

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

RECORDS DESTRUCTION REPORT

Department/Division: **DAGS Accounting Division**

Branch/Section: **Pre-Audit Branch**

Name of Records Custodian: **May Jones**

Title: **Accountant**

Phone No.: **555-0333**

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

/ / Records Disposition Authorization (SA-1):

/ / Departmental Records Schedule:

The following records were destroyed on (date): **7/15/2003**

Description of Records:	Dates Covered:	Volume (in cubic feet):
Purchase Orders (GRS 3, 2002 Item 3.C-3b)	FY 1996 – 1997	2
Treasury Deposit Receipts (GRS 3, 2002 Item 3.A-1)	FY 1996 - 1997	1
Summary Warrant Vouchers (GRS 3, 2002 Item 3.C-4)	FY 1995-96 & FY 1996-97	5
SAMPLE		

Signature of Records Custodian: *May Jones.*

Date: **8/1/2003**

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)