

## DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS

Approved Records Retention and Disposition Schedules (Forms SA-1)  
Compiled by the DAGS, Archives Division, Records Management Branch\*

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**RECORD SERIES REPORT  
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS**

DEPARTMENT: 4208000000  
DLIR WORKFORCE DEVELOPMENT DIVISION, APPRENTICESHIP

RECORD

SERIES ID      RECORD SERIES DESCRIPTION

-----  
420800-00001 APPRENTICE AND TRAINEE FOLDERS CONTAINING CORRESPONDENCE,  
APPLICATIONS, CONTRACTS & MONTHLY WORK REPORTS

(A) COMPLETIONS

SA-1 DTD 3/31/82, ITEM 8A

Retention: After completion, destroy monthly reports after posting to jacket.

Destroy five years after completion.

420800-00002 APPRENTICE AND TRAINEE FOLDERS CONTAINING CORRESPONDENCE,  
APPLICATIONS, CONTRACTS & MONTHLY WORK REPORTS, 1972 – Present

(B) CANCELLATIONS

SA-1 DATED 8/30/93, ITEM 8B

Retention: 10 years after cancellation.

Disposition: After cancellation, destroy monthly reports after posting to jacket.

Transfer to State Records Center 5 years after cancellation. Keep at State Records Center for remainder of retention period, then destroy.

420800-00006 MONTHLY ACTIVITIES REPORTS LISTING REGISTRATIONS, CANCELLATIONS,  
COMPLETIONS, PROGRAM DESCRIPTIONS & REVISIONS

SA-1 DATED 1/21/72, ITEM 4

Retention: Destroy after 30 years.

420800-00010 SPONSOR FOLDERS CONTAINING SIGNED CERTIFIED APPRENTICESHIP  
OR TRAINING STANDARDS FOR VARIOUS OCCUPATIONS & CORRESPONDENCE  
CONCERNING THE PROGRAM

SA-1 DATED 1/21/72, ITEM 9

Retention: Destroy 3 years after termination of sponsor's program activities.

420800-00011 APPRENTICE INDEX CARD FILE

SA-1 DATED 1/21/72, ITEM 10

Retention: Retain for 30 years.

420800-00012 EMPLOYER'S SUMMARY CARD FILE

SA-1 DATED 1/21/72, ITEM 11

Retention: Destroy 3 years after withdrawal from program.

420800-00013 FEDERAL REIMBURSEMENT CONTRACTS WITH EMPLOYERS FOR ON-THE-JOB  
TRAINING

SA-1 DATED 1/21/72, ITEM 12

Retention: Destroy 10 years after expiration of contract or after Federal audit, whichever is longer.

**RECORD SERIES REPORT  
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS**

DEPARTMENT: 4209000000 OCCUPATIONAL SAFETY & HEALTH DIVISION

RECORD

SERIES ID      RECORD SERIES DESCRIPTION

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420900-00001 CITATION AND NOTIFICATION OF PROPOSED PENALTY W/ NON-SAMPLING  
(NON-SAMPLING HEALTH INSPECTIONS), FY 1980 – Present

Case files resulting from general schedule investigations.

SA-1 DATED 12/17/90, ITEM 1

Retention: 6 years.

Disposition: Retain in office for three years, after case closed, then transfer to State Records Center for remaining 3 years.

Authority for Retention: OSHA Notice ADM 12, dated 5/7/84, Appendix B, item 12 sets 6 year retention period.

Restrictions: Restricted under HRS 396-8(f)

420900-00002 CITATION AND NOTIFICATION OF PROPOSED PENALTY WITH SAMPLING  
(HEALTH INSPECTIONS)

Case files resulting from compliance investigations.

SA-1 DATED 12/17/90, ITEM 2

Retention: 40 years.

Disposition: Retain in office for three years, after case is closed, then transfer to State Records Center for remaining 37 years.

