

Records Retention and Disposition Schedules
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Hawaii's Records Disposal Law

Section 94-3, *Hawaii Revised Statutes (HRS)*, authorizes the State Comptroller to determine when government records, except Judiciary records, may be disposed.

The Comptroller executes this duty by authorizing records retention and disposition schedules.

A records retention and disposition schedule specifies the records series' minimum retention requirement and may specify disposition instructions, such as where to store the inactive records.

The Comptroller authorizes records retention and disposition schedules known as *General Records Schedules (GRS)* and *State of Hawaii Records Disposition Authorizations (Archives Form SA-1)*.

The *GRS* set the minimum record retention and disposition requirements for common records created and maintained by State Executive and Legislative agencies.

General Records Schedules and Record Disposition Authorizations

The current *GRS*, *General Records Schedules 1-11, 2002*, set retention requirements for: administrative; budget planning; accounting; accounting – payroll; personnel; procurement and property management; records management; security and protective services; health care; and electronic records.

When applying the *GRS*, as long as minimum retention periods are met, records may be destroyed without further concurrence from the Comptroller. The *GRS* remains in effect until the Comptroller authorizes revisions.

A copy of the *GRS* may be requested from the Records Management Branch or may be downloaded from the State Archives' website www.hawaii.gov/dags/divisions/archives_division/

The retention and disposition requirements for unique agency records, also known as program records, are established through use of the *Records Disposition Authorization*, form SA-1.

Current program records series vary from Dept. of Commerce & Consumer Affairs' business registration records to the State Ombudsman's case files.

Example of Items on the General Records Schedules

STATE OF HAWAII – ACCOUNTING & GENERAL SERVICES, ARCHIVES DIVISION PERSONNEL RECORDS GENERAL RECORDS SCHEDULE NO. 5, 2002		
<i>Item Description of Records</i>	<i>Location</i>	<i>Retention and Disposition</i>
<p>5.1 Class Specifications</p> <p>Standards determining title, series and grade based on duties, responsibilities & qualifications.</p>	<p>Operating Department - Personnel</p> <p>DHRD</p>	<p>Retention: Non-permanent.</p> <p>Disposition: Destroy when superseded or abolished.</p> <p>Retention: Permanent.</p> <p>Disposition: Retain in office.</p>
<p>5.2 Position Descriptions</p> <p>Describes authorized duties and responsibilities for an approved position and shows classification action taken.</p>	<p>Operating Department - Personnel</p> <p>DHRD</p>	<p>Retention: 1 year after position description is superseded or position is abolished.</p> <p>Disposition: Destroy after cited retention.</p> <p>Retention: Maintain current & two superseded + 6 years.</p> <p>Disposition: Destroy fourth oldest as long as previous position description is retained for 6 years.</p>
<p>5.3 Classification & Pricing Appeal Records</p>	<p>Operating Department - Personnel</p> <p>DHRD</p>	<p>Retention: 2 years after posting to permanent record.</p> <p>Disposition: Destroy after cited retention.</p> <p>Retention: Permanent.</p> <p>Disposition: Retain in office.</p>
<p>5.4 Job Announcements</p> <p>Includes qualifications and duties for positions in State service open for hire or to create/supplement a register</p>	<p>Operating Department - Personnel / DHRD</p>	<p>Retention: 2 years from date of record creation or personnel action involved or final disposition of charges, whichever occurs later.</p> <p>Disposition: Destroy after cited retention.</p>

Portion of General Records Schedule No. 5, 2002

Scheduling Records and Obtaining Records Schedules

The creation of retention schedules for program records requires the active participation of the record custodian.

The process involves completing a records inventory form to describe the records series. Information from the inventory form is used to determine the records series' legal, audit, administrative, and historical values. It is the basis for evaluating how long a record series should be retained.

The Records Management Branch archivists assist agencies in completing the inventory form and in developing retention and disposition authorization recommendations.

Agencies that wish to schedule program records or revise retention authorizations should contact the Records Management Branch.

Prepared by the DAGS Archives Division, Records Management Branch
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