

## DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS

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

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**RECORD SERIES REPORT  
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS**

DEPARTMENT: 4208000000

DLIR WORKFORCE DEVELOPMENT DIVISION, APPRENTICESHIP

<b>Records Series ID</b>	<b>Description</b>	<b>Schedule Information</b>	<b>Retention</b>	<b>Disposition</b>
420800-00001	APPRENTICE AND TRAINEE FOLDERS CONTAINING CORRESPONDENCE, APPLICATIONS, CONTRACTS & MONTHLY WORK REPORTS (A) COMPLETIONS	SA-1 DTD 3/31/82, ITEM 8A	After completion, destroy monthly reports after posting to jacket. Keep until 5 years after completion.	Destroy after cited retention.
420800-00002	APPLICATIONS, CONTRACTS & MONTHLY WORK REPORTS, 1972– Present (B) CANCELLATIONS	SA-1 DTD 3/31/82, ITEM 8B	10 years after cancellation. Transfer to State Record Center (SRC) 5 years after cancellation.	After completion, destroy monthly reports after posting to jacket. Keep at SRC for remainder of retention, then destroy.
420800-00006	MONTHLY ACTIVITIES REPORTS LISTING REGISTRATIONS, CANCELLATION, COMPLETIONS, PROGRAM DESCRIPTIONS & REVISIONS	SA-1 DATED 1/21/72, ITEM 4	30 years.	Destroy after cited retention.
420800-00010	SPONSOR FOLDERS CONTAINING SIGNED CERTIFIED APPRENTICESHIP OR TRAINING STANDARDS FOR VARIOUS OCCUPATIONS & CORRESPONDENCE CONCERNING THE PROGRAM	SA-1 DATED 1/21/72, ITEM 9	3 years after termination of sponsor's program activities.	Destroy after cited retention.
420800-00011	APPRENTICE INDEX CARD FILE	SA-1 DATED 1/21/72, ITEM 10	30 years.	Destroy after cited retention.

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DLIR WORKFORCE DEVELOPMENT DIVISION, APPRENTICESHIP

<b>Records Series ID</b>	<b>Description</b>	<b>Schedule Information</b>	<b>Retention</b>	<b>Disposition</b>
420800-00012	EMPLOYER'S SUMMARY CARD FILE	SA-1 DATED 1/21/72, ITEM 11	3 years after withdrawal from program.	Destroy after cited retention.
420800-00013	FEDERAL REIMBURSEMENT CONTRACTS WITH EMPLOYERS FOR ON-THE-JOB TRAINING	SA-1 DATED 1/21/72, ITEM 12	Destroy 10 years after expiration of contract or after Federal audit, whichever is longer.	Destroy after cited retention.

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**RECORD SERIES REPORT  
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS**

DEPARTMENT: 42090000000  
OCCUPATIONAL SAFETY & HEALTH DIVISION

<b>Records Series ID</b>	<b>Description</b>	<b>Schedule Information</b>	<b>Retention</b>	<b>Disposition</b>
420900-00001	CITATION AND NOTIFICATION OF PROPOSED PENALTY W/ NON-SAMPLING (NON-SAMPLING HEALTH INSPECTIONS), FY 1980 – Present Case files resulting from general schedule investigations.  Restrictions: Restricted under HRS 396-8(f)	SA-1 DATED 12/17/90, ITEM 1	6 years.	Retain in office for three years, after case closed, then transfer to State Records Center for remaining 3 years. Authority for Retention: OSHA Notice ADM 12, dated 5/7/84, Appendix B, item 12 sets 6-year retention period.
420900-00002	CITATION AND NOTIFICATION OF PROPOSED PENALTY WITH SAMPLING (HEALTH INSPECTIONS)  Restrictions: Restricted under HRS 396-8(f)	SA-1 DATED 12/17/90, ITEM 2	40 years.  Authority for Retention: OSHA Notice ADM 12, dated 5/7/84, Appendix B, item 11 sets 40-year retention period.	Retain in the office for three years, after case is closed, then transfer to State Records Center for remaining 37 years.
420900-00003	EXPLOSIVE MAGAZINE PERMIT	SA-1 DATED 6/25/79, ITEM 1	1 year after expiration.	Destroy after cited retention.

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OCCUPATIONAL SAFETY & HEALTH DIVISION

<b>Records Series ID</b>	<b>Description</b>	<b>Schedule Information</b>	<b>Retention</b>	<b>Disposition</b>
420900-00004	EXPLOSIVE MONTHLY INVENTORY REPORT	SA-1 DATED 6/25/79, ITEM 2	1 year.	Destroy after cited retention.
420900-00005	PERMIT TO TRANSPORT CLASS A EXPLOSIVES	SA-1 DATED 6/25/79, ITEM 3	1 year after expiration.	Destroy after cited retention.
420900-00006	APPLICATION FOR CERTIFICATE OF FITNESS FOR POWDERMEN & PYROTECHNICIANS	SA-1 DATED 6/25/79, ITEM 4	5 years after cancellation.	Destroy after cited retention.
420900-00007	PERMIT TO SELL, STORE, TRANSPORT, USE AND PURCHASE EXPLOSIVES	SA-1 DATED 6/25/79, ITEM 5	3 years.	Destroy after cited retention.
420900-00008	CERTIFICATION OF FITNESS FOR CRANE & HOIST OPERATORS	SA-1 DATED 6/25/79, ITEM 6	1 year.	Destroy after cited retention.