Authority for Retention: OSHA Notice ADM 12, dated 5/7/84, Appendix B, item 11 sets 40 year retention period.

Restrictions: Restricted under HRS 396-8(f)

420900-00003 EXPLOSIVE MAGAZINE PERMIT

SA-1 DATED 6/25/79, ITEM 1

Retention: 1 year after expiration.

420900-00004 EXPLOSIVE MONTHLY INVENTORY REPORT

SA-1 DATED 6/25/79, ITEM 2

Retention: 1 year.

420900-00005 PERMIT TO TRANSPORT CLASS A EXPLOSIVES

SA-1 DATED 6/25/79, ITEM 3

Retention: 1 year after expiration.

420900-00006 APPLICATION FOR CERTIFICATE OF FITNESS FOR POWDERMEN & PYROTECHNICIANS

SA-1 DATED 6/25/79, ITEM 4

Retention: 5 years after cancellation.

420900-00007 PERMIT TO SELL, STORE, TRANSPORT, USE AND PURCHASE EXPLOSIVES

SA-1 DATED 6/25/79, ITEM 5

Retention: 3 years.

420900-00008 CERTIFICATION OF FITNESS FOR CRANE & HOIST OPERATORS

SA-1 DTD 6/25/79, ITEM 6

Retention: 1 year.

**RECORD SERIES REPORT  
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS**

DEPARTMENT: 4209010000

DLIR OCCUPATIONAL SAFETY & HEALTH DIV., ADMINISTRATION & TECHNICAL SUPPORT BR.

RECORD

SERIES ID      RECORD SERIES DESCRIPTION

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420901-00001 DISCRIMINATION CASE FILES, 1987 - Present

SA-1 DATED 9/15/97, ITEM 1

Retention: 5 years after the end of the Federal fiscal year to which the case closed.

Disposition: Retain in office. Destroy after cited retention.

**RECORD SERIES REPORT  
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS**

DEPARTMENT: 4209020000

DLIR OCCUPATIONAL SAFETY & HEALTH DIVISION, CONSULTATION & TRAINING BRANCH

RECORD

SERIES ID      RECORD SERIES DESCRIPTION

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420902-00001 CONSULTATION AND TRAINING FILES

SA-1 DATED 3/10/89, ITEM 1

Retention: 7 years; destroy.

Disposition: Agency retains files for 3 years, eligible for storage at State Records Center for remaining 4 years.

Authority: OSHA Instruction ADM 12-7.2A, Item 28

**RECORD SERIES REPORT  
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS**

DEPARTMENT: 4209040000

DLIR OCCUPATIONAL SAFETY & HEALTH DIVISION, BOILER/ELEVATOR INSPECTION BRANCH

**RECORD**

**SERIES ID      RECORD SERIES DESCRIPTION**

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420904-00001 BOILER INSPECTION SECTION: BOILER & PRESSURE VESSEL CASE RECORDS  
(1) SPECIFICATIONS, DRAWINGS, CORRESPONDENCE PRIOR TO INSTALLATION  
SA-1 DATED 5/13/86, ITEM A.1(1)  
Retention: Destroy 5 years after object dismantled.

420904-00002 BOILER INSPECTION SECTION: BOILER & PRESSURE VESSEL CASE RECORDS  
(2) FIRST DATA REPORT (First inspection of installation.)  
SA-1 DATED 5/13/86, ITEM A.1(2)  
Retention: Destroy 5 years after object dismantled.

420904-00003 BOILER INSPECTION SECTION: BOILER & PRESSURE VESSEL CASE RECORDS  
(3) AFTER FIRST INSPECTION:  
    NOTIFICATION OF DEFICIENCIES TO OWNER (correspondence);  
    REPORT OF REINSPECTION; RESOLUTION & TRANSMITTAL OF PERMITS  
    (correspondence)  
SA-1 DATED 5/13/86, ITEM A.1(3)  
Retention: Destroy 5 years after object dismantled.

