

STATE OF HAWAII
RECORDS DISPOSITION AUTHORIZATION

State Archives
Iolani Palace Grounds, Honolulu, Hawaii 96813

Attention: State Archivist

1. In compliance with Section 94-3 Hawaii Revised Statutes, as amended, I hereby request ☐ Continuous authorization to destroy or otherwise dispose of the numbered record items listed below. ☒ Authorization

ITEM NO.	FORM NO.	DESCRIPTION	YEARS OR PERIOD		RETENTION
			FROM	THROUGH	
522700-00001		<p>DEPARTMENT OF THE ATTORNEY GENERAL Civil Rights Litigation Division</p> <p>Closed Cases</p> <p>Retention: 10 years after close of file.</p> <p>Disposition: Closed files may be stored at State Records Center. Destroy after cited retention.</p> <p><i>Skyler Cruz</i> Skyler Cruz, Supervisor, Civil Rights Litigation Division</p>			

2. Record items Nos. _____ will be preserved on microfilm in accordance with Section 92-31 Hawaii Revised Statutes.

It is requested that Record items Nos. _____ be transferred to the State Archives.

3. *Brenden L. Kinoshita*
Brenden L. Kinoshita
SIGNATURE OF RECORDS OFFICER

Department of the Attorney General
AGENCY

Anne E. Lopez
Anne E. Lopez
SIGNATURE OF HEAD OF DEPARTMENT

4. I hereby certify that the records as listed, unless exceptions are listed below, do not appear to be of sufficient value for legal, administrative, or research purposes to warrant further preservation. Exceptions: _____

Record items Nos. _____ to be transferred to ☐ State Archives ☐ _____
AGENCY

Adam Jansen, PhD
Adam Jansen, PhD
STATE ARCHIVIST

5. Destruction or other disposal, with exceptions indicated, approved. ☐ Continuous authorization ☒ Authorization

Keith A. Regan
Keith A. Regan
COMPTROLLER

Date: 06/12/2025

STATE OF HAWAII
DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES
Archives Division
Comments and Recommendation

Date: 05/07/2025

Records Analyst Names: Gina Vergara-Bautista

Nature of Request: Skyler Cruz, Supervisor, Civil Rights Litigation Division, Department of the Attorney General, contacted RMB to create a new retention schedule for closed case files.

Description of the Agency:

The Civil Rights Litigation Division provides legal defense to the State, its departments and agencies, and certain state employees in lawsuits or other claims that involve allegations of constitutional or civil rights violations. This defense includes, but is not limited to, answering legal complaints filed in court, investigating claims, conducting discovery, filing motions as determined to be necessary, and representing state interests at arbitrations, mediations, and trials.

Description of the Records Series:

Civil rights litigation case files typically contain various documents related to the lawsuit, including the complaint, discovery materials, witness statements, briefs, and court orders.

Proposed Retention Schedule:

DEPARTMENT: 5227000000

LEGAL DIVISION - CIVIL RIGHTS LITIGATION DIVISION

Record Series ID	Description	Retention	Disposition
522700-0001	Closed Cases	10 years after close of file.	Closed files may be stored at State Records Center. Destroy after cited retention.




Approved



Disapproved

By:


Adam Jansen (May 12, 2025 13:50 HST)

Adam Jansen, Archives Administrator

Date:

05/12/2025

STATE OF HAWAII RECORDS INVENTORY FORM

Complete ONE FORM for each group or set of records (also known as a record series) created or received by a program or unit. All records and data, regardless of format, should be inventoried by the records custodian. Please be as detailed as possible.

