

DEPARTMENT OF HUMAN SERVICES

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

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**RECORD SERIES REPORT
DEPT. OF HUMAN SERVICES**

DEPARTMENT: 3301000000
DHS OFFICE OF THE DIRECTOR

*RECORD
SERIES ID RECORD SERIES DESCRIPTION*

330100 DHS OFFICE OF THE DIRECTOR
330100-00001 DISASTER ASSISTANCE CASE FILES INDIVIDUAL AND FAMILY GRANT PROGRAM
SA-1 DATED 10/01/96. ITEM NO. 1.
Retention: If audited, 3 years from end of state fiscal year of case closure; if not
audited, 6 years from end of state fiscal year of case closure.
Disposition: Retain in office for 1 year from close of State fiscal year in which case closed, may transfer
to State Records Center for remainder of retention period.

**RECORD SERIES REPORT
DEPT. OF HUMAN SERVICES**

DEPARTMENT: 3302020000
DHS FMO BENEFITS PYMT PROC STF

*RECORD
SERIES ID RECORD SERIES DESCRIPTION*

330202 DHS ASO BENEFITS PAYMENT PROCESSING STAFF

330202-00001 AUTHORIZATION & INITIATION FOR WELFARE PAYMENTS (PW-5 & TAF)
SA-1 DTD 12/23/71 RECORDS CONTROL SCHEDULE ITEM 3
Retention: fiscal copy - Destroy after audit (3 years if audited, otherwise 6 yrs.); destroy all other copies when no longer needed for administrative purposes.

330202-00002 AUTHORIZATION FOR FOOD STAMPS
SA-1 DTD 2/25/72 RECORDS CONTROL SCHEDULE ITEM 2
Retention: DAA (3 years if audited, otherwise 6 years).
Disposition: Transfer to State Record Center quarterly.

330202-00005 SMALL ESTATE CLAIMS
SA-1 DATED 2/18/94 ITEM 1
Retention: 6 years from close of claim.
Disposition: Keep in office 1 year after close of claim, then transfer to SRC.
Destroy at end of retention period.

330202-00007 THIRD PARTY LIABILITY ACCIDENT CASE FILES
SA-1 DTD 6/15/94 ITEM 1
Retention: 3 years from close of case.
Disposition: Transfer to State Records Center after close of case. Destroy at end of retention period.
Restriction: Confidential per HRS 346-10 & -11.

**RECORD SERIES REPORT
DEPT. OF HUMAN SERVICES**

DEPARTMENT: 3307000000
DHS ADMINISTRATIVE APPEALS OFC

RECORD

SERIES ID RECORD SERIES DESCRIPTION

330700 DHS ADMINISTRATIVE APPEALS OFFICE
330700-00001 ADMINISTRATIVE RULES PROCESSING RECORDS
SA-1 DATED 4/3/95, ITEM NO. 1.
Retention: 4 years from the effective date of the rule.
Disposition: Keep in office 4 years from effective date of rule, then destroy. Tapes may be erased and re-used.

330700-00002 ADMINISTRATIVE HEARING FILES
SA-1 DATED 5/8/98, ITEM NO. 1.
Retention: 3 years after close of file.
Disposition: Destroy after cited retention.

