

DEPARTMENT OF HUMAN SERVICES

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

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**DEPARTMENT OF HUMAN SERVICES
RECORDS SERIES REPORT**

**DEPARTMENT: 3301000000
OFFICE OF THE DIRECTOR**

Records Series ID	Description	Schedule Information	Retention	Disposition
330100-00001	DISASTER ASSISTANCE CASE FILES INDIVIDUAL AND FAMILY GRANT PROGRAM	SA-1 DATED 10/01/1996. ITEM NO. 1	If audited, 3 years from end of state fiscal year of case closure; if not audited, 6 years from end of state fiscal year of case closure.	Retain in office for 1 year from close of State fiscal year in which case closed, may transfer to State Records Center for remainder of retention period.

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**DEPARTMENT OF HUMAN SERVICES
RECORDS SERIES REPORT**

**DEPARTMENT: 3302020000
FISCAL MANAGEMENT OFFICE BENEFITS PAYMENT PROCESSING STAFF**

Records Series ID	Description	Schedule information	Retention	Disposition
330202-00001	AUTHORIZATION & INITIATION FOR WELFARE PAYMENTS (PW-5 & TAF).	SA-1 DTD 12/23/1971 RECORDS CONTROL SCHEDULE ITEM 3	Fiscal copy - 3 years if audited, otherwise 6 yrs.	Fiscal copy - destroy after cited retention. All other copies when no longer needed for administrative purposes.
330202-00002	AUTHORIZATION FOR FOOD STAMPS.	SA-1 DTD 2/25/1972 RECORDS CONTROL SCHEDULE ITEM 2	DAA (3 years if audited, otherwise 6 years).	Transfer to State Record Center quarterly.
330202-00005	SMALL ESTATE CLAIMS.	SA-1 DATED 2/18/1994 ITEM 1	6 years from close of claim.	Keep in office 1 year after close of claim, then transfer to State Records Center. Destroy at end of retention period.
330202-00007	THIRD PARTY LIABILITY ACCIDENT CASE FILES. Restriction: Confidential per HRS 346-10 & -11.	SA-1 DTD 6/15/1994 ITEM 1	3 years from close of case.	Transfer to State Records Center after close of case. Destroy at end of retention period.

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**DEPARTMENT OF HUMAN SERVICES
RECORDS SERIES REPORT**

**DEPARTMENT: 3307000000
ADMINISTRATIVE APPEALS OFFICE**

Records Series ID	Description	Schedule information	Retention	Disposition
330700-00001	ADMINISTRATIVE RULES PROCESSING RECORDS.	SA-1 DATED 4/3/1995, ITEM NO. 1.	4 years from the effective date of the rule.	Keep in office 4 years from effective date of rule, then destroy. Tapes may be erased and re-used.
330700-00002	ADMINISTRATIVE HEARING FILES.	SA-1 DATED 5/8/1998, ITEM NO. 1.	3 years after close of file.	Destroy after cited retention.

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**DEPARTMENT OF HUMAN SERVICES
RECORDS SERIES REPORT**

**DEPARTMENT: 3308030000
OFFICE OF YOUTH SERVICES, HAWAII CORRECTIONAL FACILITY**

Records Series ID	Description	Schedule information	Retention	Disposition
330803-00001	JUVENILE OFFENDER RECORDS (CASE FILES) – INACTIVE.	SA-1 DTD 4/21/1981 (PSD) RECORDS CONTROL SCHEDULE ITEM 3	12 years (retention computed on CY basis)	Retain 5 years in office, then transfer to State Records Center. Cases are inactive after the subject has been discharged from a juvenile facility or discharged from juvenile parole.
330803-00002	SECURITY: SECURITY CHECK TIME CARDS.	SA-1 DTD 1/30/1996 RECORDS CONTROL SCHEDULE ITEM SC-1	3 years from date of filing.	Keep in office 3 years, then destroy.
330803-00003	WARD FINANCES: WARD TRUST FUND - REQUEST FORMS FOR WITHDRAWAL OF FUNDS. Restrictions: Confidential per HRS 92F-14(B)(6)	SA-1 DATED 1/30/1996, ITEM NO. WF-1.	3 years if audited, otherwise 6 years.	Destroy after 3 years if audited, otherwise after 6 years.
330803-00004	WARD FINANCES: WARD TRUST FUND - MONTHLY STATEMENT. Restrictions: Confidential per HRS 92F-14(B)(6)	SA-1 DTD 1/30/1996 RECORDS CONTROL SCHEDULE ITEM WF-2	3 years if audited, otherwise 6 years.	Destroy after 3 years if audited, otherwise after 6 years.
330803-00005	SECURITY: SECURITY LOG BOOKS.	SA-1 DTD 1/30/1996 RECORDS CONTROL SCHEDULE ITEM SC-2	6 years from end of calendar year.	Retain in office 1 year. May transfer to State Records Center for remainder of retention period, then destroy.

