

DEPARTMENT OF ACCOUNTING AND GENERAL 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 ACCOUNTING AND GENERAL SERVICES
RECORDS SERIES REPORT**

**DEPARTMENT: 510100000
OFFICE THE COMPTROLLER**

Records Series ID	Description	Schedule Information	Retention	Disposition
510100-00003	SPECIAL PROJECTS (e.g., governor's portrait file).	SA-1 DATED 8/31/1973, ITEM 2	Permanent	Transfer to Archives one year after project completed.
510100-00004	NEW STATE BUILDINGS (e.g., Oahu Stadium & projects of like construction, magnitude and public interest) (file consists of news clippings, correspondence, reports, etc.).	SA-1 DATED 8/31/1973, ITEM 3	Permanent	Send to Public Works for consolidation when no longer needed for administrative purposes, then send to Archives for historical preservation.

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**DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES
RECORDS SERIES REPORT**

**DEPARTMENT: 5102020000
ADMINISTRATIVE SERVICES OFFICE, BUDGET & FISCAL STAFF**

Records Series ID	Description	Schedule Information	Retention	Disposition
510202-00001	VOUCHER REGISTER, 1958-Present.	SA-1 DATED 11/06/1973, ITEM 1	DAA. 3 years if audited, otherwise 6 years.	Destroy after cited retention.
510202-00002	DEPOSIT ACCOUNT LEDGER, 1960 – Present.	SA-1 DATED 11/06/1973, ITEM 2	DAA. 3 years if audited, otherwise 6 years.	Destroy after cited retention.

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**DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES
RECORDS SERIES REPORT**

**DEPARTMENT: 510300000
PERSONNEL OFFICE**

Records Series ID	Description	Schedule Information	Retention	Disposition
510300-00001	POSITION CARDS - File consists of cards for each and every position in Department of Accounting and General Services. (Cards contain basic information for classification, grade, etc.).	SA-1 DATED 4/13/1973, ITEM 1	Until position is abolished and information no longer administratively useful.	Destroy after cited retention.
510300-00002	EMPLOYEES' RECORDS (Card File) - Cards contain information on each employee such as grade, pay, status, etc.	SA-1 DATED 4/13/1973, ITEM 2	Retain	
510300-00003	UNSKILLED LABOR - ELIGIBILITY LIST.	SA-1 DATED 4/13/1973, ITEM 3	Until superseded.	Destroy after cited retention.
510300-00004	ELIGIBLES FOR SUMMER HELP – DAGS.	SA-1 DATED 04/13/1973, ITEM 4	Until end of summer.	Destroy after cited retention.
510300-00005	NOTIFICATION OF PERSONNEL OFFICE OF TEMPORARY ASSIGNMENT.	SA-1 DATED 04/13/1973	Two years from date of assignment.	Destroy after cited retention.
510300-00006	REQUEST FOR TEMPORARY ASSIGNMENT PAY.	SA-1 DATED 4/13/1973, ITEM 6	One fiscal year after date of assignment.	Destroy after cited retention.
510300-00007	EMPLOYEE ATTENDANCE & CERTIFICATION REPORT (FORM PO-8).	SA-1 DATED 5/30/1973, Item 7	One year.	Destroy after cited retention.

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**DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES
RECORDS SERIES REPORT**

**DEPARTMENT: 510400000
AUDIT DIVISION**

Records Series ID	Description	Schedule Information	Retention	Disposition
510400-00001	PERMANENT (REFERENCE) FILE – Agency audit reference file consisting of copies of basic records which represent and control operations of various State agencies; e.g., minutes, contracts, rules, regulations, policies, systems, personnel, etc.	SA-1 DATED 3/27/1973, ITEM 1	Until no longer needed for audits.	Destroy after cited retention.
510400-00002	DETAILED WORKING PAPERS FILE – Consisting of unofficial copies of the two most recent audits and worksheets of various agencies.	SA-1 DATED 3/27/1973, ITEM 2	10 years.	2 years in office, 8 years in State Records Center.
510400-00003	GENERAL WORKING PAPERS FILE (CONFIDENTIAL FILE) – Consisting of general questionnaire, internal control questionnaire, adjusted audit findings, notes on various agencies to follow-up when auditing.	SA-1 DATED 3/27/1973, ITEM 3	10 years.	2 years in office, 8 years in State Records Center.
510400-00004	JUDICIARY AUDIT REPORTS – Monthly balance sheets for small estates and guardianship accounts and related papers for use in conducting audit.	SA-1 DATED 3/27/1973, ITEM 4	Until audit is completed.	Destroy after cited retention.
510400-00005	PRINCIPALS' FINANCIAL REPORTS – Monthly reports for each school principal's office.	SA-1 DATED 3/27/1973, ITEM 5	Until audit is completed.	Destroy after cited retention.
510400-00006	COMMON TYPES OF AUDIT FINDINGS – Summary of types of audit findings commonly found in schools, maintained as reference to insure audit coverage.	SA-1 DATED 3/27/1973, ITEM 6	Until no longer needed to conduct audits.	Destroy after cited retention.