**RECORD SERIES REPORT
DEPT. OF HUMAN SERVICES**

DEPARTMENT: 3308030000
DHS HYCF BRANCH

RECORD

SERIES ID RECORD SERIES DESCRIPTION

-
- 330803 DHS OFF YOUTH SVCS - HYCF
330803-00001 JUVENILE OFFENDER RECORDS (CASE FILES) - INACTIVE
SA-1 DTD 4/21/81 (PSD) RECORDS CONTROL SCHEDULE ITEM 3
Retention: 12 years (retention computed on CY basis)
Disposition: Retain 5 years in office, then transfer to State Records Center.
Cases are inactive after the subject has been discharged from a
juvenile facility or discharged from juvenile parole.
- 330803-00002 SECURITY: SECURITY CHECK TIME CARDS
SA-1 DTD 1/30/96 RECORDS CONTROL SCHEDULE ITEM SC-1
Retention: 3 years from date of filing.
Disposition: Keep in office 3 years, then destroy.
- 330803-00003 WARD FINANCES: WARD TRUST FUND - REQUEST FORMS FOR
WITHDRAWAL OF FUNDS
SA-1 DATED 1/30/96, ITEM NO. WF-1.
Retention: 3 years if audited, otherwise 6 years.
Disposition: Destroy after 3 years if audited, otherwise after 6 years.
Restrictions: Confidential per HRS 92F-14(B)(6)
- 330803-00004 WARD FINANCES: WARD TRUST FUND - MONTHLY STATEMENT
SA-1 DTD 1/30/96 RECORDS CONTROL SCHEDULE ITEM WF-2
Retention: 3 years if audited, otherwise 6 years.
Disposition: destroy after 3 years if audited, otherwise after 6 years.
Restrictions: Confidential per HRS 92F-14(B)(6)
- 330803-00005 SECURITY: SECURITY LOG BOOKS
SA-1 DTD 1/30/96 RECORDS CONTROL SCHEDULE ITEM SC-2
Retention: 6 years from end of calendar year.
Disposition: Retain in office 1 year. May transfer to SRC for remainder of retention period, then destroy.
- 330803-00006 GENERAL ADMINISTRATION: YOUTH CORRECTIONAL OFFICER CHECKLIST
SA-1 DTD 1/30/96 RECORDS CONTROL SCHEDULE ITEM GA-1
Retention: 6 months after filing.
Disposition: Retain in office for 6 months, then destroy.
- 330803-00007 GENERAL ADMINISTRATION: THREE MONTH EMPLOYEE ASSIGNMENT CHART
SA-1 DATED 1/30/96, RECORDS CONTROL SCHEDULE ITEM GA-2
Retention: 1 year after close of fiscal year.
Disposition: retain in office for 1 year after close of fiscal year, then destroy.

**RECORD SERIES REPORT
DEPT. OF HUMAN SERVICES**

DEPARTMENT: 3308030000
DHS HYCF BRANCH

RECORD

SERIES ID RECORD SERIES DESCRIPTION

-
- 330803-00008 GENERAL ADMINISTRATION: MONTHLY BRANCH / SECTION OPERATION REPORT
SA-1 DATED 1/30/96, RECORDS CONTROL SCHEDULE ITEM GA-3
Retention: 2 years from date of creation.
Disposition: Retain in office for 2 years from date of creation, then destroy
- 330803-00009 GENERAL ADMINISTRATION: DAILY PERSONNEL ATTENDANCE REPORT
SA-1 DATED 1/30/96, RECORDS CONTROL SCHEDULE ITEM GA-4
Retention: 5 years from date of report.
Disposition: Retain in office for 5 years from date of report, then destroy.
- 330803-00012 FOOD SERVICES: DAILY MEAL REGISTER FOR ACTUAL NUMBER OF
MEALS SERVED
SA-1 DATED 1/30/96, RECORDS CONTROL SCHEDULE ITEM FS-1
Retention: 4 years from end of fiscal year.
Disposition: Retain for 4 years from end of fiscal year, then destroy.
- 330803-00013 FOOD SERVICES: PUBLIC RESIDENTIAL CHILD CARE INSTITUTIONS
MEALS SERVICES MONTHLY COMPUTATION & CLAIM FORM
SA-1 DATED 1/30/96, RECORDS CONTROL SCHEDULE ITEM FS-2
Retention: 4 years from end of fiscal year.
Disposition: retain for 4 years from end of fiscal year, then destroy.

**RECORD SERIES REPORT
DEPT. OF HUMAN SERVICES**

DEPARTMENT: 3321000000
DHS SOCIAL SERVICES DIV

RECORD

SERIES ID RECORD SERIES DESCRIPTION

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- 332100 DHS SOCIAL SERVICES DIVISION
 - 332100-00001 SOCIAL SERVICE CASE RECORDS (1) CASE RECORDS BASE ON UNSUB-
STANTIATED REPORTS OF CHILD ABUSE
SA-1 DTD 4/27/93 RECORDS CONTROL SCHEDULE ITEM A-1
Retention: 60 days after case registration.
Disposition: Keep in office for retention period, then expunge.

