

# DEPARTMENT OF AGRICULTURE

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

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**DEPARTMENT OF AGRICULTURE  
RECORDS SERIES REPORT**

**DEPARTMENT: 1101000000  
OFFICE OF CHAIRPERSON**

<b>Records Series ID</b>	<b>Description</b>	<b>Schedule Information</b>	<b>Retention</b>	<b>Disposition</b>
110100-00009	INTERNAL DIRECTIVES ISSUED BY/FOR POLICY-MAKING OFFICIALS.	SA-1 DTD 7/10/1984, ITEM 9	Permanent	
110100-00010	POLICY BOOK (COMPILATION OF BOARD POLICIES).	SA-1 DTD 7/10/1984, ITEM 10	Retain updated copy.	
110100-00012	ANNUAL REPORT OF DEPARTMENT.	SA-1 DTD 7/10/1984, ITEM 12	Permanent	
110100-00013	MONTHLY REPORT OF DIVISIONS.	SA-1 DTD 7/10/1984, ITEM 13	Permanent	
110100-00014	SPECIAL REPORTS.	SA-1 DTD 7/10/1984, ITEM 14	Permanent	
110100-00027	COOPERATIVE AGREEMENTS / MEMOS OF UNDERSTANDING / OTHER DOCUMENTS.	SA-1 DTD 7/10/1984, ITEM 25	Permanent	
110100-00030	EXECUTIVE ORDERS SETTING ASIDE LAND FOR PUBLIC PURPOSES.	SA-1 DTD 7/10/1984, ITEM 28	Permanent	
110100-00031	RECORDS OF SPECIAL PROJECTS/OCCURRENCES.	SA-1 DTD 7/10/1984, ITEM 29	Permanent	

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**DEPARTMENT OF AGRICULTURE  
RECORDS SERIES REPORT**

**DEPARTMENT: 1103000000  
PLANNING & DEVELOPMENT OFFICE**

<b>Records Series ID</b>	<b>Description</b>	<b>Schedule information</b>	<b>Retention</b>	<b>Disposition</b>
110300-00003	DEPARTMENTAL RESPONSE TO ZONING CHANGE APPLICATIONS, ENVIRONMENTAL IMPACT STATEMENTS, SPECIAL USE PERMIT APPLICATIONS, SUBDIVISION DEVELOPMENTS, ETC., AS THEY RELATE TO AGRICULTURE DISTRICTS (COPIES).	SA-1 DTD 9/8/1983, ITEM 32	10 years.	Destroy after cited retention.
110300-00009	COUNTY LEVEL PROJECTS - DEPARTMENTAL RESPONSE TO INQUIRIES, REQUESTS FOR COMMENTS.	SA-1 DTD 9/8/1983, ITEM 38	10 years.	Destroy after cited retention.

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**DEPARTMENT OF AGRICULTURE  
RECORDS SERIES REPORT**

**DEPARTMENT: 1104000000  
AGRICULTURAL LOAN DIVISION**

<b>Records Series ID</b>	<b>Description</b>	<b>Schedule information</b>	<b>Retention</b>	<b>Disposition</b>
110400-00001	FIELD OFFICE INACTIVE SERIES: REJECTED APPLICATIONS.	SA-1 DTD 9/8/1983, ITEM 40	1 fiscal year after final action.	Destroy after cited retention.
110400-00002	FIELD OFFICE INACTIVE SERIES: LOANS DENIED.	SA-1 DTD 9/8/1983, ITEM 41	3 fiscal years after final action.	Destroy after cited retention.
110400-00003	FIELD OFFICE INACTIVE SERIES: ROUTINE LOAN SERVICING.	SA-1 DTD 9/8/1983, ITEM 42	6 years or 3 fiscal years after final action, whichever comes first.	Destroy after cited retention.
110400-00004	FIELD OFFICE INACTIVE SERIES: FINAL SETTLEMENT (A) INACTIVE LOANS.	SA-1 DTD 9/8/1983, ITEM 43A	3 fiscal years after final action.	Destroy after cited retention.
110400-00005	FIELD OFFICE INACTIVE SERIES: FINAL SETTLEMENT (B) INSURANCE POLICIES (FIRE, THEFT, CASUALTY).	SA-1 DTD 9/8/1983, ITEM 43B		Destroy if expired, otherwise return.
110400-00006	MAIN OFFICE INACTIVE SERIES: MASTER FILE (PAID OFF LOANS).	SA-1 DTD 9/8/1983, ITEM 44	3 years after final settlement	Return original documentation to borrower upon final pay off and release of collateral. Destroy remainder of file,
110400-00007	MAIN OFFICE INACTIVE SERIES: MASTER FILE (FORECLOSED / LIQUIDATED LOANS).	SA-1 DTD 9/8/1983, ITEM 45	10 years after final settlement.	Destroy after cited retentions. Do not release legal documentation to borrower after liquidation.

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**DEPARTMENT OF AGRICULTURE  
RECORDS SERIES REPORT**

**DEPARTMENT: 1105010000  
MARKETING DIVISION, ADMINISTRATIVE SERVICES**

<b>Records Series ID</b>	<b>Description</b>	<b>Schedule information</b>	<b>Retention</b>	<b>Disposition</b>
110501-00005	DIVISION RECORDS: MONTHLY, QUARTERLY, SEMIANNUAL, ANNUAL AND BIENNIAL REPORTS AND SPECIAL STUDIES DELINEATING PROGRAMS OF DIVISION	SA-1 DTD 9/8/1983, ITEM 134	Retain master set in division.	Destroy duplicates when no longer needed.

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**DEPARTMENT OF AGRICULTURE  
RECORDS SERIES REPORT**

**DEPARTMENT: 1105020000  
MARKETING DIVISION, COMMODITIES BRANCH**

<b>Records Series ID</b>	<b>Description</b>	<b>Schedule information</b>	<b>Retention</b>	<b>Disposition</b>
110502-00007	BIENNIAL REPORTS AND SPECIAL STUDIES DELINEATING THE PROGRAMS OF THE BRANCH	SA-1 DTD 9/8/1983, ITEM 141	Retain master set in division.	Destroy duplicates when no longer needed.
110502-00008	PROGRAM RECORDS: RULES OF GRADING/LICENSING/ENFORCEMENT PROGRAMS (A) Master office copy of rules; published proposed drafts; transcripts of public hearings	SA-1 DTD 9/8/1983, ITEM 144A	Retain in office as long as needed for administrative reference.	Destroy after cited retention.
110502-00009	PROGRAM RECORDS: RULES OF GRADING/LICENSING/ENFORCEMENT PROGRAMS (B) Correspondence interpreting rules	SA-1 DTD 9/8/1983, ITEM 144B	Until rule is superseded or interpretation is obsolete.	Destroy after cited retention.
110502-00010	PROGRAM RECORDS: RULES OF GRADING/LICENSING/ENFORCEMENT PROGRAMS (C) DRAFT, WORKING PAPERS	SA-1 DTD 9/8/1983, ITEM 144C	3 years.	Destroy after cited retention.
110502-00011	PROGRAM RECORDS: INSPECTION & VIOLATION REPORTING SYSTEM (A) Monthly and annual hand tallies of inspector activity and report violations	SA-1 DTD 9/8/1983, ITEM 145A	Monthly tallies: until annual report figures are Annual summaries: 3 years.	Destroy after cited retention.
110502-00012	PROGRAM RECORDS: INSPECTION & VIOLATION REPORTING SYSTEM (B) Monthly and annual printouts of inspector activity and reported violations	SA-1 DTD 9/8/1983, ITEM 145B	Monthly tallies: until annual report figures are Annual summaries: 3 years.	Destroy after cited retention.

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RECORDS SERIES REPORT**

**DEPARTMENT: 1105020000  
MARKETING DIVISION, COMMODITIES BRANCH**

<b>Records Series ID</b>	<b>Description</b>	<b>Schedule information</b>	<b>Retention</b>	<b>Disposition</b>
110502-00013	PROGRAM RECORDS: INSPECTION & VIOLATION REPORTING SYSTEM (C) Enforcement field record and report of violations.	SA-1 DTD 9/8/1983, ITEM 145C	Destroy 1 year old.	Destroy after cited retention.
110502-00015	EGGS: VOL GRADING & ENFORCEMENT PROGRAM: SHELL EGG GRADING CERTIFICATES & FEE COMPUTATIONS.	SA-1 DTD 9/8/1983, ITEM 146	3 years after issuance if not audited, otherwise 6 years. (EGGS & FEED UNIT)	Destroy after cited retention with State Comptroller's permission.
110502-00016	EGGS: VOL GRADING & ENFORCEMENT PROGRAM: ROUTINE CORRESPONDENCE AND REQUESTS, INCLUDING REQUESTS FOR APPEAL GRADING.	SA-1 DTD 9/8/1983, ITEM 147	3 years. (EGGS & FEED UNIT)	Destroy after cited retention.
110502-00017	EGGS: VOL GRADING & ENFORCEMENT PROGRAM: CORRESPONDENCE AND DOCUMENTATION RELATING TO PROBLEM AREAS, VIOLATIONS, ENFORCEMENT.	SA-1 DTD 9/8/1983, ITEM 148	3 years. (EGGS & FEED UNIT)	Destroy after cited retention.
110502-00018	COMMERCIAL FEED: COMPULSORY REGISTRATION OF FEED & ENFORCEMENT PROGRAM: ANNUAL REGISTRATIONS.	SA-1 DTD 9/8/1983, ITEM 149	3 years. (EGGS & FEED UNIT)	Destroy after cited retention.
110502-00019	COMMERCIAL FEED: COMPULSORY REGISTRATION OF FEED & ENFORCEMENT PROGRAM: LABELS OF FEEDS DISTRIBUTED BY REGISTRANTS.	SA-1 DTD 9/8/1983, ITEM 150	3 years after label is superseded or feed is no longer manufactured. (EGGS & FEED UNIT)	Destroy after cited retention.

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**DEPARTMENT: 1105020000  
MARKETING DIVISION, COMMODITIES BRANCH**

<b>Records Series ID</b>	<b>Description</b>	<b>Schedule information</b>	<b>Retention</b>	<b>Disposition</b>
110502-00020	COMMERCIAL FEED: COMPULSORY REGISTRATION OF FEED & ENFORCEMENT PROGRAM: ROUTINE CORRESPONDENCE WITH/ABOUT REGISTRANTS.	SA-1 DTD 9/8/1983, ITEM 151	3 years. (EGGS & FEED UNIT)	Destroy after cited retention.
110502-00021	COMMERCIAL FEED: COMPULSORY REGISTRATION OF FEED & ENFORCEMENT PROGRAM: MANUFACTURER'S QUARTERLY TONNAGE REPORTS.	SA-1 DTD 9/8/1983, ITEM 152	6 years. (EGGS & FEED UNIT)	Destroy after cited retention.
110502-00022	ENFORCEMENT: PENALTY CARD.	SA-1 DTD 9/8/1983, ITEM 153	3 years after registrant goes out of business. (EGGS & FEED UNIT)	Destroy after cited retention.
110502-00023	ENFORCEMENT: TRANSMITTAL OF OFFICIAL SEALED SAMPLE WITH LABEL (A) PENALTY ASSESSED.	SA-1 DTD 9/8/1983, ITEM 154A	3 years. (EGGS & FEED UNIT)	Destroy after cited retention.
110502-00024	ENFORCEMENT: TRANSMITTAL OF OFFICIAL SEALED SAMPLE WITH LABEL (B) NO PENALTY ASSESSED.	SA-1 DTD 9/8/1983, ITEM 154B	1 year. (EGGS & FEED UNIT)	Destroy after cited retention.
110502-00025	ENFORCEMENT: ANALYSIS OF FEED (A) PENALTY ASSESSED.	SA-1 DTD 9/8/1983, ITEM 155A	3 years. (EGGS & FEED UNIT)	Destroy after cited retention.
110502-00026	ENFORCEMENT: ANALYSIS OF FEED (B) NO PENALTY ASSESSED.	SA-1 DTD 9/8/1983, ITEM 155B	1 year. (EGGS & FEED UNIT)	Destroy after cited retention.