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**DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES
RECORDS SERIES REPORT**

**DEPARTMENT: 5107000000
ACCOUNTING DIVISION**

Records Series ID	Description	Schedule Information	Retention	Disposition
510700-00001	SUMMARY STATEMENT OF APPROPRIATIONS & EXPENDITURES, YEAR-END (Report No. MBP 480).	SA-1 DATED 7/6/1989, ITEM 1	Permanent	Retain in COM format
510700-00002	DETAILED STATEMENT OF APPROPRIATES, YEAR-END (Report No. MBP 481).	SA-1 DATED 7/6/1989, ITEM 2	Permanent	Retain in COM format
510700-00003	DAILY REPORT OF APPROPRIATIONS (A) MONTH-END (Report No. MBP 433).	SA-1 DATED 7/3/1989, ITEM 3A	Until end of quarter	Retain in COM format
510700-00004	DAILY REPORT OF APPROPRIATIONS (B) YEAR-END (Report No. MBP 433).	SA-1 DATED 7/6/1989, ITEM 3B	3 years if audited; otherwise 6 years	Retain in COM format.
510700-00005	DAILY REPORT OF ALLOTMENTS (A) MONTH-END (Report No. MBP 434).	SA-1 DATED 7/6/1989, ITEM 4A	Until end of quarter.	Retain in COM format.
510700-00006	DAILY REPORT OF ALLOTMENTS (B) YEAR-END (Report No. MBP 434).	SA-1 DATED 7/6/1989, ITEM 4B	Retention: 3 years if audited; otherwise 6 years.	Disposition: Retain in COM format.
510700-00007	APPROPRIATIONS SYMBOL TRANSACTION REGISTER, MONTH-END (Report No. MBP 432).	SA-1 DATED 7/6/1989, ITEM 5	Permanent	Retain in COM format.
510700-00008	TRIAL BALANCE OF GENERAL LEDGER ACCOUNTS BY FUND (A) MONTH-END (Report No. MBP 410).	SA-1 DATED 7/6/1989, ITEM 6A	3 years if audited; otherwise 6 years.	Retain in COM format.
510700-00028	TRIAL BALANCE OF GENERAL LEDGER ACCOUNTS BY FUND (B) YEAR-END (Report No. MBP 410).	SA-1 DATED 7/6/1989, ITEM 6B	Permanent	Retain in COM format.
510700-00009	TRIAL BALANCE OF GENERAL LEDGER ACCOUNTS BY FUND (A) MONTH- END (Report No. MBP 412).	SA-1 DATED 7/6/1989, ITEM 7A	Until end of quarter.	Destroy after cited retention.
510700-00010	TRIAL BALANCE OF GENERAL LEDGER ACCOUNTS BY FUND B) YEAR-END (Report No. MBP 412).	SA-1 DATED 7/6/1989, ITEM 7B	Permanent	

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**DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES
RECORDS SERIES REPORT**

**DEPARTMENT: 5107000000
ACCOUNTING DIVISION**

Records Series ID	Description	Schedule Information	Retention	Disposition
510700-00011	GENERAL LEDGER ACCOUNT ANALYSIS, MONTH-END (Report No. MBP 414).	SA-1 DATED 7/6/1989, ITEM 8	Permanent	Retain in COM format.
510700-00012	DAILY RECEIPTS REGISTER (A) DAILY (Report No. MBP 401).	SA-1 DATED 7/6/1989, ITEM 9A	Until monthly reconciliation.	Destroy after cited retention.
510700-00013	DAILY RECEIPTS REGISTER (B) MONTH-END (Report No. MBP 401).	SA-1 DATED 7/6/1989, ITEM 9B	3 years if audited; otherwise 6 years.	Destroy after cited retention.
510700-00014	DAILY ENCUMBERANCE REGISTER (A) DAILY (Report No. MBP 402).	SA-1 DATED 7/6/1989, ITEM 10A	Until monthly reconciliation.	Destroy after cited retention.
510700-00015	DAILY ENCUMBERANCE REGISTER (B) MONTH-END (Report No. MBP 402).	SA-1 DATED 7/6/1989, ITEM 10B	3 years if audited; otherwise 6 years.	Destroy after cited retention.
510700-00016	DAILY CASH EXPENDITURE REGISTER (A) DAILY (Report No. MBP 403).	SA-1 DATED 7/6/1989, ITEM 11A	Until monthly reconciliation.	Destroy after cited retention.
510700-00017	DAILY CASH EXPENDITURE REGISTER (B) MONTH-END (Report No. MBP 403).	SA-1 DATED 7/6/1989, ITEM 11B	3 years if audited; otherwise 6 years.	Destroy after cited retention.
510700-00018	DAILY GENERAL JOURNAL REGISTER (A) DAILY (Report No. MBP 404).	SA-1 DATED 7/6/1989, ITEM 12A	Until monthly reconciliation	Destroy after cited retention.
510700-00019	DAILY GENERAL JOURNAL REGISTER (B) MONTH-END (Report No. MBP 404).	SA-1 DATED 7/6/1989, ITEM 12B	3 years if audited; otherwise 6 years.	Destroy after cited retention.
510700-00022	COURT ORDER ON VOLUNTARY AGREEMENT FOR LEVY OR GARNISHMENT *CONFIDENTIAL.	SA-1 DATED 7/6/1989, ITEM 15	6 years after receipt of notice of payment in full.	Destroy after cited retention.
510700-00023	FICA TAX; STATE OF HAWAII ERS CONTRIBUTIONS; SERVICE FEES.	SA-1 DATED 7/6/1989, ITEM 16	6 years.	Destroy after cited retention.