 - 332100-00002 SOCIAL SERVICE CASE RECORDS (2) DENIED OR DISCONTINUED
APPLICATIONS; CHILD PROTECTIVE SERVICES RCDS THAT ARE UNCON-
FIRMED OR WHOSE PETITION HAS BEEN DISMISSED BY COURT ORDER
SA-1 DTD 4/27/93 RECORDS CONTROL SCHEDULE ITEM A-2
Retention: 3 years after closing.
Disposition: Keep in office 3 years, then destroy.

 - 332100-00003 SOCIAL SERVICE CASE RECORDS (3) CASES IN WHICH A CHILD RE-
CEIVED SERVICES (INCLUDING CONFIRMED CHILD PROTECTIVE SER-
VICES CASE RECORDS)
SA-1 DTD 4/27/93 RECORDS CONTROL SCHEDULE ITEM A-3
Retention: Until youngest child in case who received services reaches age of majority or 5 years after
Closing; whichever is longer.
Disposition: Keep in office 2 years, then transfer to SRC for remainder of retention period. Cases with
audio tapes will be stored by agency.

 - 332100-00004 SOCIAL SERVICE CASE RECORDS (4) CASES IN WHICH SOMEONE OTHER
THAN A CHILD RECEIVED SERVICES (EXCEPT FAMILY FOSTER CARE
BOARDING HOMES, FAMILY DAY CARE & GROUP DAY CARE RECORDS)
SA-1 DTD 4/27/93 RECORDS CONTROL SCHEDULE ITEM A-4
Retention: 5 years after closing.
Disposition: Keep in office 2 years, then transfer to SRC for remainder of retention period.

**RECORD SERIES REPORT
DEPT. OF HUMAN SERVICES**

DEPARTMENT: 3321010000
DHS SOCIAL SVCS DIV SUPPORT SVCS OFFICE

RECORD

SERIES ID RECORD SERIES DESCRIPTION

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- 332101 DHS SOCIAL SERVICES DIVISION / SUPPORT SERVICES OFFICE
332101-00001 HOME HEALTH AID TRAINING FILES / FILES WITH EMPLOYMENT HISTORY.
SA-1 DATED 3/17/98, RECORDS CONTROL SCHEDULE ITEM 1.A.
Retention: 3 years after close of file.
Disposition: Destroy after cited retention.
- 332101-00002 HOME HEALTH AID TRAINING FILES / FILES WITHOUT EMPLOYMENT HISTORY.
SA-1 DATED 3/17/98, RECORDS CONTROL SCHEDULE ITEM 1.B.
Retention: 3 years after close of file.
Disposition: Destroy after cited retention.
- 332101-00003 HOME AND COMMUNITY-BASED SERVICES MEDICAID WAIVER FINANCIAL
RECORDS. (MEDICAID WAIVER SERVICES PROGRAM)
SA-1 DATED 6/29/2001, RECORDS CONTROL SCHEDULE ITEM 1.
Retention: 7 years after close of fiscal year that payment is completed or after litigation, claim,
negotiation, audit or other action is resolved, whichever is later.
Disposition: Retain in office for 1 year after close of fiscal year, then may transfer to the State Records
Center for the remainder of the authorized retention period.
- 332101-00004 HOME AND COMMUNITY-BASED SERVICES MEDICAID WAIVER CONTRACT
RECORDS. (MEDICAID WAIVER SERVICES PROGRAM)
SA-1 DATED 6/29/2001, RECORDS CONTROL SCHEDULE ITEM 2.
Retention: 7 years from end of fiscal year that contract is completed or after litigation, claim, negotiation,
audit or other action is resolved, whichever is later.
Disposition: Retain in office for 1 year after close of fiscal year, then may transfer to the State Records
Center for the remainder of the authorized retention period

