

DEPARTMENT OF LAND AND NATURAL RESOURCES

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

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

**DEPARTMENT OF LAND AND NATURAL RESOURCES
RECORDS SERIES REPORT**

**DEPARTMENT: 1316000000
OFFICE OF CONSERVATION AND COASTAL LANDS**

Records Series ID	Description	Schedule Information	Retention	Disposition
131600-00001	CONSERVATION DISTRICT USE APPLICATION FILES No. 1 - __, 1964 – present	SA-1 DATED 7/13/1990	Permanent	May transfer to State Archives when files are 10 years old.

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**DEPARTMENT OF LAND AND NATURAL RESOURCES
RECORDS SERIES REPORT**

DEPARTMENT: 1305050000

AQUATIC RESOURCES DIVISION, FISHERIES BRANCH

Records Series ID	Description	Schedule Information	Retention	Disposition
130505-00001	FISHERY STATISTICS FILE: AQUARIUM FISH CATCH REPORTS (MONTHLY). Indexed.	SA-1 DATED 4/9/1985, ITEM 144 A	Permanent	May microfilm and destroy originals. Reevaluate in 1990.
130505-00002	FISHERY STATISTICS FILE: COMMERCIAL FISH CATCH REPORTS (MONTHLY). Indexed.	SA-1 DATED 4/9/1985, ITEM 144 B	Permanent	May microfilm and destroy originals. Reevaluate in 1990.
130505-00003	FISHERY STATISTICS FILE: MANAGEMENT REPORT PRINTOUTS.	SA-1 DATED 4/9/1985, ITEM 144 C	Until no longer necessary for management purposes	May retain in COM format. Destroy after cited retention.
130505-00004	FISHERY STATISTICS FILE: MAG. TAPES AND DISKETTES.	SA-1 DATED 4/9/1985, ITEM 144 D	Permanent	

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**DEPARTMENT OF LAND AND NATURAL RESOURCES
RECORDS SERIES REPORT**

**DEPARTMENT: 1314000000
DIVISION OF BOATING AND OCEAN RECREATION**

Records Series ID	Description	Schedule Information	Retention	Disposition
131400-00001	BOATING ACCIDENT REPORTS, C-3865 OR EQUIVALENT FORM, 2010-present	SA-1 dated 12/20/2017	5 years from date of creation.	Destroy after cited retention.

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**DEPARTMENT OF LAND AND NATURAL RESOURCES
RECORDS SERIES REPORT**

DEPARTMENT: 1311000000

DIVISION OF CONSERVATION AND RESOURCES ENFORCEMENT

Records Series ID	Description	Schedule Information	Retention	Disposition
13110-00001	POLICIES RELATING TO OPERATION AND MANAGEMENT OF DOCARE	SA-1 DATED 6/3/1986, ITEM A-1 A	Permanent	
13110-00002	CORRESPONDENCE RELATING TO DOCARE POLICIES	SA-1 DATED 6/3/1986, ITEM A-1 B	Permanent	
13110-00003	GENERAL CORRESPONDENCE RELATING TO (A) INTERNAL ADMINISTRATION AND OPERATIONS.	SA-1 DATED 6/3/1986, ITEM A-2 A	At least 5 years but no more than 10 years.	Destroy after cited retention.
13110-00004	GENERAL CORRESPONDENCE RELATING TO (B) TRANSITORY MATTERS, E.G..REQUEST FOR ROUTINE INFORMATION.	SA-1 DATED 6/3/1986, ITEM A-2 B	At least 3 months but no longer than 1 year.	Destroy after cited retention.
13110-00005	COPIES OF LICENSE ISSUED RELATIING TO HUNTING, COMMERCIAL FISHING, FRESH WATER SPORT, SPECIAL MARINE PRODUCTS (IMPORTED), ETC.	SA-1 DATED 6/3/1986, ITEM A-3	3 years if audited, otherwise 6 years.	Destroy after cited retention.
13110-00006	SCHEDULE OF COLLECTIONS FROM ISSUED LICENSES.	SA-1 DATED 6/3/1986, ITEM A-4	3 years if audited, otherwise 6 years.	Destroy after cited retention.
13110-00007	PERMITS ISSUED FROM OTHER DLNR DIVISIONS – STATE PARKS, AQUATICS, FORESTRY AND WILDLIFE.	SA-1 DATED 6/3/1986, ITEM A-5	1 year after expiration.	Destroy after cited retention.
13110-00008	REPORTS RELATING TO DOCARE ACTIVITIES. (A) DAILY – SUBMITTED TO CREOS ON FIELD CONTACTS, INSPECTIONS, COMPLAINTS, ETC.	SA-1 DATED 6/3/1986, ITEM A-6 A	Until no longer useful but no more than 2 years.	Destroy after cited retention.