420904-00004 BOILER INSPECTION SECTION: BOILER & PRESSURE VESSEL CASE RECORDS  
(4) SUBSEQUENT INSPECTION:  
    Power Boiler 6-Month Reinspection;  
    Pressure Vessel & Heating Boiler 2-Year Reinspection;  
    Transmittals Of Permits (correspondence)  
SA-1 DATED 5/13/86, ITEM A.1(4)  
Retention: Destroy no-discrepancy reports after 5 years old. Retain discrepancy reports 5 years after object dismantled.

420904-00005 BOILER INSPECTION SECTION: SUMMARIES, INDEXES & TRACKING SYSTEMS -  
(1) ALPHABETICAL ARRANGEMENT:  
    (A) A-Z by building,  
    (B) Outer Islands A-Z,  
    (C) Inactives A-Z  
SA-1 DATED 5/13/86, ITEM A.2(1)  
Retention: Transfer A-Z (alpha) cards to inactive after object dismantled. Retain 5 more years & destroy.

420904-00006 BOILER INSPECTION SECTION: SUMMARIES, INDEXES & TRACKING SYSTEMS -  
(2) NUMERIC ARRANGEMENT:  
    (A) Numeric File by Hawaii Numbers for HPV Numbers (Pressure Vessels),  
    (B) Numeric File by Hawaii Number for HHB Numbers (Heating Boilers),  
    (C) Numeric File by Hawaii Number for HAW Numbers (Power Boilers),  
    (D) National Board of Boiler and Pressure Vessel Inspector's Numbers.  
SA-1 DATED 5/13/86, ITEM A.2(2)  
Retention: Permanent.

420904-00007 BOILER INSPECTION SECTION: SUMMARIES, INDEXES & TRACKING SYSTEMS -  
(3) INSPECTION TRACKING:  
    (A) Oahu Inspections Due,  
    (B) Outer Islands Inspections Due.  
SA-1 DATED 5/13/86, ITEM A.2(3)  
Retention: Destroy after object dismantled.

\*RECORDS SERIES ID is for Records Management Branch use only.

**RECORD SERIES REPORT  
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS**

DEPARTMENT: 4209040000

DLIR OCCUPATIONAL SAFETY & HEALTH DIVISION, BOILER/ELEVATOR INSPECTION BRANCH

**RECORD**

**SERIES ID      RECORD SERIES DESCRIPTION**

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420904-00008 ELEVATOR INSPECTION SECTION: ELEVATOR INSPECTION CASE RECORDS

(1) BLUEPRINT ARCHITECTURAL PLANS & SHOP DRAWINGS

SA-1 DATED 5/13/86, ITEM B.1(1)

Retention: Retain 5 years after elevator dismantled. May microfilm. Retain original.

Masters to be stored at Archives.

420904-00009 ELEVATOR INSPECTION SECTION: ELEVATOR INSPECTION CASE RECORDS

(2) REVIEWS OF PLANS, CORRECTIONS, COMMENTS, DATE OF APPROVAL AND INITIALS OF INSPECTOR

SA-1 DATED 5/13/86, ITEM B.1(2)

Retention: Retain 5 years after elevator dismantled.

420904-00010 ELEVATOR INSPECTION SECTION: ELEVATOR INSPECTION CASE RECORDS

(3) APPLICATION FOR INSTALLATION PERMIT

SA-1 DTD 5/13/86, ITEM B.1(3)

Retention: Retain 5 years after elevator dismantled.

420904-00011 ELEVATOR INSPECTION SECTION: ELEVATOR INSPECTION CASE RECORDS

(4) FIRST DATA REPORT (First Inspection of installation.)

SA-1 DTD 5/13/86, ITEM B.1(4)

Retention: Retain 5 years after elevator dismantled.