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**DEPARTMENT: 1105020000  
MARKETING DIVISION, COMMODITIES BRANCH**

<b>Records Series ID</b>	<b>Description</b>	<b>Schedule information</b>	<b>Retention</b>	<b>Disposition</b>
110502-00027	ENFORCEMENT: PENALTY LETTER.	SA-1 DTD 9/8/1983, ITEM 156	3 years. (EGGS & FEED UNIT)	Destroy after cited retention.
110502-00028	ENFORCEMENT: DOCUMENTATION RELATING TO PROBLEM AREAS, VIOLATIONS, ENFORCEMENT.	SA-1 DTD 9/8/1983, ITEM 157	3 years. (EGGS & FEED UNIT)	Destroy after cited retention.
110502-00029	PORK LABELING ENFORCEMENT: LABELS & OTHER DOCUMENTATION IN EVIDENCE OF VIOLATIONS & OTHER ENFORCEMENT RECORDS.	SA-1 DTD 9/8/1983, ITEM 158	1 year. (EGGS & FEED UNIT)	Destroy after cited retention.
110502-00030	LICENSING OF EXPORTERS OF FLOWERS & FOLIAGE: CARD INDEX TO LICENSEES.	SA-1 DTD 9/8/1983, ITEM 159	3 years after licensee goes out of business. (PROCESSED FOODS DEALER LICENSING UNIT)	Destroy after cited retention.
110502-00031	LICENSING OF EXPORTERS OF FLOWERS & FOLIAGE: LICENSEE CASE RECORDS (A) Correspondence relating to problem areas, complaints & investigations, suspensions & revocations of licenses, civil claims against licensees.	SA-1 DTD 9/8/1983, ITEM 160A	3 years after licensee goes out of business. (PROCESSED FOODS DEALER LICENSING UNIT)	Destroy after cited retention.
110502-00032	LICENSING OF EXPORTERS OF FLOWERS & FOLIAGE: LICENSEE CASE RECORDS (B) Routine correspondence and reports.	SA-1 DTD 9/8/1983, ITEM 160B	3 years. (PROCESSED FOODS DEALER LICENSING UNIT)	Destroy after cited retention.

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<b>Records Series ID</b>	<b>Description</b>	<b>Schedule information</b>	<b>Retention</b>	<b>Disposition</b>
110502-00033	LICENSING OF EXPORTERS OF FLOWERS & FOLIAGE: APPLICATIONS FOR LICENSE.	SA-1 DTD 9/8/1983, ITEM 161	3 years after licensee goes out of business. (PROCESSED FOODS DEALER LICENSING UNIT)	Destroy after cited retention.
110502-00034	LICENSING OF EXPORTERS OF FLOWERS & FOLIAGE: COMMISSION MERCHANT'S BOND (ANNUAL).	SA-1 DTD 9/8/1983, ITEM 162	6 years. (PROCESSED FOODS DEALER LICENSING UNIT)	Destroy after cited retention.
110502-00035	LICENSING OF EXPORTERS OF FLOWERS & FOLIAGE: LICENSE, WITH NOTATION OF RENEWAL.	SA-1 DTD 9/8/1983, ITEM 163	6 years. (PROCESSED FOODS DEALER LICENSING UNIT)	Destroy after cited retention.
110502-00036	LICENSING OF EXPORTERS OF FLOWERS & FOLIAGE: ANNUAL RENEWAL NOTICE.	SA-1 DTD 9/8/1983, ITEM 164	3 years. (PROCESSED FOODS DEALER LICENSING UNIT)	Destroy after cited retention.
110502-00037	FRESH FRUITS & VEGETABLES: DUMPING CERTIFICATES.	SA-1 DTD 9/8/1983, ITEM 165	6 years. (FRESH FRUIT & VEGETABLE UNIT)	Destroy after cited retention.
110502-00038	FRESH FRUITS & VEGETABLES: ADVERTISING VIOLATIONS RECORDS.	SA-1 DTD 9/8/1983, ITEM 166	3 years. (FRESH FRUIT & VEGETABLE UNIT)	Destroy after cited retention.

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RECORDS SERIES REPORT**

**DEPARTMENT: 1105020000  
MARKETING DIVISION, COMMODITIES BRANCH**

<b>Records Series ID</b>	<b>Description</b>	<b>Schedule information</b>	<b>Retention</b>	<b>Disposition</b>
110502-00039	VOLUNTARY GRADING OF COFFEE: GROWER / MILLER CASE FILES (A) Correspondence relating to problem areas, violations, enforcement.	SA-1 DTD 9/8/1983, ITEM 167A	3 years after grower/miller goes out of business. (FRESH FRUIT & VEGETABLE UNIT)	Destroy after cited retention.
110502-00040	VOLUNTARY GRADING OF COFFEE: GROWER / MILLER CASE FILES (B) Routine correspondence and reports.	SA-1 DTD 9/8/1983, ITEM 167B	3 years. (FRESH FRUIT & VEGETABLE UNIT)	Destroy after cited retention.
110502-00041	VOLUNTARY GRADING OF COFFEE: COFFEE GRADING CERTIFICATES.	SA-1 DTD 9/8/1983, ITEM 168	3 years after issuance if not audited, otherwise 6 years.	Destroy after cited retention with State Comptroller's permission.
110502-00042	VOLUNTARY GRADING OF COFFEE: INTERNATIONAL COFFEE GROWER'S ORGANIZATION CERTIFICATES FOR EXPORT AND SUPPORT DOCUMENTS.	SA-1 DTD 9/8/1983, ITEM 169	3 years.	Destroy after cited retention.

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**DEPARTMENT OF AGRICULTURE  
RECORDS SERIES REPORT**

**DEPARTMENT: 1105030000  
MARKETING DIVISION, MARKET DEVELOPMENT BRANCH**

<b>Records Series ID</b>	<b>Description</b>	<b>Schedule information</b>	<b>Retention</b>	<b>Disposition</b>
110503-00001	FISCAL REPORTS TO CHAIRPERSON.	SA-1 DTD 9/8/1983, ITEM 171	10 years.	Destroy after cited retention.
110503-00002	INDIVIDUAL CONTRACT (COPIES).	SA-1 DTD 9/8/1983, ITEM 172	10 years.	Destroy after cited retention.
110503-00003	PROJECT FILES - PROMOTION OF HAWAII AGRICULTURAL PRODUCTS (A) Program request, contracts, extensions, consultant proposals, reports, correspondence, samples of promotional material.	SA-1 DTD 9/8/1983, ITEM 173A	6 years after contract termination.	Destroy after cited retention.
110503-00005	CASE RECORDS OF PROGRAMS WHO MAKE INQUIRIES BUT ARE NOT AWARDED CONTRACTS.	SA-1 DTD 9/8/1983, ITEM 174	2 years.	Destroy after cited retention.
110503-00006	AGRICULTURAL COOPERATIVE ASSOCIATIONS (A) Articles of Association or Certificates of Incorporation (certified copies).	SA-1 DTD 9/8/1983, ITEM 175A	1 year after dissolution.	Destroy after cited retention.
110503-00007	AGRICULTURAL COOPERATIVE ASSOCIATIONS (B) ANNUAL EXHIBITS.	SA-1 DTD 9/8/1983, ITEM 175B	1 year after received.	Destroy after cited retention.

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**DEPARTMENT OF AGRICULTURE  
RECORDS SERIES REPORT**

**DEPARTMENT: 1105050000  
MARKETING DIVISION, MARKET NEWS SERVICES BRANCH**

<b>Records Series ID</b>	<b>Description</b>	<b>Schedule information</b>	<b>Retention</b>	<b>Disposition</b>
110505-00003	MONTHLY, WEEKLY, & ANNUAL SUMMARIES RELEASED FOR PUBLICATION PURPOSES AND WHICH ARE NOT ACCOUNTED FOR ELSEWHERE ON THE SCHEDULE.	SA-1 DTD 9/8/83, ITEM 178	Retain 2 copies in office.	Offer to State Archives when no longer of use in office.
110505-00004	BRANCH MEMORANDA INVOLVING POLICY DECISIONS & RULES.	SA-1 DTD 9/8/83, ITEM 179	Retain master copy.	

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**DEPARTMENT OF AGRICULTURE  
RECORDS SERIES REPORT**

**DEPARTMENT: 1105060000  
MARKETING DIVISION, MILK CONTROL BRANCH**

<b>Records Series ID</b>	<b>Description</b>	<b>Schedule information</b>	<b>Retention</b>	<b>Disposition</b>
110506-00006	GENERAL RECORDS: MONTHLY, QUARTERLY, SEMIANNUAL & BIENNIAL REPORTS AND SPECIAL STUDIES DELINEATING THE PROGRAMS OF THE DIVISION.	SA-1 DTD 9/8/1983, ITEM 206	Retain a master at division level.	Destroy duplicates when no longer needed.
110506-00009	PROGRAM RECORDS: RULES; MINUTES OF PUBLIC HEARINGS; PETITIONS TO ESTABLISH MILK SHED; PETITION FOR PRICE INCREASE, ETC.	SA-1 DTD 9/8/1983, ITEM 209	Permanent.	
110506-00010	PROGRAM RECORDS: LICENSED MILK PRODUCER, PRODUCER-DISTRIBUTOR, DISTRIBUTOR RECORDS (A) LICENSING FILES (1) APPLICATION.	SA-1 DTD 9/8/1983, ITEM 210A(1)	6 years.	Destroy after cited retention.
110506-00011	PROGRAM RECORDS: LICENSED MILK PRODUCER, PRODUCER-DISTRIBUTOR, DISTRIBUTOR RECORDS (A) LICENSING FILES (2) LICENSE.	SA-1 DTD 9/8/1983, ITEM 210A(2)	6 years.	Destroy after cited retention.
110506-00012	PROGRAM RECORDS: LICENSED MILK PRODUCER, PRODUCER-DISTRIBUTOR, DISTRIBUTOR RECORDS (A) LICENSING FILES (3) RENEWAL.	SA-1 DTD 9/8/1983, ITEM 210A(3)	6 years.	Destroy after cited retention.
110506-00013	PROGRAM RECORDS: LICENSED MILK PRODUCER, PRODUCER-DISTRIBUTOR, DISTRIBUTOR RECORDS (B) QUOTA CERTIFICATE RECORDS (1) LOG.	SA-1 DTD 9/8/1983, ITEM 210B(1)	Log and annual report: Permanent.  Quota certificates: 3 years after non-renewal of producer license.	Quota certificates: destroy after cited retention.

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**DEPARTMENT: 1105060000  
MARKETING DIVISION, MILK CONTROL BRANCH**

<b>Records Series ID</b>	<b>Description</b>	<b>Schedule information</b>	<b>Retention</b>	<b>Disposition</b>
110506-00014	PROGRAM RECORDS: LICENSED MILK PRODUCER, PRODUCER-DISTRIBUTOR, DISTRIBUTOR RECORDS (B) QUOTA CERTIFICATE RECORDS (2) QUOTA CERTIFICATES.	SA-1 DTD 9/8/1983, ITEM 210B(2)	Log and annual report: Permanent.  Quota certificates: 3 years after non-renewal of producer license.	Quota certificates: destroy after cited retention.
110506-00015	PROGRAM RECORDS: LICENSED MILK PRODUCER, PRODUCER-DISTRIBUTOR, DISTRIBUTOR RECORDS (B) QUOTA CERTIFICATE RECORDS (3) ANNUAL REPORT TO LICENSEES.	SA-1 DTD 9/8/1983, ITEM 210B(3)	Log and annual report: Permanent.  Quota certificates: 3 years after non-renewal of producer license.	Quota certificates: destroy after cited retention.
110506-00016	PROGRAM RECORDS: LICENSED MILK PRODUCER, PRODUCER-DISTRIBUTOR, DISTRIBUTOR RECORDS (C) LICENSEE MONITORING RECORDS & CORRESPONDENCES (1) RELATING TO PROBLEM AREAS, VIOLATIONS, ENFORCEMENT.	SA-1 DTD 9/8/1983, ITEM 210C(1)	3 years after non-renewal of license.	Destroy after cited retention.
110506-00017	PROGRAM RECORDS: LICENSED MILK PRODUCER, PRODUCER-DISTRIBUTOR, DISTRIBUTOR RECORDS (C) LICENSEE MONITORING RECORDS AND CORRESPONDENCE (2) ROUTINE CORRESPONDENCE AND REPORTS.	SA-1 DTD 9/8/1983, ITEM 210C(2)	3 years.	Destroy after cited retention.

