

DEPARTMENT OF THE ATTORNEY GENERAL

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

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**DEPT. OF THE ATTORNEY GENERAL
RECORD SERIES REPORT**

**DEPARTMENT: 5200000000
ATTORNEY GENERAL (MAIN OFFICE)**

Record Series ID	Description	Schedule Information	Retention	Disposition
520000-00002	CORRESPONDENCE WITH DEPARTMENTS	SA-1 DATED 6/5/1986, ITEM 2	Apply GRS 1.2b, Official Correspondence – Correspondence Files Relating to Distinct or Unique Program Activities. Opinion Letters – Apply GRS 1.8, Attorney General Opinion Letters.	When records are 10 years old, weed files. Apply GRS 1.2b Official Correspondence – Correspondence Files Relating to Distinct or Unique Program Activities or GRS 1.8. Attorney General Opinion Letters.
520000-CC001	CLOSED CASES FILED AT MAIN OFFICE, INCLUDING: PERSONAL INJURY, MEDICAL TORT, WRONGFUL DEATH, WELFARE FRAUD, GUARDIANSHIP	SA-1 DATED 5/4/1983, ITEM 1	10 years after case is closed.	Destroy after cited retention.
520000-CC002	CLOSED CASES 1975 - 1982	SA-1 DATED 5/4/1983, ITEM 1	Land cases: Permanent. Non-land cases: Non-Permanent.	Land cases: Permanent. Non-land cases: Destroy after 2002.
520000-PAU01	PAU CASES - PREVIOUSLY STORED AT HRB		Indefinite retention; files to be reviewed.	Indefinite retention; files to be reviewed.

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**DEPT. OF THE ATTORNEY GENERAL
RECORD SERIES REPORT**

DEPARTMENT: 5207100000

CRIME PREVENTION AND JUSTICE ASSISTANCE DIVISION – MISSING CHILD CENTER

Record Series ID	Description	Schedule Information	Retention	Disposition
520710-00001	Missing Child Center – Hawaii Case Files	SA-1 DATED 8/14/2020, ITEM 1	10 years after close of file.	Destroy after cited retention.

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**DEPT. OF THE ATTORNEY GENERAL
RECORD SERIES REPORT**

**DEPARTMENT: 5205000000
HAWAII CRIMINAL JUSTICE DATA CENTER**

Record Series ID	Description	Schedule Information	Retention	Disposition
520500-00001	CIVIL IDENTIFICATION RECORDS: APPLICATION FORMS *CONFIDENTIAL: HRS 846-35.	SA-1 DATED 9/27/1993, ITEM 1	Permanent.	Destroy original application forms after the information has been converted to an electronic medium and verified.
520500-00002	CIVIL IDENTIFICATION RECORDS: THUMBPRINT CARDS (ARRANGED BY ASSIGNED SOCIAL SECURITY NUMBERS) *CONFIDENTIAL: HRS 846-35	SA-1 DATED 9/27/1993, ITEM 3	Permanent.	Originals may be microfilmed & then destroyed after microfilming.
520500-00003	CIVIL IDENTIFICATION RECORDS: FINGERPRINT CARDS (ARRANGED BY HENRY FINGERPRINT IDENTIFICATION SYSTEM) (A) MICROFILM *CONFIDENTIAL: HRS 846-35	SA-1 DATED 9/27/1993, ITEM 2A	Permanent.	Permanent.
520500-00004	CIVIL IDENTIFICATION RECORDS: FINGERPRINT CARDS (ARRANGED BY HENRY FINGERPRINT IDENTIFICATION SYSTEM) (B) ORIGINAL CARDS *CONFIDENTIAL: HRS 846-35	SA-1 DATED 9/27/1993, ITEM 2A	Destroy by 1/1997.	Cards may be retained after microfilming up to Jan 1997.
520500-00005	CRIMINAL ARREST RECORDS (CASE FILES), 1940-1990	SA-1 DATED 8/5/2004, ITEM 1	40 years from close of records series.	Closed inactive records may be stored in the State Records Center. Destroy after cited retention.