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**RECORD SERIES REPORT  
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS**

DEPARTMENT: 42090100000

OCCUPATIONAL SAFETY & HEALTH DIVISION, ADMINISTRATION & TECHNICAL SUPPORT  
BRANCH

Records Series ID	Description	Schedule Information	Retention	Disposition
420901-00001	DISCRIMINATION CASE FILES, 1987 - Present	SA-1 DATED 9/15/97, ITEM 1	5 years after the end of the Federal fiscal year to which the case closed. Retain in office.	Destroy after cited retention.

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**RECORD SERIES REPORT  
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS**

DEPARTMENT: 42090200000

OCCUPATIONAL SAFETY & HEALTH DIVISION, CONSULTATION & TRAINING BRANCH

Records Series ID	Description	Schedule Information	Retention	Disposition
420902-00001	CONSULTATION AND TRAINING FILES	SA-1 DATED 3/10/89, ITEM 1	7 years. Agency retains files for 3 years, eligible for storage at State Records Center for remaining 4 years.  Authority: OSHA Instruction ADM 12-7.2A, Item 28	Destroy after cited retention.

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**RECORD SERIES REPORT  
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS**

DEPARTMENT: 42090400000

OCCUPATIONAL SAFETY & HEALTH DIVISION, BOILER/ELEVATION INSPECTION BRANCH

<b>Records Series ID</b>	<b>Description</b>	<b>Schedule Information</b>	<b>Retention</b>	<b>Disposition</b>
420904-00001	BOILER INSPECTION SECTION: BOILER & PRESSURE VESSEL CASE RECORDS (1) SPECIFICATIONS, DRAWINGS, CORRESPONDENCE PRIOR TO INSTALLATION	SA-1 DATED 5/13/86, ITEM A.1(1)	5 years after object is dismantled.	Destroy after cited retention.
420904-00002	BOILER INSPECTION SECTION: BOILER & PRESSURE VESSEL CASE RECORDS (2) FIRST DATA REPORT (First inspection of installation.)	DATED 5/13/86, ITEM A.1(2)	5 years after object is dismantled.	Destroy after cited retention.
420904-00003	BOILER INSPECTION SECTION: BOILER & PRESSURE CASE RECORDS (3) AFTER FIRST INSPECTION: NOTIFICATION OF DEFICIENCIES TO OWNER (correspondence) REPORT OF REINSPECTION; RESOLUTION & TRANSMITTAL OF PERMITS (correspondence)	DATED 5/13/86, ITEM A.1(3)	5 years after object is dismantled.	Destroy after cited retention.
420904-00004	BOILER INSPECTION SECTION: BOILER & PRESSURE VESSEL CASE RECORDS (4) SUBSEQUENT INSPECTION: Power Boiler 6-Month Reinspection. Pressure Vessel & Heating Boiler 2-Year Reinspection. Transmittals Of Permits (correspondence)	DATED 5/13/86, ITEM A.1(4)	No-discrepancy reports: 5 years  Discrepancy reports: 5 years after object dismantled	Destroy after cited retention.

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DEPARTMENT: 42090400000

OCCUPATIONAL SAFETY & HEALTH DIVISION, BOILER/ELEVATION INSPECTION BRANCH

Records Series ID	Description	Schedule Information	Retention	Disposition
420904-00005	BOILER INSPECTION SECTION: SUMMARIES, INDEXES & TRACKING SYSTEMS - (1) ALPHABETICAL ARRANGEMENT: (A) A-Z by building, (B) Outer Islands A-Z, (C) Inactives A-Z	SA-1 DATED 5/13/86, ITEM A.2(1)	Transfer A-Z (alpha) cards to inactive after object dismantled. Retain 5 more years.	Destroy after cited retention.
420904-00006	BOILER INSPECTION SECTION: SUMMARIES, INDEXES & TRACKING SYSTEMS - (2) NUMERIC ARRANGEMENT: (A) Numeric File by Hawaii Numbers for HPV Numbers (Pressure Vessels), (B) Numeric File by Hawaii Number for HHB Numbers (Heating Boilers), (C) Numeric File by Hawaii Number for HAW Numbers (Power Boilers), (D) National Board of Boiler and Pressure Vessel Inspector's Numbers.	SA-1 DATED 5/13/86, ITEM A.2(2)	Permanent.	Permanent.
420904-00007	BOILER INSPECTION SECTION: SUMMARIES, INDEXES & TRACKING SYSTEMS - (3) INSPECTION TRACKING: (A) Oahu Inspections Due, (B) Outer Islands Inspections Due.	SA-1 DATED 5/13/86, ITEM A.2(3)	Until object is dismantled.	Destroy after cited retention.
420904-00008	ELEVATOR INSPECTION SECTION: ELEVATOR INSPECTION CASE RECORDS (1) BLUEPRINT ARCHITECTURAL PLANS & SHOP DRAWINGS	SA-1 DATED 5/13/86, ITEM B.1(1)	5 years after elevator is dismantled.	May microfilm. Retain original. Masters to be stored at Archives.

