

DEPARTMENT OF BUDGET AND FINANCE

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

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**DEPARTMENT OF BUDGET AND FINANCE
RECORDS SERIES REPORT**

**DEPARTMENT: 5303000000
BUDGET, PROGRAM PLANNING & MANAGEMENT DIVISION**

Records Series ID	Description	Schedule Information	Retention	Disposition
530300-00001	CIP RECORDS (FUNDED PROJECTS), 1958 – Present	SA-1 DATED 10/19/1993, ITEM 1	20 years after completion of project.	Records may be microfilmed. Originals may be destroyed after microfilming.

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**DEPARTMENT OF BUDGET AND FINANCE
RECORDS SERIES REPORT**

**DEPARTMENT: 5305000000
FINANCIAL ADMINISTRATION DIVISION**

Records Series ID	Description	Schedule information	Retention	Disposition
530000-00001	CASHED WARRANTS	SA-1 DATED 8/15/1989, ITEM 1	10 years after void date.	Destroy after 3 years if microfilmed, otherwise destroy 10 years after void date. Retain microfilmed copy for 10 years after void date and destroy. Authority - HRS 40-11
530500-00001	BOND AND COUPON PAYMENT RECORDS, 1960 – Present	SA-1 DATED 6/24/1992, ITEM 1	7 years after maturity or redemption of bond/coupon.	Records may be microfilmed by the agency, subject to provisions of Section 92-31, HRS. (TREASURY MANAGEMENT BRANCH)
530500-00003	STATEMENT OF DEPOSITS & WITHDRAWALS, 1949 – Present	SA-1 DATED 5/7/1992, ITEM 1	Permanent.	Retain records 10 years in office before transferring to State Archives. Records may be microfilmed by the agency, subject to the provisions of Section 92-31, HRS. (TREASURY MANAGEMENT BRANCH)

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RECORDS SERIES REPORT**

**DEPARTMENT: 5305000000
FINANCIAL ADMINISTRATION DIVISION**

Records Series ID	Description	Schedule information	Retention	Disposition
530500-00004	STATEMENT OF CASH, 1953 – Present	SA-1 DATED 5/7/1992, ITEM 2	Permanent.	Retain records 10 years in office before transferring to State Archives. Records may be microfilmed by the agency, subject to the provisions of Section 92-31, HRS. (TREASURY MANAGEMENT BRANCH)
530500-00005	STATE BOND ISSUANCE FILES, 1958 – Present	SA-1 DATED 4/15/2003, ITEM 1	6 years after the bonds mature or are fully redeemed.	The original hard copy files must be retained in conformance with the cited retention. Destroy after the cited retention. (BONDS ADMINISTRATION BRANCH)

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**DEPARTMENT OF BUDGET AND FINANCE
RECORDS SERIES REPORT**

**DEPARTMENT: 5306000000
EMPLOYEES' RETIREMENT SYSTEM**

Records Series ID	Description	Schedule information	Retention	Disposition
530600-CC001	CANCELLED CHECKS, January 10, 1989 – Present	SA-1 DATED 8/2/1989, ITEM 1	3 years if audited, otherwise 6 years. *Independent audit is conducted annually (fiscal year).	Cancelled checks can be transferred to State Records Center by bank statement cut-off period (10 th and 25 th of each month). Records Center staff will not be responsible for retrieval of individual checks. Agency will be serviced by bank's microfilmed records.
530600-IM001	INDIVIDUAL MEMBER'S RECORD - ACTIVE MEMBER, 1961 - Present	SA-1 DATED 8/28/2000, ITEM 1A	40 years after termination.	If records are microfilmed, original records may be destroyed after filming and a security microfilm copy may be stored in the State Records Center. Unmicrofilmed records may be stored at the State Records Center for the authorized retention period, then destroyed.

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**DEPARTMENT: 5306000000
EMPLOYEES' RETIREMENT SYSTEM**

Records Series ID	Description	Schedule information	Retention	Disposition
530600-IM002	INDIVIDUAL MEMBER'S RECORD – PENSIONER, 1961 - Present	SA-1 DATED 8/28/2000, ITEM 1B	40 years after date of death.	If records are microfilmed, original records may be destroyed after filming and a security microfilm copy may be stored in the State Records Center (SRC). Unmicrofilmed records may be stored at the SRC for the authorized retention period, then destroyed.
530600-LI001	CORRESPONDENCE FILES RELATING TO INVESTMENT MATTERS BETWEEN ERS AND ADVISORS, CONSULTANTS AND CUSTODIANS	SA-1 DATED 6/5/1986, ITEM 1	2 years after investment ends.	Destroy after cited retention. (LOAN & INVESTMENT SECTION)
530600-LI002	CORRESPONDENCE FILES RELATING TO GUARANTEED INSURANCE CONTRACTS (GIC) WHICH PROVIDE A FIXED RATE OF INTEREST FOR A SPECIFIC PERIOD	SA-1 DATED 6/5/1986, ITEM 2	2 years after investment ends.	Destroy after cited retention. (LOAN & INVESTMENT SECTION)
530600-LI03A	REPORTS RELATING TO INVESTMENT PERFORMANCE, ADVISORS' PERFORMANCE & TRADE INFORMATION SUBMITTED BY ADVISORS, CONSULTANTS, CUSTODIANS & GIC FIRMS (A) MONTHLY	SA-1 DATED 6/5/1986, ITEM 3A	6 months.	Destroy after cited retention. (LOAN & INVESTMENT SECTION)