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**DEPARTMENT OF AGRICULTURE  
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**DEPARTMENT: 1105060000  
MARKETING DIVISION, MILK CONTROL BRANCH**

<b>Records Series ID</b>	<b>Description</b>	<b>Schedule information</b>	<b>Retention</b>	<b>Disposition</b>
110506-00018	PROGRAM RECORDS: LICENSED MILK PRODUCER, PRODUCER-DISTRIBUTOR, DISTRIBUTOR RECORDS (D) FEES/RECEIPTS (1) STATEMENT FROM PRODUCER-DISTRIBUTOR ACCOMPANYING FEES REMITTED FOR PRODUCERS.	SA-1 DTD 9/8/1983, ITEM 210D(1)	3 years if audited, otherwise 6 years.	Destroy after cited retention.
110506-00019	PROGRAM RECORDS: LICENSED MILK PRODUCER, PRODUCER-DISTRIBUTOR, DISTRIBUTOR RECORDS (D) FEES/RECEIPTS (2) BRANCH RECEIPT.	SA-1 DTD 9/8/1983, ITEM 210D(2)	3 years if audited, otherwise 6 years.	Destroy after cited retention.
110506-00020	PROGRAM RECORDS: MONTHLY PAYROLL COMPUTATIONS & DISTRIBUTOR'S REPORTS (A) MONTHLY PAYROLL COMPUTATION.	SA-1 DTD 9/8/1983, ITEM 211A	Retain until audited, 6 years.	Destroy after cited retention.
110506-00021	PROGRAM RECORDS: MONTHLY PAYROLL COMPUTATIONS & DISTRIBUTOR'S REPORTS (B) "MONTHLY RECEIPTS & UTILIZATION OF MILK" (monthly distribution payroll report).	SA-1 DTD 9/8/1983, ITEM 211B	6 years.	Destroy after cited retention.
110506-00022	PROGRAM RECORDS: MONTHLY PAYROLL COMPUTATIONS & DISTRIBUTOR'S REPORTS (C) MONTHLY LOG OF DAILY DELIVERIES.	SA-1 DTD 9/8/1983, ITEM 211C	6 years.	Destroy after cited retention.
110506-00023	PROGRAM RECORDS: MONTHLY PAYROLL COMPUTATIONS & DISTRIBUTOR'S REPORTS (D) MONTHLY LOG OF DAILY BUTTERFAT TESTS.	SA-1 DTD 9/8/1983, ITEM 211D	6 years.	Destroy after cited retention.

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**DEPARTMENT: 1105060000  
MARKETING DIVISION, MILK CONTROL BRANCH**

<b>Records Series ID</b>	<b>Description</b>	<b>Schedule information</b>	<b>Retention</b>	<b>Disposition</b>
110506-00024	PROGRAM RECORDS: MONTHLY PAYROLL COMPUTATIONS & DISTRIBUTOR'S REPORTS (E) DAILY BUTTERFAT TEST REPORTS.	SA-1 DTD 9/8/1983, ITEM 211E	3 years.	Destroy after cited retention.
110506-00025	PROGRAM RECORDS: MONTHLY PAYROLL COMPUTATIONS & DISTRIBUTOR'S REPORTS (F) REPORTS: IMPORTED, EXPORTED, DUMPED, REJECTED MILK.	SA-1 DTD 9/8/1983, ITEM 211F	6 years.	Destroy after cited retention.
110506-00026	PROGRAM RECORDS: MONTHLY PAYROLL COMPUTATIONS & DISTRIBUTOR'S REPORTS (G) REPORT OF CHANGES IN WHOLESALE/RETAIL PRICES.	SA-1 DTD 9/8/1983, ITEM 211G	6 years.	Destroy after cited retention.
110506-00027	PROGRAM RECORDS: PRODUCER'S SETTLEMENT FUND (A) OBLIGATIONS TO FUND COMPUTATIONS.	SA-1 DTD 9/8/1983, ITEM 212A	3 years if audited, otherwise 6 years.	Destroy after cited retention.
110506-00028	PROGRAM RECORDS: PRODUCER'S SETTLEMENT FUND (B) RECORDS OF RECEIPT AND WITHDRAWAL.	SA-1 DTD 9/8/1983, ITEM 212B	3 years if audited, otherwise 6 years.	Destroy after cited retention.

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**DEPARTMENT OF AGRICULTURE  
RECORDS SERIES REPORT**

**DEPARTMENT: 1105060000  
MARKETING DIVISION, MILK CONTROL BRANCH**

<b>Records Series ID</b>	<b>Description</b>	<b>Schedule information</b>	<b>Retention</b>	<b>Disposition</b>
110506-00029	PROGRAM RECORDS: PRODUCER'S FEED BILLS.	SA-1 DTD 9/8/1983, ITEM 213	Retain	
110506-00030	PROGRAM RECORDS "COW COUNT" (A) MONTHLY TALLY OF COWS OWNED BY PRODUCERS.	SA-1 DTD 9/8/1983, ITEM 214A	Monthly tallies: 1 year after close of year to which they pertain.  Summaries: 10 years.	Destroy after cited retention.
110506-00031	PROGRAM RECORDS "COW COUNT" (B) SUMMARY.	SA-1 DTD 9/8/1983, ITEM 214B	Monthly tallies: 1 year after close of year to which they pertain.  Summaries: 10 years.	Destroy after cited retention.
110506-00032	PROGRAM RECORDS: DIVISIONAL REPORTS & STUDIES (A) REGULAR MONTHLY REPORT TO THE CHAIRPERSON.	SA-1 DTD 9/8/1983, ITEM 215A	10 years.	Destroy after cited retention.
110506-00033	PROGRAM RECORDS: DIVISIONAL REPORTS & STUDIES (B) CONFIDENTIAL MONTHLY REPORT OF PRODUCER PERFORMANCE.	SA-1 DTD 9/8/1983, ITEM 215B	10 years.	Destroy after cited retention.
110506-00034	PROGRAM RECORDS: DIVISIONAL REPORTS & STUDIES (C) ANNUAL COST OF PRODUCTION STUDY.	SA-1 DTD 9/8/1983, ITEM 215C	Permanent.	

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**DEPARTMENT OF AGRICULTURE  
RECORDS SERIES REPORT**

**DEPARTMENT: 1105060000  
MARKETING DIVISION, MILK CONTROL BRANCH**

<b>Records Series ID</b>	<b>Description</b>	<b>Schedule information</b>	<b>Retention</b>	<b>Disposition</b>
110506-00035	PROGRAM RECORDS: DIVISIONAL REPORTS & STUDIES (D) SUPERMARKET MILK PRICE SURVEY BY INTERNATIONAL ASSOCIATION OF MILK CONTROL AGENCIES (1) RAW DATA SHEETS FROM HAWAII.	SA-1 DTD 9/8/1983, ITEM 215D(1)	Raw data sheets: 3 years.  Annual report: retain as long as it is useful.	Destroy after cited retention.
110506-00036	PROGRAM RECORDS: DIVISIONAL REPORTS & STUDIES (D) SUPERMARKET MILK PRICE SURVEY BY INTERNATIONAL ASSOCIATION OF MILK CONTROL AGENCIES (2) ANNUAL REPORTS.	SA-1 DTD 9/8/1983, ITEM 215D(2)	Raw data sheets: 3 years.  Annual report: retain as long as it is useful.	Destroy after cited retention.
110506-00037	PROGRAM RECORDS: MILK DISTRIBUTOR'S PUT-UP REPORTS (MONTHLY TOTALS FOR EACH DAY'S PLANT PRODUCTION).	SA-1 DTD 9/8/1983, ITEM 216	3 years.	Destroy after cited retention.

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**DEPARTMENT OF AGRICULTURE  
RECORDS SERIES REPORT**

**DEPARTMENT: 1106000000  
MEASUREMENT STANDARDS DIVISION**

<b>Records Series ID</b>	<b>Description</b>	<b>Schedule information</b>	<b>Retention</b>	<b>Disposition</b>
110600-00005	PROGRAM RECORDS: LICENSING OF COMMERCIAL WEIGHING & MEASURING DEVICES (A) MASTER DATA FILE OF LICENSED WEIGHING OR MEASURING DEVICES.	SA-1 DTD 9/8/1983, ITEM 186A	Non-permanent.	May erase from data bank after device inactivated.
110600-00006	PROGRAM RECORDS: LICENSING OF COMMERCIAL WEIGHING & MEASURING DEVICES (B) LICENSES.	SA-1 DTD 9/8/1983, ITEM 186B	3 years.	Destroy after cited retention.
110600-00007	PROGRAM RECORDS: LICENSING OF COMMERCIAL WEIGHING & MEASURING DEVICES (C) INITIAL APPLICATION FOR LICENSE, AND CHANGES.	SA-1 DTD 9/8/1983, ITEM 186C	3 years.	Destroy after cited retention.
110600-00008	PROGRAM RECORDS: LICENSING OF COMMERCIAL WEIGHING & MEASURING DEVICES (D) FEE RECEIPTS (office copy).	SA-1 DTD 9/8/1983, ITEM 186D	3 years.	Destroy after cited retention.
110600-00009	PROGRAM RECORDS: WEIGHING & MEASURING, PACKAGING & LABELING, INSPECTION ACTIVITY & VIOLATIONS REPORTING SYSTEM (A) MONTHLY STATISTICAL REPORT PRINTOUT.	SA-1 DTD 9/8/1983, ITEM 187A	Until annual report is verified.	Destroy after cited retention.
110600-00010	PROGRAM RECORDS: WEIGHING & MEASURING, PACKAGING & LABELING, INSPECTION ACTIVITY & VIOLATIONS REPORTING SYSTEM (B) ANNUAL STATISTICAL REPORT PRINTOUT.	SA-1 DTD 9/8/1983, ITEM 187B	3 years.	Destroy after cited retention.

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**DEPARTMENT OF AGRICULTURE  
RECORDS SERIES REPORT**

**DEPARTMENT: 1106000000  
MEASUREMENT STANDARDS DIVISION**

<b>Records Series ID</b>	<b>Description</b>	<b>Schedule information</b>	<b>Retention</b>	<b>Disposition</b>
110600-00011	PROGRAM RECORDS: WEIGHING & MEASURING, PACKAGING & LABELING, INSPECTION ACTIVITY & VIOLATIONS REPORTING SYSTEM (C) INSPECTOR FIELD REPORT.	SA-1 DTD 9/8/1983, ITEM 187C	Until input to data bank.	Destroy after cited retention.
110600-00012	PROGRAM RECORDS: GENERAL CORRESPONDENCE RELATING TO LICENSURE OF COMMERCIAL WEIGHING & MEASUREMENT DEVICES (A) ROUTINE CORRESPONDENCE, COMPLAINT.	SA-1 DTD 9/8/1983, ITEM 188A	3 years.	Destroy after cited retention.
110600-00013	PROGRAM RECORDS: GENERAL CORRESPONDENCE RELATING TO LICENSURE OF COMMERCIAL WEIGHING & MEASUREMENT DEVICES (B) CORRESPONDENCE, COMPLAINTS ABOUT SERIOUS PROBLEMS, PROBLEMS LEADING TO COURT ACTION.	SA-1 DTD 9/8/1983, ITEM 188B	3 years after proprietor goes out of business.	Destroy after cited retention.
110600-00014	PROGRAM RECORDS: STOP-USE, STOP-REMOVAL, STOP-MOVEMENT AND REMOVAL ORDERS.	SA-1 DTD 9/8/1983, ITEM 189	3 years. If order was not observed and citation had to be issued, make sure documentation is in case file. (See Item 188(B) above)	Destroy after cited retention.
110600-00015	VIOLATIONS ENFORCEMENT: CITATION AND NOTICE TO APPEAR (A) DIVISION SUSPENSE COPY.	SA-1 DTD 9/8/1983, ITEM 190A	Until final disposition of case and after posted to control ledger.	Destroy after cited retention.