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**DEPARTMENT OF LAND AND NATURAL RESOURCES
RECORDS SERIES REPORT**

DEPARTMENT: 1311000000

DIVISION OF CONSERVATION AND RESOURCES ENFORCEMENT

Records Series ID	Description	Schedule Information	Retention	Disposition
13110-00009	REPORTS RELATING TO DOCARE ACTIVITIES. (B) MONTHLY AND ANNUAL – SUMMARY OF DAILY AND MONTHLY DATA ON DOCARE ACTIVITIES	SA-1 DATED 6/3/1986, ITEM A-6 B	2 years.	Destroy after cited retention.
13110-00010	RESOURCE ENFORCEMENT REPORTS. (A) INVESTIGATION – COMPLETED BY CREOS RELATING TO COMPLAINTS RECEIVED FROM THE PUBLIC.	SA-1 DATED 6/3/1986, ITEM A-7 A	1 year after case closed or 1 year after date of report.	Destroy after cited retention.
13110-00011	RESOURCE ENFORCEMENT REPORTS. (B) CITATION (COPY) – ISSUED BY CREOS WHEN PERSON IS CITED OR ARRESTED FOR A VIOLATION.	SA-1 DATED 6/3/1986, ITEM A-7 B	1 year after case closed or 1 year after date of report.	Destroy after cited retention.
13110-00012	RESOURCE ENFORCEMENT REPORTS. (C) PROPERTY – LISTS ITEMS (EVIDENCE) FOUND ON PERSON ARRESTED OR CITED FOR A VIOLATION OR ITEM FOUND ON ABANDONED STATE LAND.	SA-1 DATED 6/3/1986, ITEM A-7 C	1 year after case closed or 1 year after date of report.	Destroy after cited retention.
13110-00013	FISH REPORTS RELATING TO PURCHASE OF FISH AND SHELL FISH; SUBMITTED MONTHLY BY FISH DEALER.	SA-1 DATED 6/3/1986, ITEM A-8	3 years.	Destroy after cited retention.
13110-00014	CONSERVATION DISTRICT USE APPLICATION (CDUA) (COPY ONLY) ISSUED BY PLANNING OFFICE (DLNR).	SA-1 DATED 6/3/1986, ITEM A-9 A	1 year after application is approved.	Destroy after cited retention.
13110-00015	CDUA VIOLATIONS.	SA-1 DATED 6/3/1986, ITEM A-9 B	1 year after case is closed.	Destroy after cited retention.

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**DEPARTMENT OF LAND AND NATURAL RESOURCES
RECORDS SERIES REPORT**

DEPARTMENT: 1311000000

DIVISION OF CONSERVATION AND RESOURCES ENFORCEMENT

Records Series ID	Description	Schedule Information	Retention	Disposition
13110-00016	COMMERCIAL FILMING PERMITS (COPY ONLY) ISSUED BY THE FILM INDUSTRY BRANCH (DBEDT)	SA-1 DATED 6/3/1986, ITEM A-10	2 years after each fiscal year.	Destroy after cited retention.
13110-00017	HUNTER SAFETY PROGRAM. FEDERAL AID AGREEMENT RELATIING TO HUNTER SAFETY PROGRAM.	SA-1 DATED 6/3/1986, ITEM A-11 A	5 years after termination.	Destroy after cited retention.
13110-00018	HUNTER SAFETY PROGRAM. QUARTERLY REIMBURSEMENT OF FUNDS TO U.S. DEPARTMENT OF INTERIOR, FISH AND WILDLIFE SERVICES FOR EXPENDITURES RELATING TO HUNTER SAFETY PROGRAM.	SA-1 DATED 6/3/1986, ITEM A-11 B	3 years after submission of final expenditure report.	Destroy after cited retention.
13110-00019	HUNTER SAFETY PROGRAM. MONTHLY REPORT RELATING TO CERTIFYING PEOPLE IN THIS PROGRAM, TALKS GIVEN TO THE PUBLIC ON HUNTER SAFETY PROGRAM, PRINCIPLES OF CONSERVATION AND SPORTSMANSHIP; MEETINGS WITH HUNTING GROUPS, ETC.	SA-1 DATED 6/3/1986, ITEM A-11 C	2 years.	Destroy after cited retention.
13110-00020	HUNTER SAFETY PROGRAM. ANNUAL REPORT SUMMARIES AND HIGHLIGHTS FROM THE MONTHLY REPORTS AND INCLUDES EXPENDITURES TO OPERATE THIS PROGRAM FOR THE FISCAL YEAR.	SA-1 DATED 6/3/1986, ITEM A-11 D	2 years.	Destroy after cited retention.
13110-00021	HUNTER SAFETY PROGRAM. INSTRUCTOR APPLICATIONS (NON-SELECTEES)	SA-1 DATED 6/3/1986, ITEM A-11 E	1 year.	Destroy after cited retention.