**RECORD SERIES REPORT
DEPT. OF HUMAN SERVICES**

DEPARTMENT: 3321020000
DHS SOCIAL SVCS DIV CHILD WELFARE SVCS B

RECORD

SERIES ID RECORD SERIES DESCRIPTION

332102 DHS CHILD WELFARE SERVICES BRANCH
332102-00001 FOSTER CARE: TITLE IV-E ELIGIBILITY CASE FILES
FOSTER CARE-INCOME MAINTENANCE UNIT (F.E.D. UNIT)
SA-1 DATED 7/19/99. RECORDS CONTROL SCHEDULE ITEM 1.
Retention: 3 years from close of case.
Disposition: Retain in office. Destroy after cited retention.

332102-00002 NON-DHS FOSTER CARE PLACEMENT CASE FILES
FOSTER CARE-INCOME MAINTENANCE UNIT (F.E.D. UNIT)
SA-1 DATED 7/19/99. RECORDS CONTROL SCHEDULE ITEM 2.
Retention: Destroy after close of case.
Disposition: Retain in office. Destroy after cited retention.

**RECORD SERIES REPORT
DEPT. OF HUMAN SERVICES**

DEPARTMENT: 3321030000
DHS ADULT & COMM CARE SVS BR

RECORD

SERIES ID RECORD SERIES DESCRIPTION

332103 DHS ADULT & COMMUNITY CARE SERVICES BRANCH
332103-00001 CLIENT PERMANENT RECORD - NURSING HOME WITHOUT WALLS PROGRAM
SA-1 DTD 12/23/93 RECORDS CONTROL SCHEDULE ITEM 1.
Retention: 3 years after date of discharge.
Disposition: Retain in office for 3 years, then destroy.
Restrictions: Confidential per HAWAII ADMIN. RULES 17-1301-4, 5, and 6.

**RECORD SERIES REPORT
DEPT. OF HUMAN SERVICES**

DEPARTMENT: 3331000000
DHS BENEFIT, EMPLMT & SUP SVS DIV

RECORD

SERIES ID RECORD SERIES DESCRIPTION

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- 333100 DHS BENEFIT, EMPLOYMENT & SUPPORT SERVICES DIVISION
333100-00001 PRESCHOOL OPEN DOORS PROJECT: FAMILY (CASE) FILES - FUNDED
1990 - 1997
SA-1 DTD 7/25/97 ITEM 1A
Retention: 4 years after close of file.
Disposition: May transfer closed files to SRC, then destroy after authorized retention.
(formerly in Governor's Office of Children & Youth)
OCY closed files at end of SY (Sept. - Aug.)
- 333100-00002 PRESCHOOL OPEN DOORS PROJECT: FAMILY (CASE) FILES - UNFUNDED
1990 - 1997
SA-1 DTD 7/25/97 ITEM 1B
Retention: Until the end of the intake year.
Disposition: Retain in office until the end of the intake, then destroy.
(formerly in Governor's Office of Children & Youth)
OCY closed files at end of SY (Sept. - Aug.)
- 333100-00003 PRESCHOOL OPEN DOORS PROJECT: PRESCHOOL (CASE) FILES
1990 - 1997
CASES SA-1 DTD 7/25/96 ITEM 2
Retention: 6 years after close of file.
Disposition: may transfer closed files to SRC, then destroy after authorized retention.
(formerly in Governor's Office of Children & Youth)
OCY closed files at end of SY (Sept. - Aug.)
- 333100-00004 FIRST TO WORK CLIENT CASE FILES
SA-1 DTD 9/23/01 ITEM 1
Retention: 4 years after close of file. Cases that are involved in court suits, administrative
disqualifications or other unresolved issues must be kept for 4 years after completion of action.
Disposition: Retain in office for 4 years after close of file, then destroy.
- 333100-00005 EMPLOYMENT AND TRAINING CLIENT CASE FILES
SA-1 DTD 9/23/01 ITEM 2
Retention: 4 years after close of file. Cases that are involved in court suits, administrative
disqualifications or other unresolved issues must be kept for 4 years after completion of action.
Disposition: Retain in office for 4 years after close of file, then destroy.
- 333100-00006 FAMILY CHILD CARE (FCC) HOME REGISTRATION FILES
SA-1 DTD 9/23/01 ITEM 3
Retention: 3 years after close of file. Cases that are involved in court suits, administrative
disqualifications or other unresolved issues must be kept for 3 years after completion of action.
Disposition: Retain in office for 3 years after close of file, then destroy.