420904-00012 ELEVATOR INSPECTION SECTION: ELEVATOR INSPECTION CASE RECORDS

(5) AFTER FIRST INSPECTION:

Notification of deficiencies to owner (correspondence);

Report of reinspection;

Resolution and transmittal of permits (correspondence).

SA-1 DATED 5/13/86, ITEM B.1(5)

Retention: Destroy no-discrepancy reports after 5 years old. Retain discrepancy reports 5 years after object dismantled.

420904-00013 ELEVATOR INSPECTION SECTION: ELEVATOR INSPECTION CASE RECORDS

(6) 6-MONTH REINSPECTIONS; ANNUAL TRANSMITTAL OF PERMITS (correspondence); 3-YEAR HYDRAULIC ELEVATOR SAFETY RETEST; 5-YEAR ROPE-TYPE ELEVATOR RETEST; DISCREPANCY CORRESPONDENCE

SA-1 DATED 5/13/86, ITEM B.1(6)

Retention: Destroy no-discrepancy reports after 5 years old. Retain discrepancy reports 5 years after object dismantled.

420904-00014 ELEVATOR INSPECTION SECTION: SUMMARIES, INDEXES & TRACKING SYSTEM

(1) ALPHABETICAL ARRANGEMENT:

(A) A-Z by building,

(B) Outer Islands A-Z,

(C) Inactives A-Z,

(D) Building Name Changes cross reference,

(E) Inactive Workman's Hoists.

SA-1 DATED 5/13/86, ITEM B.2(1)

Retention: Transfer A-Z (alpha) cards to inactive after object dismantled.

Retain 5 more years and destroy.

**RECORD SERIES REPORT  
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS**

DEPARTMENT: 4209040000

DLIR OCCUPATIONAL SAFETY & HEALTH DIVISION, BOILER/ELEVATOR INSPECTION BRANCH

**RECORD**

**SERIES ID      RECORD SERIES DESCRIPTION**

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420904-00015 ELEVATOR INSPECTION SECTION: SUMMARIES, INDEXES & TRACKING SYSTEM  
(2) NUMERIC FILE BY HAWAII NUMBER  
SA-1 DATED 5/13/86, ITEM B.2(2)  
Retention: Permanent.

420904-00016 ELEVATOR INSPECTION SECTION: SUMMARIES, INDEXES & TRACKING SYSTEM  
(2) INSPECTIONS TRACKING  
    (A) Oahu Inspections Due  
    (B) Outer Islands Inspections Due  
SA-1 DATED 5/13/86, ITEM B.2(3)  
Retention: Destroy after object dismantled.



**RECORD SERIES REPORT  
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS**

DEPARTMENT: 4211020000  
DLIR WAGE STANDARDS DIVISION, INTAKE AND CERTIFICATION BRANCH

RECORD  
SERIES ID      RECORD SERIES DESCRIPTION

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421102-00001 APPLICATION FOR MINOR'S EMPLOYMENT CERTIFICATE (CL-1)  
SA-1 DATED 10/6/65  
Retention: 6 years.

421102-00002 MINOR'S EMPLOYMENT CERTIFICATE (FORMS CL-3; CL-3a; CL-4, CL-4a)  
SA-1 DATED 10/6/65  
Retention: Until minor is 18 years old.

Retention authority for both records series: §390-3(d), HRS:

"The department may destroy or dispose of any certificate of employment on file which was issued on behalf of a minor who has attained the age of eighteen years and any application for a certificate of employment which was filed with the department more than five years prior to the destruction or disposition."

**RECORD SERIES REPORT  
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS**

DEPARTMENT: 4212000000 UNEMPLOYMENT INSURANCE DIVISION

RECORD

SERIES ID      RECORD SERIES DESCRIPTION

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421200-00001 CLAIM RECORDS, including

Initial Claims,  
Initial Determinations of Benefits,  
Low Earnings Reports,  
Wage and Separation Reports,  
Claim Examiners' Decisions,  
Continued Claims and Pay Orders,  
Disallowed Continued Claims,  
Correspondence and Other Related Documents  
SA-1 DATED 3/7/80, ITEM 1  
Retention: 3 years after benefit year ending date of each claim.