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**DEPARTMENT OF LAND AND NATURAL RESOURCES
RECORDS SERIES REPORT**

DEPARTMENT: 1311000000

DIVISION OF CONSERVATION AND RESOURCES ENFORCEMENT

Records Series ID	Description	Schedule Information	Retention	Disposition
13110-00022	HUNTER SAFETY PROGRAM. INSTRUCTOR PERSONNEL FILE.	SA-1 DATED 6/3/1986, ITEM A-11 F	5 years after termination.	Destroy after cited retention.
13110-00023	HUNTER SAFETY PROGRAM. INSTRUCTOR TIMESHEETS.	SA-1 DATED 6/3/1986, ITEM A-11 G	3 years if audited, otherwise 6 years.	Destroy after cited retention.
13110-00024	CLASS ROSTER / CARD NUMBER ISSUED.	SA-1 DATED 6/3/1986, ITEM A-11 H	Permanent.	
13110-00025	CREO VOLUNTEER AND TRAINING PROGRAM. CORRESPONDENCE RELATING TO THE PROGRAM.	SA-1 DATED 6/3/1986, ITEM A-12 A	2 years.	Destroy after cited retention.
13110-00026	CREO VOLUNTEER AND TRAINING PROGRAM. APPLICATIONS (NON-SELECTEES).	SA-1 DATED 6/3/1986, ITEM A-12 B	1 year.	Destroy after cited retention.
13110-00027	CREO VOLUNTEER AND TRAINING PROGRAM. VOLUNTEER PERSONNEL FILE.	SA-1 DATED 6/3/1986, ITEM A-12 C	5 years after termination.	Destroy after cited retention.
13110-00028	CREO VOLUNTEER AND TRAINING PROGRAM. ANNOUNCEMENT OF TRAINING CLASSES.	SA-1 DATED 6/3/1986, ITEM A-12 D	6 months.	Destroy after cited retention.
13110-00029	CREO VOLUNTEER AND TRAINING PROGRAM. FIREARMS QUALIFICATION SCORESHEETS.	SA-1 DATED 6/3/1986, ITEM A-12 E	2 years.	Destroy after cited retention.