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**DEPARTMENT: 1106000000  
MEASUREMENT STANDARDS DIVISION**

<b>Records Series ID</b>	<b>Description</b>	<b>Schedule information</b>	<b>Retention</b>	<b>Disposition</b>
110600-00016	VIOLETIONS ENFORCEMENT: CITATION AND NOTICE TO APPEAR (B) COURT RECEIVING/PROCESSING COPY.	SA-1 DTD 9/8/1983, ITEM 190B	Until posted to control ledger.	Destroy after cited retention.
110600-00017	VIOLETIONS ENFORCEMENT: CONTROL LEDGER.	SA-1 DTD 9/8/1983, ITEM 191	3 years.	Destroy after cited retention.
110600-00018	VIOLETIONS ENFORCEMENT: USED CITATION BOOKS.	SA-1 DTD 9/8/1983, ITEM 192	1 year after last entry.	Destroy after cited retention.
110600-00019	VIOLETIONS ENFORCEMENT: DIVERSION OF CITATIONS: AFFIDAVITS AND SUPPLEMENTARY REPORTS (LOSS, ERROR, THEFT, CANCELLATION).	SA-1 DTD 9/8/1983, ITEM 193	3 years.	Destroy after cited retention.
110600-00020	VIOLETIONS ENFORCEMENT: VOLUNTARY REGISTRATION OF MEASUREMENT DEVICE SERVICEPERSONS OR AGENCIES: (A) APPLICATION & CERTIFICATION OF REGISTRATION; CERTIFICATION OF REGISTRANT'S TESTING EQUIPMENT.	SA-1 DTD 9/8/1983, ITEM 194A	3 years after serviceperson or service agency goes out of business.	Destroy after cited retention.
110600-00021	VIOLETIONS ENFORCEMENT: VOLUNTARY REGISTRATION OF MEASUREMENT DEVICE SERVICEPERSONS OR AGENCIES: (B) REGISTRANT'S "PLACED IN SERVICE" REPORTS (notice of new installation or repair of equipment).	SA-1 DTD 9/8/1983, ITEM 194B	Until input to master inventory of constituent device population.	Destroy after cited retention.
110600-00022	VIOLETIONS ENFORCEMENT: VOLUNTARY REGISTRATION OF MEASUREMENT DEVICE SERVICEPERSONS OR AGENCIES: (C) APPLICATION FEE RECEIPT (Office Copy).	SA-1 DTD 9/8/1983, ITEM 194C	3 years.	Destroy after cited retention.

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MEASUREMENT STANDARDS DIVISION**

<b>Records Series ID</b>	<b>Description</b>	<b>Schedule information</b>	<b>Retention</b>	<b>Disposition</b>
110600-00023	VIOLATIONS ENFORCEMENT: MEASURE MASTER LICENSING: (A) MASTER DATA FILE OF LICENSED MEASURE MASTERS.	SA-1 DTD 9/8/1983, ITEM 195A	Non-permanent.	May erase from data bank after non-renewal.
110600-00024	VIOLATIONS ENFORCEMENT: MEASURE MASTER LICENSING: (B) LICENSES.	SA-1 DTD 9/8/1983, ITEM 195B	3 years.	Destroy after cited retention.
110600-00025	VIOLATIONS ENFORCEMENT: MEASURE MASTER LICENSING: (C) APPLICATIONS AND EXAMINATIONS.	SA-1 DTD 9/8/1983, ITEM 195C	3 years.	Destroy after cited retention.
110600-00026	VIOLATIONS ENFORCEMENT: MEASURE MASTER LICENSING: (D) FEE RECEIPTS (Office Copy).	SA-1 DTD 9/8/1983, ITEM 195D	3 years.	Destroy after cited retention.
110600-00027	VIOLATIONS ENFORCEMENT: GENERAL CORRESPONDENCE RELATING TO MEASURE MASTERS: (A) CORRESPONDENCE, COMPLAINTS, ROUTINE SUBMISSION OF CERTIFICATES OF WEIGHTS AND MEASURES, CORRECTION CERTIFICATES, THERMOGRAPHS.	SA-1 DTD 9/8/1983, ITEM 196A	3 years.	Destroy after cited retention.
110600-00028	VIOLATIONS ENFORCEMENT: GENERAL CORRESPONDENCE RELATING TO MEASURE MASTERS: (B) CORRESPONDENCE, COMPLAINTS AND SUPPORTING DATA ABOUT SERIOUS PROBLEMS AND PROBLEMS LEADING TO SUSPENSION OR REVOCAION OF LICENSE.	SA-1 DTD 9/8/1983, ITEM 196B	3 years after nonrenewal of license.	Destroy after cited retention.

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<b>Records Series ID</b>	<b>Description</b>	<b>Schedule information</b>	<b>Retention</b>	<b>Disposition</b>
110600-00029	VIOLATIONS ENFORCEMENT: APPLICATION FOR REGISTRATION AND LAB REPORT (registration of new petroleum products introduced into State).	SA-1 DTD 9/8/1983, ITEM 197	3 years after product specification superseded or product no longer marketed.	Destroy after cited retention.
110600-00030	VIOLATIONS ENFORCEMENT: GENERAL CORRESPONDENCE RELATING TO PETROLEUM PRODUCTS REGISTRATION, COMPLIANCE (A) ROUTINE CORRESPONDENCE, COMPLAINTS.	SA-1 DTD 9/8/1983, ITEM 198A	3 years.	Destroy after cited retention.
110600-00031	VIOLATIONS ENFORCEMENT: GENERAL CORRESPONDENCE RELATING TO PETROLEUM PRODUCTS REGISTRATION, COMPLIANCE (B) Correspondence, complaints and supporting data, including laboratory product analysis, about serious problems leading to court actions.	SA-1 DTD 9/8/1983, ITEM 198B	3 years after registrant goes out of business.	Destroy after cited retention.
110600-00032	ODOMETER ACCURACY: VEHICLE HISTORY FILE (A) 1953-1981 (1) ODOMETER CERTIFICATE OF ACCURACY ISSUED FOR EACH TITLE TRANSFER (OBSOLETE AFTER 1981).	SA-1 DTD 9/8/1983, ITEM 199A(1)	After research data are input to computer, may destroy any time after 1985.	Destroy after cited retention.
110600-00033	ODOMETER ACCURACY: VEHICLE HISTORY FILE (A) 1953-1981 (2) ODOMETER ALTERATIONS, REPAIR OR REPLACEMENT NOTICE (EXECUTED BY REPAIRER; PART OF DISCLOSURE STATEMENT UPON TRANSFER OF TITLE).	SA-1 DTD 9/8/1983, ITEM 199A(2)	After research data are input to computer, may destroy any time after 1985.	Destroy after cited retention.

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<b>Records Series ID</b>	<b>Description</b>	<b>Schedule information</b>	<b>Retention</b>	<b>Disposition</b>
110600-00034	ODOMETER ACCURACY: VEHICLE HISTORY FILE (A) 1953-1981 (3) PASSENGER CAR REMOVAL APPLICATION (EXECUTED UPON DEALER'S SHIPMENT OF STATE).	SA-1 DTD 9/8/1983, ITEM 199A(3)	After research data are input to computer, may destroy any time after 1985.	Destroy after cited retention.
110600-00035	ODOMETER ACCURACY: VEHICLE HISTORY FILE (B) 1982-CURRENT (1) ODOMETER ALTERATION, REPAIR OR REPLACEMENT NOTICE.	SA-1 DTD 9/8/1983, ITEM 199B(1)	5 years after inactivity and input of research data into computer.	Destroy after cited retention.
110600-00036	ODOMETER ACCURACY: VEHICLE HISTORY FILE (B) 1982-CURRENT (2) PASSENGER CAR REMOVAL APPLICATION.	SA-1 DTD 9/8/1983, ITEM 199B(2)	5 years after inactivity and input of research data into computer.	Destroy after cited retention.
110600-00037	ODOMETER ACCURACY: ANNUAL RESEARCH PRINTOUTS: VIN NUMBER, ODOMETER READING, NUMBER OF TITLE TRANSFERS, AUTOMOBILE TYPE, MANUFACTURER LICENSE PLATE NUMBER, ISLAND, DATE OF ODOMETER READING.	SA-1 DTD 9/8/1983, ITEM 200	10 years.	Destroy after cited retention.
110600-00038	ODOMETER ACCURACY: GENERAL CORRESPONDENCE RELATING TO ODOMETER ACCURACY (A) ROUTINE CORRESPONDENCE AND COMPLAINTS.	SA-1 DTD 9/8/1983, ITEM 201A	3 years.	Destroy after cited retention.

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RECORDS SERIES REPORT**

**DEPARTMENT: 1106000000  
MEASUREMENT STANDARDS DIVISION**

Records Series ID	Description	Schedule information	Retention	Disposition
110600-00039	ODOMETER ACCURACY: GENERAL CORRESPONDENCE RELATING TO ODOMETER ACCURACY (B) CORRESPONDENCE, COMPLAINTS & SUPPORTING DATA REGARDING STATE CIVIL ACTIONS AGAINST DEALERS.	SA-1 DTD 9/8/1983, ITEM 201B	3 years after dealer goes out of business.	Destroy after cited retention.

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**DEPARTMENT OF AGRICULTURE  
RECORDS SERIES REPORT**

**DEPARTMENT: 1107010000  
PLANT INDUSTRY DIVISION, ADMINISTRATIVE SERVICES**

<b>Records Series ID</b>	<b>Description</b>	<b>Schedule information</b>	<b>Retention</b>	<b>Disposition</b>
110701-00003	PROGRAM RECORDS: RECORDS OF COMMUNITY ORGANIZATION RECEIVED BECAUSE A DIVISION STAFF MEMBER IS SERVING AS PRESIDENT OR MEMBER OF THE ORGANIZATION'S BOARD.	SA-1 DTD 9/8/1983, ITEM 219	Transfer originals with the chairmanship.	Destroy duplicates when no longer needed.
110701-00007	PROGRAM RECORDS: REQUESTS TO BOARD OF AGRICULTURE FOR SPECIAL IMPORTATION PERMITS (COPIES).	SA-1 DTD 9/8/1983, ITEM 223	5 years.	Destroy after cited retention.
110701-00008	PROGRAM RECORDS: MONTHLY, QUARTERLY, and ANNUAL & SPECIAL REPORTS.	SA-1 DTD 9/8/1983, ITEM 224	Retain master set at branch level.	Destroy duplicates when no longer needed.

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**DEPARTMENT OF AGRICULTURE  
RECORDS SERIES REPORT**

**DEPARTMENT: 1107020000  
PLANT INDUSTRY DIVISION, PLANT QUARANTINE BRANCH**

<b>Records Series ID</b>	<b>Description</b>	<b>Schedule information</b>	<b>Retention</b>	<b>Disposition</b>
110702-00004	IMPORT INSPECTION ACTIVITIES: INSPECTOR SHIP ARRIVAL AND CARGO INSPECTION REPORTS (DAILY).	SA-1 DTD 9/8/1983, ITEM 259	5 years	Destroy after cited retention.
110702-00005	IMPORT INSPECTION ACTIVITIES: FEEDER REPORT TO INSPECTION REPORTS (A) SEIZURE AND DESTRUCTION OF PROHIBITED INSECTS, PLANTS (DAILY).	SA-1 DTD 9/8/1983, ITEM 260A	1 year after close of fiscal year.	Destroy after cited retention.
110702-00006	IMPORT INSPECTION ACTIVITIES: FEEDER REPORT TO INSPECTION REPORTS (B) MAIL IMPORT REPORTS (DAILY).	SA-1 DTD 9/8/1983, ITEM 260B	1 year after close of fiscal year.	Destroy after cited retention.
110702-00007	IMPORT INSPECTION ACTIVITIES: FEEDER REPORT TO INSPECTION REPORTS (C) INTERISLAND SHIPMENT REPORTS (DAILY).	SA-1 DTD 9/8/1983, ITEM 260C	1 year after close of fiscal year.	Destroy after cited retention.
110702-00008	IMPORT INSPECTION ACTIVITIES: FEEDER REPORT TO INSPECTION REPORTS (D) REPORTS ON SUGAR CANE CERTIFICATIONS (DAILY).	SA-1 DTD 9/8/1983, ITEM 260D	1 year after close of fiscal year.	Destroy after cited retention.
110702-00009	IMPORT INSPECTION ACTIVITIES: CARRIER'S NOTIFICATION OF ARRIVAL (CARGO MANIFESTS).	SA-1 DTD 9/8/1983, ITEM 261	Until no longer needed.	Destroy after cited retention.
110702-00010	IMPORT INSPECTION ACTIVITIES: PLANT & ANIMAL DECLARATION FORMS.	SA-1 DTD 9/8/1983, ITEM 262	Until no longer needed.	Forward to Hawaii Visitors Bureau when no longer needed.
110702-00011	IMPORT INSPECTION ACTIVITIES: IMPORT FUMIGATION RECEIPTS.	SA-1 DTD 9/8/1983, ITEM 263	1 year.	Destroy after cited retention.