**RECORD SERIES REPORT
DEPT. OF HUMAN SERVICES**

DEPARTMENT: 3331000000
DHS BENEFIT, EMPLMT & SUP SVS DIV

*RECORD
SERIES ID RECORD SERIES DESCRIPTION*

333100-00007 GROUP CHILD CARE (GCC) HOME AND CENTER LICENSING FILES

SA-1 DTD 9/23/01 ITEM 4

Retention: 3 years after close of file. Cases that are involved in court suits, administrative disqualifications or other unresolved issues must be kept for 3 years after completion of action.

Disposition: Retain in office for 3 years after close of file, then destroy.

This item supersedes SA-1 dated 2/25/91, "Group Child Care Center Files."

333100-00008 CHILD CARE FACILITIES OPERATORS & EMPLOYEES: CRIMINAL HISTORY CHECKS.

SA-1 DTD 9/23/01 ITEM 5

Retention: 3 years after close of file. Cases that are involved in court suits, administrative disqualifications or other unresolved issues must be kept for 3 years after completion of action.

Disposition: Retain in office for 3 years after close of file, then destroy.

333100-00009 CHILD CARE PAYMENT CASE FILES

SA-1 DTD 9/23/01 ITEM 6

Retention: 4 years after close of file. Cases that are involved in court suits, administrative disqualifications or other unresolved issues must be kept for 4 years after completion of action.

Disposition: Retain in office for 4 years after close of file, then destroy.

**RECORD SERIES REPORT
DEPT. OF HUMAN SERVICES**

DEPARTMENT: 3341000000
DHS MED QUEST DIV

RECORD

SERIES ID RECORD SERIES DESCRIPTION

334100 DHS MED QUEST DIVISION

334100-00001 SHIP APPLICATION RECORDS (EXCEPT FOR 65+ & EMERGENCY HIRES)

The DOH State Health Insurance Program records were transferred to DHS effective 7/1/94.

This schedule is effective from 7/1/94.

SA-1 DATED 6/24/94; ITEM #1;

Retention: 6 yrs after 6/30/94.

Disposition: Records may be transferred to the State Records Center for storage.

Access restricted per HRS 92F-14.

334100-00002 SHIP COMPUTER GENERATED RECORDS

The DOH State Health Insurance Program records were transferred to DHS effective 7/1/94.

This schedule is effective from 7/1/94.

SA-1 DATED 6/24/94; ITEM #2;

Retention: 6 yrs after 6/30/94.

Disposition: Records may be transferred to the State Records Center for storage.

Access restricted per HRS 92F-14.

334100-00003 ELIGIBILITY BRANCH: MQD CASE RECORDS

SA-1 DATED 3/16/04; ITEM #1;

Retention: 6 years from close of case.

Disposition: Retain in office for 2 years; may then transfer to State Records Center. Destroy at end of the authorized retention period.