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**DEPARTMENT OF LAND AND NATURAL RESOURCES
RECORDS SERIES REPORT**

DEPARTMENT: 1311000000

DIVISION OF CONSERVATION AND RESOURCES ENFORCEMENT

Records Series ID	Description	Schedule Information	Retention	Disposition
13110-00030	VEHICLES. PROCUREMENT (ACCEPTED BIDS) OF NEW VEHICLES.	SA-1 DATED 6/3/1986, ITEM A-13 A	1 year after case closed.	Destroy after cited retention.
13110-00031	VEHICLES. ACCIDENT REPORTS RELATING TO ASSIGNED VEHICLES.	SA-1 DATED 6/3/1986, ITEM A-13 b	2 years	Destroy after cited retention.
13110-00032	VEHICLES.STATE VEHICLE PERMITS OF ASSIGNED DRIVERS.	SA-1 DATED 6/3/1986, ITEM A-13 C	Upon renewal.	Destroy after cited retention.
13110-00033	VEHICLES.CREDIT CARDS USED FOR GAS PURCHASE.	SA-1 DATED 6/3/1986, ITEM A-13 D	Upon renewal.	Destroy after cited retention.
13110-00034	VEHICLES. GAS CREDIT SLIPS FOR ASSIGNED VEHICLES USED AS SOURCE DOCUMENTS.	SA-1 DATED 6/3/1986, ITEM A-13 E	3 years if audited, otherwise 6 years.	Destroy after cited retention.
13110-00035	DLNR RULES AND REGULATIONS.	SA-1 DATED 6/3/1986, ITEM A-14	Until superseded.	Destroy after cited retention.
13110-00036	LEGISLATION: BILLS AND RESOLUTIONS RELATING TO CONSERVATION AND ENFORCEMENT MATTERS.	SA-1 DATED 6/3/1986, ITEM A-15	As long as important.	Purge file when 3-6 years old.
13110-00037	PRESS RELEASES/NEWSPAPER ARTICLES.	SA-1 DATED 6/3/1986, ITEM A-16	Non-permanent	Destroy when no longer needed.
13110-00038	PERIODICALS RELATING TO CONSERVATION AND RESOURCES ENFORCEMENT.	SA-1 DATED 6/3/1986, ITEM A-17	Non-permanent	Destroy when no longer needed.

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**DEPARTMENT OF LAND AND NATURAL RESOURCES
RECORDS SERIES REPORT**

**DEPARTMENT: 1307000000
LAND DIVISION**

Records Series ID	Description	Schedule Information	Retention	Disposition
130700-00001	LAND PATENTS, 1970 – present.	SA-1 DATED 2/19/1985	Permanent	Microfilm. Retain originals permanently. Transfer to State Archives for safekeeping. Service copy of microfilm provided to agency.

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**DEPARTMENT OF LAND AND NATURAL RESOURCES
RECORDS SERIES REPORT**

**DEPARTMENT: 1313000000
STATE HISTORIC PRESERVATION DIVISION**

Records Series ID	Description	Schedule Information	Retention	Disposition
131300-00001	CULTURAL IMPACT STATEMENTS, 1997-present.	SA-1 DATED 12/20/2017, ITEM 1	Permanent	Retain in Office.
131300-00002	ARCHITECTURAL AND ARCHAEOLOGICAL REPORTS/SURVEYS, 1950s to present.	SA-1 DATED 12/20/2017, ITEM 2	Permanent	Retain in Office
131300-00003	STATE INVENTORY OF HISTORIC PLACE RECORDS, 1960s to present.	SA-1 DATED 12/20/2017, ITEM 3	Permanent	Retain in Office.
131300-00004	BRIDGES AND DAMS SURVEYS, 1966 to present.	SA-1 DATED 12/20/2017, Item 4	Permanent	Retain in Office for 10 years. Transfer to State Archives.
131300-00005	HISTORIC AMERICAN BUILDINGS SURVEY (HABS), HISTORIC AMERICAN LANDSCAPE SURVEY (HALS) AND HISTORIC AMERICAN ENGINEERING RECORDS (HAER), 1940s to present.	SA-1 DATED 12/20/2017, ITEM 5	Keep in office until no longer administratively useful.	Contact State Archives for historical appraisal. Transfer to State Archives if deemed historically valuable, otherwise destroy after cited retention.
131300-00006	MAPS	SA-1 DATED 12/20/2017, ITEM 6	Permanent	Retain in Office.

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**DEPARTMENT OF LAND AND NATURAL RESOURCES
RECORDS SERIES REPORT**

**DEPARTMENT: 1308000000
DIVISION OF STATE PARKS**

Records Series ID	Description	Schedule Information	Retention	Disposition
130800-00001	APPLICATION FOR PERMIT TO CONDUCT ACTIVITIES UNDER HAR 13-7, ASSEMBLIES, MEETINGS AND DISTRUBUTION OF LITERATURE ON DLNR LANDS.	PENDING APPROVAL.	Two years.	Destroy after cited retention.

