

**DEPARTMENT OF BUSINESS,  
ECONOMIC DEVELOPMENT & TOURISM**

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

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**DEPARTMENT OF BUSINESS, ECONOMIC DEVELOPMENT & TOURISM  
RECORD SERIES REPORT**

**DEPARTMENT: 1705010000  
BUSINESS DEVELOPMENT AND SUPPORT DIVISION**

<b>Record Series ID</b>	<b>Description</b>	<b>Schedule Information</b>	<b>Retention</b>	<b>Disposition</b>
170501-00001	LOAN PROGRAM RECORDS (APPROVED), 1971 – Present	SA-1 DATED 9/21/1995, ITEM 1	6 years after final settlement.	Return the following original documentation or its equivalent to borrower upon final pay off and release of collateral: a. Note; b. Borrowing Resolution; c. Continuing Guaranty; d. Financing Statement; e. Financing Statement Amendment; f. Security Agreement; g. Term Loan Agreement; h. Mortgage; i. Disclosure Statement; j. Right of Rescission; k. Hypothecation Agreement; l. Subordination; m. Consent to Assignment of Lease; n. Preferred Ship Mortgage; o. Life Insurance Policy; p. Assignment Insurance Policy; q. Hazard Insurance Policy – Business; r. Hazard Insurance Policy – Residence and Hull Insurance Policy.  Destroy remainder of file six years after final settlement.
170501-00002	DISAPPROVED LOAN APPLICATIONS, 1992 – Present	SA-1 DATED 9/21/95, ITEM 2	1 year.	Destroy one year after disapproval of loan application.
170501-00003	WITHDRAWN/CANCELLED LOAN APPLICATIONS, 1992 – Present	SA-1 DATED 9/21/95, ITEM 3	1 year.	Destroy one year after withdrawal or cancellation of loan application if not returned to the applicant.

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**DEPARTMENT OF BUSINESS, ECONOMIC DEVELOPMENT & TOURISM  
RECORD SERIES REPORT**

**DEPARTMENT: 1713040000**

**DBEDT ENERGY, RESOURCES & TECHNOLOGY DIVISION, ENERGY CONSERVATION BRANCH**

<b>Record Series ID</b>	<b>Description</b>	<b>Schedule Information</b>	<b>Retention</b>	<b>Disposition</b>
171304-00001	FEDERAL GRANT RECORDS, 1991 – Present	SA-1 DATED 10/29/96, ITEM 1	3 years after submission of annual expenditure report.	Destroy 3 years after submission of annual expenditure report.
171304-00002	CONSULTANT PROJECT RECORDS, 1985 – Present	SA-1 DATED 10/29/96, ITEM 2	3 years after close of file if audited. If file is not audited, 6 years after close of file.	Destroy 3 years after close of file if audited. If file is not audited, destroy 6 years after close of file.

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**DEPARTMENT OF BUSINESS, ECONOMIC DEVELOPMENT & TOURISM  
RECORD SERIES REPORT**

**DEPARTMENT: 1714060000  
DBEDT ALOHA TOWER DEVELOPMENT CORPORATION**

<b>Record Series ID</b>	<b>Description</b>	<b>Schedule Information</b>	<b>Retention</b>	<b>Disposition</b>
171406-00001	PROPOSALS FOR ALOHA TOWER COMPLEX (A) ALOHA TOWER PLAZA PROPOSALS, 1982 – 1983	SA-1 DATED 7/22/94, ITEM A	Permanent.	May transfer to State Archives when 10 years old.
171406-00002	PROPOSALS FOR ALOHA TOWER COMPLEX (B) ALOHA TOWER MARKETPLACE PROPOSALS, 1989 – . Restrictions: Confidential until Phase 1 construction completed.	SA-1 DATED 7/22/94, ITEM B	Permanent.	May transfer to State Archives when 10 years old.