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OCCUPATIONAL SAFETY & HEALTH DIVISION, BOILER/ELEVATION INSPECTION BRANCH

<b>Records Series ID</b>	<b>Description</b>	<b>Schedule Information</b>	<b>Retention</b>	<b>Disposition</b>
420904-00009	ELEVATOR INSPECTION SECTION: ELEVATOR INSPECTION CASE RECORDS (2) REVIEWS OF PLANS, CORRECTIONS, COMMENTS, DATE OF APPROVAL AND INITIALS OF INSPECTOR	SA-1 DATED 5/13/86, ITEM B.1(2)	5 years after elevator dismantled.	Destroy after cited retention.
420904-00010	ELEVATOR INSPECTION SECTION: ELEVATOR INSPECTION CASE RECORDS (3) APPLICATION FOR INSTALLATION PERMIT	SA-1 DATED 5/13/86, ITEM B.1(3)	5 years after the elevator is dismantled.	Destroy after cited retention.
420904-00011	ELEVATOR INSPECTION SECTION: ELEVATOR INSPECTION CASE RECORDS (4) FIRST DATA REPORT (First inspection of installation.)	SA-1 DATED 5/13/86, ITEM B.1(4)	5 years after the elevator is dismantled.	Destroy after cited retention.
420904-00012	ELEVATOR INSPECTION SECTION: ELEVATOR INSPECTION CASE RECORDS (5) AFTER FIRST INSPECTION Notification of deficiencies to owner (correspondence) Report of reinspection. Resolution and transmittal of permits (correspondence).	SA-1 DATED 5/13/86, ITEM B.1(5)	No-discrepancy reports: 5 years  Discrepancy reports: 5 years after object is dismantled	Destroy after cited retention.
420904-00013	ELEVATOR INSPECTION SECTION: ELEVATOR INSPECTION CASE RECORDS (6) 6-MONTH REINSPECTIONS; ANNUAL TRANSMITTAL OF PERMITS (correspondence); 3-YEAR HYDRAULIC ELEVATOR SAFETY RETEST; 5-YEAR ROPE-TYPE ELEVATOR RETEST; DISCREPANCY CORRESPONDENCE	SA-1 DATED 5/13/86, ITEM B.1(6)	No-discrepancy reports: 5 years  Discrepancy reports: 5 years after object is dismantled	Destroy after cited retention.

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OCCUPATIONAL SAFETY & HEALTH DIVISION, BOILER/ELEVATION INSPECTION BRANCH

<b>Records Series ID</b>	<b>Description</b>	<b>Schedule Information</b>	<b>Retention</b>	<b>Disposition</b>
420904-00014	ELEVATOR INSPECTION SECTION: SUMMARIES, INDEXES & TRACKING SYSTEM (1) ALPHABETICAL ARRANGEMENT (A) A-Z by building, (B) Outer Islands A-Z, (C) Inactives A-Z, (D) Building Name Changes cross reference, (E) Inactive Workman's Hoists.	SA-1 DATED 5/13/86, ITEM B.2(1)	Transfer A-Z (alpha) cards to inactive after object dismantled. Retain for 5 more years.	Destroy after cited retention.
420904-00015	ELEVATOR INSPECTION SECTION: SUMMARIES, INDEXES & TRACKING SYSTEM (2) NUMERIC FILE BY HAWAII NUMBER	SA-1 DATED 5/13/86, ITEM B.2(2)	Permanent.	Permanent.
420904-00016	ELEVATOR INSPECTION SECTION: SUMMARIES, INDEXES & TRACKING SYSTEM (2) INSPECTIONS TRACKING (A) Oahu Inspections Due (B) Outer Islands Inspections Due	SA-1 DATED 5/13/86, ITEM B.2(3)	Until the object is dismantled.	Destroy after cited retention.