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STATE
~~SECRETARY OF THE TERRITORY OF HAWAII~~
RECORDS DISPOSITION AUTHORIZATION~~SECRETARY OF THE TERRITORY OF HAWAII~~
Public Archives
Iolani Palace Grounds, Honolulu 13, Hawaii

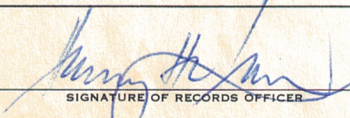
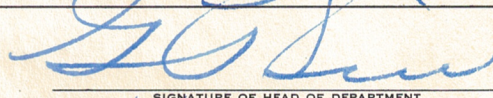
Attention: Archivist

In compliance with Section 7-8, Revised Laws of Hawaii 1955, as amended by Act 46, Session Laws of Hawaii 1957, I hereby request ☐ Continuous authorization to destroy or otherwise dispose of the numbered record items listed below. ☐ Authorization

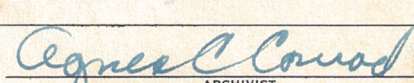
ITEM NO.	FORM NO.	DESCRIPTION	YEARS OR PERIOD		RETENTION
			FROM	THROUGH	
		GENERAL RECORDS SCHEDULE NUMBER 1 AS ATTACHED DATED MAY 2, 1963.	(See Records Schedule)		


2. Record items Nos. _____ will be preserved on microfilm in accordance with Section 7-7, Revised Laws of Hawaii 1955.

It is requested that Record items Nos. _____ be transferred to the Public Archives.

3.  Department of Land & Natural Resources 
SIGNATURE OF RECORDS OFFICER AGENCY SIGNATURE OF HEAD OF DEPARTMENT
DATE: 9/11/63

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: _____

Record items Nos. _____ to be transferred to ☐ Public Archives 
☐ _____ AGENCY ARCHIVIST
DATE: SEP 13 1963

5. Destruction or other disposal, with exceptions indicated, approved. ☒ Continuous authorization ☐ Authorization 
~~SECRETARY OF THE TERRITORY OF HAWAII~~ ~~ATTORNEY GENERAL~~ COMPTROLLER

State
~~GOVERNMENT~~ OF HAWAII
CORDS DISPOSITION AUTHORIZATION

Committee on Records Disposal, Public Archives
Iolani Palace Grounds, Honolulu 13, Hawaii

Attention: Archivist

In compliance with Section 7-8, Revised Laws of Hawaii 1955, as amended by Act 46, Session Laws of Hawaii 1957, I hereby request ☒ Continuous authorization to destroy
or otherwise dispose of the numbered record items listed below. ☐ Authorization

ITEM NO.	FORM NO.	DESCRIPTION	YEARS OR PERIOD		RETENTION
			FROM	THROUGH	
		Items as per attached Records Control Schedule Number 1			

2. Record items Nos. _____ will be preserved on microfilm in accordance with Section 7-7, Revised Laws of Hawaii 1955.

It is requested that Record items Nos. _____ be transferred to the Public Archives.

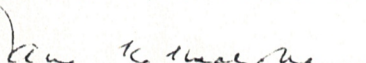
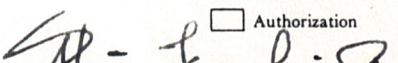
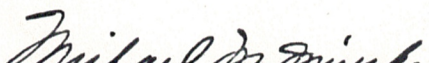
3.  Bd. of Agriculture & Forestry 
SIGNATURE OF RECORDS OFFICER AGENCY SIGNATURE OF HEAD OF DEPARTMENT

DATE: 9-28-59

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: _____

Record items Nos. _____ to be transferred to ☐ Public Archives
☐ _____ AGENCY

DATE: SEP 29 1959

5. Destruction or other disposal, with exceptions indicated, approved:   
☒ Continuous authorization
☐ Authorization

BD. OF COMMISSIONERS OF AGRICULTURE & FORESTRY
STATE OF HAWAII
RECORDS CONTROL SCHEDULE
Number 1

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BD. OF COMMISSIONERS OF AGRICULTURE & FORESTRY
STATE OF HAWAII
RECORDS CONTROL SCHEDULE
Number 1

The word "audit" as used in this schedule refers
to the audit conducted by the Comptroller of the State.
Whenever additional audits are necessary the phrase "required
audits" is used.