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**DEPARTMENT: 5306000000
EMPLOYEES' RETIREMENT SYSTEM**

Records Series ID	Description	Schedule information	Retention	Disposition
530600-LI03B	REPORTS RELATING TO INVESTMENT PERFORMANCE, ADVISORS' PERFORMANCE & TRADE INFORMATION SUBMITTED BY ADVISORS, CONSULTANTS, CUSTODIANS & GIC FIRMS (B) QUARTERLY	SA-1 DATED 6/5/1986, ITEM 3B	2 years.	Destroy after cited retention. (LOAN & INVESTMENT SECTION)
30600-LI03C	REPORTS RELATING TO INVESTMENT PERFORMANCE, ADVISORS' PERFORMANCE & TRADE INFORMATION SUBMITTED BY ADVISORS, CONSULTANTS, CUSTODIANS & GIC FIRMS (C) ANNUALLY	SA-1 DATED 6/5/1986, ITEM 3C	2 years.	Destroy after cited retention. (LOAN & INVESTMENT SECTION)
530600-LI004	PROSPECTUS RELATING TO ITS GROWTH, EARNINGS, ASSETS ETC, PROVIDED BY PROSPECTIVE FIRMS	SA-1 DATED 6/5/1986, ITEM 4	6 months.	Destroy after cited retention. (LOAN & INVESTMENT SECTION)
530600-LI005	SERVICE CONTRACTS BETWEEN ERS & FIRMS & INDIVIDUALS DOING BUSINESS WITH ERS ON INVESTMENT MATTERS	SA-1 DATED 6/5/1986, ITEM 5	6 years after termination.	Destroy after cited retention. (LOAN & INVESTMENT SECTION)
530600-LI06A	DIRECT COMMERCIAL & PARTICIPATION LOAN FILES CONSISTING OF APPLICATIONS, PARTICIPATION LOAN AGREEMENTS, MORTGAGE AGREEMENT, NOTE, CONSTRUCTION LOAN AGREEMENT, STATEMENT OF ASSETS AND LIABILITIES, ETC. (A) PAID UP LOANS	SA-1 DATED 6/5/1986, ITEM 6A	6 years after final settlement.	Destroy after cited retention. (LOAN & INVESTMENT SECTION)

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**DEPARTMENT: 5306000000
EMPLOYEES' RETIREMENT SYSTEM**

Records Series ID	Description	Schedule information	Retention	Disposition
530600-LI06B	DIRECT COMMERCIAL & PARTICIPATION LOAN FILES CONSISTING OF APPLICATIONS, PARTICIPATION LOAN AGREEMENTS, MORTGAGE AGREEMENT, NOTE, CONSTRUCTION LOAN AGREEMENT, STATEMENT OF ASSETS AND LIABILITIES, ETC. (B) FORECLOSED, LIQUIDATED LOANS	SA-1 DATED 6/5/1986, ITEM 6B	10 years after final settlement.	Destroy after cited retention. (LOAN & INVESTMENT SECTION)
530600-LI007	PERIODICAL RELATING TO INVESTMENT MATTERS	SA-1 DATED 6/5/1986, ITEM 7	Until no longer needed.	Destroy after cited retention. (LOAN & INVESTMENT SECTION)

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**DEPARTMENT OF BUDGET AND FINANCE
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**DEPARTMENT: 5313000000
OFFICE OF THE PUBLIC DEFENDER**

Records Series ID	Description	Schedule information	Retention	Disposition
531300-00001	MISDEMEANOR CASE FILES (DISTRICT COURT), 1994 - Present	SA-1 DATED 1/6/1998, ITEM 1	2 years after close of file.	Retain in office for 2 years after close of file, then destroy.
531300-00003	FAMILY COURT CASE FILES (ALL CASES), 1972 - Present	SA-1 DATED 1/6/1998, ITEM 2	10 years after close of file.	Retain in office for 3 years after close of file. May transfer to State Records Center (SRC) for the remainder of authorized retention, then destroy.
531300-00004	FELONY CASE FILES: ROUTINE CASES, 1972 - Present	SA-1 DATED 1/6/1998, ITEM 3A.	10 years after close of file.	Retain in office for 3 years after close of file. May transfer to State Records Center (SRC) for the remainder of authorized retention, then destroy.
531300-00002	FELONY CASE FILES: SPECIAL CASES, 1972 – Present. DEFENDENT RECEIVES A SENTENCE OF 20 YEARS OR GREATER.	SA-1 DATED 1/6/1998, ITEM 3B.	20 years after close of file.	Retain in office for 3 years after close of file. May transfer to State Records Center (SRC) for the remainder of authorized retention, then destroy.

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**DEPARTMENT: 531500000
HAWAII EMPLOYER-UNION HEALTH BENEFITS TRUST FUND**

Records Series ID	Description	Schedule information	Retention	Disposition
531500-00001	<p>MEDICAL AND INSURANCE BENEFITS ENROLLMENT FORMS & SUPPORTING DOCUMENTS Original paper records that were converted to electronic records, 1994 - Present</p>	SA-1 DATED 5/14/2003, ITEM 1	3 years after conversion to electronic records.	After the original paper records are converted to electronic records, the original records may be stored in the State Records Center. Destroy after the cited retention.

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