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**DEPARTMENT OF HUMAN SERVICES
RECORDS SERIES REPORT**

**DEPARTMENT: 3308030000
OFFICE OF YOUTH SERVICES, HAWAII CORRECTIONAL FACILITY**

Records Series ID	Description	Schedule information	Retention	Disposition
330803-00006	GENERAL ADMINISTRATION: YOUTH CORRECTIONAL OFFICER CHECKLIST	SA-1 DTD 1/30/1996 RECORDS CONTROL SCHEDULE ITEM GA-1	6 months after filing.	Retain in office for 6 months, then destroy.
330803-00007	GENERAL ADMINISTRATION: THREE MONTH EMPLOYEE ASSIGNMENT CHART	SA-1 DATED 1/30/1996, RECORDS CONTROL SCHEDULE ITEM GA-2	1 year after close of fiscal year.	Retain in office for 1 year after close of fiscal year, then destroy.
330803-00008	GENERAL ADMINISTRATION: MONTHLY BRANCH / SECTION OPERATION REPORT	SA-1 DATED 1/30/1996, RECORDS CONTROL SCHEDULE ITEM GA-3	2 years from date of creation.	Retain in office for 2 years from date of creation, then destroy
330803-00009	GENERAL ADMINISTRATION: DAILY PERSONNEL ATTENDANCE REPORT	SA-1 DATED 1/30/1996, RECORDS CONTROL SCHEDULE ITEM GA-4	5 years from date of report.	Retain in office for 5 years from date of report, then destroy.
330803-00012	FOOD SERVICES: DAILY MEAL REGISTER FOR ACTUAL NUMBER OF MEALS SERVED	SA-1 DATED 1/30/1996, RECORDS CONTROL SCHEDULE ITEM FS-1	4 years from end of fiscal year.	Retain for 4 years from end of fiscal year, then destroy.
330803-00013	FOOD SERVICES: PUBLIC RESIDENTIAL CHILD CARE INSTITUTIONS MEALS SERVICES MONTHLY COMPUTATION & CLAIM FORM	SA-1 DATED 1/30/1996, RECORDS CONTROL SCHEDULE ITEM FS-2	4 years from end of fiscal year.	Retain for 4 years from end of fiscal year, then destroy.

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**DEPARTMENT OF HUMAN SERVICES
RECORDS SERIES REPORT**

**DEPARTMENT: 3321000000
SOCIAL SERVICES DIVISION**

Records Series ID	Description	Schedule information	Retention	Disposition
332100-00001	SOCIAL SERVICE CASE RECORDS (1) CASE RECORDS BASE ON UNSUBSTANTIATED REPORTS OF CHILD ABUSE	SA-1 DTD 4/27/1993 RECORDS CONTROL SCHEDULE ITEM A-1	60 days after case registration.	Keep in office for retention period, then expunge.
332100-00002	SOCIAL SERVICE CASE RECORDS (2) DENIED OR DISCONTINUED APPLICATIONS; CHILD PROTECTIVE SERVICES RECORDS THAT ARE UNCONFIRMED OR WHOSE PETITION HAS BEEN DISMISSED BY COURT ORDER	SA-1 DTD 4/27/1993 RECORDS CONTROL SCHEDULE ITEM A-2	3 years after closing.	Keep in office 3 years, then destroy.
332100-00003	SOCIAL SERVICE CASE RECORDS (3) CASES IN WHICH A CHILD RECEIVED SERVICES (INCLUDING CONFIRMED CHILD PROTECTIVE SERVICES CASE RECORDS)	SA-1 DTD 4/27/1993 RECORDS CONTROL SCHEDULE ITEM A-3	Until youngest child in case who received services reaches age of majority or 5 years after closing; whichever is longer.	Keep in office 2 years, then transfer to State Records Center for remainder of retention period. Cases with audio tapes will be stored by agency.
332100-00004	SOCIAL SERVICE CASE RECORDS (4) CASES IN WHICH SOMEONE OTHER THAN A CHILD RECEIVED SERVICES (EXCEPT FAMILY FOSTER CARE BOARDING HOMES, FAMILY DAY CARE & GROUP DAY CARE RECORDS)	SA-1 DTD 4/27/1993 RECORDS CONTROL SCHEDULE ITEM A-4	5 years after closing.	Keep in office 2 years, then transfer to State Records Center for remainder of retention period.