BD. OF COMMISSIONERS OF AGRICULTURE & FORESTRY
STATE OF HAWAII
RECORDS CONTROL SCHEDULE
Number 1

Item No.	Description of Records	Disposal
<u>GENERAL RECORDS</u>		
1.	General correspondence of the Directors of each Division concerning the policies, administration, operational and program activities of their respective Divisions.	Original copy, permanent. Destroy duplicates when no longer needed.
2.	General correspondence and related records concerning the implementation of departmental policies and procedures.	Destroy when 10 years old.
3.	Letters of inquiry on routine matters which do not involve policy decisions or state liability, and the answers to which complete the cycle of correspondence.	Destroy when 1 year old.
4.	Intra- and interdepartmental letters and memorandums not involving administrative or policy decisions.	Destroy when 1 year old.
5.	Correspondence, minutes and reports of Advisory Committees, including those committees the Chairmen of which are Division Directors of the Department of Agriculture & Forestry by virtue of legal mandate.	Permanent.
6.	Minutes and reports of community organizations received because a departmental staff member is serving as president or member of the organizations' boards.	Transfer originals with the Chairmanship. Destroy duplicates when no longer needed.
7.	Daily, weekly and monthly reports submitted for tabulation purposes and which are not accounted for elsewhere in this schedule.	Destroy when 1 year old.
8.	Monthly, quarterly, semiannual, annual and biennial reports, and special studies delineating the programs of the respective Divisions.	Retain a master set at the Division level. Destroy duplicates when no longer needed.

Item No.	Description of Records	Disposal
<u>GENERAL RECORDS - continued</u>		
9.	One copy of each departmental memorandum involving policy decisions, rules and regulations.	Permanent.
10.	One copy of each published or processed document and speech produced in the Department or its subdivisions.	Permanent. Retain in originating unit.
11.	Attorney General's opinions.	Retain a master set in Executive Secretary's office. Destroy duplicates when no longer needed.
12.	Proposed legislation.	Retain master set in President's office permanently. Destroy duplicates when no longer needed.
13.	Information copies of correspondence, reports and memorandums.	Destroy when no longer needed.
14.	Budget workpapers.	Destroy 2 years after end of biennium concerned.
15.	Correspondence, requests for repairs, and reports concerning the operation and maintenance of motor vehicles.	Destroy when 2 years old.
16.	Correspondence and reports concerning accidents involving state vehicles.	Destroy 1 year after termination of employee or 5 years after date of accident, whichever is later.
17.	Employee timesheets:	
	a. Attendance.	Destroy all copies when 1 year old.
	b. Distribution of man-hours.	Destroy all copies 3 years after required audits.

Item No.	Description of Records	Disposal
<u>GENERAL RECORDS - continued</u>		
18.	Divisional receipts for fees and sales of products.	Destroy original divisional copy when 10 years old or after audit, whichever is later. Destroy accounting office copy when 2 years old.

DIVISION OF ADMINISTRATION
Offices of the President and
Executive Secretary of the Board

19.	General correspondence of the Board concerning the administration of agency activities and the effectuation of regulations and policies as established by the Board.	Permanent.
20.	Reading file of correspondence from the Divisions.	Destroy when 2 years old.
21.	Official Minutes of the Board.	Permanent.
22.	Regulations promulgated by the Board for the respective divisions under mandate of various federal and state laws.	Permanent.
23.	Executive orders of the Governor withdrawing or adding land area to forest reserves.	Retain.
24.	Land deeds and agreements for management or use of land areas.	Retain.
25.	Agreements of Surrender covering forest reserve lands.	Permanent.
26.	Governor's proclamations creating forest reserves.	Retain.
27.	Resolutions of the Board concerning Division of Fish and Game.	Retain.
28.	Public Hearings on rules and regulations promulgated by the respective Divisions.	Permanent.

Item No.	Description of Records	Disposal
<u>DIVISION OF ADMINISTRATION</u> <u>Personnel</u>		
29.	Personnel folders, including standard forms, correspondence, tax and retirement information, employee investigations and disciplinary actions.	<u>Records since 1925:</u> Destroy nonstandard materials 1 year after termination. For standard forms, follow schedule accompanying Circular 2. <u>Records prior to 1925:</u> Retain.
30.	Records concerning industrial accidents and workmen's compensation, including correspondence, reports, fiscal statements and legal material.	Destroy when 10 years old.
31.	Records of the Hawaii Employment Program, 1954-1955.	Retain.
<u>DIVISION OF ADMINISTRATION</u> <u>Purchasing</u>		
32.	Requests for approval of interisland travel on official business.	Destroy when 2 years old.
33.	Applications for U.S. Savings Bonds.	Two years after maturity of last bond issued.
34.	Departmental requisitions for purchases.	Destroy when 2 years old.
35.	Purchase order register.	Destroy 1 year after audit.
36.	Schedule of changes for inventory.	Destroy 2 years after audit.
<u>DIVISION OF ADMINISTRATION</u> <u>Accounting</u>		
37.	Schedules of collections, including divisional summaries.	Destroy when 10 years old.
38.	Gasoline, oil and tire charge slips by divisional cost.	Destroy when 10 years old.