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DEPARTMENT: 42110200000

DLIR WAGE STANDARDS DIVISION, INTAKE AND CERTIFICATION BRANCH

<b>Records Series ID</b>	<b>Description</b>	<b>Schedule Information</b>	<b>Retention</b>	<b>Disposition</b>
421102-00001	Application for Minor's Employment Certificate Form No. CL-1  <b>Supersedes SA-1 dated 10/6/1965.</b>	SA-1 DATED 11/22/2022, Item CL-1	6 years.	Destroy after cited retention.
421102-00002	Certificate of Age Form No. CL-3  <b>Supersedes SA-1 dated 10/6/1965.</b>	SA-1 DATED 11/22/2022, Item CL-2	Until minor is 18 years old.	Destroy after cited retention.
	Certificate of Employment, Form Nos. CL-3a and CL-4a  <b>Abolishes SA-1 dated 10/6/1965, Forms CL-3a and CL-4a.</b>	SA-1 DATED 11/22/2022		
421102-00003	Certificate of Employment Form No. CL-4  <b>Supersedes SA-1 dated 10/6/1965.</b>	SA-1 DATED 11/22/2022, Item CL-3	Until minor is 18 years old.	Destroy after cited retention.

Retention authority for both records series: §390-3(d), HRS:

“The department may destroy or dispose of any certificate of employment on file which was issued on behalf of a minor who has attained the age of eighteen years and any application for a certificate of employment which was filed with the department more than five years prior to the destruction or disposition.”

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**RECORD SERIES REPORT  
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DEPARTMENT: 42110200000

DLIR WAGE STANDARDS DIVISION, INTAKE AND CERTIFICATION BRANCH

Records Series ID	Description	Schedule Information	Retention	Disposition
	Wage Claim Investigation Report, Form No. WHD-1 Wage Computation Sheet, Form No. WHD-2 Employee Statement, Form No. WHD-3 Employee Interview Checklist, Form No. WHD-3A Summary of Restitution, Form No. WHD-4 Receipt for Back Pay Due, Form No. WHD-5 Form Letter – Unpaid Wages Due Employee, Form No. WHD-6 Confidential Complaint Form, Form No. WHD-7 Form Letter – Wage-Hour Law, Form No. WHD-8 Owner’s Statement of Employment, Form No. WHD-9 Field Inspection Sheet, Form No. WHD-10 Affidavit, Form No. WHD-11 Employer Instruction Issued, Form No. WHD-12 Receipt for Records Received, Form No. WHD-13 Act 133 Summary Report , Form No. WHD-14 Case Diary Sheet, Form No. WHD-16 Assignment of Work, Form No. WHD-17 Application for Emigrant Agent License Emigrant Agent License Designation of Agent for Service Affidavit – Emigrant Agent Inspector’s Daily Report, Form No. WHD-15 Inspector’s Complaint Referral Form  <b>Abolishes SA-1 dated 8/14/1958, Items 5-28.</b>	SA-1 DATED 11/22/2022		

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DEPARTMENT: 42110200000

DLIR WAGE STANDARDS DIVISION, INTAKE AND CERTIFICATION BRANCH

<b>Records Series ID</b>	<b>Description</b>	<b>Schedule Information</b>	<b>Retention</b>	<b>Disposition</b>
421103-0001	INVESTIGATION CASES Non-monetary, and monetary closed cases less than \$500 (Chapters 104, 387, HRS)	SA-1 dated 11/22/2022, Item 1	6 years after close of case.	Destroy after cited retention.
421103-0002	INVESTIGATION CASES Monetary closed cases of \$500 or more (Chapters 104, 387 HRS)	SA-1 dated 11/22/2022, Item 2	10 years after close of case.	Destroy after cited retention
421103-0003	INVESTIGATION CASES Closed investigation cases (Chapters 388, 390, 398, Part II of 378, HRS)	SA-1 dated 11/22/2022, Item 3	6 years after close of case.	Destroy after cited retention
421103-0004	HEARINGS CASES Closed hearings cases (Part III of Chapter 378, HRS)  <b>Supersedes SA-1 dated 6/29/1981, Item 2.</b>	SA-1 dated 11/22/2022, Item 4	6 years after close of case.	Destroy after cited retention
421103-0005	NON-REFERRED COMPLAINTS Complaints taken but not referred to branches (Chapters 104, 387, 388, 390, 398, Parts II and III of 378, HRS)	SA-1 dated 11/22/2022, Item 5	6 years after close of case.	Destroy after cited retention
421103-0006	LITIGATION CASES Closed legal case with no judgement (Chapters 104, 387, 388 HRS)	SA-1 dated 11/22/2022, Item 6	6 years after close of case.	Destroy after cited retention
421103-0007	JUDGEMENT CASES Closed Legal cases with a judgment (Chapters 104, 387, 388 HRS)	SA-1 dated 11/22/2022, Item 7	6 years after close of judgement.	Destroy after cited retention
421103-0008	PRECEDENT CASES Closed cases that set a precedent (Chapters 104, 387, 388, 390, 398, Parts II and III of 378, HRS)	SA-1 dated 11/22/2022, Item 8	Permanent.	Permanent.

