

State of Hawaii
Department of Accounting and General Services
Archives Division, Records Management Branch

RECORDS DESTRUCTION REPORT

Department/Division:

Branch/Section:

Name of Records Custodian:

Title:

Phone No.:

As per General Records Schedules No. 1-11, 2002 (Item):

Records Disposition Authorization (SA-1):

Departmental Records Schedule:

The following records were destroyed on (date):

Description of Records:	Dates Covered:	Volume (in cubic feet):

Signature of Records Custodian:

Date:

Copy 1: To DAGS Records Management Branch, 729-B Kakoi St., Honolulu, HI 96819

Copy 2: To Departmental Records Officer (retention: 3 years after records are destroyed)

Copy 3: Office (retention: 3 years after records are destroyed)