Item No.	Description of Records	Disposal
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Accounting - continued

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|-----|---|---|
| 39. | Gasoline, oil and tire distribution worksheets. | Destroy after audit. |
| 40. | IBM reports of payrolls and expenditures by Divisions. | Destroy when 10 years old. |
| 41. | Federal Aid record journals used for reimbursement purposes. | Destroy when 10 years old or after required audits, whichever is later. |
| 42. | Quarterly reports for Federal Aid programs. | Destroy when 10 years old or after required audits, whichever is later. |
| 43. | Financial statements delineating the various departmental programs and including monthly reports to Division and quarterly fiscal reports to Budget Bureau. | Destroy when 2 years old. |
| 44. | Tax-free alcohol records, including requests for handling, permits and reports on volume and use. | Destroy when 7 years old or after federal audit, whichever is later. |

DIVISION OF ANIMAL INDUSTRY
Bureau of Livestock Disease Control

- | | | |
|-----|--|---|
| 45. | Livestock brand registry. | Permanent. |
| 46. | Affidavits and permits for moving animals. | Destroy when 1 year old. |
| 47. | Shipmasters' bonds. | Destroy when 1 year old. |
| 48. | Health certificates for imported animals. | Destroy when 2 years old. |
| 49. | Hog survey reports. | Destroy when superseded by subsequent survey. |

Item No.	Description of Records	Disposal
<u>Bureau of Agricultural & Marketing Inspection - continued</u>		
105.	Economic poison data sheets.	Destroy when 3 years old.
106.	Reports on analysis of economic poisons.	Destroy when 3 years old.
107.	Applications and licenses for importation of 2, 4-D or related weed control substances.	Destroy when 3 years old or after audit, whichever is later.
108.	Reports on importations of 2, 4-D and related weed control substances used as basis for computation of inspection fees.	Destroy when 3 years old.
109.	Householders' Permits for small purchases of 2, 4-D or related weed control substances.	Destroy when 2 years old.
110.	Regular permits for purchase of 2, 4-D or related weed control substances.	Retain.
111.	Duplicate correspondence and reports concerning the noxious weed eradication program and investigations of the proper use of 2, 4-D and related herbicides maintained for the use of the weed control investigator.	Destroy when 5 years old.
112.	All receipts and invoices not listed in Standard Forms Schedule.	Destroy when 10 years old.

DIVISION OF FORESTRY & STATE PARKS

113.	General correspondence with cooperating organizations.	Destroy when 10 years old.
114.	General correspondence and reports concerning individual forest reserves.	Permanent.
115.	Individual forest reserve records, including description, recommendations, proclamations and executive orders establishing or modifying boundaries and areas within the reserves.	Permanent.

Item No.	Description of Records	Disposal
<u>DIVISION OF FORESTRY & STATE PARKS - continued</u>		
116.	Correspondence, claims and certifications for tax exemption on private lands in forest reserves.	Destroy when 2 years old.
117.	Master botanical list of trees and plants pertinent to Hawaii.	Permanent.
118.	Master set of publications, photographs, laws, circulars and reports germane to the science of forestry.	Permanent.
119.	General correspondence and related documents of the USDA cooperative program for tree planting and forest fire control:	
	a. Correspondence, progress and completion reports, agreements.	Permanent.
	b. Fiscal and budgetary records, including distribution reports.	Destroy when 5 years old or after federal audit, whichever is later.
120.	General correspondence and research data concerning tree growth and tree planting.	Permanent.
121.	General correspondence and reports concerning fence maintenance, animal eradication and fines within the forest reserves.	Destroy when 20 years old.
122.	General correspondence and authorizations for land uses in the forest reserves, including use permits, leases, revocable camp site permits, and concessions.	Destroy 5 years after expiration of permit or after audit, whichever is later.
123.	Public permits for hunting, taking forest products, camping, using fire and entering watershed areas.	Destroy when 2 years old or after audit, whichever is later.
124.	Photographs relating to forestry work and state parks.	Permanent.
125.	Topographic, ownership, land use and isohyetal maps used for studies of land use, zoning and timber potentials, including photo index sheets.	Permanent.