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**DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES
RECORDS SERIES REPORT**

**DEPARTMENT: 5107000000
ACCOUNTING DIVISION**

Records Series ID	Description	Schedule Information	Retention	Disposition
510700-00024	MONTHLY LISTS OF EMPLOYEES WITH DEDUCTION DATA SUBMITTED BY CARRIER *CONFIDENTIAL.	SA-1 DATED 7/6/1989, ITEM 17	10 years.	Destroy after cited retention.
510700-00025	CHANGE SCHEDULES SUBMITTED BY CARRIER. *CONFIDENTIAL.	SA-1 DATED 7/6/1989, ITEM 18	10 years.	Destroy after cited retention.
510700-00026	SAVINGS BOND REGISTER (Report No. PRD 471) *CONFIDENTIAL.	SA-1 DATED 7/6/1989, ITEM 19	6 years.	Destroy after cited retention.
510700-00027	BOND AGENCY LIST.	SA-1 DATED 7/6/1989, ITEM 20	Until superseded.	Destroy after cited retention.

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**DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES
RECORDS SERIES REPORT**

**DEPARTMENT: 5107010000
ACCOUNTING DIVISION, UNIFORM ACCOUNTING & REPORTING BRANCH**

Records Series ID	Description	Schedule Information	Retention	Disposition
510701-00001	REGISTER OF CASH DISBURSEMENTS.	SA-1 DATED 4/27/1981, ITEM 1	10 years.	Destroy after cited retention.
510701-00002	MATURED INTEREST & PRINCIPAL LEDGERS.	SA-1 DATED 4/27/1981, ITEM 2	10 years.	Destroy after cited retention.
510701-00003	RECEIPT REPORTS (MONTHLY): #070, 075, 077, 079, 010, 020, 021, 151.	SA-1 DATED 4/27/1981, ITEM 3	10 years.	Destroy after cited retention.
510701-0004A	OUTSTANDING WARRANTS REPORT #170 (A) MONTHLY REPORTS EXCEPT JUNE.	SA-1 DATED 4/27/1981, ITEM 4A	DAA (3 years if audited; otherwise 6 years).	Destroy after cited retention.
510701-0004B	OUTSTANDING WARRANTS REPORT #170 (B) JUNE (6/30) REPORT.	SA-1 DATED 4/27/1981, ITEM 4B	Permanent	
510701-0005A	BOND FUND REPORT (ACT; DEPT; FUNCTION) (A) 9/30, 12/31, 3/31 QTRLY REPORTS.	SA-1 DATED 4/27/1981, ITEM 5A	1 year.	Destroy after cited retention.
510701-0005B	BOND FUND REPORT (ACT; DEPT; FUNCTION) (B) 6/30 QTRLY REPORT.	SA-1 DATED 5/11/1987, ITEM 5B	Permanent	
510701-0006A	TRIAL BALANCES (MONTHLY): GENERAL, SPECIAL, TRUST, BOND, COUPON REDEMPTION (A) MONTHLY REPORTS EXCEPT JUNE.	SA-1 DATED 4/27/1981, ITEM 6A	DAA (3 years if audited; otherwise 6 years).	Destroy after cited retention.
510701-0006B	TRIAL BALANCES (MONTHLY): GENERAL, SPECIAL, TRUST, BOND, COUPON REDEMPTION (B) JUNE (6/30) REPORT.	SA-1 DATED 4/27/1981, ITEM 6B	Permanent	
510701-00007	FINANCIAL STATEMENT DOCUMENTATION.	SA-1 DATED 4/27/1981, ITEM 7	Permanent	

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**DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES
RECORDS SERIES REPORT**

DEPARTMENT: 5107010000

ACCOUNTING DIVISION, UNIFORM ACCOUNTING & REPORTING BRANCH

Records Series ID	Description	Schedule Information	Retention	Disposition
510701-00009	APPROPRIATION AND EXPENDITURE LEDGERS.	SA-1 DATED 12/27/1984, ITEM 2	Permanent	Microfilm and destroy original.
510701-00010	FUND AND PROPRIETARY CONTROL LEDGERS.	SA-1 DATED 12/27/1984, ITEM 5	Permanent	Microfilm and destroy original.
510701-00011	STATE OF HAWAII COMPREHENSIVE ANNUAL FINANCIAL AUDIT REPORT (CAFR).	SA-1 DATED 12/20/2017, ITEM 1	Permanent	Retain in office for 3 years, then transfer to State Archives for permanent retention.
510701-00012	STATE OF HAWAII COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR) SUPPORTING FINANCIAL STATEMENTS DOCUMENTATION.	SA-1 DATED 12/20/2017, ITEM 2	10 years	Retain in office for 3 years, then transfer to State Records Center. Destroy after cited retention.
510701-00013	STATE OF HAWAII SINGLE AUDIT OF FEDERAL FINANCIAL ASSISTANCE PROGRAMS ANNUAL REPORT (SEFA).	SA-1 DATED 12/20/2017, ITEM 3	Permanent	Retain in office for 3 years, then transfer to State Archives for permanent retention.
510701-00014	STATE OF HAWAII SINGLE AUDIT OF FEDERAL ASSISTANCE PROGRAM ANNUAL REPORT (SEFA) SUPPORTING DOCUMENTATION.	SA-1 DATED 12/20/2017, ITEM 4	10 years	Retain in office for 3 years, then transfer to State Records Center. Destroy after cited retention.

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**DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES
RECORDS SERIES REPORT**

**DEPARTMENT: 5107030000
ACCOUNTING DIVISION, PRE-AUDIT BRANCH**

Records Series ID	Description	Schedule Information	Retention	Disposition
510703-00001	REGISTER OF CASH DISBURSEMENTS.	SA-1 DATED 4/27/19--81, ITEM 1	10 years.	Destroy after cited retention.