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**DEPARTMENT OF BUSINESS, ECONOMIC DEVELOPMENT & TOURISM  
RECORD SERIES REPORT**

**DEPARTMENT: 1715000000  
HAWAII HOUSING FINANCE AND DEVELOPMENT CORPORATION**

<b>Record Series ID</b>	<b>Description</b>	<b>Schedule Information</b>	<b>Retention</b>	<b>Disposition</b>
171500-00001	LAND REFORM PROGRAM RECORDS. GENERAL (LAND) FILES, 1967 – present.	SA-1 DATED 2/19/1991, ITEM 1	4 years after file is closed.	Transfer to State Records Center after file is closed. Destroy after cited retention.
171500-00002	APPLICATION FILES, 1967 – present.	SA-1 DATED 2/19/1991, ITEM 2	4 years after file is closed.	Transfer to State Records Center after file is closed. Destroy after cited retention.
171500-00003	PERSONAL FINANCIAL STATEMENTS, 1979 – present.	SA-1 DATED 2/19/1991, ITEM 3	4 years after file is closed.	Transfer to State Records Center after file is closed. Destroy after cited retention.
171500-00004	TITLE REPORTS, 1979 – present.	SA-1 DATED 2/19/1991, ITEM 4	3 years after file is closed.	Transfer to State Records Center after file is closed. Destroy after cited retention.
171500-00005	LEGAL DOCUMENTS (A) QUITCLAIM DEEDS AND TRANSCRIPT, 1979 – present.	SA-1 DATED 2/19/1991, ITEM 5 a.	3 years after file is closed.	Purge when file is closed. Retain only the quitclaim deeds and transcripts. Transfer to State Records Center.
171500-00006	LEGAL DOCUMENTS (B) ALL OTHER DOCUMENTS IN FILE	SA-1 DATED 2/19/1991, ITEM 5 b.	Retain after file is closed.	Destroy after cited retention.
171500-00007	LAND REFORM TRIAL CASE RECORDS, 1979 – present. Confidential under HRS 626-1: Rule 503.	SA-1 DATED 2/19/1991, ITEM 6	5 years after case is settled.	Transfer to State Records Center after case is closed.
171500-00008	ASSISTANCE TO DEPLACED PERSONAS CASE FILES, 1976 – present.	SA-1 DATED 2/19/1991	5 years after case is closed.	Destroy after cited retention.

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**DEPARTMENT: 1715000000  
HAWAII HOUSING FINANCE AND DEVELOPMENT CORPORATION**

<b>Record Series ID</b>	<b>Description</b>	<b>Schedule Information</b>	<b>Retention</b>	<b>Disposition</b>
171500-00009	LEASE RENT NEGOTIATION ARBITRATION FILES, 1979 – present.	SA-1 DATED 2/19/1991	3 years after case is closed.	Destroy after cited retention.
171500-00010	DEVELOPMENT CONSTRUCTION FILES, 1987 – present.	SA-1 DATED 2/19/1991	10 years after final settlement.	Destroy after cited retention.
171500-00011	DEVELOPMENT PROJECT FILES, 1975 – present.	SA-1 DATED 2/19/1991	10 years after final settlement.	Destroy after cited retention.
171500-00012	DEVELOPMENT ACCOUNTING FILES, 1974 – present.	SA-1 DATED 5/18/1992	3 years after final audit. Otherwise 6 years after close of file	Destroy after cited retention.
171500-00013	EVICTON HEARING FILES, 1970 – present.	SA-1 DATED 5/12/1998	7 years after close of file.	Destroy after cited retention.
171500-00014	REAL ESTATE PROJECT FILES (A) APPROVED HOMEOWNERSHIP FILES, 1975 – present.	SA-1 DATED 1/5/2001	1 year after property is transferred or restrictions are removed.	Retain in office. May microfilm original and destroy hardcopy after recordation with Bureau of Conveyances. Destroy after authorized retention period.
171500-00015	REAL ESTATE PROJECT FILES (B) FORECLOSED HOMEOWNERSHIP FILES	SA-1 DATED 1/5/2001	1 year after loan default procedures are complete.	Destroy after authorized retention period.
171500-00016	REAL ESTATE PROJECT FILES (C) DISAPPROVED / WITHDRAWN / CANCELLED APPLICATIONS	SA-1 DATED 1/5/2001	1 year after disapproval, withdrawal or cancellation of application.	Destroy after authorized retention period.

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DEPARTMENT OF BUSINESS, ECONOMIC DEVELOPMENT & TOURISM  
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DEPARTMENT: 1718010000  
CREATIVE INDUSTRIES DIVISION

Record Series ID	Description	Schedule Information	Retention	Disposition
171801-00001	FILE PERMIT APPLICATIONS	SA-1 DATED 2/18/2020	1 year from permit expiration.	Contact Hawaii State Archives for historical appraisal. Transfer to Hawaii State Archives if appraised as historical, otherwise destroy after cited retention.

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