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DEPARTMENT: 4212000000  
UNEMPLOYMENT INSURANCE DIVISION

<b>Records Series ID</b>	<b>Description</b>	<b>Schedule Information</b>	<b>Retention</b>	<b>Disposition</b>
421200-00001	CLAIM RECORDS, including Initial Claims, Initial Determinations of Benefits, Low Earnings Reports, Wage and Separation Reports, Claim Examiners' Decisions, Continued Claims and Pay Orders, Disallowed Continued Claims, Correspondence and Other Related Documents  NOTE: No records shall be destroyed until all matters pertaining thereto have been fully and finally approved.	SA-1 DATED 3/7/80, ITEM 1	3 years after the benefit year ending date of each claim.	Destroy after cited retention.
421200-00002	WAGE AND SEPARATION REPORTS OF EMPLOYERS  NOTE: No records shall be destroyed until all matters pertaining thereto have been fully and finally approved.	SA-1 DATED 3/7/80, ITEM 2	3 years after quarter to which they relate.	Destroy after cited retention.
421200-00003	REPORT OF NEW HIRES  NOTE: No records shall be destroyed until all matters pertaining thereto have been fully and finally approved.	SA-1 DATED 3/7/80, ITEM 3	2 years from date of hire.	Destroy after cited retention.
421200-00004	ALL OTHER EMPLOYER RECORDS AND CORRESPONDENCE  NOTE: No records shall be destroyed until all matters pertaining thereto have been fully and finally approved.	SA-1 DATED 3/7/80, ITEM 4	5 years from the end of calendar year to which they relate.	Destroy after cited retention.

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DEPARTMENT: 4212000000

UNEMPLOYMENT INSURANCE DIVISION

Records Series ID	Description	Schedule Information	Retention	Disposition
421200-00005	BENEFIT PAYMENT LEDGERS AND EMPLOYERS' CHARGEBACK STATEMENTS  NOTE: No records shall be destroyed until all matters pertaining thereto have been fully and finally approved.	SA-1 DATED 3/7/80, ITEM 5	5 years from the end of calendar year to which they relate.	Destroy after cited retention.
421200-00006	INACTIVE EMPLOYER CONTRIBUTION LEDGERS  NOTE: No records shall be destroyed until all matter pertaining thereto have been fully and finally approved.	SA-1 DATED 3/7/80, ITEM 6	5 years from end of calendar year to which they relate provided that a summary of each account has been made showing: a. Name, address, and account number, b. Commencement and termination dates; and c. Balance of net reserve or, if the reserve has been transferred, the account number of the successor employer	Destroy after cited retention.
421200-00008	QUALITY CONTROL CASE FILES, 1985 – Present  Access restricted per: HRS 383-95.	SA-1 DATED 6/12/91	3 years from Benefit Year Ending date.	Keep in office 6 months, then transfer to SRC for remainder of retention period. Destroy after cited retention.

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UNEMPLOYMENT INSURANCE DIVISION

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421200-00009	QUARTERLY WAGE AND UNEMPLOYMENT INSURANCE RECORDS: (1) EMPLOYEE QUARTERLY WAGE & CONTRIBUTORY REIMBURSABLE REPORT (FORM UC-B6)	SA-1 DATED 11/20/90, ITEM 1	6 years.	May microfilm. Originals may be destroyed once the data retrieval system is proven satisfactory.
421200-00010	QUARTERLY WAGE AND UNEMPLOYMENT INSURANCE RECORDS: (2) EMPLOYER'S QUARTERLY REPORT OF WAGES (FORM UC-B6A)	SA-1 DATED 11/20/90, ITEM 2	6 years.	May microfilm. Originals may be destroyed once the data retrieval system is proven satisfactory.
421200-00011	QUARTERLY WAGE AND UNEMPLOYMENT INSURANCE RECORDS: (3) NOTICE OF CONTRIBUTION ASSESSMENT OR CREDIT ADJUSTMENT (FORM UC-168)	SA-1 DATED 11/20/90, ITEM 3	6 years.	May microfilm. Originals may be destroyed once the data retrieval system is proven satisfactory.
421200-00012	QUARTERLY WAGE AND UNEMPLOYMENT INSURANCE RECORDS: (4) NOTIFICATION OF DELINQUENT CONTRIBUTION/CHARGE (FORM UC-302)	SA-1 DATED 11/20/90, ITEM 4	6 years.	May microfilm. Originals may be destroyed once the data retrieval system is proven satisfactory.