**RECORD SERIES REPORT
DEPT. OF HUMAN SERVICES**

DEPARTMENT: 3351000000
FAMILY & ADULT SERVICES DIVISION

RECORD

SERIES ID RECORD SERIES DESCRIPTION

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- 335100-00001 FOOD STAMP ISSUANCE RECORDS (ATP CARDS) PRE-10/90:
MASTER FILE NOTICES OF CHANGE; AUTHORIZATIONS TO PARTICIPATE (ATP);
INVENTORY RECORDS; REPORTS FROM ISSUERS; RECONCILIATIONS
SA-1 DTD 4/6/82 RECORDS CONTROL SCHEDULE ITEM A-1
Retention: Records prior to 10/90 - 6 years after end of federal fiscal year.
- 335100-00002 FOOD STAMP ISSUANCE RECORDS (ATP CARDS) FROM 10/90: MASTER
FILE NOTICES OF CHANGE; AUTHORIZATIONS TO PARTICIPATE (ATP);
INVENTORY RECORDS; REPORTS FROM ISSUERS; RECONCILIATIONS
SA-1 DTD 4/6/82 RECORDS CONTROL SCHEDULE ITEM A-1
Retention: Records from 10/90 to present - 5 years after end of federal fiscal year..
- 335100-00003 FOOD STAMP PRGM FISCAL RCDS: ACCTING FOR REIMBURSEMENT OF
FED SHARE (GEN LEDGERS SHOWING EXPENDITURE FROM GEN FUND &
REIMBURSEMENT TO GEN FUND FROM FED FUNDS)
SA-1 DTD 4/6/82 RECORDS CONTROL SCHEDULE ITEM A-2
Retention: Federal: destroy 3 yrs from date of submission of annual financial status report.
State: destroy 5 years old.
- 335100-00004 PURCHASE OF SVCS CONTRACTS: CONTRACTS & RECORDS RETAINED FOR
AUDIT PURPOSES AT DSSH ACCOUNTING SECTION
SA-1 DTD 4/6/82 RECORDS CONTROL SCHEDULE ITEM B-1
Retention: Destroy 10 years after contract termination.
- 335100-00005 PURCHASE OF SVCS CONTRACTS: CONTRACTS & RECORDS RETAINED FOR
REFERENCE PURPOSES & MONITORING OF ACTIVE CONTRACTS AT DSSH PUBLIC
WELFARE DIVISION, PURCHASE OF SERVICES UNIT
SA-1 DTD 4/6/82 RECORDS CONTROL SCHEDULE ITEM B-2
Retention: Destroy 3 years after contract termination.
- 335100-00010 INCOME MAINTENANCE CLIENT CASE RECORDS
SA-1 DATED 10/25/95; ITEM NO. IMC-1.
Retention: 4 years from close of case.
Disposition: Keep in office 18 months after case is closed, may then transfer
to State Records Center. Destroy at end of retention period.
Authority for retention: 7 CFR 272.1(F), 42 CFR 430.0, AND 45 CFR 74.20

**RECORD SERIES REPORT
DEPT. OF HUMAN SERVICES**

DEPARTMENT: 3351000000
FAMILY & ADULT SERVICES DIVISION

*RECORD
SERIES ID RECORD SERIES DESCRIPTION*

- 335100-00011 BASELINE ASSESSMENT INSTRUMENT AND INDEX 1982 - 1995
RECORDS OF THE LONG TERM CARE CHANNELING OFFICE.
SA-1 DATED 11/2/95; ITEM NO. LTCC-1
Retention: 5 years after client discharged or application denied.
Disposition: May transfer to SRC. Destroy at end of retention period.
Long Term Care Channeling Office closed on 9/30/95.
- 335100-00012 ANNUAL/MONTHLY REPORTS AND SUPPORTING DOCUMENTS 1982 - 1987
RECORDS OF THE LONG TERM CARE CHANNELING OFFICE.
SA-1 DATED 11/2/95; ITEM NO. LTCC-2
Retention: Permanent.
Disposition: Transfer to State Archives.
Long Term Care Channeling Office closed on 9/30/95.
- 335100-00013 CORRESPONDENCE FILES 1981 - 1995
RECORDS OF THE LONG TERM CARE CHANNELING OFFICE.
SA-1 DATED 11/2/95; ITEM NO. LTCC-3
Retention: Retain as long as of administrative use, but generally no longer than 10 years.
Disposition: Records identified as historical by the Archives are to be transferred to the State Archives for permanent retention.
Long Term Care Channeling Office closed on 9/30/95.
- 335100-00014 POLICY AND PROCEDURES MANUAL FOR PROJECT MALAMA 1982 - 1995
RECORDS OF THE LONG TERM CARE CHANNELING OFFICE.
SA-1 DATED 11/2/95; ITEM NO. LTCC-4
Retention: Permanent.
Disposition: Transfer to State Archives.
Long Term Care Channeling Office closed on 9/30/95.