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RECORDS SERIES REPORT**

**DEPARTMENT: 1107020000  
PLANT INDUSTRY DIVISION, PLANT QUARANTINE BRANCH**

<b>Records Series ID</b>	<b>Description</b>	<b>Schedule information</b>	<b>Retention</b>	<b>Disposition</b>
110702-00012	IMPORTATION PERMITS: ORCHIDS (10-YEAR DURATION) (A) APPLICATION & PERMIT.	SA-1 DTD 9/8/1983, ITEM 264A	10 years.	Destroy after cited retention.
110702-00013	IMPORTATION PERMITS: ORCHIDS (10-YEAR DURATION) (B) CERTIFICATES OF ORIGIN, TREATMENT.	SA-1 DTD 9/8/1983, ITEM 264B	3 years.	Destroy after cited retention.
110702-00014	IMPORTATION PERMITS: PLANTS (2-YEAR DURATION) (A) APPLICATION & PERMIT.	SA-1 DTD 9/8/1983, ITEM 265A	5 years.	Destroy after cited retention.
110702-00015	IMPORTATION PERMITS: PLANTS (2-YEAR DURATION) (B) CERTIFICATES OF ORIGIN, TREATMENT.	SA-1 DTD 9/8/1983, ITEM 265B	3 years.	Destroy after cited retention.
110702-00016	IMPORTATION PERMITS: ZOO ANIMALS (NON-DOMESTIC) (1-TIME) (A) APPLICATIONS & PERMIT.	SA-1 DTD 9/8/1983, ITEM 266A	5 years.	Destroy after cited retention.
110702-00017	IMPORTATION PERMITS: ZOO ANIMALS (NON-DOMESTIC) (1-TIME) (B) BONDS AGAINST ANIMAL ESCAPE.	SA-1 DTD 9/8/1983, ITEM 266B	Until animal leaves state or dies.	Destroy after cited retention.
110702-00018	IMPORTATION PERMITS: FUNGUS, VIRUS, MICOORGANISMS, ETC, DANGEROUS TO PLANTS (1 YEAR) (A) (APPLICATION & PERMIT).	SA-1 DTD 9/8/1983, ITEM 267	5 years.	Destroy after cited retention.
110702-00019	PLANT EXPORT CERTIFICATES; CERTIFIED NUSERIES: INDIVIDUAL SHIPMENT INSPECTIONS AND CERTIFICATIONS.	SA-1 DTD 9/8/1983, ITEM 268	3 years if audited, otherwise 6 years.	Destroy after cited retention with State Comptroller's permission.

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**DEPARTMENT OF AGRICULTURE  
RECORDS SERIES REPORT**

**DEPARTMENT: 1107020000  
PLANT INDUS DIVISION, PLANT QUARANTINE BRANCH**

<b>Records Series ID</b>	<b>Description</b>	<b>Schedule information</b>	<b>Retention</b>	<b>Disposition</b>
110702-00020	PLANT EXPORT CERTIFICATES; CERTIFIED NUSERIES: INDIVIDUAL SHIPMENT FUMIGATION RECEIPTS.	SA-1 DTD 9/8/1983, ITEM 269	1 year.	Destroy after cited retention.
110702-00021	PLANT EXPORT CERTIFICATES; CERTIFIED NURSERIES: BURROWING NEMATODE TESTS (A) TEST RESULTS.	SA-1 DTD 9/8/1983, ITEM 270A	2 years.	Destroy after cited retention.
110702-00022	PLANT EXPORT CERTIFICATES; CERTIFIED NURSERIES: BURROWING NEMATODE TESTS (B) RECEIPTS.	SA-1 DTD 9/8/1983, ITEM 270B	1 year.	Destroy after cited retention.
110702-00023	PLANT EXPORT CERTIFICATES; CERTIFIED NURSERIES: CERTIFIED NURSERIES (A) MEMO OF AGREEMENT; STAMP NUMBER ISSUED (1 TIME).	SA-1 DTD 9/8/1983, ITEM 271A	3 years after agreement terminated.	Destroy after cited retention.
110702-00024	PLANT EXPORT CERTIFICATES; CERTIFIED NURSERIES: CERTIFIED NURSERIES (B) CERTIFICATION INSPECTIONS.	SA-1 DTD 9/8/1983, ITEM 271B	3 years if audited, otherwise 6 years.	Destroy after cited retention with State Comptroller's permission.
110702-00025	PLANT EXPORT CERTIFICATES; CERTIFIED NURSERIES: CERTIFIED NURSERIES (C) INSPECTION FEE RECEIPT.	SA-1 DTD 9/8/1983, ITEM 271C	1 year.	Destroy after cited retention.
110702-00026	PLANT EXPORT CERTIFICATES; CERTIFIED NURSERIES: CERTIFIED NURSERIES (D) MASTER ROSTER OF CERTIFIED NURSERIES.	SA-1 DTD 9/8/1983, ITEM 217D	Until superseded.	Destroy after cited retention.

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**DEPARTMENT: 1107020000  
PLANT INDUS DIVISION, PLANT QUARANTINE BRANCH**

<b>Records Series ID</b>	<b>Description</b>	<b>Schedule information</b>	<b>Retention</b>	<b>Disposition</b>
110702-00027	PLANT EXPORT CERTIFICATES; CERTIFIED NURSERIES: CERTIFIED NURSERY CASE FILES (A) SUSPENSIONS, CORRESPONDENCE INVOLVING SERIOUS PROBLEMS AND PROBLEMS LEADING TO COURT ACTION.	SA-1 DTD 9/8/1983, ITEM 272A	3 years after agreement termination.	Destroy after cited retention.
110702-00028	PLANT EXPORT CERTIFICATES; CERTIFIED NURSERIES: CERTIFIED NURSERY CASE FILES (B) ROUTINE CORRESPONDENCE.	SA-1 DTD 9/8/1983, ITEM 272B	3 years.	Destroy after cited retention.
110702-00029	ENFORCEMENT: VIOLATION NOTICES.	SA-1 DTD 9/8/1983, ITEM 273	3 years.	Destroy after cited retention.

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**DEPARTMENT OF AGRICULTURE  
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**DEPARTMENT: 1107030000  
PLANT INDUSTRY DIVISION, PLANT PEST CONTROL BRANCH**

<b>Records Series ID</b>	<b>Description</b>	<b>Schedule information</b>	<b>Retention</b>	<b>Disposition</b>
110703-00001	INVESTIGATION CASE FILES: PEST CONTROL PROJECT FINAL REPORTS.	SA-1 DTD 9/8/1983, ITEM 245	Permanent. (BIO CONTROL SECTION)	
110703-00002	INVESTIGATION CASE FILES: CARD FILE OF BENEFICIAL INTRODUCTIONS.	SA-1 DTD 9/8/1983, ITEM 246	Permanent. (BIO CONTROL SECTION)	
110703-00003	INVESTIGATION CASE FILES: I.D. SERVICES: LOG OF REQUESTS FOR IDENTIFICATIONS.	SA-1 DTD 9/8/1983, ITEM 247	1 year. (BIO CONTROL SECTION)	Destroy after cited retention.
110703-00004	NOXIOUS WEED CONTROL AND ERADICATION: RULES; MINUTES OF PUBLIC HEARINGS.	SA-1 DTD 9/8/1983, ITEM 248	Until no longer needed for administrative reference. (CHEMICAL / MECHANICAL CONTROL SECTION)	Destroy after cited retention.
110703-00005	NOXIOUS WEED CONTROL & ERADICATION: NOXIOUS WEED CONTROL/ERADICATION PROJECTS (A) DESIGNATION OF NOXIOUS WEED – STUDY AND EVALUATION; REQUEST TO BOARD OF AGRICULTURE.	SA-1 DTD 9/8/1983, ITEM 249A	Until no longer as needed for administrative reference. (CHEMICAL / MECHANICAL CONTROL SECTION)	Destroy after cited retention.
110703-00006	NOXIOUS WEED CONTROL & ERADICATION: NOXIOUS WEED CONTROL/ERADICATION PROJECTS (B) FEASIBILITY/CONTROL PROJECT- FEASIBILITY STUDY; NOTICE TO LANDOWNER; COOPERATIVE AGREEMENT.	SA-1 DTD 9/8/1983, ITEM 249B	6 years after close of project. (CHEMICAL / MECHANICAL CONTROL SECTION)	Destroy after cited retention.

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**DEPARTMENT OF AGRICULTURE  
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**DEPARTMENT: 1107030000  
PLANT INDUSTRY DIVISION, PLANT PEST CONTROL BRANCH**

<b>Records Series ID</b>	<b>Description</b>	<b>Schedule information</b>	<b>Retention</b>	<b>Disposition</b>
110703-00007	NOXIOUS WEED CONTROL & ERADICATION: NOXIOUS WEED CONTROL/ERADICATION PROJECTS (C) HERBICIDE TESTS.	SA-1 DTD 9/8/1983, ITEM 249C	3 years. (CHEMICAL / MECHANICAL CONTROL SECTION)	Destroy after cited retention.
110703-00008	NOXIOUS WEED CONTROL & ERADICATION: NOXIOUS WEED CONTROL/ERADICATION PROJECTS (D) PROGRESS REPORTS; FINAL REPORT.	SA-1 DTD 9/8/1983, ITEM 249D	Until no longer needed for administrative reference. (CHEMICAL / MECHANICAL CONTROL SECTION)	Destroy after cited retention.
110703-00009	AGRICULTURAL SEEDS: RULES; MINUTES OF PUBLIC HEARINGS.	SA-1 DTD 9/8/1983, ITEM 250	Until no longer as needed for administrative reference. (CHEMICAL / MECHANICAL CONTROL SECTION)	Destroy after cited retention.
110703-00010	AGRICULTURAL SEEDS: SEED LABELS.	SA-1 DTD 9/8/1983, ITEM 251	3 years after label is superseded or seed is no longer manufactured. (CHEMICAL / MECHANICAL CONTROL SECTION)	Destroy after cited retention.
110703-00011	AGRICULTURAL SEEDS: LICENSE TO IMPORT SEEDS (A) APPLICATIONS.	SA-1 DTD 9/8/1983, ITEM 252A	3 years after non-renewal. (CHEMICAL / MECHANICAL CONTROL SECTION)	Destroy after cited retention.

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**DEPARTMENT OF AGRICULTURE  
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**DEPARTMENT: 1107030000  
PLANT INDUSTRY DIVISION, PLANT PEST CONTROL BRANCH**

<b>Records Series ID</b>	<b>Description</b>	<b>Schedule information</b>	<b>Retention</b>	<b>Disposition</b>
110703-00012	AGRICULTURAL SEEDS: LICENSE TO IMPORT SEEDS (B) ANNUAL RENEWALS.	SA-1 DTD 9/8/1983, ITEM 252B	3 years. (CHEMICAL / MECHANICAL CONTROL SECTION)	Destroy after cited retention.
110703-00013	AGRICULTURAL SEEDS: ANALYSIS OF SEED (A) PENALTY ASSESSED	SA-1 DTD 9/8/1983, ITEM 253A	3 years. (CHEMICAL / MECHANICAL CONTROL SECTION)	Destroy after cited retention.
110703-00014	AGRICULTURAL SEEDS: ANALYSIS OF SEED (B) NO PENALTY.	SA-1 DTD 9/8/1983 ITEM 253B	1 year. (CHEMICAL / MECHANICAL CONTROL SECTION)	Destroy after cited retention.
110703-00015	AGRICULTURAL SEEDS: PENALTY LETTER	SA-1 DTD 9/8/1983, ITEM 254	3 years. (CHEMICAL / MECHANICAL CONTROL SECTION)	Destroy after cited retention.
110703-00016	AGRICULTURAL SEEDS: ENFORCEMENT CORRESPONDENCE (A) ROUTINE CORRESPONDENCE, COMPLAINTS, REMOVAL FROM SALE NOTICES COMPLIED WITH	SA-1 DTD 9/8/1983, ITEM 255A	3 years. (CHEMICAL / MECHANICAL CONTROL SECTION)	Destroy after cited retention.
110703-00017	AGRICULTURAL SEEDS: ENFORCEMENT CORRESPONDENCE (B) "PROBLEM" CORRES: CHRONIC VIOLATIONS, NON-COMPLIANCE WITH REMOVAL FROM SALE NOTICE	SA-1 DTD 9/8/1983, ITEM 255B	3 years after manufacturer or dealer goes out of business. (CHEMICAL / MECHANICAL CONTROL SECTION)	Destroy after cited retention.