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**DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES
RECORDS SERIES REPORT**

**DEPARTMENT: 510800000
CENTRAL SERVICES DIVISION**

Records Series ID	Description	Schedule Information	Retention	Disposition
510800-00001	REQUEST FOR SCHOOL FURNITURE AND EQUIPMENT (A) HARD COPY.	SA-1 DATED 9/13/1973, ITEM 1A	3 years.	Destroy after cited retention.
510800-00002	REQUEST FOR SCHOOL FURNITURE AND EQUIPMENT (B) YELLOW COPY.	SA-1 DATED 9/13/1973, ITEM 1B	File in school furniture project folder.	Destroy when no longer needed for administrative purposes.
510800-00003	REPAIR AND MAINTENANCE WORK ORDER REGISTER FOR SCHOOL FURNITURE.	SA-1 DATED 9/13/1973, ITEM 2	3 years.	Destroy after cited retention.
510800-00004	WATCHMAN'S DAILY REPORT.	SA-1 DATED 9/13/1973, ITEM 3	1 year.	Destroy after cited retention.
510800-00005	SCHOOL PHOTOS INVENTORY.	SA-1 DATED 9/13/1973, ITEM 4	Permanent	Transfer to State Archives when no longer needed for administrative purposes.
510800-00006	REGISTER OF WORK ORDERS FOR SCHOOL REPAIRS.	SA-1 DATED 9/13/1973, ITEM 5	5 years	Destroy after cited retention.
510800-00007	FIRE AND STORM DAMAGE REPORTS (Consists of reports from field supervisors to Division Head on fire and storm damages to school buildings).	SA-1 DATED 9/13/1973, ITEM 6	5 years from date of initial report.	Destroy after cited retention.
510800-00008	SCHOOL CONSTRUCTION AND MAINTENANCE PROJECTS REFERENCE FILES (NON-CIP, SPECIAL APPROPRIATIONS \$4000-15000).	SA-1 DATED 8/14/1979, ITEM 7	Non-permanent	Destroy after project completed and accepted.
510800-00009	SCHOOL LUNCH PROGRAM PLAN FILE ACT 204 (1969).	SA-1 DATED 9/13/1973, ITEM 8	15 years	Destroy after cited retention.

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**DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES
RECORDS SERIES REPORT**

**DEPARTMENT: 5108000000
CENTRAL SERVICES DIVISION**

Records Series ID	Description	Schedule information	Retention	Disposition
510800-00017	BUILDINGS CONSTRUCTION AND MAINTENANCE PROJECTS REFERENCE FILES (CIP \$15000 - _).	SA-1 DATED 8/14/1979, ITEM 9	Until project completed and accepted.	Destroy after cited retention.
510800-00016	ACKNOWLEDGEMENT OF REFUSE COLLECTION.	SA-1 DATED 8/9/1976, ITEM 16	1 year.	Destroy after cited retention.

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**DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES
RECORDS SERIES REPORT**

**DEPARTMENT: 5109010000
STATE PROCUREMENT OFFICE, PURCHASING BRANCH**

Records Series ID	Description	Schedule Information	Retention	Disposition
510901-P0002	BID PROPOSAL LOG (NUMERICAL).	SA-1 DATED 8/29/1973, ITEM 2	Non-permanent	Destroy after audit.
510901-P0003	BID PROPOSAL REGISTER (COMMODITY).	SA-1 DATED 8/29/1973, ITEM 3	1 year after end of fiscal year.	Destroy after cited retention.
510901-P0004	BID DEPOSIT LEDGER (BID DEPOSIT RECORD FOR TRUST FUND).	SA-1 DATED 8/29/1973, ITEM 4	Non-permanent	Destroy after audit.
510901-P0005	BID DEPOSIT REFUND REGISTER.	SA-1 DATED 8/29/1973, ITEM 5	Non-permanent	Destroy after audit.
510901-P0006	AWARD BY PURCHASE ORDER; AWARD BY CONTRACT LOG.	SA-1 DATED 8/29/1973, ITEM 6	Non-permanent	Destroy after audit or 10 years; whichever is longer.
510901-P0007	PRICE LISTS.	SA-1 DATED 8/29/1973, ITEM 7	Non-permanent.	Destroy when superseded.
510901-P0008	HAWAII PRODUCTS PREFERENCE FILES – Includes: Application for Hawaii Products Preference (SPO Form-6A), Hawaii Products Preference Data Sheet (SPO Form-6B), Hawaii Products Applicant’s Certification (SPO Form-6C), Affidavit for Renewal of Hawaii Products List Status (SPO Form-6D), or equivalent records. A. REJECTED APPLICANTS, 1966 – Present.	SA-1 DATED 8/29/1997, ITEM 1a.	3 years after preference rejection.	Destroy after cited retention.

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**DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES
RECORDS SERIES REPORT**

**DEPARTMENT: 5109010000
STATE PROCUREMENT OFFICE, PURCHASING BRANCH**

Records Series ID	Description	Schedule Information	Retention	Disposition
510901-P0009	HAWAII PRODUCTS PREFERENCE FILES – Includes: Application for Hawaii Products Preference (SPO Form-6A), Hawaii Products Preference Data Sheet (SPO Form-6B), Hawaii Products Applicant’s Certification (SPO Form-6C), Affidavit for Renewal of Hawaii Products List Status (SPO Form-6D), or equivalent records B. QUALIFIED COMPANIES, 1975 – Present.	SA-1 DATED 8/29/1997, ITEM 1b.	6 years after preference expiration.	Destroy after cited retention.

