

## **Health Resources Administration Family Health Services Division**

The mission of the Family Health Services Division is to assure the availability of and access to preventive and protective core public health services for individuals and families by providing leadership in collaboration with communities and public-private partners.

The major focus of the Division is the support of families through preventive and interventive health and health support services, emphasizing reduction of infant mortality and support of families with children with special health risks or needs. The division has three Branches: Children with Special Health Needs, Maternal and Child Health Branch (MCHB), and the WIC Services Branches.

**WIC Services Branch.** The Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) is a \$30 million USDA federally funded short-term intervention program providing nutrition counseling and food assistance for low-income pregnant and postpartum women and children up to age five. The program is designed to help establish good nutrition and health behaviors through nutrition education, breastfeeding promotion, a monthly food prescription allotment, and access to health and social services. WIC contracts with state Community Health Centers to provide services, resulting in greater integrated health service delivery. Along with income eligibility, all participants must be considered nutritionally "at risk."

Marumoto, Claire. *Guide to Government in Hawaii (Twelfth Edition)*. Honolulu, Hawaii: Legislative Reference Bureau, June 2002, pg. 79.

STATE OF HAWAII  
RECORDS DISPOSITION AUTHORIZATION

State Archives  
Iolani Palace Grounds, Honolulu, Hawaii 96813

Attention: State Archivist

1. In compliance with Section 94-3 Hawaii Revised Statutes, as amended, I hereby request  Continuous authorization to destroy or otherwise dispose of the numbered record items listed below.  Authorization

NO.	FORM NO.	DESCRIPTION	YEARS OR PERIOD		RETENTION
			FROM	THROUGH	
N-5		<p>The following item on SA-1, Records Disposition Authorization, dated July 9, 1980, is hereby revised:</p> <p>DEPARTMENT OF HEALTH Health Promotion &amp; Education Division Women, Infants &amp; Children Services Branch</p> <p>WIC Food Coupons/Vouchers</p> <p>Disposition: Transfer to State Records Center after close of calendar year; destroy after cited retention.</p>	1980	present	4 years from issuance of purchase order.
N-6		<p>and the following item is added:</p> <p>WIC Client Records</p> <p>Disposition: Transfer to State Records Center after close of calendar year; destroy after cited retention.</p>	1974	present	4 years from close of case.
		<p><i>Jay Dubendorf</i> Administrator, Women, Infants &amp; Children Services Br.</p>			

2. Record items Nos. N/A will be preserved on microfilm in accordance with Section 92-31 Hawaii Revised Statutes.

It is requested that Record items Nos. N/A be transferred to the State Archives.

3. *Geraldine Lee* DEPARTMENT OF HEALTH *Lauren Mitsu*  
SIGNATURE OF RECORDS OFFICER AGENCY SIGNATURE OF HEAD OF DEPARTMENT  
DATE: 2/9/98

4. I hereby certify that the records as listed, unless exceptions are listed below, do not appear to be of sufficient value for legal, administrative, or research purposes to warrant further preservation. Exceptions: none

Record items Nos. \_\_\_\_\_ to be transferred to  State Archives  \_\_\_\_\_  
AGENCY

*John G. James*  
DATE: Feb. 11, 1998  
STATE ARCHIVIST

5. Destruction or other disposal, with exceptions indicated, approved.  Continuous authorization  Authorization

*John M. Calley* DATE: 2/12/98  
COMPTROLLER