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RECORDS SERIES REPORT**

**DEPARTMENT: 1107040000  
PLANT INDUSTRY DIVISION, PESTICIDES BRANCH**

<b>Records Series ID</b>	<b>Description</b>	<b>Schedule information</b>	<b>Retention</b>	<b>Disposition</b>
110704-00002	ADMINISTRATIVE RECORDS: U.S. EPA-STATE OF HAWAII PESTICIDE ENFORCEMENT AGREEMENTS; TRAINING AGREEMENTS (A) AGREEMENT, EXTENSION, MODIFICATIONS; FINAL NARRATIVE REPORTS; AUDIT REPORTS.	SA-1 DTD 9/8/1983, ITEM 226A	Permanent.	
110704-00003	ADMINISTRATIVE RECORDS: U.S. EPA-STATE OF HAWAII PESTICIDE ENFORCEMENT AGREEMENTS; TRAINING AGREEMENTS (B) INTERIM PROGRESS REPORTS (QUARTERLY).	SA-1 DTD 9/8/1983, ITEM 226B	3 years.	Destroy after cited retention.
110704-00004	ADMINISTRATIVE RECORDS: EMERGENCY EXEMPTIONS (EPA EXEMPTION OF STATE AGENCIES FOR USE OF PESTICIDES UNDER EMERGENCY CONDITIONS).	SA-1 DTD 9/8/1983, ITEM 227	Permanent.	Destroy after cited retention.
110704-00005	PESTICIDES LICENSING: ANNUAL LIST OF CURRENTLY LICENSED PRODUCT.	SA-1 DTD 9/8/1983, ITEM 228	Retain 1 hard copy list for each year permanently.	Destroy data on magnetic media when superseded.
110704-00006	PESTICIDES LICENSING: CONFIDENTIAL FORMULAE OF PRODUCTS; TESTS; ANALYSIS.	SA-1 DTD 9/8/1983, ITEM 229	5 years after pesticide is no longer manufactured, or label or formula is so changed as to require reapplication for new license.	Destroy after cited retention.

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**DEPARTMENT: 1107040000  
PLANT INDUSTRY DIVISION, PESTICIDES BRANCH**

<b>Records Series ID</b>	<b>Description</b>	<b>Schedule information</b>	<b>Retention</b>	<b>Disposition</b>
110704-00026	PESTICIDE LICENSING: PESTICIDE LABELS.	SA-1 DTD 9/8/1983, ITEM 230	5 years after pesticide is no longer manufactured, or label or formula is so changed as to require reapplication for new license.	Destroy after cited retention.
110704-00007	PESTICIDES LICENSING: INITIAL LICENSE APPLICATIONS, RENEWALS.	SA-1 DTD 9/8/1983, ITEM 231	Until information input to Displaywriter and after 6 years old.	Destroy after cited retention.
110704-00008	PESTICIDES LICENSING: ROUTINE LICENSE CORRESPONDENCE.	SA-1 DTD 9/8/1983, ITEM 232	1 year.	Destroy after cited retention.
110704-00009	SPECIAL LOCAL NEEDS PESTICIDE REGISTRATION: REGISTRATION CASE RECORD.	SA-1 DTD 9/8/1983, ITEM 233	Retain for duration of state registration.	Destroy after cited retention.
110704-00010	EXPERIMENTAL USE PERMIT ADMINISTRATIVE RECORDS: STATE PLANS FOR ISSUANCE OF EXPERIMENTAL USE PERMITS.	SA-1 DTD 9/8/1983, ITEM 234	Permanent.	
110704-00011	EXPERIMENTAL USE PERMIT ADMINISTRATIVE RECORDS: EXPERIMENTAL USE PERMIT REPORTS TO EPA (ANNUAL REPORT, SPECIAL REPORTS, INCIDENTAL REPORTS).	SA-1 DTD 9/8/1983, ITEM 235	Permanent.	
110704-00012	EXPERIMENTAL USE PERMIT ADMINISTRATIVE RECORDS: EXPERIMENTAL USE PERMIT; PERMITTEE'S FINAL REPORT.	SA-1 DTD 9/8/1983, ITEM 236	Permanent.	

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<b>Records Series ID</b>	<b>Description</b>	<b>Schedule information</b>	<b>Retention</b>	<b>Disposition</b>
110704-00013	EXPERIMENTAL USE PERMIT ADMINISTRATIVE RECORDS: EXPERIMENTAL USE PERMIT CASE RECORDS: Application; name; formula; toxicity data; proposed label; program plan; disposal Reports; experiment reports; incident reports; renewals; revocations	SA-1 DTD 9/8/1983, ITEM 237	10 years after permit expiration.	Destroy after cited retention.
110704-00014	INDIVIDUAL DEALER LICENSING & RELATED RECORDS: LICENSE FOR DEALERS & DISTRIBUTORS OF RESTRICTED USE PESTICIDES: APPLICATIONS, RENEWALS	SA-1 DTD 9/8/1983, ITEM 238	Annual list: permanent.  Applications & renewals 6 years.	Destroy applications and renewals after cited retention.
110704-00015	INDIVIDUAL DEALER LICENSING & RELATED RECORDS: QUALIFIED PESTICIDE SALES MANAGER: APPLICATION	SA-1 DTD 9/8/1983, ITEM 239	25 years.	Destroy after cited retention.
110704-00016	INDIVIDUAL DEALER LICENSING & RELATED RECORDS: RESTRICTED PESTICIDE DEALER RECORDS: Monthly sales record; single purchase certificates; record of violations of recordkeeping requirements)	SA-1 DTD 9/8/1983, ITEM 240	20 years or after appropriate data are reduced or converted to magnetic media.	Destroy after cited retention.
110704-00017	CERTIFICATION OF PESTICIDE APPLICATORS: STATE PLAN FOR CERTIFICATION OF COMMERCIAL AND PRIVATE APPLICATORS OF RESTRICTED USE PESTICIDES	SA-1 DTD 9/8/1983, ITEM 241	Permanent.	
110704-00018	CERTIFICATION OF PESTICIDE APPLICATORS: REPORTS TO EPA: ANNUAL REPORTS, SPECIAL REPORTS	SA-1 DTD 9/8/1983, ITEM 242	Permanent.	

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<b>Records Series ID</b>	<b>Description</b>	<b>Schedule information</b>	<b>Retention</b>	<b>Disposition</b>
110704-00019	CERTIFICATION OF PESTICIDE APPLICATORS: RECORDS COVERING CERTIFICATION OF PESTICIDE APPLICATORS (A) INDEX BY NAME OF APPLICATORS; INDEX BY EXPIRATION DATE OF CERTIFICATION.	SA-1 DTD 9/8/1983, ITEM 243A	Permanent.	
110704-00020	CERTIFICATION OF PESTICIDE APPLICATORS: RECORDS COVERING CERTIFICATION OF PESTICIDE APPLICATORS (B) APPLICATION/RENEWAL.	SA-1 DTD 9/8/1983, ITEM 243B	Permanent. Retain in office.	
110704-00021	CERTIFICATION OF PESTICIDE APPLICATORS: RECORDS COVERING CERTIFICATION OF PESTICIDE APPLICATORS (C) DISPLAYWRITER DATA FILE.	SA-1 DTD 9/8/1983, ITEM 243C	Until supersession.	Destroy after cited retention.
110704-00022	CERTIFICATION OF PESTICIDE APPLICATORS: RECORDS COVERING CERTIFICATION OF PESTICIDE APPLICATORS (D) EXAMS.	SA-1 DTD 9/8/1983, ITEM 243D	5 years.	Destroy after cited retention.
110704-00023	CERTIFICATION OF PESTICIDE APPLICATORS: RECORDS COVERING CERTIFICATION OF PESTICIDE APPLICATORS (E) RECEIPTS (OFFICE COPY).	SA-1 DTD 9/8/1983, ITEM 243E	3 years.	Destroy after cited retention.

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**DEPARTMENT: 1107040000  
PLANT INDUSTRY DIVISION, PESTICIDES BRANCH**

Records Series ID	Description	Schedule information	Retention	Disposition
110704-00024	<p>INVESTIGATION CASE FILES: INVESTIGATIONS OF LICENSED PESTICIDES DEALERS, DISTRIBUTORS, IMPORTERS AND MANUFACTURERS, 1974 – Present.</p> <p>Authority for retention period: U.S.E.P.A. Records Control Schedules NC1-412-85-18, schedule no. 3, Air and Hazardous Waste Program Records, Item 10.</p> <p>Restrictions: medical information contained in files is confidential under HRS 92-F-14(b)(1).</p>	SA-1 DTD 6/9/1992, ITEM 244A	5 years after file is closed.	Destroy after cited retention.
110704-00025	<p>INVESTIGATION CASE FILES: INVESTIGATIONS OF MISUSE OF PESTICIDES. Authority for retention period: U.S.E.P.A. Records Control Schedules NC1-412-85-18, schedule no. 3, Air and Hazardous Waste Program Records, Item 10.</p> <p>Restrictions: medical information contained in files is confidential under HRS 92-F-14(b)(1).</p>	SA-1 DTD 6/9/1992, ITEM 244B	5 years after file is closed.	Destroy after cited retention.

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**DEPARTMENT OF AGRICULTURE  
RECORDS SERIES REPORT**

**DEPARTMENT: 1108010000  
ANIMAL INDUSTRY DIVISION, ADMINISTRATIVE SERVICES**

<b>Records Series ID</b>	<b>Description</b>	<b>Schedule information</b>	<b>Retention</b>	<b>Disposition</b>
110801-00004	GENERAL RECORDS: REGULARLY ISSUED REPORTS; REPORTS ON SPECIAL STUDIES.	SA-1 DTD 9/8/1983, ITEM 49	Permanent.	
110801-00008	PROGRAM RECORDS: BOARD OF AGRICULTURE QUARANTINE ORDERS - OFFICE COPY.	SA-1 DTD 9/8/1983, ITEM 53	10 years.	Destroy after cited retention.
110801-00009	PROGRAM RECORDS: ANNUAL COMMUNICABLE DISEASE REPORT SUMMARIES.	SA-1 DTD 9/8/1983, ITEM 54	Permanent.	May transfer to Archives.
110801-00010	PROGRAM RECORDS: FEDERAL- STATE COOPERATIVE AGREEMENTS FOR DISEASE CONTROL; IDEMNIFICATION.	SA-1 DTD 9/8/1983, ITEM 55	3 years after termination of agreement.	Destroy after cited retention.
11801-000010	PROGRAM RECORDS: HAWAII BRAND REGISTRY – MASTER LIST AND REREGISTRATIONS.	SA-1 DTD 9/8/1983 ITEM 56	Permanent	

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**DEPARTMENT OF AGRICULTURE  
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**DEPARTMENT: 1108030000  
ANIMAL INDUSTRY DIVISION, VETERINARY LABORATORY BRANCH**

<b>Records Series ID</b>	<b>Description</b>	<b>Schedule information</b>	<b>Retention</b>	<b>Disposition</b>
110803-00001	LABORATORY BLOOD TEST & WORKSHEETS FOR COOPERATIVE DISEASE CONTROL PROGRAM.	SA-1 DTD 9/8/1983, ITEM 125	2 years.	Destroy after cited retention.
110803-00002	SPECIMEN RECORDS OF TESTS FOR ANIMAL QUARANTINE STATION ANIMALS.	SA-1 DTD 9/8/1983, ITEM 126	2 years.	Destroy after cited retention.
110803-00003	SEROLOGICAL TEST RECORDS FROM PERIODIC SURVEYS FOR BACTERIA AND VIRAL DISEASE.	SA-1 DTD 9/8/1983, ITEM 127	2 years.	Destroy after cited retention.
110803-00004	VETERINARY PATHOLOGY REPORTS, INCLUDING SPECIMEN EXAMINATION RECORD.	SA-1 DTD 9/8/1983, ITEM 128	2 years. .	Destroy after cited retention.
110803-00005	HISTOPATHOLOGY CARD FILE, INCLUDING SLIDES AND TISSUE BLOCKS.	SA-1 DTD 9/8/1983, ITEM 129	Permanent	Retain at lab.