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**DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES
RECORDS SERIES REPORT**

**DEPARTMENT: 5109020000
STATE PROCUREMENT OFFICE, SURPLUS PROPERTY BRANCH**

Records Series ID	Description	Schedule Information	Retention	Disposition
510902-00001	STATE PUBLIC SALE.	SA-1 DATED 8/29/1973, ITEM 1	Non-permanent	Destroy after audit.
510902-00002	PRE-NUMBERED REGISTER OF DAILY VISITORS (FORM SPB-8).	SA-1 DATED 8/29/1973, ITEM 2	Non-permanent	Destroy after one year.

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**DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES
RECORDS SERIES REPORT**

**DEPARTMENT: 5110010000
ARCHIVES DIVISION, RECORDS MANAGEMENT BRANCH**

Records Series ID	Description	Schedule Information	Retention	Disposition
511001-00001	COMPLETED MICROFILM CERTIFICATES.	SA-1 DATED 9/24/1973, ITEM 1	Permanent	
511001-00002	CERTIFICATIONS - AGENCIES AND PROCESSING FIRMS.	SA-1 DATED 9/24/1973, ITEM 2	Permanent	
511001-00003	CRITERIA AND SPECIFICATIONS OF MICROFILM PROGRAM.	SA-1 DATED 9/24/1973, ITEM 3	Permanent	
511001-00004	MICROFILM PROGRAM - MISCELLANEOUS (e.g., evaluation reports, requests, copies of receipts).	SA-1 DATED 9/24/1973, ITEM 4	Non-permanent	Destroy when no longer needed for administrative purposes.
511001-00005	RECORDS MANAGEMENT PROGRAM (HISTORICAL).	SA-1 DATED 9/24/1973, ITEM 5	Permanent	
511001-00006	MICROFILM INDEX.	SA-1 DATED 9/24/1973, ITEM 6	Permanent	
511001-00007	MICROFILM REGISTER.	SA-1 DATED 9/24/1973, ITEM 7	Permanent	

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**DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES
RECORDS SERIES REPORT**

**DEPARTMENT: 5110020000
ARCHIVES DIVISION, HISTORICAL RECORDS BRANCH**

Records Series ID	Description	Schedule Information	Retention	Disposition
511002-00001	BRANCH REPORTS WITH NARRATIVE (Reports of branch activities) Monthly.	SA-1 DATED 4/10/1997, ITEM 1	Retain current and preceding fiscal year.	Destroy after cited retention.
511002-00002	BRANCH REPORTS WITH NARRATIVE (Reports of branch activities) Annual.	SA-1 DATED 4/10/1997, ITEM 1	5 years.	Destroy after cited retention.
511002-00003	HAWAII STATE ARCHIVES DAILY REGISTER OF RESEARCHERS – record of on-site researchers for security and statistical purposes, Form AH-7 Daily.	SA-1 DATED 4/10/1997, ITEM 2	Until monthly report submitted.	Destroy after cited retention.
511002-00004	INDIVIDUAL DAILY LOG OF PATRON USE, Form AH-8.	SA-1 DATED 4/10/1997, ITEM 3	Until monthly report submitted.	Destroy after cited retention.
511002-00005	RESEARCHER PROFILE STATISTICS – summary of users by category collected for statistical purposes, Form AH-9 Monthly.	SA-1 DATED 4/10/1997, ITEM 4	Until annual report submitted.	Destroy after cited retention.
511002-00006	CIRCULATION STATISTICS – summary of categories of records used by day/month collected for statistical purposes, Form AH-12 Monthly.	SA-1 DATED 4/10/1997, ITEM 5	Until annual report submitted.	Destroy after cited retention.
511002-00007	ORDERS PROCESSED – summary of types of orders processed by day/month collected for statistical purposes, Form AH-14 Monthly.	SA-1 DATED 4/10/1997, ITEM 6	Until annual report submitted.	Destroy after cited retention.
511002-00008	PROCESSING/PRESERVATION [statistics] – summary of activities of clerk typists by month/year collected for statistical purposes, Form AH-27 Monthly.	SA-1 DATED 4/10/1997, ITEM 7	Retention: Until annual report submitted.	Disposition: Destroy after cited retention.

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**DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES
RECORDS SERIES REPORT**

**DEPARTMENT: 5110020000
ARCHIVES DIVISION, HISTORICAL RECORDS BRANCH**

Records Series ID	Description	Schedule Information	Retention	Disposition
511002-00009	COLLECTIONS MANAGEMENT SECTION'S MONTHLY/ANNUAL REPORT COLLECTED FOR STATISTICAL PURPOSES, Form CM-5 Monthly.	SA-1 DATED 4/10/1997, ITEM 8	Until annual report submitted.	Destroy after cited retention.
511002-00010	COLLECTION FILE – Organized by record group; contains: archivists' Processing Plan Form AH-5, Appraisal CM Form 1, CM Form 2 Records Deaccession Recommendation and Disposition Report [archivist's justification for recommending deaccession], Form AH-6 Separation Sheet, Processing notes, Samples of weeded material, Form ARM 3 Deaccessions.	SA-1 DATED 4/10/1997, ITEM 9	Permanent	Retain in Collections Management. May be microfilmed. Originals may be destroyed after microfilming.
511002-00011	CORRESPONDENCE – Responses to specific reference inquiries relating to State Archives collections, policies and procedures.	SA-1 DATED 4/10/1997, ITEM 10	Retain current and 2 fiscal years.	Destroy after cited retention.
511002-00012	ACCESSION LOG – State Records and Gifts – Annual, Form AH-1.	SA-1 DATED 4/10/1997, ITEM 11	Permanent	Retain in Collections Management. May be microfilmed. Originals may be destroyed after microfilming.
511002-00013	HAWAII STATE ARCHIVES REGISTRATION CARD – researcher identification; includes address and phone number, Form AH-10.	SA-1 DATED 4/10/1997, ITEM 12	Retain current and 2 fiscal years.	Destroy after 3 years old.
511002-00014	HAWAII STATE ARCHIVES RECORDS REQUEST – standard form for researcher requests to view records, Form AH-11.	SA-1 DATED 4/10/1997, ITEM 13	Retain current and preceding fiscal year.	Destroy after cited retention.