**RECORD SERIES REPORT
DEPT. OF HUMAN SERVICES**

DEPARTMENT: 3351020000
FAMILY & ADULT SERVICES DIV, OAHU BR

RECORD

SERIES ID RECORD SERIES DESCRIPTION

335102 DHS FAM & ADULT SERV DIV OAHU BR
335102-00001 FOSTER HOME CERTIFICATION FILES
SA-1 DTD 5/27/93 RECORDS CONTROL SCHEDULE
Retention: 5 years after closing.
Disposition: Retain in office 5 years after closing, then destroy.

**RECORD SERIES REPORT
DEPT. OF HUMAN SERVICES**

DEPARTMENT: 3361000000
DHS VOC REHAB & SVCS FOR THE BLIND DIV.

*RECORD
SERIES ID RECORD SERIES DESCRIPTION*

336100 DHS VOCATIONAL REHABILITATION AND SERVICES FOR THE BLIND DIV
336100-00001 CLIENT CASE RECORDS
SA-1 DATED 6/5/96; ITEM 1.
Retention: 5 years from case closure.
Disposition: Retain in office for 5 years from close of (state) fiscal year in which case is closed, review or hearing is completed, or final service is provided, then destroy.
Authority for retention period: 34 Code of Federal Regulations 74.53.

**RECORD SERIES REPORT
DEPARTMENT OF HUMAN SERVICES**

DEPARTMENT: 1715000000
DHS HOUSING & COMMUNITY DEVELOPMENT CORPORATION OF HAWAII

RECORD

SERIES ID RECORD SERIES DESCRIPTION

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- 171500-00001 DEVELOPMENT ACCOUNTING FILES, 1974 – Present
SA-1 DTD 5/18/92, ITEM 1
Retention: 3 years after final audit, otherwise 6 years after close of file.
Disposition: Retain closed files in office for 1 year, then transfer to State Records Center.
(Administrative Services Office - Accounting Section)
- 171500-SS001 DEVELOPMENT CONSTRUCTION FILES, 1987 – Present
SA-1 DTD 2/19/91, ITEM 1
Retention: 10 years after final settlement.
Disposition: Transfer to State Records Center when files are closed.
(HOUSING DEVELOPMENT BRANCH - DEVELOPMENT SUPPORT SECTION)
- 171500-DS001 DEVELOPMENT PROJECT FILES, 1975 – Present
SA-1 DTD 2/19/91, ITEM 1
Retention: 10 years after final settlement.
Disposition: Transfer to State Records Center after files are closed.
(HOUSING DEVELOPMENT BRANCH - DEVELOPMENT SECTION)
- 171500-RE001 REAL ESTATE PROJECT FILES, 1975 – Present
(A) APPROVED HOME OWNERSHIP FILES
SA-1 DTD 1/5/01, ITEM 1(A)
Retention: 1 year after property is transferred or restrictions are removed.
Disposition: Retain in office. May microfilm original and destroy hardcopy after recordation with Bureau of Conveyances. Destroy after authorized period.
(PLANNING BRANCH)
- 171500-RE002 REAL ESTATE PROJECT FILES, 1975 – Present
(B) FORECLOSED HOME OWNERSHIP FILES
SA-1 DTD 1/5/01, ITEM 1(B)
Retention: 1 year after loan default procedures are complete.
Disposition: Destroy after authorized period.
(PLANNING BRANCH)
- 171500-RE003 REAL ESTATE PROJECT FILES, 1975 – Present
(C) DISAPPROVED / WITHDRAWN / CANCELLED APPLICATIONS
SA-1 DTD 1/5/01, ITEM 1(C)
Retention: 1 year after disapproval, withdrawal, or cancellation of application.
Disposition: Destroy after authorized period.
(PLANNING BRANCH)
- 171500-LP001 LAND REFORM PROGRAM RECORDS: GENERAL (LAND) FILES, 1967 – Present
SA-1 DTD 2/19/91, ITEM 1
Retention: 4 years after file is closed.
Disposition: Transfer to State Records Center after is closed.
(LAND PROGRAMS BRANCH)

