

**DEPARTMENT OF HEALTH
OFFICE OF ENVIRONMENTAL QUALITY CONTROL (OEQC)**

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

TABLE OF CONTENTS

	<u>PAGE</u>
TABLE OF CONTENTS.....	1
AGENCY DESCRIPTION.....	2
SA-1 dated 8/4/86.....	3
SA-1 dated 6/3/82.....	4 & 5

Office of Environmental Quality Control

The Office of Environmental Quality Control (OEQC), established under section 341-3, Hawaii Revised Statutes, and headed by the Director of Environmental Quality Control, reviews environmental assessments and impact statements, to assure compliance with chapter 343, Hawaii Revised Statutes, and Chapter 11-200, Hawaii Administrative Rules, and informs the public of the availability of documents through the semi-monthly OEQC Bulletin to facilitate the required public review.

The Office works to assist in restoring, protecting, and enhancing the natural physical environment of the State by stimulating, expanding, and coordinating efforts of government agencies, industrial groups, and citizens.

Environmental Council

The Environmental Council, also established under section 341-3, Hawaii Revised Statutes, consists of fifteen members appointed by the Governor with the advice and consent of the Senate. The Director of Environmental Quality Control serves as an ex officio voting member of the Council. The Council Chairperson is elected by the Council from among its members. Members are appointed to assure a broad representation of educational, business, and environmentally pertinent disciplines and professions. Pursuant to section 341-6, Hawaii Revised Statutes, the Council serves as a liaison between the Director and the public on matters concerning ecology and environmental quality.

These agencies are administratively attached to the Department of Health.

Marumoto, Claire. *Guide to Government in Hawaii (Twelfth Edition)*. Honolulu, Hawaii: Legislative Reference Bureau, June 2002, pgs. 82-83.

STATE OF HAWAII
RECORDS DISPOSITION AUTHORIZATION

State Archives
Iolani Palace Grounds, Honolulu, Hawaii 96813

Attention: State Archivist

1. In compliance with Section 94-3 Hawaii Revised Statutes, as amended, I hereby request Continuous authorization to destroy otherwise dispose of the numbered record items listed below: Authorization

FORM NO	DESCRIPTION	YEARS OR PERIOD		RETENTION
		FROM	THROUGH	
OEQC-3	Negative Environmental Impact Declarations.			Permanent. May be microfilmed when volume warrants. Destroy original documents after microfilming.
OEQC-4	Environmental Impact Statements (EIS) consisting of preparation notices, draft EIS, final EIS and related correspondence.			Permanent. May be microfilmed when volume warrants. Destroy original documents after microfilming.
OEQC-5	Requests for Categorical Exemption (Exempt Actions).			Permanent. May be microfilmed when volume warrants. Destroy original documents after microfilming.
Supersedes SA-1 dated Sep 7, 1978 and amends item OEQC-3, SA-1 dated Jun 3, 1982 relating to the Office of Environmental Quality Control records.				
<p><i>Leticia D. Tyechara</i> <u>Office of Environmental Quality Control</u></p>				

2. Record items Nos. OEQC-3, OEQC-4 and OEQC-5 will be preserved on microfilm in accordance with Section 92-31 Hawaii Revised Statutes.

It is requested that Record items Nos. _____

 Master negatives will be transferred to the State Archives

3. *Mylene K. Sen*
 SIGNATURE OF RECORDS OFFICER
 DEPARTMENT OF HEALTH
 AGENCY

 for _____
 SIGNATURE OF HEAD OF DEPARTMENT
 DATE _____

4. I hereby certify that the records as listed, unless exceptions are listed below, do not appear to be of sufficient value for legal, administrative, or research purposes to warrant further preservation. Exceptions: _____

5. Nos. _____
 Master negatives to be transferred to State Archives _____
 AGENCY

 DATE *Aug 1, 1986*
 STATE ARCHIVIST

5. Destruction or other disposal, with exceptions indicated, approved. Continuous authorization Authorization
[Signature]
 COMPTROLLER
 Date: **AUG 4 1986**

STATE OF HAWAII
RECORDS DISPOSITION AUTHORIZATION

State Archives
Iolani Palace Grounds, Honolulu, Hawaii 96813

Attention: State Archivist

1. In compliance with Section 94-3 Hawaii Revised Statutes, as amended, I hereby request Continuous authorization ~~XXXXXX~~
otherwise dispose of the numbered record items listed below. Authorization

FORM NO	DESCRIPTION	YEARS OR PERIOD		RETENTION
		FROM	THROUGH	
	Program items as per attached Records Retention Schedule for: Office of <u>Environmental Quality Control</u>			

2. Record items Nos. N/A

_____ will be preserved on microfilm in accordance with Section 92-31 Hawaii Revised Statutes.
It is requested that Record items Nos. as indicated on attached schedule

_____ be transferred to the State Archives.

3.

Mykua K. Sen
SIGNATURE OF RECORDS OFFICER

Department of Health
AGENCY

Abelina M. Sen
SIGNATURE OF HEAD OF DEPARTMENT
for MAY 21 1982
DATE

4. I hereby certify that the records as listed, unless exceptions are listed below, do not appear to be of sufficient value for legal, administrative, or research purposes to warrant further preservation. Exceptions: items scheduled as "permanent"

Nos. as indicated on attached schedule

to be transferred to State Archives

AGENCY

Agnes Conrad
STATE ARCHIVIST
6/3/82
DATE

5. Destruction or other disposal, with exceptions indicated, approved.

Continuous authorization
 Authorization

Heidi Matsui
COMPTROLLER

Date: _____

DEPARTMENT OF HEALTH

Office of Environmental Quality Control

<u>Item No.</u>	<u>Description</u>	<u>Retention</u>
OEQC-1	Environmental Council Minutes	Permanent. May transfer to Archives.
OEQC-2	Environmental Quality Control Commission Minutes	Permanent. May transfer to Archives.
OEQC-3	Negative Environmental Impact Declarations	Permanent. May transfer to Archives.

Superseded. See SA-1 dated 8/4/86, Item OEQC-3