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**DEPARTMENT OF AGRICULTURE  
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**DEPARTMENT: 1108040000  
ANIMAL INDUSTRY DIVISION, MEAT INSPECTION BRANCH**

<b>Records Series ID</b>	<b>Description</b>	<b>Schedule information</b>	<b>Retention</b>	<b>Disposition</b>
110804-00001	ADMINISTRATIVE RECORDS: COOPERATIVE AGREEMENTS: STATE-FEDERAL INSPECTION PROGRAM FINANCIAL REPORTS; BUDGETS.	SA-1 DTD 9/8/1983, ITEM 111	3 years after end of year for which agreement made.	Destroy after cited retention.
110804-00002	ADMINISTRATIVE RECORDS: LICENSING - SLAUGHTERHOUSE, MEAT PROCESSOR, ANIMAL FOOD MANUFACTURER (A) ROSTER OF LICENSEES.	SA-1 DTD 9/8/1983, ITEM 112A	Until superseded.	Destroy after cited retention.
110804-00003	ADMINISTRATIVE RECORDS: LICENSING - SLAUGHTERHOUSE, MEAT PROCESSOR, ANIMAL FOOD MANUFACTURER (B) PLANT SPECIFICATIONS, FLOOR PLANS.	SA-1 DTD 9/8/1983, ITEM 112B	Until supersession and after plant ceases operations.	Destroy after cited retention.
110804-00004	ADMINISTRATIVE RECORDS: LICENSING - SLAUGHTERHOUSE, MEAT PROCESSOR, ANIMAL FOOD MANUFACTURER (C) ANNUAL APPLICATION; CERTIFICATE OF SANITATION; LICENSE FEE RECEIPT; MEAT SLAUGHTERHOUSE BOND.	SA-1 DTD 9/8/1983, ITEM 112C	6 years.	Destroy after cited retention.
110804-00005	ADMINISTRATIVE RECORDS: ESTABLISHMENT CASE FILES (A) CORRESPONDENCE AND RECORDS RELATING TO PROBLEM AREAS, COMPLAINTS AND INVESTIGATIONS, SUSPENSION AND REVOCATIONS OF LICENSES, COURT ACTIONS.	SA-1 DTD 9/8/1983, ITEM 113A	3 years after licensee goes out of business.	Destroy after cited retention.
110804-00006	ADMINISTRATIVE RECORDS: ESTABLISHMENT CASE FILES (B) ROUTINE CORRESPONDENCE.	SA-1 DTD 9/8/1983, ITEM 113B	3 years.	Destroy after cited retention.

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**DEPARTMENT: 1108040000  
ANIMAL INDUSTRY DIVISION, MEAT INSPECTION BRANCH**

<b>Records Series ID</b>	<b>Description</b>	<b>Schedule information</b>	<b>Retention</b>	<b>Disposition</b>
110804-00007	ADMINISTRATIVE RECORDS: REGISTRATION OF MEAT BROKER, RENDERER, ANIMAL FOOD MANUFACTURER; WHOLESALER OF CARCASSES; PUBLIC WAREHOUSEMAN; DEALER IN DEAD, DYING, DISABLED OR DISEASED ANIMALS (A) REGISTRANT ROSTER.	SA-1 DTD 9/8/1983, ITEM 114A	3 years.	Destroy after cited retention.
110804-00008	ADMINISTRATIVE RECORDS: REGISTRATION OF MEAT BROKER, RENDERER, ANIMAL FOOD MANUFACTURER; WHOLESALER OF CARCASSES; PUBLIC WAREHOUSEMAN; DEALER IN DEAD, DYING, DISABLED OR DISEASED ANIMALS (B) ANNUAL REGISTRATIONS.	SA-1 DTD 9/8/1983, ITEM 114B	1 year.	Destroy after cited retention.
110804-00009	MEAT & POULTRY PRODUCTS LABELING: PROCESSED MEAT PRODUCTS & PROCESSED POULTRY PRODUCTS LABEL APPROVALS (A) APPLICATION.	SA-1 DTD 9/8/1983, ITEM 115A	3 years after either (a) label is superseded or (b) product is no longer manufactured.	Destroy after cited retention.
110804-00010	MEAT & POULTRY PRODUCTS LABELING: PROCESSED MEAT PRODUCTS & PROCESSED POULTRY PRODUCTS LABEL APPROVALS (B) SKETCH.	SA-1 DTD 9/8/1983, ITEM 115B	3 years after either (a) label is superseded or (b) product is no longer manufactured.	Destroy after cited retention.
110804-00011	MEAT & POULTRY PRODUCTS LABELING: PROCESSED MEAT PRODUCTS & PROCESSED POULTRY PRODUCTS LABEL APPROVALS (C) INGREDIENTS STATEMENT.	SA-1 DTD 9/8/1983, ITEM 115C	3 years after either (a) label is superseded or (b) product is no longer manufactured.	Destroy after cited retention.

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**DEPARTMENT: 1108040000  
ANIMAL INDUSTRY DIVISION, MEAT INSPECTION BRANCH**

<b>Records Series ID</b>	<b>Description</b>	<b>Schedule information</b>	<b>Retention</b>	<b>Disposition</b>
110804-00012	MEAT & POULTRY PRODUCTS LABELING: PROCESSED MEAT PRODUCTS & PROCESSED POULTRY PRODUCTS LABEL APPROVALS (D) FORMULA.	SA-1 DTD 9/8/1983, ITEM 115D	3 years after either (a) label is superseded or (b) product is no longer manufactured.	Destroy after cited retention.
110804-00013	MEAT & POULTRY PRODUCTS LABELING: PROCESSED MEAT PRODUCTS & PROCESSED POULTRY PRODUCTS LABEL APPROVALS (E) OBSOLETE LABEL REPORTS.	SA-1 DTD 9/8/1983, ITEM 115E	3 years after either (a) label is superseded or (b) product is no longer manufactured.	Destroy after cited retention.
110804-00014	MEAT & POULTRY PRODUCTS LABELING: PROCESSED MEAT PRODUCTS & PROCESSED POULTRY PRODUCTS LABEL APPROVALS (F) REQUESTS FOR MODIFICATION.	SA-1 DTD 9/8/1983, ITEM 115F	3 years after either (a) label is superseded or (b) product is no longer manufactured.	Destroy after cited retention.
110804-00015	MEAT & POULTRY PRODUCTS LABELING: LAB ANALYSIS (A) MEAT AND POULTRY PRODUCTS & INGREDIENT SAMPLES.	SA-1 DTD 9/8/1983, ITEM 116A	1 year. Violations: 3 years.	Destroy after cited retention.
110804-00016	MEAT & POULTRY PRODUCTS LABELING: LAB ANALYSIS (B) BACON FOR NITROSAMINES.	SA-1 DTD 9/8/1983, ITEM 116B	1 year. Violations: 3 years.	Destroy after cited retention.
110804-00017	INSPECTOR ACTIVITY: COUNTY SUPERVISOR'S MONTHLY INSPECTION ACTIVITY REPORT.	SA-1 DTD 9/8/1983, ITEM 117	3 years after close of fiscal year.	Destroy after cited retention.
110804-00018	INSPECTOR ACTIVITY: FEEDER REPORTS TO SUPERVISOR'S REPORT (A) INSPECTOR MONTHLY REPORT.	SA-1 DTD 9/8/1983, ITEM 118A	1 year after close of fiscal year.	Destroy after cited retention.

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**DEPARTMENT: 1108040000  
ANIMAL INDUSTRY DIVISION, MEAT INSPECTION BRANCH**

<b>Records Series ID</b>	<b>Description</b>	<b>Schedule information</b>	<b>Retention</b>	<b>Disposition</b>
110804-00019	INSPECTOR ACTIVITY: FEEDER REPORTS TO SUPERVISOR'S REPORT (B) ESTABLISHMENT PRODUCTION REPORTS (PROCESSING ESTABLISHMENT PRODUCTION REPORTS, POULTRY SLAUGHTER TALLY & SLAUGHTERHOUSE SLAUGHTER TALLY).	SA-1 DTD 9/8/1983, ITEM 118B	1 year after close of fiscal year.	Destroy after cited retention.
110804-00020	INSPECTOR ACTIVITY: FEEDER REPORTS TO SUPERVISOR'S REPORT (C) PROCESSING ESTABLISHMENT INSPECTOR ACTIVITY LOGS.	SA-1 DTD 9/8/1983, ITEM 118C	1 year after close of fiscal year.	Destroy after cited retention.
110804-00021	INSPECTOR ACTIVITY: MONTHLY SUMMARIES OF COMPLIANCE AND EVALUATION ACTIVITIES.	SA-1 DTD 9/8/1983, ITEM 119	3 years after close of fiscal year.	Destroy after cited retention.
110804-00022	ESTABLISHMENT COMPLIANCE: CONDEMNATIONS; MEAT CONDEMNATION RECEIPT; POULTRY TALLY/CONDEMNATION; FOOD OR MATERIALS CONDEMNED.	SA-1 DTD 9/8/1983, ITEM 120	3 years after close of fiscal year.	Destroy after cited retention.
110804-00023	ESTABLISHMENT COMPLIANCE: PERMIT TO SHIP UNISPECTED MEAT/POULTRY.	SA-1 DTD 9/8/1983, ITEM 121	3 years after close of fiscal year.	Destroy after cited retention.
110804-00024	ESTABLISHMENT COMPLIANCE: WEEKLY SANITATION REPORTS.	SA-1 DTD 9/8/1983, ITEM 122	6 months.	Destroy after cited retention.
110804-00025	ESTABLISHMENT COMPLIANCE: CATTLE AUTOPSY REPORTS (A) MONTHLY SUMMARIES.	SA-1 DTD 9/8/1983, ITEM 123A	3 years after end of fiscal year.	Destroy after cited retention.

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<b>Records Series ID</b>	<b>Description</b>	<b>Schedule information</b>	<b>Retention</b>	<b>Disposition</b>
110804-00026	ESTABLISHMENT COMPLIANCE: CATTLE AUTOPSY REPORTS (B) CATTLE AUTOPSY REPORTS (ESTABLISHMENT).	SA-1 DTD 9/8/1983, ITEM 123B	1 year after end of fiscal year.	Destroy after cited retention.
110804-00027	ESTABLISHMENT COMPLIANCE: ENFORCEMENT (DETENTIONS, SEIZURES).	SA-1 DTD 9/8/1983, ITEM 124	3 years.	Destroy after cited retention.

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**DEPARTMENT: 1108050000**

**ANIMAL INDUSTRY DIVISION, INSPECTION & QUARANTINE BRANCH**

<b>Records Series ID</b>	<b>Description</b>	<b>Schedule information</b>	<b>Retention</b>	<b>Disposition</b>
110805-00001	INSPECTION: LIVESTOCK LEDGERS - MONTHLY SUMMARIES OF CARRIER'S NOTIFICATIONS OF LIVE ANIMAL SHIPMENT.	SA-1 DTD 9/8/1983, ITEM 57	3 years.	Destroy after cited retention.
110805-00002	INSPECTION: CAT & DOG LEDGERS - MONTHLY TOTALS OF CAT & DOG IMPORTATION.	SA-1 DTD 9/8/1983, ITEM 58	3 years.	Destroy after cited retention.
110805-00003	INSPECTION: ANNUAL SUMMARIES: IMPORTATION STATISTICS.	SA-1 DTD 9/8/1983, ITEM 59	3 years.	Destroy after cited retention.
110805-00004	INSPECTION: INSPECTOR ACTIVITY: MONTHLY SUMMARIES OF ACTIVITY, ANNUAL SUMMARIES.	SA-1 DTD 9/8/1983, ITEM 60	Until annual report figures are verified. Annual summaries: 3 years.	Destroy after cited retention..
110805-00005	INSPECTION: CARRIER'S NOTIFICATION OF LIVE ANIMAL SHIPMENT (SHIPMASTER'S DECLARATION).	SA-1 DTD 9/8/1983, ITEM 61	2 years.	Destroy after cited retention.
110805-00006	RABIES QUARANTINE: ENTRY BOOK (RECEIVING LOG).	SA-1 DTD 9/8/1983, ITEM 62	1 year.	Destroy after cited retention.
110805-00007	RABIES QUARANTINE: ANIMAL CASE CARD.	SA-1 DTD 9/8/1983, ITEM 63	2 years. If account is delinquent, retain 1 additional year.	Destroy after cited retention.
110805-00008	RABIES QUARANTINE: DISPENSARY MEDICAL RECORD CARD.	SA-1 DTD 9/8/1983, ITEM 64	2 years. If account is delinquent, retain 1 additional year.	Destroy after cited retention.