**RECORD SERIES REPORT
DEPARTMENT OF HUMAN SERVICES**

DEPARTMENT: 1715000000
DHS HOUSING & COMMUNITY DEVELOPMENT CORPORATION OF HAWAII

RECORD
SERIES ID RECORD SERIES DESCRIPTION

171500-LP002 LAND REFORM PROGRAM RECORDS: APPLICATION FILES, 1967 – Present
SA-1 DTD 2/19/91, ITEM 2
Retention: 4 years after file is closed.
Disposition: Transfer to State Records Center after is closed.
(LAND PROGRAMS BRANCH)

171500-LP003 LAND REFORM PROGRAM RECORDS:
PERSONAL FINANCIAL STATEMENTS, 1969 – Present
SA-1 DTD 2/19/91, ITEM 3
Retention: 4 years after file is closed.
Disposition: Transfer to State Records Center after is closed.
*Confidential, HRS: 516-33
(LAND PROGRAMS BRANCH)

171500-LP004 LAND REFORM PROGRAM RECORDS: TITLE REPORTS, 1979 – Present
SA-1 DTD 2/19/91, ITEM 4
Retention: 3 years after file is closed.
Disposition: Transfer to State Records Center after is closed.
(LAND PROGRAMS BRANCH)

171500-LP05A LAND REFORM PROGRAM RECORDS: LEGAL DOCUMENTS
(A) QUITCLAIM DEEDS AND TRANSCRIPTS, 1979 – Present
SA-1 DTD 2/19/91, ITEM 5A
Retention: 3 years after file is closed.
Disposition: Purge when file is closed. Retain only the quitclaim deeds and transcripts.
Transfer to State Records Center.
(LAND PROGAMS BRANCH)

171500-LP05B LAND REFORM PROGRAM RECORDS: LEGAL DOCUMENTS
(A) ALL OTHER DOCUMENTS IN FILE, 1979 – Present
SA-1 DTD 2/19/91, ITEM 5B
Retention: Retain until file is closed.
Disposition: Purge when file is closed. Retain only the quitclaim deeds and transcripts.
Transfer to State Records Center.
(LAND PROGRAMS BRANCH)

171500-LP006 LAND REFORM PROGRAM RECORDS:
LAND REFORM TRIAL CASE RECORDS, 1979 – Present
SA-1 DTD 2/19/91, ITEM 6
Retention: 5 years after case is settled.
Disposition: Transfer to State Records Center after case is settled.
*Confidential, HRS: 626-1, RULE 503.
(LAND PROGRAMS BRANCH)

**RECORD SERIES REPORT
DEPARTMENT OF HUMAN SERVICES**

DEPARTMENT: 1715000000
DHS HOUSING & COMMUNITY DEVELOPMENT CORPORATION OF HAWAII

RECORD
SERIES ID RECORD SERIES DESCRIPTION

171500-LP007 ASSISTANCE TO DISPLACED PERSONS CASE FILES, 1976 – Present
SA-1 DTD 2/19/91, ITEM 1
Retention: 5 years after the case is closed.
Disposition: Transfer to State Records Center after case is closed.
(LAND PROGRAMS BRANCH)

171500-LP008 LEASE RENT RENEGOTIATION ARBITRATION FILES, 1979 – Present
SA-1 DTD 2/19/91, ITEM 1
Retention: 3 years after file is closed.
Disposition: Transfer to State Records Center after case is closed.
(LAND PROGRAMS BRANCH)

**RECORD SERIES REPORT
DEPARTMENT OF HUMAN SERVICES**

DEPARTMENT: 1715030000
DHS HCDCH: HAWAII HOUSING AUTHORITY - HEARINGS OFFICE

RECORD
SERIES ID RECORD SERIES DESCRIPTION

171503-00001 EVICTION HEARING FILES
SA-1 DATED 5/12/98, ITEM 1
Retention: 7 years after close of file.
Disposition: Retain in office. Destroy after cited retention.