Item No.	Description of Records	Disposal
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DIVISION OF FORESTRY & STATE PARKS - continued

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| 126. | Tax, topographic, sectional and original park maps of all the islands, including annotated maps. | Permanent. |
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DIVISION OF FORESTRY & STATE PARKS
Makiki Nursery

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| 127. | General correspondence and reports concerning conifer planting on Maui and Hawaii. | Permanent. |
| 128. | Correspondence and memorandums concerning plant exchanges among the respective nurseries. | Destroy when 5 years old. |

DIVISION OF FISH AND GAME
Bureau of Administration

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| 129. | Record of game birds, mammals and fish introduced, including local plantings. | Permanent. |
| 130. | Records of license agents, including correspondence, reports, applications and contract agreements. | Destroy 1 year after termination and subsequent final audit. |
| 131. | Register of licensed commercial fishermen showing license badge numbers. | Permanent. |
| 132. | License schedule of collections. | Destroy 2 years after audit. |
| 133. | License and permit receipts: <ul style="list-style-type: none"> a. Commercial fishing, including certificates of exemption. b. Sport fishing. c. Hunting. d. Variegated activities, including bait fishing, game bird farming, mullet, lobster and clam. | Destroy audit copy when 10 years old; destroy all others when 5 years old. |

Item No.	Description of Records	Disposal
<u>Bureau of Administration - continued</u>		
134.	Receipts for transfer of cash collections from other islands.	Destroy when 10 years old.
135.	Federal Aid project files for fisheries and wildlife.	Destroy reimbursement vouchers 3 years after required audits. Retain preliminary project statements, plans, specifications, estimates, contract agreements, job outlines and completion reports permanently. Screen correspondence in accordance with General Records provisions.
136.	Punched card file showing food and feeding habits of reef and inshore fish.	Retain.
137.	Game bird banding cards.	Retain.
138.	Fishery Advisory Committees — correspondence, minutes and research reports.	Permanent.

DIVISION OF FISH AND GAME
Bureau of Patrol & Law Enforcement

139.	Law enforcement records:	
	a. Correspondence and directives.	Permanent.
	b. Commissioned officer lists, federal commissions, and contract agreements with deputy fish and game wardens.	Destroy 2 years after termination.
	c. Investigation, arrest, evidence reports and bill of sale for confiscated gear.	Destroy when 10 years old.
	d. Daily activity reports.	Destroy 2 years after tabulation.
	e. Monthly activity reports.	Destroy 2 years after compilation of monthly reports.

Item No.	Description of Records	Disposal
<u>Bureau of Patrol & Law Enforcement - continued</u>		
140.	Arrest and Reprimand cards summarizing personal and arrest data and final disposition of case.	Retain.
<u>DIVISION OF FISH AND GAME</u> <u>Bureau of Wildlife Management & Research</u>		
141.	Wildlife project files:	
	a. Cooperative agreements and contracts, planning material, completion reports and correspondence.	Screen correspondence in accordance with General Records provisions. Retain other material permanently.
	b. Special progress reports, worksheets, and raw data.	Destroy after completion of final report.
142.	Federal Nene project.	Destroy fiscal records 3 years after final federal audit; retain other records permanently.

DIVISION OF FISH AND GAME
Bureau of Fisheries Management & Research

143.	Fisheries project files:	
	a. Cooperative agreements and contracts, planning material, completion reports and correspondence.	Screen correspondence in accordance with General Records provisions. Retain other material permanently.
	b. Special progress reports, worksheets and raw data.	Destroy after completion of final report.
	c. IRAC and EPCA bait projects.	Destroy fiscal material 3 years after audit; screen other records in accordance with General Records provisions.

Item No.	Description of Records	Disposal
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Bureau of Fisheries Management & Research - continued

144. Fishery statistics file:

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| a. Fish catch reports from commercial fishermen. | Retain. |
| b. Tabulations of catch reports. | Permanent. |
| c. Punch cards for catch data. | Retain. |
| d. Special reports for Konohiki areas, research projects and harbor developments. | Permanent. |

144 superseded by SA-1 dated 4/9/85