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**DEPARTMENT OF HUMAN SERVICES
RECORDS SERIES REPORT**

**DEPARTMENT: 3321010000
SOCIAL SERVICES DIVISION, SUPPORT SERVICES OFFICE**

Records Series ID	Description	Schedule information	Retention	Disposition
332101-00001	HOME HEALTH AID TRAINING FILES / FILES WITH EMPLOYMENT HISTORY.	SA-1 DATED 3/17/1998, RECORDS CONTROL SCHEDULE ITEM 1.A.	3 years after close of file.	Destroy after cited retention.
332101-00002	HOME HEALTH AID TRAINING FILES / FILES WITHOUT EMPLOYMENT HISTORY.	SA-1 DATED 3/17/1998, RECORDS CONTROL SCHEDULE ITEM 1.B.	3 years after close of file.	Destroy after cited retention.
332101-00003	HOME AND COMMUNITY-BASED SERVICES MEDICAID WAIVER FINANCIAL RECORDS. (MEDICAID WAIVER SERVICES PROGRAM)	SA-1 DATED 6/29/2001, RECORDS CONTROL SCHEDULE ITEM 1.	7 years after close of fiscal year that payment is completed or after litigation, claim, negotiation, audit or other action is resolved, whichever is later.	Retain in office for 1 year after close of fiscal year, then may transfer to the State Records Center for the remainder of the authorized retention period.
332101-00004	HOME AND COMMUNITY-BASED SERVICES MEDICAID WAIVER CONTRACT RECORDS. (MEDICAID WAIVER SERVICES PROGRAM)	SA-1 DATED 6/29/2001, RECORDS CONTROL SCHEDULE ITEM 2.	7 years from end of fiscal year that contract is completed or after litigation, claim, negotiation, audit or other action is resolved, whichever is later.	Retain in office for 1 year after close of fiscal year, then may transfer to the State Records Center for the remainder of the authorized retention period

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**DEPARTMENT OF HUMAN SERVICES
RECORDS SERIES REPORT**

**DEPARTMENT: 3321020000
SOCIAL SERVICES DIVISION, CHILD WELFARE SERVICES BRANCH**

Records Series ID	Description	Schedule information	Retention	Disposition
332102-00001	FOSTER CARE: TITLE IV-E ELIGIBILITY CASE FILES FOSTER CARE-INCOME MAINTENANCE UNIT (F.E.D. UNIT).	SA-1 DATED 7/19/1999. RECORDS CONTROL SCHEDULE ITEM 1.	3 years from close of case.	Retain in office. Destroy after cited retention.
332102-00002	NON-DHS FOSTER CARE PLACEMENT CASE FILES FOSTER CARE-INCOME MAINTENANCE UNIT (F.E.D. UNIT).	SA-1 DATED 7/19/1999. RECORDS CONTROL SCHEDULE ITEM 2.	Destroy after close of case.	Retain in office. Destroy after cited retention.

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**DEPARTMENT OF HUMAN SERVICES
RECORDS SERIES REPORT**

**DEPARTMENT: 3321030000
ADULT PROTECTIVE & COMMUNITY CARE BRANCH**

Records Series ID	Description	Schedule information	Retention	Disposition
332103-00001	CLIENT PERMANENT RECORD - NURSING HOME WITHOUT WALLS PROGRAM. Restrictions: Confidential per HAWAII ADMIN. RULES 17-1301-4, 5, and 6.	SA-1 DTD 12/23/1993 RECORDS CONTROL SCHEDULE ITEM 1.	Retain in office for 3 years after date of discharge.	Destroy after cited retention.