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**DEPARTMENT: 5203000000
INVESTIGATIONS DIVISION**

Record Series ID	Description	Schedule Information	Retention	Disposition
520300-00001	INVESTIGATIONS CASE FILES	SA-1 DATED 10/8/1997, ITEM 1	10 years after close of file.	Retain in office for 5 years, then may transfer to State Records Center for the remainder of the retention period. Destroy after cited retention.

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**DEPT. OF THE ATTORNEY GENERAL
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**DEPARTMENT: 5220000000
CHILD SUPPORT ENFORCEMENT AGENCY (CSEA)**

Record Series ID	Description	Schedule Information	Retention	Disposition
522000-00001	CHILD SUPPORT DISBURSEMENT CHECKS *CONFIDENTIAL: HRS 576D-12	SA-1 DATED 12/2/1992, ITEM 1	10 years after reconciliation.	Retain in office for 1 year after reconciliation, then transfer to SRC for remainder of retention period.
522000-00002	CHILD SUPPORT ENFORCEMENT CASE FILES	SA-1 DATED 11/10/1981, ITEM 1	2 years after case is closed.	Destroy after cited retention.

**DEPT. OF THE ATTORNEY GENERAL
RECORD SERIES REPORT**

**DEPARTMENT: 522100000
OFFICE OF CHILD SUPPORT HEARINGS**

Record Series ID	Description	Schedule Information	Retention	Disposition
522100-00001	<p>CHILD SUPPORT ADMINISTRATIVE HEARINGS RECORDS</p> <p>NOTE: This SA-1 was approved while the Child Support Enforcement Unit was in the Department of Social Services and Housing (now known as the Department of Human Services). The Child Support Enforcement Unit transferred to the Department of the Attorney General on July 1, 1987.</p>	SA-1 DATED 1/18/1991, ITEM 1	1 year after close of appeal period.	Destroy after cited retention.

**DEPT. OF THE ATTORNEY GENERAL
RECORD SERIES REPORT**

**DEPARTMENT: 5223000000
LEGAL SERVICES DIVISIONS - CIVIL RECOVERIES DIVISION**

Record Series ID	Description	Schedule Information	Retention	Disposition
522300-00002	COLLECTIONS CASE FILES	SA-1 DATED 5/25/2000, ITEM 1	10 years after account receivable is paid-in-full or written off as uncollectible.	Retain in office for 2 years after the account receivable is paid-in-full or is written off, then may transfer to SRC. Destroy after cited retention.

**DEPT. OF THE ATTORNEY GENERAL
RECORD SERIES REPORT**

DEPARTMENT: 5223100000

LEGAL SERVICES DIVISIONS - CIVIL RECOVERIES DIVISION- STATE CLAIMS

Record Series ID	Description	Schedule Information	Retention	Disposition
522310-00001	STATE CLAIMS UNIT CASE FILES 1980 - PRESENT	SA-1 DATED 10/16/1998, ITEM 1	10 years after close of file.	Closed files may be transferred to the State Records Center. Destroy after cited retention.

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**DEPT. OF THE ATTORNEY GENERAL
RECORD SERIES REPORT**

DEPARTMENT: 5206000000

LEGAL SERVICES DIVISIONS – COMMERCE / ECONOMIC DEVELOPMENT DIVISION

Record Series ID	Description	Schedule Information	Retention	Disposition
520600-00001	ANTI-TRUST CLOSED CIVIL CASES ("COMPLAINTS")	SA-1 DATED 7/15/1985, ITEM 1	Permanent.	May ship to Archives after review by an attorney who has determined that the closed file has not been consulted for 3 years & contains material of historical significance.
520600-00002	COMPLAINTS, NO ACTION TAKEN	SA-1 DATED 7/15/1985, ITEM 2	Non-permanent.	Destroy after investigation is closed and complaint unfounded.
520600-00003	ANTI-TRUST INVESTIGATIONS ("GENERAL FILES")	SA-1 DATED 7/15/1985, ITEM 3	Permanent.	May ship to Archives after review by attorney who has determined that closed file not consulted for 3 years and contains material of historical significance
520600-00004	SUITS TO CONVERT LEASEHOULD TO FEE SIMPLE UNDER HAWAII LAND REFORM ACT (HAWAII HOUSING AUTHORITY CASES)	SA-1 DATED 7/15/1985, ITEM 4	Permanent.	May ship to Archives after review by attorney who has determined that closed file not consulted for 3 years and contains material of historical significance
520600-00005	LEGAL RESEARCH (XEROX COPIES OF STATUTES, CASES)	SA-1 DATED 7/15/1985, ITEM 5	Non-permanent.	Destroy when no longer useful.
520600-00006	LEGAL FORMS ("PLEADING")	SA-1 DATED 7/15/1985, ITEM 6	Non-permanent.	Destroy when no longer useful or when superseded.

