

**RECORD SERIES REPORT  
OFFICE OF THE LIEUTANT GOVERNOR**

DEPARTMENT: 5500000000  
LT GOVERNORS OFFICE

RECORD  
SERIES ID      RECORD SERIES DESCRIPTION

550000-00001: CHANGE OF NAME DOCUMENTS (PETITION; AFFIDAVIT OF PUBLICATION; ORDER;  
DECREE [before statute change June 4, 1984])  
SA-1 DTD 5/20/86, CHANGE OF NAME RECORDS, ITEM 1  
Retention: Permanent.  
Disposition: Send to Archives quarterly after files closed & all documentation, including affidavit of  
publication, is in file as required by law.

State Archives reserves the right to microfilm and destroy original. Film will be retained as a  
confidential record.

Exception from confidentiality: The following data are of public record: old name, new name,  
effective date, lieutenant governor's name, newspaper in which notice published, date of publication.

Decrees prior to June 4, 1984 are public records.

550000-00002 CHANGE OF NAME RECORDS: YELLOW INDEX CARDS (NEW NAME/OLD  
NAME; PETITION NO; EFFECTIVE DATE OF ORDER; DATE SIGNED BY  
LT GOVERNOR; NEWSPAPER; ATTORNEY)  
SA-1 DTD 5/20/86 CHANGE OF NAME RECORDS, ITEM 2  
Retention: Permanent.  
Disposition: Send to Archives 1 year after files closed, after all documentation, including affidavit of  
publication, is in file and after name change documents have been transferred to Archives.  
Confidential.

550000-00003 CHANGE OF NAME RECORDS: GREEN INDEX CARDS (OLD NAME/NEW  
NAME; PETITION NO; EFFECTIVE DATE OF ORDER; DATE SIGNED BY  
LT GOV; NEWSPAPER; ATTORNEY)  
SA-1 DTD 5/20/86 CHANGE OF NAME RECORDS, ITEM 3  
Retention: Permanent.  
Disposition: Send to Archives 1 year after files closed, after all documentation, including affidavit of  
publication, is in file and after name change documents have been transferred to Archives.  
Confidential.

550000-00004: ACTS (GOVERNOR'S ORIGINAL SIGNED COPIES OF  
OFFICIAL ACTS, DEPOSITED WITH LT GOVERNOR'S OFFICE)  
SA-1 DTD 5/20/86 CENTRAL FILES, ITEM 1  
Retention: Permanent.  
Disposition: Send to Archives after Session Laws of Hawaii volume is printed annually.

State Archives reserves the right to microfilm and destroy original.

550000-00005: BOARD & COMMISSIONS (COMMISSIONS; CONFIRMATION LETTERS;  
CORRESPONDENCE; OATHS OF OFFICE; SENATE CONFIRMATION)  
SA-1 DTD 5/20/86 CENTRAL FILES, ITEM 2  
Retention: Permanent.  
Disposition: Send to Archives after 4 years old.

550000-00006: EXECUTIVE ORDERS  
SA-1 DTD 5/20/86, CENTRAL FILES, ITEM 3  
Retention: Permanent.  
Disposition: Send to Archives after 4 years old

RECORDS SERIES ID is for Records Management Branch use only.

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550000-00007: EXECUTIVE ORDERS - LAND (SETTING ASIDE LANDS FOR PUBLIC PURPOSES)  
SA-1 DTD 5/20/86, CENTRAL FILES, ITEM 4  
Retention: Permanent.  
Disposition: Send to Archives after 4 years old.

550000-00008: INTERSTATE AGREEMENT ON DETAINERS (INTERSTATE COMPACTS)  
SA-1 DTD 5/20/86, CENTRAL FILES, ITEM 5  
Retention: Permanent.  
Disposition: Send to Archives after 4 years old.

550000-00009: PROCLAMATIONS  
SA-1 DTD 5/20/86, CENTRAL FILES, ITEM 6  
Retention: Permanent.  
Disposition: Send to Archives after 4 years old.

550000-00010: PUBLIC MEETING NOTICES & AGENDAS  
SA-1 DTD 5/20/86, CENTRAL FILES, ITEM 7  
Retention: Destroy after 1 year. Retain log 4 years.

550000-00011: REORGANIZATIONS  
SA-1 DTD 5/20/86, CENTRAL FILES, ITEM 8  
Retention: Permanent.  
Disposition: Send to Archives annually after year-end.

550000-00012: GENERAL FILES  
SA-1 DTD 5/20/86, CENTRAL FILES, ITEM 9  
Retention: Retain as long as useful.  
Disposition: If material is deemed of historic value, contact Archives for determination of disposition.

550000-00013: RULES & REGULATIONS  
SA-1 DTD 5/20/86, CENTRAL FILES, ITEM 10  
Retention: Permanent. Original in Office of Lt. Governor.

550000-00014 ELECTION RECORDS: PRECINCT REPORTS  
SA-1 DTD 10/12/64  
Retention: Destroy 3 years after the election.

550000-00015: CERTIFICATIONS AND APOSTILLES  
(CERTIFICATIONS OF SIGNATURES OF COURT CLERKS AND NOTARY PUBLICS)  
SA-1 DTD 4/4/96, CENTRAL FILES, ITEM 11  
Retention: 1 year from issuance.  
Disposition: Keep in office 1 year from issuance, then destroy.

550000-00016: DESIGNATIONS OF ACTING HEADS OF STATE AGENCIES  
SA-1 DTD 4/4/96, CENTRAL FILES, ITEM 12  
Retention: Permanent  
Disposition: May transfer to State Archives when 10 years old.