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**DEPARTMENT OF HUMAN SERVICES
RECORDS SERIES REPORT**

**DEPARTMENT: 3331000000
BENEFIT, EMPLOYMENT & SUPPORT SERVICES DIVISION**

Records Series ID	Description	Schedule information	Retention	Disposition
333100-00001	PRESCHOOL OPEN DOORS PROJECT: FAMILY (CASE) FILES - FUNDED 1990 – 1997. (Formerly in Governor’s Office of Children & Youth). OCY closed files at end of SY (Sept. - Aug.)	SA-1 DTD 7/25/1997 ITEM 1A	4 years after close of file.	May transfer closed files to State Records Center, then destroy after authorized retention.
333100-00002	PRESCHOOL OPEN DOORS PROJECT: FAMILY (CASE) FILES - UNFUNDED 1990 – 1997. (Formerly in Governor’s Office of Children & Youth) OCY closed files at end of SY (Sept. - Aug.)	SA-1 DTD 7/25/1997 ITEM 1B	Until the end of the intake year.	Retain in office until the end of the intake, then destroy.
333100-00003	PRESCHOOL OPEN DOORS PROJECT: PRESCHOOL (CASE) FILES 1990 – 1997. (Formerly in Governor’s Office of Children & Youth) OCY closed files at end of SY (Sept. - Aug.)	SA-1 DTD 7/25/1996 ITEM 2	6 years after close of file.	May transfer closed files to State Records Center, then destroy after authorized retention.
333100-00004	FIRST TO WORK CLIENT CASE FILES	SA-1 DTD 9/23/2001 ITEM 1	4 years after close of file. Cases that are involved in court suits, administrative disqualifications or other unresolved issues must be kept for 4 years after completion of action.	Retain in office for 4 years after close of file, then destroy.

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**DEPARTMENT OF HUMAN SERVICES
RECORDS SERIES REPORT**

**DEPARTMENT: 3331000000
BENEFIT, EMPLOYMENT & SUPPORT SERVICES DIVISION**

Records Series ID	Description	Schedule information	Retention	Disposition
333100-00005	EMPLOYMENT AND TRAINING CLIENT CASE FILES.	SA-1 DTD 9/23/2001 ITEM 2	4 years after close of file. Cases that are involved in court suits, administrative disqualifications or other unresolved issues must be kept for 4 years after completion of action.	Retain in office for 4 years after close of file, then destroy.
333100-00006	FAMILY CHILD CARE (FCC) HOME REGISTRATION FILES.	SA-1 DTD 9/23/2001 ITEM 3	3 years after close of file. Cases that are involved in court suits, administrative disqualifications or other unresolved issues must be kept for 3 years after completion of action.	Retain in office for 3 years after close of file, then destroy.

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**DEPARTMENT OF HUMAN SERVICES
RECORDS SERIES REPORT**

**DEPARTMENT: 3331000000
BENEFIT, EMPLOYMENT & SUPPORT SERVICES DIVISION**

Records Series ID	Description	Schedule information	Retention	Disposition
333100-00007	GROUP CHILD CARE (GCC) HOME AND CENTER LICENSING FILES. This item supersedes SA-1 dated 2/25/91, "Group Child Care Center Files."	SA-1 DTD 9/23/2001 ITEM 4	3 years after close of file. Cases that are involved in court suits, administrative disqualifications or other unresolved issues must be kept for 3 years after completion of action.	Retain in office for 3 years after close of file, then destroy.
333100-00008	CHILD CARE FACILITIES OPERATORS & EMPLOYEES: CRIMINAL HISTORY CHECKS.	SA-1 DTD 9/23/2001 ITEM 5	3 years after close of file. Cases that are involved in court suits, administrative disqualifications or other unresolved issues must be kept for 3 years after completion of action.	Retain in office for 3 years after close of file, then destroy.
333100-00009	CHILD CARE PAYMENT CASE FILES.	SA-1 DTD 9/23/2001 ITEM 6	4 years after close of file. Cases that are involved in court suits, administrative disqualifications or other unresolved issues must be kept for 4 years after completion of action.	Retain in office for 4 years after close of file, then destroy.