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DEPARTMENT: 5206000000

LEGAL SERVICES DIVISIONS- COMMERCE / ECONOMIC DEVELOPMENT DIVISION

Record Series ID	Description	Schedule Information	Retention	Disposition
520600-00007	NOTARY OFFICE: APPLICATION FOR NOTARY PUBLIC COMMISSION (NEW / RENEWAL / CANCELLED), 1955 - PRESENT	SA-1 DATED 8/6/1999, ITEM 1	10 years after close of file.	Retain in office 4 years after close of file, then may transfer to State Records Center for the remainder of authorized retention.
520600-00008	NOTARY OFFICE: NOTARY PUBLIC EXAMINATION ANSWER SHEETS 1998 - PRESENT	SA-1 DATED 8/6/1999, ITEM 2	Non-permanent	Destroy at the end of the legislative session following the examination.
520600-00009	NOTARY OFFICE: COMMISSION RECORD CARDS 1955 - PRESENT	SA-1 DATED 8/6/1999, ITEM 3	Permanent.	Records may be stored on microfilm or another lasting media. Hard copy may be destroyed after microfilming.
520600-00024	OFFICE ORGANIZATION & STAFFING: IN-HOUSE MANAGEMENT (OFFICE MANUAL; STAFF MEETINGS; OFFICE LAYOUT; OFFICE LEASE; INTERAGENCY MEMO OF UNDERSTANDING; DEPUTY TRAINING)	SA-1 DATED 7/15/1985, ITEM 23	Non- permanent.	Procedures: Destroy after superseded. Staff meetings: Destroy after 10 years.
520600-00030	OFFICE ORGANIZATION & STAFFING: CASE TRACKING, INDEXES	SA-1 DATED 7/15/1985, ITEM 29	Permanent.	Permanent.

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**DEPARTMENT: 5207000000
LEGAL SERVICES DIVISIONS - CRIMINAL JUSTICE DIVISION**

Record Series ID	Description	Schedule Information	Retention	Disposition
520700-00001	CLOSED CASES (WORKING PAPERS AND SUPPLEMENTARY DATA USED IN INVESTIGATION AND/OR PROSECUTION) *CONFIDENTIAL: HRS 92F-13(2)	SA-1 DATED 2/27/1990, ITEM 1	5 years after final settlement.	Retain in office for 1 year, then transfer to State Records Center for 4 years. Destroy after cited retention.
520700-00002	ASSET FORFEITURE UNIT: ASSET FORFEITURE CASE FILES A. ORDERS, 1989 - Present	SA-1 DATED 10/24/2003, ITEM 1A	Permanent.	Retain orders in agency. Originals may be microfilmed and then destroyed after microfilming.
520700-00003	ASSET FORFEITURE UNIT: ASSET FORFEITURE CASE FILES B. ALL OTHER CASE RECORDS, 1989 - Present	SA-1 DATED 10/24/2003, ITEM 1B	10 years after close of file.	Upon close of file, purge and destroy all documents duplicated elsewhere (i.e., police reports). Closed case records may be transferred to the State Records Center. Destroy after cited retention.

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**DEPT. OF THE ATTORNEY GENERAL
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DEPARTMENT: 521300000

**LEGAL SERVICES DIVISIONS – CRIMINAL JUSTICE DIVISIONS - MEDICAID FRAUC CONTROL
UNIT**

Record Series ID	Description	Schedule Information	Retention	Disposition
521300-00001	MEDICAID FRAUD CASE RECORDS (COURT CASES; SETTLED OUT OF COURT; EVIDENCE PRINTOUTS)	SA-1 DATED 7/30/1982, ITEM 1	10 years after closure or agreement to settle.	Destroy after cited retention.

