disposition: May capture and store on another lasting media (i.e., microfilm) providing copy is able to meet retention requirements.
- 310500-00011 LEASE & LOAN RECORDS: LESSEE / LOAN FILES E. INSURANCE RELATED DOCUMENTS.
SA-1 DATED 11/20/98 ITEM 3.5.E.
Retention: Retain in office until receipt of cancellation of renewal.
Disposition: Destroy after cited retention.
- 310500-00012 LEASE & LOAN RECORDS: DENIAL AND CANCELLATION OF LOAN
SA-1 DATED 11/20/98 ITEM 3.6
Retention: 25 months after date of notification.
Disposition: destroy after cited retention.
- 310500-00013 LEASE & LOAN RECORDS: DEFUNCT LESSEE / LOAN FILE
SA-1 DATED 11/20/98 ITEM 3.7
Retention: Permanent.
Disposition: capture and store annually on another lasting media (i.e., microfilm) providing copy is able to meet retention requirements.
- 310500-00014 LEGAL DOCUMENTS RECORDATION: CONTRACT OF LOAN DOCUMENTS
SA-1 DATED 11/20/98 ITEM 3.8
Retention: Permanent.
Disposition: capture and store annually on another lasting media (i.e., microfilm) providing copy is able to meet retention requirements. Withdraw original from use.
- 310500-00015 LEGAL DOCUMENTS RECORDATION: LEASE DOCUMENTS
SA-1 DATED 11/20/98 ITEM 3.9
Retention: Permanent.
Disposition: Capture and store annually on another lasting media (i.e., microfilm) providing copy is able to meet retention requirements. Withdraw original from use.

**RECORD SERIES REPORT
DEPT. OF HAWAIIAN HOME LANDS**

DEPARTMENT: 3105000000
DHHL HOMESTEAD SERVICES DIVISION

RECORD

SERIES ID RECORD SERIES DESCRIPTION

-
- 310500-00016 LEGAL DOCUMENT RECORDATION: MORTGAGE DOCUMENTS
SA-1 DATED 11/20/98 ITEM 3.10
Retention: Permanent.
Disposition: Capture and store annually on another lasting media (i.e., microfilm) providing copy is able to meet retention requirements. Withdraw original from use.
- 310500-00017 LEGAL DOCUMENT RECORDATION: GUARANTEE / AGREEMENT DOCUMENTS
SA-1 DATED 11/20/98 ITEM 3.11
Retention: Permanent.
Disposition: Capture and store annually on another lasting media (i.e., microfilm) providing copy is able to meet retention requirements. Withdraw original from use.
- 310500-00018 LEGAL DOCUMENT RECORDATION: POWER OF ATTORNEY
SA-1 DATED 11/20/98 ITEM 3.12
Retention: Permanent.
Disposition: Capture and store annually on another lasting media (i.e., microfilm) providing copy is able to meet retention requirements. Withdraw original from use.
- 310500-00019 LEGAL DOCUMENT RECORDATION: NOTICE OF CHANGE OF NAME
SA-1 DATED 11/20/98 ITEM 3.13
Retention: Permanent.
Disposition: Capture and store annually on another lasting media (i.e., microfilm) providing copy is able to meet retention requirements. Withdraw original from use.

**RECORD SERIES REPORT
DEPT. OF HAWAIIAN HOME LANDS**

DEPARTMENT: 3106000000
DHHL LAND DEVELOPMENT DIVISION

RECORD

SERIES ID RECORD SERIES DESCRIPTION

310600 DHHL LAND DEVELOPMENT DIVISION
310600-00001 MAPS A. ORIGINAL LAND / SUBDIVISION
SA-1 DATED 11/20/98 ITEM 4.1.A.
Retention: Permanent.
Disposition: Retain in office. May capture on another lasting media for security purposes
providing copy is able to meet retention requirements. Limit use of originals.

310600-00002 MAPS B. LOT SELECTION WITH ORIGINAL SIGNATURE AND MEEETING
SIGN-IN & CALL-OUT SHEETS
SA-1 DATED 11/20/98 ITEM 4.1.B.
Retention: Permanent.
Disposition: Retain in office. May capture on another lasting media for security purposes
providing copy is able to meet retention requirements. Limit use of originals.

**RECORD SERIES REPORT
DEPT. OF HAWAIIAN HOME LANDS**

DEPARTMENT: 3106010000
DHHL LAND DEVELOPMENT DIVISION, HOUSING PROJECT BRANCH

RECORD
SERIES ID RECORD SERIES DESCRIPTION

310601 DHHL HOUSING PROJECT BRANCH
310601-00001 LAND DEVEL. REC.: LEASE RECORD BOOK
SA-1 DATED 11/20/98 ITEM 4.2
Retention: Permanent.
Disposition: Retain in office. May capture on another lasting media (i.e., microfilm) providing
copy is able to meet retention requirement.