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**DEPARTMENT OF HUMAN SERVICES
RECORDS SERIES REPORT**

**DEPARTMENT: 3341000000
MED-QUEST DIVISION**

Records Series ID	Description	Schedule information	Retention	Disposition
334100-00001	SHIP APPLICATION RECORDS (EXCEPT FOR 65+ & EMERGENCY HIRES), The DOH State Health Insurance Program records were transferred to DHS effective 7/1/94. This schedule is effective from 7/1/94. Access restricted per HRS 92F-14.	SA-1 DATED 6/24/1994; ITEM #1	6 years after 6/30/94.	Records may be transferred to the State Records Center for storage.
334100-00002	SHIP COMPUTER GENERATED RECORDS. The DOH State Health Insurance Program records were transferred to DHS effective 7/1/94. This schedule is effective from 7/1/94. Access restricted per HRS 92F-14.	SA-1 DATED 6/24/1994; ITEM #2	6 years after 6/30/94.	Records may be transferred to the State Records Center for storage.
334100-00003	ELIGIBILITY BRANCH: MQD CASE RECORDS.	SA-1 DATED 3/16/2004; ITEM #1	6 years from close of case.	Retain in office for 2 years; may then transfer to State Records Center. Destroy at end of the authorized retention period.
334100-00004	MQD CUSTOMER SERVICE BRANCH: ENROLLMENT AND ELIGIBILITY CASE FILES.	SA-1 DATED 11/28/2005 ITEM #1	10 years.	Destroy after cited retention.
334100-00005	MQD STATE OF HAWAII ORGAN AND TISSUE TRANSFER (SHOTT) PROGRAM.	SA-1 DATED 12/20/2017 ITEM #1	6 years from close of case.	May transfer to State Records Center. Destroy at end of authorized retention period.

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**DEPARTMENT OF HUMAN SERVICES
RECORDS SERIES REPORT**

**DEPARTMENT: 3351000000
FAMILY & ADULT SERVICES DIVISION**

Records Series ID	Description	Schedule information	Retention	Disposition
335100-00001	FOOD STAMP ISSUANCE RECORDS (ATP CARDS) PRE-10/90: MASTER FILE NOTICES OF CHANGE; AUTHORIZATIONS TO PARTICIPATE (ATP); INVENTORY RECORDS; REPORTS FROM ISSUERS; RECONCILIATIONS.	SA-1 DTD 4/6/1982 RECORDS CONTROL SCHEDULE ITEM A-1	Records prior to 10/90 - 6 years after end of federal fiscal year.	Destroy after cited retention.
335100-00002	FOOD STAMP ISSUANCE RECORDS (ATP CARDS) FROM 10/90: MASTER FILE NOTICES OF CHANGE; AUTHORIZATIONS TO PARTICIPATE (ATP); INVENTORY RECORDS; REPORTS FROM ISSUERS; RECONCILIATIONS.	SA-1 DTD 4/6/1982 RECORDS CONTROL SCHEDULE ITEM A-1	Records from 10/90 to present - 5 years after end of federal fiscal year.	Destroy after cited retention.
335100-00003	FOOD STAMP PROGRAM FISCAL RECORDS: ACCOUNTING FOR REIMBURSEMENT OF FEDERAL SHARE (GENERAL LEDGERS SHOWING EXPENDITURE FROM GENERAL FUND & REIMBURSEMENT TO GENERAL FUND FROM FEDERAL FUNDS).	SA-1 DTD 4/6/1982 RECORDS CONTROL SCHEDULE ITEM A-2	Federal: 3 years from date of submission of annual financial status report. State: 5 years.	Destroy after cited retention.
335100-00004	PURCHASE OF SERVICES CONTRACTS: CONTRACTS AND RECORDS RETAINED FOR AUDIT PURPOSES AT DHS ACCOUNTING SECTION.	SA-1 DTD 4/6/1982 RECORDS CONTROL SCHEDULE ITEM B-1	10 years after contract termination.	Destroy after cited retention.
335100-00005	PURCHASE OF SERVICES CONTRACTS: CONTRACTS AND RECORDS RETAINED FOR REFERENCE PURPOSES AND MONITORING OF ACTIVE CONTRACTS AT DHS PUBLIC WELFARE DIVISION, PURCHASE OF SERVICES UNIT.	SA-1 DTD 4/6/1982 RECORDS CONTROL SCHEDULE ITEM B-2	3 years after contract termination.	Destroy after cited retention.