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**DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES
RECORDS SERIES REPORT**

**DEPARTMENT: 5110020000
ARCHIVES DIVISION, HISTORICAL RECORDS BRANCH**

Records Series ID	Description	Schedule Information	Retention	Disposition
511002-00015	HAWAII STATE ARCHIVES – Order for Services, Form AH-13.	SA-1 DATED 4/10/1997, ITEM 14	3 years if audited, otherwise 6 years.	Destroy after cited retention
511002-00016	HAWAII STATE ARCHIVES PHOTOGRAPH AGREEMENT – researcher's agreement to adhere to policies and procedures relating to photography in the Archives Building, Form AH-20.	SA-1 DATED 4/10/1997, ITEM 15	Permanent.	Retain in Circulation. May be microfilmed. Originals may be destroyed after microfilming.
511002-00017	MICROFILM DUPLICATION REQUEST AND RELEASE, Form AH-24.	SA-1 DATED 4/10/1997, ITEM 16	Retain current and preceding fiscal year.	Retain in Circulation. Destroy after cited retention.
511002-00018	DATABASES: a. Archives, manuscripts, maps, visual materials b. Books [published materials] c. Locator.	SA-1 DATED 4/10/1997, ITEM 17	Until superseded.	Destroy after cited retention.
511002-00019	MARC Cartographic materials, Form CM-3.	SA-1 DATED 4/10/1997, ITEM 18a	Until record entered in database.	Destroy after cited retention.
511002-00020	MARC Photographic materials, Form CM-4.	SA-1 DATED 4/10/1997, ITEM 18b	Until record entered in database.	Destroy after cited retention.
511002-00021	Cataloging Worksheet – published materials.	SA-1 DATED 4/10/1997, ITEM 18c	Until record entered in database.	Destroy after cited retention.
511002-00022	FINDING AIDS – Indexes, descriptive inventories, and finding guides for Archives holdings.	SA-1 DATED 4/10/1997, ITEM 19	Until superseded or revised.	Destroy after cited retention.

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**DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES
RECORDS SERIES REPORT**

DEPARTMENT: 5113010000

AUTOMOTIVE MANAGEMENT DIVISION, MOTOR POOL BRANCH

Records Series ID	Description	Schedule Information	Retention	Disposition
511301-00001	OPERATING COST FOR EACH CAR – File consists of card form maintained for each car on inventory to show amount of service and repair performed on each car.	SA-1 DATED 4/23/1973, ITEM A.1	1 fiscal year after disposition of car.	Destroy after cited retention.
511301-00002	INVENTORY OF STATE VEHICLES.	SA-1 DATED 4/23/1973, ITEM A.2	Until no longer needed for administrative purposes.	Destroy after cited retention.
511301-00003	AUTOMOBILE PURCHASE AND SERVICES CONTRACTS.	SA-1 DATED 4/23/1973, ITEM A.3	Until no longer needed for administrative purposes.	Destroy after cited retention.
511301-00004	FLEET INSURANCE - REPORT OF CHANGES IN AUTOMOBILE EQUIPMENT (for insurance premium determination & for premium adjustments).	SA-1 DATED 4/23/1973, ITEM A.4	2 years after end of fiscal year.	Destroy after cited retention.
511301-00005	HPD SAFETY INSPECTION REPORT.	SA-1 DATED 4/23/1973, ITEM A.5	5 years.	Destroy after cited retention.
511301-00006	STATE VEHICLE ACCIDENT FILE.	SA-1 DATED 4/23/1973, ITEM A.6	5 years after settlement of accident.	Destroy after cited retention.

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**DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES
RECORDS SERIES REPORT**

DEPARTMENT: 5113020000

AUTOMOTIVE MANAGEMENT DIVISION, PARKING CONTROL BRANCH

Records Series ID	Description	Schedule Information	Retention	Disposition
511302-00001	PARKING APPLICATIONS.	SA-1 DATED 4/23/1973, ITEM B.1	Until superseded by new application for another lot assignment, purchase of new car or when lot assignment is cancelled.	Destroy after cited retention.
511302-00002	LOT APPLICATION LIST.	SA-1 DATED 4/23/1973, ITEM B.2	Until no longer needed for administrative purposes.	Destroy after cited retention.
511302-00003	CAR POOL PARKING APPLICATIONS.	SA-1 DATED 4/23/1973, ITEM B.3	Until parking status is changed or terminated.	Destroy after cited retention.
511302-00004	SECOND CAR DECAL APPLICATIONS.	SA-1 DATED 4/23/1973, ITEM B.4	Until parking status is changed or terminated.	Destroy after cited retention.
511302-00005	PARKING WAITING LIST.	SA-1 DATED 4/23/1973, ITEM B.5	Until no longer needed for administrative purposes.	Destroy after cited retention.
511302-00006	PARKING DECAL LISTING.	SA-1 DATED 4/23/1973, ITEM B.6	Until no longer needed for administrative purposes.	Destroy after cited retention.
511302-00007	INDEX CARD FILE BY LOTS.	SA-1 DATED 4/23/1973, ITEM B.7	3 months after cancellation of salary assignment.	Destroy after cited retention.