421200-00002 WAGE AND SEPARATION REPORTS OF EMPLOYERS

SA-1 DATED 3/7/80, ITEM 2  
Retention: 3 years after quarter to which they relate.

421200-00003 REPORT OF NEW HIRES

SA-1 DATED 3/7/80, ITEM 3  
Retention: 2 years from date of hire.

421200-00004 ALL OTHER EMPLOYER RECORDS AND CORRESPONDENCE

SA-1 DATED 3/7/80, ITEM 4  
Retention: 5 years from end of calendar year to which they relate.

421200-00005 BENEFIT PAYMENT LEDGERS AND EMPLOYERS' CHARGEBACK STATEMENTS

SA-1 DTD 3/7/80, ITEM 5  
Retention: 5 years from end of calendar year to which they relate.

421200-00006 INACTIVE EMPLOYER CONTRIBUTION LEDGERS

SA-1 DTD 3/7/80, ITEM 6  
Retention: 5 years from end of calendar year to which they relate provided that a summary of each account has been made showing:  
a. Name, address, and account number,  
b. Commencement and termination dates; and  
c. Balance of net reserve or, if the reserve has been transferred, the account number of the successor employer

NOTE: No records (mentioned above) shall be destroyed until all matter pertaining thereto have been fully and finally approved.

421200-00008 QUALITY CONTROL CASE FILES, 1985 - Present

SA-1 DATED 6/12/91  
Retention: 3 years from Benefit Year Ending date.  
Disposition: Keep in office 6 months, then transfer to SRC for remainder of retention period.  
Access restricted per: HRS 383-95.

**RECORD SERIES REPORT  
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS**

DEPARTMENT: 4212000000 UNEMPLOYMENT INSURANCE DIVISION

RECORD

SERIES ID      RECORD SERIES DESCRIPTION

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421200-00009 QUARTERLY WAGE AND UNEMPLOYMENT INSURANCE RECORDS:

(1) EMPLOYEE QUARTERLY WAGE & CONTRIBUTORY REIMBURSABLE REPORT (FORM UC-B6)  
SA-1 DATED 11/20/90, ITEM 1

Retention: 6 years.

Disposition: May microfilm. Originals may be destroyed once data retrieval system is proven satisfactory.

421200-00010 QUARTERLY WAGE AND UNEMPLOYMENT INSURANCE RECORDS:

(2) EMPLOYER'S QUARTERLY REPORT OF WAGES (FORM UC-B6A)  
SA-1 DATED 11/20/90, ITEM 2

Retention: 6 years.

Disposition: May microfilm. Originals may be destroyed once data retrieval system is proven satisfactory.

421200-00011 QUARTERLY WAGE AND UNEMPLOYMENT INSURANCE RECORDS:

(3) NOTICE OF CONTRIBUTION ASSESSMENT OR CREDIT ADJUSTMENT (FORM UC-168)  
SA-1 DATED 11/20/90, ITEM 3

Retention: 6 years.

Disposition: May microfilm. Originals may be destroyed once data retrieval system is proven satisfactory.

421200-00012 QUARTERLY WAGE AND UNEMPLOYMENT INSURANCE RECORDS:

(4) NOTIFICATION OF DELINQUENT CONTRIBUTION/CHARGE (FORM UC-302)  
SA-1 DATED 11/20/90, ITEM 4

Retention: 6 years.

Disposition: May microfilm. Originals may be destroyed once data retrieval system is proven satisfactory.

421200-00013 QUARTERLY WAGE AND UNEMPLOYMENT INSURANCE RECORDS:

(5) NOTIFICATION OF PENDING CIVIL ACTION (FORM UC-303)  
SA-1 DATED 11/20/90, ITEM 5

Retention: 6 years.