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**DEPARTMENT OF HUMAN SERVICES
RECORDS SERIES REPORT**

**DEPARTMENT: 3351000000
FAMILY & ADULT SERVICES DIVISION**

Records Series ID	Description	Schedule information	Retention	Disposition
335100-00010	INCOME MAINTENANCE CLIENT CASE RECORDS. Authority for retention 7 CFR 272.1(F), 42 CFR 430.0, AND 45 CFR 74.20	SA-1 DATED 10/25/1995; ITEM NO. IMC-1.	4 years from close of case.	Keep in office 18 months after case is closed, may then transfer to State Records Center. Destroy at end of retention period.
335100-00011	BASELINE ASSESSMENT INSTRUMENT AND INDEX, 1982 – 1995. RECORDS OF THE LONG-TERM CARE CHANNELING OFFICE. Long Term Care Channeling Office closed on 9/30/95.	SA-1 DATED 11/2/1995, ITEM NO. LTCC-1	5 years after client discharged or application denied.	Destroy at the end of retention period.
335100-00012	ANNUAL/MONTHLY REPORTS AND SUPPORTING DOCUMENTS, 1982-1987. RECORDS OF THE LONG-TERM CARE CHANNELING OFFICE. Long Term Care Channeling Office closed on 9/30/95.	SA-1 DATED 11/2/1995, ITEM NO. LTCC-2	Permanent.	Transfer to State Archives.
335100-00013	CORRESPONDENCE FILES, 1981-1995. RECORDS OF THE LONG-TERM CARE CHANNELING OFFICE. Long Term Care Channeling Office closed on 9/30/95.	SA-1 DATED 11/2/1995, ITEM NO. LTCC-3	Retain as long as of administrative use, but no longer than 10 years.	Records identified as historical by the Archives are to be transferred to the State Archives for permanent retention.
335100-00014	POLICY AND PROCEDURES MANUAL FOR PROJECT MALAMA, 1982-1995. RECORDS OF THE LONG-TERM CARE CHANNELING OFFICE. Long Term Care Channeling Office closed on 9/30/95.	SA-1 DATED 11/2/1995, ITEM NO. LTCC-4	Permanent.	Transfer to State Archives.

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**DEPARTMENT OF HUMAN SERVICES
RECORDS SERIES REPORT**

**DEPARTMENT: 3351020000
FAMILY & ADULT SERVICES DIVISION, OAHU BRANCH**

Records Series ID	Description	Schedule information	Retention	Disposition
335102-00001	FOSTER HOME CERTIFICATION FILES.	SA-1 DTD 5/27/1993	5 years after closing.	Retain in office 5 years after closing, then destroy.

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**DEPARTMENT OF HUMAN SERVICES
RECORDS SERIES REPORT**

**DEPARTMENT: 3361000000
DIVISION OF VOCATIONAL REHABILITATION**

Records Series ID	Description	Schedule information	Retention	Disposition
336100-00001	CLIENT CASE RECORDS. Authority for retention period: 34 Code of Federal Regulations 74.53.	SA-1 DATED 6/5/1996; ITEM 1.	5 years from case closure.	Retain in office for 5 years from close of (state) fiscal year in which case is closed, review or hearing is completed, or final service is provided, then destroy.

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**DEPARTMENT OF HUMAN SERVICES
RECORDS SERIES REPORT**

**DEPARTMENT: 3315000000
HAWAII PUBLIC HOUSING AUTHORITY**

Records Series ID	Description	Schedule information	Retention	Disposition
33150-00001	HAWAII PUBLIC HOUSING AUTHORITY (HPHA) SECTION 8 SUBSIDY PROGRAM BRANCH	SA-1 DATED 7/28/2009 ITEM 1	6 years after close of file	Retain in office 1 year after close of file then transfer to State Records Center for storage for the remainder of the retention period.

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