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DEPARTMENT: 42120000000  
UNEMPLOYMENT INSURANCE DIVISION

<b>Records Series ID</b>	<b>Description</b>	<b>Schedule Information</b>	<b>Retention</b>	<b>Disposition</b>
421200-00013	QUARTERLY WAGE AND UNEMPLOYMENT INSURANCE RECORDS: (5) NOTIFICATION OF PENDING CIVIL ACTION (FORM UC-303)	SA-1 DATED 11/20/90, ITEM 5	6 years.	May microfilm. Originals may be destroyed once the data retrieval system is proven satisfactory.
421200-00014	QUARTERLY WAGE AND UNEMPLOYMENT INSURANCE RECORDS: (6) FIELD DELINQUENCY ASSIGNMENT (FORM UC-304)	SA-1 DATED 11/20/90, ITEM 6	6 years.	May microfilm. Originals may be destroyed once the data retrieval system is proven satisfactory.
421200-00015	QUARTERLY WAGE AND UNEMPLOYMENT INSURANCE RECORDS: (7) NOTICE OF TAX ASSESSMENT (FORM UC-305)	SA-1 DATED 11/20/90, ITEM 7	6 years.	May microfilm. Originals may be destroyed once the data retrieval system is proven satisfactory.
421200-00016	QUARTERLY WAGE AND UNEMPLOYMENT INSURANCE RECORDS: (8) "BANK CASH LIST" (FORM UC-307)	SA-1 DATED 11/20/90, ITEM 8	6 years.	May microfilm. Originals may be destroyed once the data retrieval system is proven satisfactory.

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421200-00017	QUARTERLY WAGE AND UNEMPLOYMENT INSURANCE RECORDS: (9) PAYMENT FORM (FORM UC-318)	SA-1 DATED 11/20/90, ITEM 9	6 years.	May microfilm. Originals may be destroyed once data retrieval system has proven satisfactory.
421200-00018	QUARTERLY WAGE AND UNEMPLOYMENT INSURANCE RECORDS: (10) WAGE/TAX COLLECTION FORM (FORM UC-319)	SA-1 DATED 11/20/90, ITEM 10	6 years.	May microfilm. Originals may be destroyed once the data retrieval system is proven satisfactory.
421200-00019	QUARTERLY WAGE AND UNEMPLOYMENT INSURANCE RECORDS: (11) ADJUSTMENT FORM (FORM UC-320)	SA-1 DATED 11/20/90, ITEM 11	6 years.	May microfilm. Originals may be destroyed once the data retrieval system is proven satisfactory.
421200-00020	QUARTERLY WAGE AND UNEMPLOYMENT INSURANCE RECORDS: (12) WRITE-OFF FORM (FORM UC-321)	SA-1 DATED 11/20/90, ITEM 12	6 years.	May microfilm. Originals may be destroyed once the data retrieval system is proven satisfactory.

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DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS**

DEPARTMENT: 4214000000

DLIR RESEARCH & STATISTICS OFFICE (UI RESEARCH STAFF)

<b>Records Series ID</b>	<b>Description</b>	<b>Schedule Information</b>	<b>Retention</b>	<b>Disposition</b>
421400-00001	CONTINUOUS WAGE & BENEFIT HISTORY PROGRAM (CWBH) COMPUTER CARDS & BENEFIT LEDGER PRINTOUTS, 1973 – (Present)	SA-1 DATED 6/13/78, ITEM 1	5 years.	Retain 2 years in office, transfer to Records Center for 3 years.
421400-00002	UNEMPLOYMENT INSURANCE RESEARCH STUDIES, 1976 – (Present) SA-1 DATED 6/13/78, ITEM 2	SA-1 DATED 6/13/78, ITEM 2	Permanent.	Original or master transferred to State Archives when no longer needed for administrative purposes.
421400-00003	MATERIALS USED FOR STUDIES (e.g. computer cards, benefit ledger printouts), 1976 – (Present)	SA-1 DATED 6/13/78, ITEM 3	Until no longer needed for administrative purposes.	Destroy after cited retention.

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**RECORD SERIES REPORT  
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS**

DEPARTMENT: 4217000000

DLIR DISABILITY COMPENSATION DIVISION (VOCATIONAL REHABILITATION)

Records Series ID	Description	Schedule Information	Retention	Disposition
421700-00001	VOCATIONAL REHABILITATION: CERTIFIED REHABILITATION PROVIDERS AND REGISTERED REHABILITATION COUNSELORS FILES, 1981 – Present	SA-1 DATED 7/23/97, ITEM 1	Retain until close of file.	Destroy after cited retention.

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**RECORD SERIES REPORT  
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS**

DEPARTMENT: 4217010000

DLIR DISABILITY COMPENSATION DIVISION, WORKMEN'S COMPENSATION PROGRAM

<b>Records Series ID</b>	<b>Description</b>	<b>Schedule Information</b>	<b>Retention</b>	<b>Disposition</b>
421701-00007	EMPLOYEE'S MASTER CARDS (FORM WC-1A)	SA-1 DATED 7/9/81, ITEM 7	Permanent.	Microfilm inactive cards when volume warrants and destroy originals after receiving approval of the processed films from the State Archives.
421701-00008	IBM STATISTICAL CARDS FOR WORKMEN'S COMPENSATION  (Program then known as Bureau of Workmen's Compensation)	SA-1 DATED 7/9/81, ITEM 8	2 years.	Destroy after cited retention.

