

DEPARTMENT OF PUBLIC SAFETY

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 PUBLIC SAFETY**

DEPARTMENT: PUBLIC SAFETY (Adult Offender Records)

RECORD
SERIES ID RECORD SERIES DESCRIPTION

340301-0001A ADULT OFFENDER RECORDS (CASE FILES) - (A) SENTENCED FELONS

1971 - Present

SA-1 DTD 4/21/81, ITEM 1A

Retention: 12 years.

Disposition: 8 years at OISC/CCC, 4 years at SRC.

Before destruction of records, clearance must be obtained from the
Department of the Attorney General.

340301-0001B ADULT OFFENDER RECORDS (CASE FILES) - (B) SENTENCED PROBATIONERS
& SENTENCED MISDEMEANANTS

1973 - Present

SA-1 DTD 4/21/81, ITEM 1B

Retention: 8 years.

Disposition: 4 years at OISC/CCC, 4 years at SRC.

340301-0001C ADULT OFFENDER RECORDS (CASE FILES) - (C) PRETRIAL - NOT
SERVING SENTENCE IN ANY CORRECTIONAL FACILITY

1979 - Present

SA-1 DTD 4/21/81, ITEM 1C

Retention: 1 year after final disposition of all charges or 2 years after release from custody,
whichever is longer.

340301-00002 OFFENDER RECORDS (CASE FILES) FOR ANYONE WHO DIED WHILE
UNDER THE JURISDICTION OF CD, HPA OR ISC

1979 - Present

SA-1 DTD 4/21/81, ITEM 2

Retention: 2 years after death.

**RECORD SERIES REPORT
DEPARTMENT OF PUBLIC SAFETY**

DEPARTMENT: 3490000000
PSD CRIME VICTIM COMPENSATION COMMISSION

RECORD
SERIES ID RECORD SERIES DESCRIPTION

349000-00001 VICTIM FILES
1992 - Present
SA-1 DTD 8/17/98, ITEM 1.
Retention: 6 years from end of fiscal year case closed.
Disposition: May transfer to State Records Center. Destroy after authorized retention.

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

**RECORD SERIES REPORT
DEPARTMENT OF PUBLIC SAFETY**

DEPARTMENT: 3406050000
PSD TRAINING & STAFF DEVELOPMENT

RECORD
SERIES ID RECORD SERIES DESCRIPTION

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- 340605-00001 TRAINING RECORDS: DEPARTMENTAL EMPLOYEE TRAINING RECORDS -
(INCLUDES TRAINING HISTORY OF INDIVIDUALS). MASTER FILE.
1985 - Present
SA-1 DATED 1/5/01, ITEM NO. 1.A.
Retention: 5 years from employee's termination and/or transfer from the department.
Disposition: Retain at agency for 2 years, may transfer to State Records Center for remainder of retention period. Destroy at end of authorized retention period.
- 340605-00002 TRAINING RECORDS: DEPARTMENTAL EMPLOYEE TRAINING RECORDS -
(INCLUDES TRAINING HISTORY OF INDIVIDUALS). OPERATIONAL FILES.
1985 - Present
SA-1 DATED 1/5/01, ITEM NO. 1.B.
Retention: 1year from employee's termination and / or transfer from the department.
Disposition: Destroy at end of authorized retention period.
- 340605-00003 TRAINING RECORDS: BASIC CORRECTIONS TRAINING COURSE / LAW
ENFORCEMENT RECRUIT COURSE CLASS TRAINING RECORDS -
(INCLUDES DETAILED COURSE DESCRIPTION AND CLASS ATTENDANCE LIST).
1985 - Present
SA-1 DATED 1/5/01, ITEM NO. 2.
Retention: 30 years from completion of each Basic Corrections Training course or Law Enforcement
Recruit course class.
Disposition: Retain at agency for 5 years, may transfer to State Records Center for remainder of
retention period. Records may be microfilmed and originals destroyed after verification. Destroy at
end of authorized retention period.
- 340605-00004 TRAINING RECORDS: INDIVIDUAL STUDENT TRAINING RECORDS -
(INCLUDES INSTRUCTORS' EVALUATIONS OF STUDENT COURSE WORK IN
EACH TRAINING CLASS).
1985 - Present
SA-1 DATED 1/5/01, ITEM NO. 3.
Retention: 5 years from end of training class.
Disposition: Retain at agency for authorized retention period, then destroy.

**RECORD SERIES REPORT
DEPARTMENT OF PUBLIC SAFETY**

DEPARTMENT: 3491000000
PSD HAWAII PAROLING AUTHORITY

RECORD
SERIES ID RECORD SERIES DESCRIPTION

349100-00001 GENERAL PAROLEE FILES

1988 - Present

SA-1 DATED 4/2/04, ITEM NO. 1

Retention: 15 years from death, discharge, or completion of maximum sentence by inmate.

Disposition: Retain in office for 4 years after close of file, may then transfer to State Records Center.

Destroy at end of authorized retention period.

NOTE: SA-1 dated 4/2/94 Item 1, supersedes SA-1 dated 10/17/02, Item 1.

**RECORD SERIES REPORT
DEPARTMENT OF PUBLIC SAFETY**

DEPARTMENT: 3432000000
PSD NARCOTICS ENFORCEMENT DIVISION

RECORD
SERIES ID RECORD SERIES DESCRIPTION

343200-00001 REGISTRANT FILES (for persons who manufacture, distribute, prescribe, or dispense controlled substances and regulated chemicals)
1995 - Present
SA-1 DATED 11/26/03, ITEM NO. 1
Retention: 7 years after expiration.
Disposition: Retain in office for 2 years after registration expiration. Inactive records may then be Transferred to State Records Center for remainder of retention period. Destroy after authorized retention period.

343200-00002 MEDICAL USE OF MARIJUANA REGISTRATION FILES
2001 - Present
SA-1 DATED 11/26/03, ITEM NO. 2
Retention: 2 years after expiration / non-renewal of registration forms.
Disposition: Retain in office, then destroy after authorized retention period.

343200-00003 INVESTIGATION CASE FILES
1994 - Present
SA-1 DATED 11/26/03, ITEM NO. 3
Retention: 5 years after completion of investigation.
Disposition: Retain in office, then destroy after authorized retention period.

343200-00004 CONTROLLED SUBSTANCE ELECTRONIC ACCOUNTABILITY PRESCRIPTION SYSTEM DATABASE [HISTEM (Hawaii Schedule Two Electronic Monitoring) Database]
1999 - Present
SA-1 DATED 11/26/03, ITEM NO. 4
Retention: 5 years after prescription report is received. If the information is part of an active investigation retain until the investigation is completed.
Disposition: Retain in office, then destroy after authorized retention period.

343200-00005 PHARMACY ALERT DATABASE
1997 - Present
SA-1 DATED 11/26/03, ITEM NO. 5
Retention: 1 year after date of alert.
Disposition: Retain in office, then destroy after authorized retention period.