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**DEPARTMENT: 5212000000
LEGAL SERVICES DIVISION - FAMILY LAW DIVISION**

Record Series ID	Description	Schedule Information	Retention	Disposition
521200-00001	FAMILY LAW DIVISION CASE FILES, 1983 - PRESENT	SA-1 DATED 3/21/2001, ITEM 1	Until youngest child in the case who received services reaches the age of majority.	Sort closed cases by birth dates. Sorted files may be stored at State Records Center. Destroy after cited retention.
521200-00002	INVOLUNTARY HOSPITALIZATION (COMMITMENT) CASE FILES CONFIDENTIAL UNDER HRS 334-5	SA-1 DATED 7/5/1994, ITEM 1	5 years after close of file.	Retain in office for 2 years. Transfer to State Records Center for the remainder of the authorized retention.

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**DEPARTMENT: 521000000
LEGAL SERVICES DIVISIONS - LABOR DIVISION**

Record Series ID	Description	Schedule Information	Retention	Disposition
521000-00012	LEGAL CASE FILES	SA-1 DATED 7/6/2000, ITEM 1	10 years after close of file	Retain in office for 2 years, then may transfer to the State Records Center for the remainder of the authorized retention, then destroy.

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**DEPARTMENT: 5209000000
LEGAL SERVICES DIVISIONS - LAND / TRANSPORTATION DIVISION**

Record Series ID	Description	Schedule Information	Retention	Disposition
520900-00001	COURT CASE RECORDS	SA-1 DATED 9/30/1996, ITEM 1	15 years after close of file.	Retain in office for 5 years, then transfer to State Records Center for remainder of authorized retention.

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**DEPARTMENT: 5208000000
LEGAL SERVICES DIVISIONS – TAX AND CHARITIES DIVISION**

Record Series ID	Description	Schedule Information	Retention	Disposition
520800-00001	CLOSED CASES: TAX APPEALS *CONFIDENTIAL: HRS 235-116, 237-34	SA-1 DATED 11/13/1997, ITEM 1	10 years after close of file.	Retain in office for 2 years, then transfer to State Records Center for remainder of retention.
520800-00002	CLOSED CASES: BANKRUPTCIES - ROUTINE CASES	SA-1 DATED 12/13/1997, ITEM 2A	Non-permanent	Destroyed after close of file.
520800-00003	CLOSED CASES: BANKRUPTCIES - SPECIAL CASES	SA-1 DATED 12/13/1997, ITEM 2B	Non-permanent.	Destroy when no longer administratively useful.
520800-00004	CLOSED CASES: FORECLOSURES - ROUTINE CASES	SA-1 DATED 12/13/1997, ITEM 3A	Non-permanent.	Destroy after close of file.
520800-00005	FORECLOSURES - SPECIAL CASES	SA-1 DATED 12/13/1997, ITEM 3B	Non-permanent.	Destroy when no longer administratively useful.
520800-00006	CLOSED CASES: MISC. TAX / GUARDIANSHIP *CONFIDENTIAL: HRS 235-116, 237-34	SA-1 DATED 12/13/1997, ITEM 4	10 years after close of file.	Retain in office for 2 years, then transfer to State Records Center for remainder of retention. Destroy after cited retention.

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**DEPARTMENT: 5211000000
LEGAL SERVICES DIVISIONS – TORT / LITIGATION DIVISION**

Record Series ID	Description	Schedule Information	Retention	Disposition
521100-00001	HEPTACHLOR CASE FILES (CLOSED)	SA-1 DATED 5/24/1989, ITEM 1	*10 years.	*to be reviewed 10 years after final settlement. July 1999 subject to appraisal by archives for historical research, in consultation with Attorney General.
521100-00002	CLOSED CASES INCLUDING PERSONAL INJURY, MEDICAL TORT, WRONGFUL DEATH, WELFARE FRAUD, GUARDIANSHIP	SA-1 DATED 5/4/1983, ITEM 1	10 years after case is closed.	Destroy after cited retention.

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