Disposition: May microfilm. Originals may be destroyed once data retrieval system is proven satisfactory.

421200-00014 QUARTERLY WAGE AND UNEMPLOYMENT INSURANCE RECORDS:

(6) FIELD DELINQUENCY ASSIGNMENT (FORM UC-304)  
SA-1 DATED 11/20/90, ITEM 6

Retention: 6 years.

Disposition: May microfilm. Originals may be destroyed once data retrieval system is proven satisfactory.

421200-00015 QUARTERLY WAGE AND UNEMPLOYMENT INSURANCE RECORDS:

(7) NOTICE OF TAX ASSESSMENT (FORM UC-305)  
SA-1 DATED 11/20/90, ITEM 7

Retention: 6 years.

Disposition: May microfilm. Originals may be destroyed once data retrieval system is proven satisfactory.

421200-00016 QUARTERLY WAGE AND UNEMPLOYMENT INSURANCE RECORDS:

(8) "BANK CASH LIST" (FORM UC-307)  
SA-1 DATED 11/20/90, ITEM 8

Retention: 6 years.

Disposition: May microfilm. Originals may be destroyed once data retrieval system is proven satisfactory.

**RECORD SERIES REPORT  
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS**

DEPARTMENT: 4212000000 UNEMPLOYMENT INSURANCE DIVISION

RECORD

SERIES ID      RECORD SERIES DESCRIPTION

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421200-00017 QUARTERLY WAGE AND UNEMPLOYMENT INSURANCE RECORDS:

(9) PAYMENT FORM (FORM UC-318)

SA-1 DATED 11/20/90, ITEM 9

Retention: 6 years.

Disposition: May microfilm. Originals may be destroyed once data retrieval system is proven satisfactory.

421200-00018 QUARTERLY WAGE AND UNEMPLOYMENT INSURANCE RECORDS:

(10) WAGE/TAX COLLECTION FORM (FORM UC-319)

SA-1 DATED 11/20/90, ITEM 10

Retention: 6 years.

Disposition: May microfilm. Originals may be destroyed once data retrieval system is proven satisfactory.

421200-00019 QUARTERLY WAGE AND UNEMPLOYMENT INSURANCE RECORDS:

(11) ADJUSTMENT FORM (FORM UC-320)

SA-1 DATED 11/20/90, ITEM 11

Retention: 6 years.

Disposition: May microfilm. Originals may be destroyed once data retrieval system is proven satisfactory.

421200-00020 QUARTERLY WAGE AND UNEMPLOYMENT INSURANCE RECORDS:

(12) WRITE-OFF FORM (FORM UC-321)

SA-1 DATED 11/20/90, ITEM 12

Retention: 6 years.

Disposition: May microfilm. Originals may be destroyed once data retrieval system is proven satisfactory.

**RECORD SERIES REPORT  
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS**

DEPARTMENT: 4214000000  
DLIR RESEARCH & STATISTICS OFFICE (UI RESEARCH STAFF)

RECORD  
SERIES ID      RECORD SERIES DESCRIPTION

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421400-00001 CONTINUOUS WAGE & BENEFIT HISTORY PROGRAM (CWBH) COMPUTER  
CARDS & BENEFIT LEDGER PRINTOUTS, 1973 – (Present)

SA-1 DATED 6/13/78, ITEM 1

Retention: 5 years.

Disposition: Retain 2 years in office, transfer to Records Center for 3 years.

421405-00002 UNEMPLOYMENT INSURANCE RESEARCH STUDIES, 1976 – (Present)

SA-1 DATED 6/13/78, ITEM 2

Retention: (Permanent)

Disposition: Original or master transferred to State Archives when no longer needed for administrative purposes.

421405-00003 MATERIALS USED FOR STUDIES

(e.g. computer cards, benefit ledger printouts), 1976 – (Present)

SA-1 DTD 6/13/78, ITEM 3

Retention: Destroy when no longer needed for administrative purposes.