**RECORD SERIES REPORT
DEPT. OF HAWAIIAN HOME LANDS**

DEPARTMENT: 3109000000
DHHL LAND MANAGEMENT DIVISION

RECORD

SERIES ID RECORD SERIES DESCRIPTION

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- 310900 DHHL LAND MANAGEMENT DIVISION
310900-00001 LAND MANAGEMENT: WATER SERVICES AGREEMENTS A. ACTIVE
SA-1 DATED 11/20/98 ITEM 5.1.A
Retention: Permanent.
Disposition: Retain in office. May capture and store every 5 years on another lasting media (i.e., microfilm) providing copy is able to meet retention requirements.
- 310900-00002 LAND MANAGEMENT: WATER SERVICES AGREEMENTS B. EXPIRED
SA-1 DATED 11/20/98 ITEM 5.1.B
Retention: Permanent.
Disposition: Retain in office. Capture and store after expiration on another lasting media (i.e., microfilm) providing copy is able to meet retention requirements.
- 310900-00003 LAND MANAGEMENT: GENERAL LEASES A. ACTIVE
SA-1 DATED 11/20/98 ITEM 5.2.A
Retention: Permanent.
Disposition: Retain in office. May capture and store after every 5 years on another lasting media (i.e., microfilm) providing copy is able to meet retention requirements.
- 310900-00004 LAND MANAGEMENT: GENERAL LEASES B. EXPIRED
SA-1 DATED 11/20/98 ITEM 5.2.B
Retention: Permanent.
Disposition: Capture and store after expiration on another lasting media (i.e., microfilm) providing copy is able to meet retention requirements.
- 310900-00005 LAND MANAGEMENT: LICENSES A. ACTIVE
SA-1 DATED 11/20/98 ITEM 5.3.A
Retention: Permanent.
Disposition: retain in office. May capture and store every 5 years on another lasting media (i.e., microfilm) providing copy is able to meet retention requirements.
- 310900-00006 LAND MANAGEMENT: LICENSES B. EXPIRED
SA-1 DATED 11/20/98 ITEM 5.3.B
Retention: Permanent.
Disposition: Capture and store after expiration on another lasting media (i.e., microfilm) providing copy is able to meet retention requirements. Destroy originals after capturing.
- 310900-00007 LAND MANAGEMENT: PERMITS A. RIGHT-OF-WAY 1. ACTIVE
SA-1 DATED 11/20/98 ITEM 5.4.A.1
Retention: Permanent.
Disposition: Retain in office. May capture and store every 5 years on another lasting media (i.e., microfilm) providing copy is able to meet retention requirements.

**RECORD SERIES REPORT
DEPT. OF HAWAIIAN HOME LANDS**

DEPARTMENT: 3109000000
DHHL LAND MANAGEMENT DIVISION

RECORD

SERIES ID RECORD SERIES DESCRIPTION

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- 310900-00008 LAND MANAGEMENT: PERMITS A. RIGHT-OF-WAY 2. EXPIRED
SA-1 DATED 11/20/98 ITEM 5.4.A.2
Retention: Permanent.
Disposition: Capture and store after expiration on another lasting media (i.e., microfilm) providing copy is able to meet retention requirements. Destroy originals after capturing.
- 310900-00009 LAND MANAGEMENT: PERMITS B. LIMITED RIGHT-OF-ENTRY
SA-1 DATED 11/20/98 ITEM 5.4.B
Retention: 1 year after expiration.
Disposition: Destroy after cited retention.
- 310900-00010 LAND MANAGEMENT: PERMITS C. REVOCABLE 1. RENEWABLE
SA-1 DATED 11/20/98 ITEM 5.4.C.1
Retention: Permanent.
Disposition: Retain in office. May capture and store every 5 years on another lasting media (i.e., microfilm) providing copy is able to meet retention requirements.
- 310900-00011 LAND MANAGEMENT: PERMITS C. REVOCABLE 2. INACTIVE
SA-1 DATED 11/20/98 ITEM 5.4.C.2
Retention: Permanent.
Disposition: Capture and store after expiration on another lasting media (i.e., microfilm) providing copy is able to meet retention requirements. Destroy originals after capturing.
- 310900-00012 LAND MANAGEMENT: INSTRUCTIONS TO THE FISCAL OFFICE RELATIVE TO
LAND MATTERS
SA-1 DATED 11/20/98 ITEM 5.5
Retention: 3 years after close of the fiscal year to which the records relate.
Disposition: Destroy after cited retention.
- 310900-00013 LAND MANAGEMENT: LAND APPLICATIONS AND RELATED
CORRESPONDENCE
SA-1 DATED 11/20/98 ITEM 5.6
Retention: 2 months from date of notification to reapply.
Disposition: Destroy after cited retention.