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**RECORD SERIES REPORT  
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS**

DEPARTMENT: 42170700000

DISABILITY COMPENSATION DIVISION, PLANS ACCEPTANCE AND BENEFIT CLAIMS BRANCH

Records Series ID	Description	Schedule Information	Retention	Disposition
421707-00001	<p>Approved Prepaid Health Care (PHC) Plans</p> <p>After the approval by the Hawaii State Insurance Commissioner or a signed statement that the plan does not require approval, the health care contractor submits 8 copies of the plan for PHC Advisory Council for review. Each plan shall have attached evidence of the Insurance Commissioner's approval or the statement that the plan does not require approval. Any plan submitted under Section 393-7(b), HRS, which provides aggregate benefits that are more limited than those provided by plans qualifying under 393-7(a), HRS, includes certification that the employer has agreed to contribute at least one-half of the cost of the coverage of dependents under such plan. After written advance from the prepaid health care advisory council, the DLIR director notifies the health care contractor of the proposed approval (Auth: HRS §393-32) (Imp: HRS §§393-7, 393-32)]</p>	SA-1 DATED 12/02/2020, ITEM 1	One year from date of notice of termination by contractor or revocation by DLIR for noncompliance with PHC Act or its related administrative rules.	Destroy after cited retention.

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**RECORD SERIES REPORT  
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS**

DEPARTMENT: 42170700000

DISABILITY COMPENSATION DIVISION, PLANS ACCEPTANCE AND BENEFIT CLAIMS BRANCH

Records Series ID	Description	Schedule Information	Retention	Disposition
421707-00002	<p>Unapproved PHC Plans</p> <p>Any proposal to disapprove contains the reasons. The health care contractor may apply for reconsideration in writing within 15 days after receipt of the proposal disapproval. The request for reconsideration includes a memorandum of the facts on the basis of which the contractor contends that the plan meets the requirement of section 393-7(d). The DLIR director notifies the health care contractor of the final decision to approve or disapprove the plan. [ Eff: 5/7/81] (Auth: HRS §393-32) (Imp: HRS §§393-7, 393-32)]</p>	SA-1 DATED 12/02/2020, ITEM 2	6 months from Contractor date received.	Destroy after cited retention.

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**RECORD SERIES REPORT  
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DEPARTMENT: 42170700000

DISABILITY COMPENSATION DIVISION, PLANS ACCEPTANCE AND BENEFIT CLAIMS BRANCH

Records Series ID	Description	Schedule Information	Retention	Disposition
421707-0003	<p>TDI-21: Periodic Reports</p> <p>§12-11-85 Periodic reports. (a) On March 1 of each year, the employer's insurance carrier, self-insured employers, employers with collective bargaining agreements, or an association of employers shall file an annual report covering the most recently completed calendar year in a form prescribed by the director for each employer and for each plan, furnishing the following information: (1) Number of covered employees for each month of the year (number of individuals employed during the pay period including the 12th day of the month). (2) Amount of total wages paid in the year. (3) Amount of taxable wages paid in the year. (4) Amount of employer contributions paid in the year, if applicable. (5) Amount of employee contributions paid in the year, if applicable. (6) Amount of benefits paid in the year. (7) Number of different persons paid disability benefits during the year. (8) Number of weeks for which benefits were paid. (9) Number of separate periods of disability for which benefits were paid. (10) Number of claims denied. (11) Amount of subrogated payments received. (b) On March 1 of each year, the employer's insurance carrier, self-insured employers, employers with collective bargaining agreements, or an association of employers shall file an annual report for each</p> <p>(Continued on next page)</p>	SA-1 DATED 12/02/2020, ITEM 3	3 years from date processed.	Destroy after cited retention.

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DEPARTMENT: 42170700000

DISABILITY COMPENSATION DIVISION, PLANS ACCEPTANCE AND BENEFIT CLAIMS BRANCH

Records Series ID	Description	Schedule Information	Retention	Disposition
	(Continuation from previous page)  employer and for each plan the information listed in subsection (a) and, in addition, furnish by sex, information listed in items (1) and (6) through (10) of subsection (a) covering the most recently completed calendar year in a form prescribed by the director. [Eff 5/11/81](Auth: HRS §392-91) (Imp: HRS §392-91)			
421707-0004	Employer files  Employer files created for every active employer. Inactive files are deleted from unemployment insurance database by submitting a purge list to ETS to show data beginning April 1 of each year.	SA-1 DATED 12/02/2020, ITEM 4	6 years from year of inactivity.	Destroy after cited retention.
421707-0005	Contractor Monthly PHC Reports  §12-12-60 Health care contractors. Health care contractors shall submit a monthly report, in a form designated by the department, showing the following information: (1) Name of newly enrolled or terminated employer; (2) State department of labor and industrial relations account number as assigned by the unemployment insurance division; (3) Plan name; (4) Group number; (5) Effective date of coverage; and (6) Effective date and reason for cancellation. [Eff: 5/7/81, am 2/28/11] (Auth: HRS §393-32) (Imp: HRS §393-32)	SA-1 DATED 12/02/2020, ITEM 5	1 month from date of entry into DCIS.	Destroy after cited retention.