**RECORD SERIES REPORT  
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS**

DEPARTMENT: 4217000000  
DLIR DISABILITY COMPENSATION DIVISION

RECORD  
SERIES ID      RECORD SERIES DESCRIPTION

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421700-00001 VOCATIONAL REHABILITATION: CERTIFIED REHABILITATION PROVIDERS AND  
REGISTERED REHABILITATION COUNSELORS FILES, 1981 – Present  
SA-1 DATED 7/23/97, ITEM 1  
Retention: Retain until close of file.  
Disposition: Destroy after close of file.

**RECORD SERIES REPORT  
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS**

DEPARTMENT: 4217010000  
DLIR DISABILITY COMPENSATION DIVISION, WORKMEN'S COMPENSATION PROGRAM OFC

RECORD  
SERIES ID      RECORD SERIES DESCRIPTION

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421701-00007 EMPLOYEE'S MASTER CARDS (FORM WC-1A)  
SA-1 DATED 7/9/81, ITEM 7  
Retention: Permanent.  
Disposition: Microfilm inactive cards when volume warrants and destroy originals after receiving approval of the processed films from the State Archives.

421701-00008 IBM STATISTICAL CARDS FOR WORKMEN'S COMPENSATION  
SA-1 DATED 1/21/66  
Retention: 2 years  
(Program then known as Bureau of Workmen's Compensation)

**RECORD SERIES REPORT  
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS**

DEPARTMENT: 4219000000  
DLIR HAWAII LABOR RELATIONS BOARD

RECORD  
SERIES ID      RECORD SERIES DESCRIPTION

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421900-00001 HAWAII LABOR RELATIONS BOARD CASE FILES

SA-1 DATED 10/3/05, ITEM 1

Retention: 20 years after close of case.

Disposition: Retain in office for 5 years after case closure, then transfer to the State Records Center for remainder of authorized retention period.



**RECORD SERIES REPORT  
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS**

DEPARTMENT: 4221000000  
DLIR EMPLOYMENT SECURITY APPEALS REFEREE

RECORD  
SERIES ID      RECORD SERIES DESCRIPTION

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422100-00001 UNEMPLOYMENT INSURANCE APPEAL FILES

A. APPEAL CASES SETTLED WITHIN 1 YEAR OF INITIATION OF APPEAL, 1993 – Present

SA-1 DTD 1/19/2001 ITEM 1A

Retention: 4 years from initiation of appeal.

Disposition: Destroy after authorized retention period.

B. ALL OTHER APPEALS CASES, 1993 – Present

SA-1 DTD 1/19/2001 ITEM 1B

Retention: 3 years from close of case.

Disposition: Destroy after authorized retention period.

422100-00002 COURTESY APPEALS

SA-1 DATED 10/24/79

Retention: 6 years.

422100-00003 ASSESSMENTS

SA-1 DATED 10/24/79

Retention: 6 years.

**RECORD SERIES REPORT  
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS**

DEPARTMENT: 4223000000  
DLIR HAWAII CIVIL RIGHTS COMMISSION

RECORD  
SERIES ID      RECORD SERIES DESCRIPTION

-----  
422300-00001 INVESTIGATIVE FILES, 1987 – Present

SA-1 DATED 10/17/94, ITEM 1

Retention: 3 years after close of case.

Disposition: Retain in office for 3 years after close of file, then destroy.

Audio and video tapes may be erased and re-used.

Restrictions: Parts of file are confidential per HRS 368-4.

422300-00002 LEGAL FILES, 1987 – Present

SA-1 DATED 11/27/96. ITEM 2

Retention: 6 years after close of case.

Disposition: Retain in office for 1 year after close of file, then purge pleadings and exhibits. May transfer to State Records Center for remainder of retention period, then destroy.

Restriction: Parts of file are confidential, per HRS 368-4.