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**DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES
RECORDS SERIES REPORT**

DEPARTMENT: 5113020000

AUTOMOTIVE MANAGEMENT DIVISION, PARKING CONTROL BRANCH

Records Series ID	Description	Schedule Information	Retention	Disposition
511302-00008	CASH PARKERS' CARD FILE.	SA-1 DATED 4/23/1973, ITEM B.8	3 months after cancellation or termination of authorization to park.	Destroy after cited retention.
511302-00009	CHANGE OF DECAL FILE.	SA-1 DATED 4/23/1973, ITEM B.9	3 months after change is effected.	Destroy after cited retention.
511302-00010	TERMINATION OF PARKING.	SA-1 DATED 4/23/1973, ITEM B.10	3 months after salary assignment is cancelled.	Destroy after cited retention.
511302-00011	PARKING SUMMARY.	SA-1 DATED 4/23/1973, ITEM B.11	Until no longer needed for administrative purposes.	Destroy after cited retention.
511302-00012	CONTROL SHEETS.	SA-1 DATED 4/23/1973, ITEM B.12	Until no longer needed for administrative purposes.	Destroy after cited retention.
511302-00013	COURTESY WARNINGS FOR TRAFFIC VIOLATIONS.	SA-1 DATED 4/23/1973, ITEM B.13	6 months.	Destroy after cited retention.
511302-00014	PARKING CITATIONS (TRAFFIC VIOLATIONS BUREAU FORM).	SA-1 DATED 4/23/1973, ITEM B.14	1 year.	Destroy after cited retention.
511302-00015	PARKING ASSIGNMENTS & TRANSFER OF LOT ADJUSTMENTS.	SA-1 DATED 4/23/1973, ITEM B.15	Until assignments are changed or cancelled (see also: Termination of Parking).	Destroy after cited retention.

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**DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES
RECORDS SERIES REPORT**

DEPARTMENT: 5113020000

AUTOMOTIVE MANAGEMENT DIVISION, PARKING CONTROL BRANCH

Records Series ID	Description	Schedule Information	Retention	Disposition
511302-00016	CASH REGISTER SPITTER TICKETS AND CASH REGISTER TAPES.	SA-1 DATED 4/2/1991, ITEM 1	3 years after audit; otherwise 6 years.	Destroy after cited retention.
511302-00017	DAILY REVENUE REPORTS.	SA-1 DATED 4/2/1991, ITEM 2	3 years after audit; otherwise 6 years.	Destroy after cited retention.

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**DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES
RECORDS SERIES REPORT**

**DEPARTMENT: 511700000
STADIUM AUTHORITY**

Records Series ID	Description	Schedule Information	Retention	Disposition
511700-00001	TICKET STUBS & UNSOLD TICKETS.	SA-1 DATED 2/6/1984, ITEM 1	Until completion of audit and acceptance.	Destroy or return to promoter after cited retention.

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**DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES
RECORDS SERIES REPORT**

**DEPARTMENT: 512100000
CAMPAIGN SPENDING COMMISSION**

Records Series ID	Description	Schedule Information	Retention	Disposition
512100-00001	CANDIDATE COMMITTEE RECORDS, 1991 – Present.	SA-1 DATED 02/03/2015, ITEM CSC-1	10 years after termination of Candidate Committee.	Destroy after cited retention.
512100-00002	NONCANDIDATE COMMITTEE RECORDS, 1991 – Present.	SA-1 DATED 02/03/2015, ITEM CSC-2	10 years after close/inactivity of records.	Destroy after cited retention.
512100-00003	ADMINISTRATIVE OR LEGAL PROCEEDINGS DOCUMENTS (A) RESULTING IN ACTION (INCLUDING CONCILIATION AGREEMENTS).	SA-1 DATED 02/03/2015, ITEM CSC-3 A.	10 years after date of close of file.	Retain in Commissioner's office of 2 years; may send of storage to State Records Center for the remainder of the retention period then destroy.
512100-00004	ADMINISTRATIVE OR LEGAL PROCEEDINGS DOCUMENTS (B) RESULTING IN NO ACTION.	SA-1 DATED 02/03/2015, ITEM CSC-3 B.	5 years from the date of close of file.	Destroy after cited retention.
512100-00005	CORPORATION RECORDS	SA-1 DATED 02/03/2015, ITEM CSC-4	10 years from the date 11/05/14.	Destroy after cited retention; corporation records from 1/1/2011 through 11/4/2014 will be retained in the Commissioner's office.