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**DEPARTMENT: 1108050000  
ANIMAL INDUSTRY DIVISION, INSPECTION & QUARANTINE BRANCH**

<b>Records Series ID</b>	<b>Description</b>	<b>Schedule information</b>	<b>Retention</b>	<b>Disposition</b>
110805-00009	RABIES QUARANTINE: REQUESTS BY OWNER TO HAVE UNWANTED ANIMAL PUT TO SLEEP.	SA-1 DTD 9/8/1983, ITEM 65	2 years. If account is delinquent, retain 1 additional year.	110805-00009
110805-00010	RABIES QUARANTINE: NECROPSY OF ANIMALS DYING IN QUARANTINE.	SA-1 DTD 9/8/1983, ITEM 66	2 years. If account is delinquent, retain 1 additional year.	Destroy after cited retention.
110805-00011	RABIES QUARANTINE: ANIMAL QUARANTINE STATION ENTRY QUESTIONNAIRE.	SA-1 DTD 9/8/1983, ITEM 67	2 years. If account is delinquent, retain 1 additional year.	Destroy after cited retention.
110805-00012	RABIES QUARANTINE: DOG BREEDING PERMITS.	SA-1 DTD 9/8/1983, ITEM 68	2 years.	Destroy after cited retention.
110805-00013	RABIES QUARANTINE: HOSPITAL MOVEMENT - LIST OF ANIMALS MOVED FROM QUARANTINE TO HOSPITAL & BACK.	SA-1 DTD 9/8/1983, ITEM 69	2 years. If account is delinquent, retain 1 additional year.	Destroy after cited retention.
110805-00014	RABIES QUARANTINE: FEES (A) ACCOUNT CARD.	SA-1 DTD 9/8/1983, ITEM 70A	2 years old. If account is delinquent, retain 1 additional year.	Destroy after cited retention.
110805-00015	RABIES QUARANTINE: FEES (B) COLLECTION ATTEMPTS, OVERDUE NOTICES.	SA-1 DTD 9/8/1983, ITEM 70B	Until is account paid off.  If account is delinquent over 2 years, send to Attorney General. Retain Animal Quarantine copies 1 additional year; if no action has been taken.	Destroy after cited retention.

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<b>Records Series ID</b>	<b>Description</b>	<b>Schedule information</b>	<b>Retention</b>	<b>Disposition</b>
110805-00016	RABIES QUARANTINE: FEES (C) CREDIT MEMOS FOR REFUND.	SA-1 DTD 9/8/1983, ITEM 70C	1 year.	Destroy after cited retention.
110805-00017	RABIES QUARANTINE: FEES (D) RECEIPTS.	SA-1 DTD 9/8/1983, ITEM 70D	1 year.	Destroy after cited retention.
110805-00018	RABIES QUARANTINE: RABIES QUARANTINE MONTHLY STATISTICS (CENSUS OF ANIMALS, DEATHS, BIRTHS, ANIMALS IN TRANSIT, ANIMALS OVERDUE).	SA-1 DTD 9/8/1983, ITEM 71	Until no longer needed for administrative purposes.	Destroy after cited retention.
110805-00019	RABIES QUARANTINE: "PROBLEMS" CASE FILE (COMPLAINTS; RECORDS PERTINENT TO CASE; COPIES OF RECORDS, SUCH AS MEDICAL RECORD & CASE CARD, THAT MAY BE USED IN FUTURE LITIGATION).	SA-1 DTD 9/8/1983, ITEM 72	5 years after last action documented in file.	Destroy after cited retention.

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**DEPARTMENT: 1108020000  
ANIMAL INDUSTRY DIVISION, LIVESTOCK DISEASE CONTROL BRANCH**

<b>Records Series ID</b>	<b>Description</b>	<b>Schedule information</b>	<b>Retention</b>	<b>Disposition</b>
110802-00001	RECORD OF INSPECTION / QUARANTINE / PROVISIONAL QUARANTINE / SEIZURES (Form AQS-16 or equivalent, DC-27, DC-50, VS 9-3, PQ permits and attached records) (A) DOMESTIC ANIMALS AND NON-DOMESTIC ANIMALS NOT SUBJECT TO QUARANTINE.	SA-1 DATED 5/29/2009 ITEM LDCB-1 A.	3 years after close of fiscal year or date of creation.	Retain in office; destroy after cited retention.
110802-00002	RECORD OF INSPECTION / QUARANTINE / PROVISIONAL QUARANTINE / SEIZURES (Form AQS-16 or equivalent, DC-27, DC-50, VS 9-3, PQ permits and attached records) (B) QUARANTINED DOMESTIC AND NON-DOMESTIC ANIMALS	SA-1 DATED 5/29/2009 ITEM LDCB-1 B.	5 years after close of fiscal year or date of creation.	Retain in office; destroy after cited retention.
110802-00003	RECORD OF INSPECTION / QUARANTINE / PROVISIONAL QUARANTINE / SEIZURES (Form AQS-16 or equivalent, DC-27, DC-50, VS 9-3, PQ permits and attached records) (C) RELATING TO CASES SUBJECT TO INVESTIGATION	SA-1 DATED 5/29/2009 ITEM LDCB-1 C.	3 years after close of investigation or 3 years after final judgment of court, whichever is later.	Retain in office; destroy after cited retention.
110802-00004	CERTIFICATE OF VETERINARY INSPECTION FOR NON-DOMESTIC, EXHIBIT ZOO, PERMANENT QUARANTINE (DC-28 or equivalent).	SA-1 DATED 5/29/2009 ITEM LDCB-2	5 years after close of fiscal year or date of creation.	Retain in office; destroy after cited retention.

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**DEPARTMENT OF AGRICULTURE  
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**DEPARTMENT: 1108020000  
ANIMAL INDUSTRY DIVISION, LIVESTOCK DISEASE CONTROL BRANCH**

<b>Records Series ID</b>	<b>Description</b>	<b>Schedule information</b>	<b>Retention</b>	<b>Disposition</b>
110802-00005	LIVESTOCK AND POULTRY / BIRD CERTIFICATE OF VETERINARY INSPECTION (FORM VS 17-6, DC-28 or equivalent).	SA-1 DATED 5/29/2009 ITEM LDCB-3	3 years after close of fiscal year, date of approved release or required quarantine.	Retain in office; destroy after cited retention.
110802-00006	SMALL ANIMAL IMPORT / EXPORT CERTIFICATE OF VETERINARY INSPECTION (Form APHS 7001 or equivalent).	SA-1 DATED 5/29/2009 ITEM LDCB-4	3 years after close of calendar year or date of issue.	Retain in office; destroy after cited retention.
110802-00007	ENTRY PERMIT	SA-1 DATED 5/29/2009 ITEM LDCB-5	2 years after close of fiscal year, date of approved release or required quarantine.	Retain in office; destroy after cited retention.
110802-00008	PERMIT TO IMPORT NON-DOMESTIC ANMINALS (PQ Import Permit or equivalent).	SA-1 DATED 5/29/2009 ITEM LDCB-6	5 years after close of fiscal year or date of creation.	Retain in office; destroy after cited retention.
110802-00009	IMPORT ANIMAL TEST CHARTS / RECORDS AND MISCELLANEOUS IMPORT RECORDS (Form VS 10-11 or equivalent).	SA-1 DATED 5/29/2009 ITEM LDCB-7	2 years after close of fiscal year, date of approved release or required quarantine.	Retain in office; destroy after cited retention.
110802-00010	SHIPMASTERS'S DECLARATION FORM.	SA-1 DATED 5/29/2009 ITEM LDCB-8	2 years after close of fiscal year or date of creation.	Retain in office; destroy after cited retention.
110802-00011	INVESTIGATION RECORDS.	SA-1 DATED 5/29/2009 ITEM LDCB-9	3 years after close of investigation or 3 years after final judgment of court.	Retain in office; destroy after cited retention.

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<b>Records Series ID</b>	<b>Description</b>	<b>Schedule information</b>	<b>Retention</b>	<b>Disposition</b>
110802-00012	TUBERCULOSIS TEST CHARTS (A) (Form VS 6-22 or equivalent).	SA-1 DATED 5/29/2009 ITEM LDCB- 10 A.	2 years after close of fiscal year, date of creation or close of investigation.	Retain in office; destroy after cited retention.
110802-00013	TUBERCULOSIS TEST CHARTS (B) CONFIRMATORY TEST CHARTS (Form VS 6-22C VS 6-22D or equivalent).	SA-1 DATED 5/29/2009 ITEM LDCB- 10 B.	2 years after close of fiscal year, date of creation or close of investigation.	Retain in office; destroy after cited retention.
110802-00014	ANAPLASMOSIS TEST CHARTS	SA-1 DATED 5/29/2009 ITEM LDCB- 11	2 years after close of fiscal year, date of creation or close of disease investigation.	Retain in office; destroy after cited retention.
110802-00015	EIA / CONGGINS TEST CHARTS	SA-1 DATED 5/29/2009 ITEM LDCB- 12.	2 years after close of fiscal year, date of provisional quarantine or close of investigation.	Retain in office; destroy after cited retention.
110802-00016	PRV TEST CHARTS	SA-1 DATED 5/29/2009 ITEM LDCB- 13.	2 years after close of fiscal year, date of provisional quarantine or close of investigation.	Retain in office; destroy after cited retention.
110802-00017	BRUCELLOSIS TEST CHARTS (Form VS 4-54, 4-33 or equivalent).	SA-1 DATED 5/29/2009 ITEM LDCB- 14.	2 years after close of fiscal year, date of creation or close of disease investigation.	Retain in office; destroy after cited retention.

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<b>Records Series ID</b>	<b>Description</b>	<b>Schedule information</b>	<b>Retention</b>	<b>Disposition</b>
110802-00018	BRUCELLOSIS RING TEST CHARTS (Form VS 4-39 or equivalent)	SA-1 DATED 5/29/2009 ITEM LDCB-15	2 years after close of fiscal year, date of creation or close of disease investigation.	Retain in office; destroy after cited retention.
110802-00019	EPIDEMIOLOGY FILES, ATTACHED REPORTS AND TEST RESULTS.	SA-1 DATED 5/29/2009 ITEM LDCB-16	5 years after close of fiscal year, date of creation or close of disease investigation.	Retain in office; destroy after cited retention.
110802-00020	BRUCELLOSIS VACCINATION RECORDS (Form VS 4-24, VS 4-26 or equivalent).	SA-1 DATED 5/29/2009 ITEM LDCB-17	5 years after close of calendar year or date of creation.	Retain in office; destroy after cited retention.
110802-00021	PERMIT TO SHIP.	SA-1 DATED 5/29/2009 ITEM LDCB-18	2 years after close of fiscal year or date of creation.	Retain in office; destroy after cited retention.
110802-00022	CERTIFICATE OF LIVESTOCK MOVEMENT (Form DC-44 or equivalent).	SA-1 DATED 5/29/2009 ITEM LDCB-19	3 years after close of calendar year or date of creation.	Retain in office; destroy after cited retention.
110802-00023	SWILL INSPECTION: (A) GARBAGE FEEDER APPLICATION AND LICENSE (Form VS 13-15 or equivalent).	SA-1 DATED 5/29/2009 ITEM LDCB-20 A.	2 years after close of fiscal year or date of creation or renewal.	Retain in office; destroy after cited retention.

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110802-00024	SWILL INSPECTION: (B) INSPECTION REPORTS (Form VS 13-16 or equivalent).	SA-1 DATED 5/29/2009 ITEM LDCB-20 B.	2 years after close of fiscal year or date of creation.	Retain in office; destroy after cited retention.
110802-00025	HAWAII BRAND REGISTRY: (A) CURRENT AND EXPIRED	SA-1 DATED 5/29/2009 ITEM LDCB-21 A.	Permanent	Retain in office for 25 years after expiration. Offer to Hawaii State Archives for permanent keeping and preservation.
110802-00026	HAWAII BRAND REGISTRY: (B) APPLICATIONS AND DOCUMENTATION.	SA-1 DATED 5/29/2009 ITEM LDCB-21 B	1 year after close of next re-registration period.	Retain in office; destroy after cited retention.

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