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**RECORD SERIES REPORT  
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS**

DEPARTMENT: 42170700000

DISABILITY COMPENSATION DIVISION, PLANS ACCEPTANCE AND BENEFIT CLAIMS BRANCH

<b>Records Series ID</b>	<b>Description</b>	<b>Schedule Information</b>	<b>Retention</b>	<b>Disposition</b>
421707-0006	<p>Special Compensation Fund Denial</p> <p>(1) Employees whose employers have failed to provide TDI coverage or who have gone bankrupt; and</p> <p>(2) Unemployed claimants who</p> <p style="padding-left: 20px;">a) were receiving unemployment insurance (UI) benefits before a disability began</p> <p style="padding-left: 20px;">b) became disabled; and</p> <p style="padding-left: 20px;">c) were denied further UI benefits only because of the disability</p> <p>If denied in the past, the applicant did not meet requirements. Denials can be appealed.</p>	SA-1 DATED 12/02/2020, ITEM 6	3 years from date of appeal decision.	Destroy after cited retention.
421707-0007	<p>PHC Advisory Council Minutes</p> <p>The Prepaid Health Care Advisory council is selected and interviewed by the Director of DLIR and the Administrator of DCD. They provide guidance to the Director by making recommendations to the Director on each unapproved health care plan. The Director will ultimately have the final decision of approval and disapproval on all health care plans being administered in Hawaii. The minutes document council recommendations.</p>	SA-1 DATED 12/02/2020, ITEM 7	Apply GRS 1.1a. Records of official boards, committees and advisory boards.	Apply GRS 1.1a. Records of official boards, committees and advisory boards.

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DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS**

DEPARTMENT: 4219000000  
HAWAII LABOR RELATIONS BOARD

Records Series ID	Description	Schedule Information	Retention	Disposition
421900-00001	HAWAII LABOR RELATIONS BOARD CASE FILES	SA-1 DATED 10/3/05, ITEM 1	20 years after close of case.	Retain in office for 5 years after case closure, then transfer to the State Records Center for remainder of authorized retention period.

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**RECORD SERIES REPORT  
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS**

DEPARTMENT: 4221000000  
DLIR EMPLOYMENT SECURITY APPEALS REFEREE

<b>Records Series ID</b>	<b>Description</b>	<b>Schedule Information</b>	<b>Retention</b>	<b>Disposition</b>
422100-00001	UNEMPLOYMENT INSURANCE APPEAL FILES  A. APPEAL CASES SETTLED WITHIN 1 YEAR OF INITIATION OF APPEAL, 1993 – Present  B. ALL OTHER APPEALS CASES, 1993 – Present	SA-1 DTD 1/19/2001 ITEM 1A and 1B	A. 4 years from initiation of appeal.  B. 3 years from close of case.	Destroy after cited retention.
422100-00002	COURTESY APPEALS	SA-1 DATED 10/24/79	6 years.	Destroy after cited retention.
422100-00003	ASSESSMENTS	SA-1 DATED 10/24/79	6 years.	Destroy after cited retention.

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DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS**

DEPARTMENT: 4223000000  
DLIR HAWAII CIVIL RIGHTS COMMISSION

<b>Records Series ID</b>	<b>Description</b>	<b>Schedule Information</b>	<b>Retention</b>	<b>Disposition</b>
422300-00001	INVESTIGATIVE FILES, 1987 – Present  Restrictions: Parts of file are confidential per HRS 368-4.	SA-1 DATED 10/17/94, ITEM 1	3 years after the close of case.	Retain in office for 3 years after close of file, then destroy. Audio and video tapes may be erased and re-used.
422300-00002	LEGAL FILES, 1987 – Present  Restrictions: Parts of file are confidential per HRS 368-4.	SA-1 DATED 10/17/94, ITEM 2	6 years after close of case.	Retain in office for 1 year after close of file, then purge pleadings and exhibits. May transfer to State Records Center for remainder of retention period, then destroy.
422300-00003	ADJUDICATED CASE FILES – DISMISSED, 1991-Present	SA-1 dated 5/28/2020	10 years	Destroy after cited retention.
422300-00004	ADJUDICATED CASE FILES – DECISIONS RENDERED, 1991-Present	SA-1 dated 5/28/2020	Permanent	Transfer to State Archives when no longer needed in office.

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