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**DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES
RECORDS SERIES REPORT**

**DEPARTMENT: 512700000
OFFICE OF INFORMATION PRACTICES (OIP)**

Records Series ID	Description	Schedule Information	Retention	Disposition
512700-00001	FORMAL OPINIONS: FINAL SIGNED OPINION LETTER.	SA-1 DATED 12/20/2017, ITEM 1.A	Permanent	Transfer to Hawaii State Archives when no longer actively used in the office.
51270-00002	FORMAL OPINIONS: MAIN FOLDER.	SA-1 DATED 12/20/2017, ITEM 1.B	Permanent	Retain in OIP for staff use.
51270-00003	FORMAL OPINIONS. CONFIDENTIAL RECORDS. NO APPEAL IN COURT.	SA-1 DATED 12/20/2017, ITEM 1.C.1	60 days after OIP final decision.	Return or dispose of according to Party's instruction.
51270-00004	FORMAL OPINIONS. CONFIDENTIAL RECORDS: REQUEST FOR RECONSIDERATION IS GRANTED.	SA-1 DATED 12/20/2017, ITEM 1.C.2	60 days after OIP final decision.	Return or dispose of according to Party's instruction.
51270-00005	FORMAL OPINIONS. CONFIDENTIAL RECORDS: IF APPEALED IN COURT.	SA-1 DATED 12/20/2017, ITEM 1.C.3	60 days after OIP final decision.	Return or dispose of according to Party's instruction.
51270-00006	FORMAL OPINIONS. "WORKING MATERIALS" DOCUMENTS.	SA-1 DATED 12/20/2017, ITEM 1.D	2 years.	Destroy after cited retention.
51270-00007	FORMAL OPINIONS. POST-CLOSING DOCUMENTS.	SA-1 DATED 12/20/2017, ITEM 1.E	2 years.	Destroy after cited retention.
51270-00008	DIRECTOR'S APPROVAL OF AGENCY REQUEST UNDER THE SUNSHINE LAW OR UIPA.	SA-1 DATED 12/20/2017, ITEM 2	2 years.	Destroy after cited retention.

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**DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES
RECORDS SERIES REPORT**

**DEPARTMENT: 5127000000
OFFICE OF INFORMATION PRACTICES (OIP)**

Records Series ID	Description	Schedule Information	Retention	Disposition
51270-00009	INFORMAL OPINIONS: FINAL SIGNED OPINION LETTER.	SA-1 DATED 12/20/2017, ITEM 3.A	Permanent	Keep in office for 5 years, transfer to Hawaii State Archives for permanent retention.
51270-00010	INFORMAL OPINIONS: MAIN FOLDER.	SA-1 DATED 12/20/2017, ITEM 3.B	10 years.	Keep in office for 5 years, transfer to State Records Center. Destroy after cited retention.
51270-00011	INFORMAL OPINIONS: CONFIDENTIAL RECORDS; NO APPEAL IN COURT.	SA-1 DATED 12/20/2017, ITEM 3.C.1	60 days after OIP final decision.	Return or dispose of according to Party's instruction.
51270-00012	INFORMAL OPINIONS: CONFIDENTIAL RECORDS: REQUEST FOR RECONSIDERATION IS GRANTED.	SA-1 DATED 12/20/2017, ITEM 3.C.2	60 days after OIP final decision.	Return or dispose of according to Party's instruction.
51270-00013	INFORMAL OPINIONS: CONFIDENTIAL RECORDS: IF APPEALED IN COURT.	SA-1 DATED 12/20/2017, ITEM 3.C.3	60 days after OIP final decision.	Return or dispose of according to Party's instruction.
51270-00014	INFORMAL OPINIONS: CONFIDENTIAL RECORDS: "WORKING MATERIALS" DOCUMENTS.	SA-1 DATED 12/20/2017, ITEM 3.D	2 years.	Destroy after cited retention.
51270-00015	INFORMAL OPINIONS: CONFIDENTIAL RECORDS: POST-CLOSING DOCUMENTS.	SA-1 DATED 12/20/2017, ITEM 3.E	2 years.	Destroy after cited retention.
51270-00016	JUDICIAL OR ADMINISTRATIVE ACTIONS INVOLVING OIP AS A PARTY.	SA-1 DATED 12/20/2017, ITEM 4	5 years.	Destroy after cited retention.

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**DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES
RECORDS SERIES REPORT**

**DEPARTMENT: 5127000000
OFFICE OF INFORMATION PRACTICES (OIP)**

Records Series ID	Description	Schedule Information	Retention	Disposition
51270-00017	RECORDS REPORTING SYSTEM.	SA-1 DATED 12/20/2017, ITEM 5	Retain until superseded, revised or no longer useful.	Destroy after cited retention.
51270-00018	CASE FILES THAT DO NOT CLOSE WITH AN OPINION LETTER. ATTORNEY OF THE DAY DATABASE.	SA-1 DATED 12/20/2017, ITEM 6.A.	2 years.	Destroy after cited retention.
51270-00019	CASE FILES THAT DO NOT CLOSE WITH AN OPINION LETTER: CORRESPONDENCE.	SA-1 DATED 12/20/2017, ITEM 6.B	2 years.	Destroy after cited retention.
51270-00020	CASE FILES THAT DO NOT CLOSE WITH AN OPINION LETTER: LITIGATION WHICH OIP IS NOT A PARTY.	SA-1 DATED 12/20/2017, ITEM 6.C	2 years.	Destroy after cited retention.
51270-00021	CASE FILES THAT DO NOT CLOSE WITH AN OPINION LETTER. RECONSIDERATION DENIED.	SA-1 DATED 12/20/2017, ITEM 6.D.1	2 years.	Destroy after cited retention.
51270-00022	CASES FILES THAT DO NOT CLOSE WITH AN OPINION LETTER. RECONSIDERATION GRANTED.	SA-1 DATED 12/20/2017, ITEM 6.D.2	Use applicable schedules for: <ul style="list-style-type: none"> • Final signed opinion letter • Main folder formal opinion • Main folder informal opinion • Working material • Post-Closing Documents 	
51270-00023	OIP's UNIFORM INFORMATION PRACTICES ACT LOG.	SA-1 DATED 12/20/2017, ITEM 7	10 years.	Destroy after cited retention.

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