SECTION 1: GENERAL INFORMATION

1. Department/Division: Dept. of the Attorney General / Civil Rights Litigation Division		2. Branch/Section:	
3. Name and Title of Person Preparing this Form: Skyler Cruz Date: 3-20-2025 E-mail: skyler.g.cruz@hawaii.gov Phone: 808-373-6604		4. Name of Department Records Officer: Brenden Kinoshita	
5. Common title of group or set of records (series)/include form numbers: Closed Case Files			
6. Are the records created by? <input checked="" type="checkbox"/> above agency <input type="checkbox"/> another agency (specify)			
7. Records are: <input checked="" type="checkbox"/> originals <input type="checkbox"/> duplicates. Originals are located at:			
8. What information do these records contain? Do they contain personally identifiable information? Yes		9. For what purpose were these records created? Litigation	
10. Are these records (including related business systems) considered critical/essential to your mission?		<input type="checkbox"/> Yes If yes, are these records listed in your Continuity of Operation Plan (COOP)? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know <input checked="" type="checkbox"/> No	
11. What is the activity level on these records? <input type="checkbox"/> Active (Accessed frequently: daily or weekly)/ Volume: <input type="checkbox"/> Semi-Active (Accessed as needed: monthly or less often)/ Volume: <input checked="" type="checkbox"/> Inactive (Rarely accessed, requested or needed)/Volume: 50			
12. Users of these records are: <input checked="" type="checkbox"/> Staff <input type="checkbox"/> Other state agencies <input type="checkbox"/> Federal government <input type="checkbox"/> Public			
13. When are records closed out and become inactive? <i>Example: biannually, annually, monthly, quarterly or daily.</i> Biannually			
14. Inclusive dates for series: From: 7/26/2010 To: Present		15. Format(s) -- <i>Check all that apply</i> <input checked="" type="checkbox"/> Paper; <input type="checkbox"/> Microfilm; <input type="checkbox"/> Databases/Systems; <input type="checkbox"/> PDF/Word/Etc.; <input type="checkbox"/> Other, please describe:	
17. Annual Accumulation 50 Cubic Feet (Boxes) MB or GB (Electronic)		16. Present Volume (Paper and Electronic) Cubic Feet (Boxes) and Date range: 7/26/2010 to present Volume chart to determine cubic feet: Letter/Legal size file drawer = 1.5/2.0 cubic feet Letter/Legal 36" long shelf unit = 2.4/3.0 cubic feet MB or GB (Electronic) and Date range:	
18. Records Arrangement <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Geographical <input type="checkbox"/> Chronological <input type="checkbox"/> Numerical By:			
19. Physical location(s) of records (Building, City). If series includes electronic records, please indicate whether or not Information and Communications Services Division (ICSD) hosts your agency's records. 425 Queen Street			
20. Are there other public agencies that create similar or related records? Can the same information be found elsewhere? If yes, please explain: No			

SECTION 2: COMPLIANCE AND LEGAL REQUIREMENTS

Are the records in this series subject to:

1. Legal or regulatory requirements?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If yes, cite the law(s): List the requirements:
2. Specific retention requirements established by law or administrative need?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If yes, how long should the records be kept and why:
3. Audit or other independent review?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If yes, by whom: When are the audits conducted?
4. Exemptions to public use and inspection under State or Federal law?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please cite law(s): How are records protected from unauthorized access or disclosure?
5. External concern or dispute resolution (now or in the foreseeable future)?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If yes, please explain:
6. Current litigation, examination for discovery or an active public records request?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If yes, please explain:

SECTION 3: RETENTION RECOMMENDATIONS

Based on record use, I prefer inactive files to be:

<input checked="" type="checkbox"/> Destroyed when no longer useful. <input type="checkbox"/> Kept in office permanently.	<input checked="" type="checkbox"/> Kept in office for variable years, then: <input checked="" type="checkbox"/> Transferred to storage and destroy after 10 years. <input type="checkbox"/> Transferred to Archives for permanent retention. <input type="checkbox"/> Destroyed in-house.
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Instructions:

SECTION 1: GENERAL INFORMATION

- 1 and 2. Identify the department, division, and branch/section of the records custodian whose records are being inventoried.
- 3 and 4. Identify the name, title and phone number of the records custodian, the employee best informed about the purpose of the records series. Identify the Name of Program/Unit Records Officer or Liaison.
5. Identify the records by a specific and descriptive records series title (e.g., Partnership Annual Statements). Do not use vague terms such as "Reports" or "Miscellaneous." State the inclusive dates (earliest and latest dates) of the records series. If the records are still being created, write "Present" as the end date.
6. Identify creator of the records.
7. Are these originals or duplicates? If the records are duplicates, who maintains the originals?
8. Describe file contents: Identify the information maintained. If specific forms are involved, state the form names and numbers. As an example, a loan application file series may contain the original loan application, copies of income statements, and the report of the loan officer. Do the files contain personally identifiable information? Please list types (examples: social security numbers, medical records, financial records).
9. Purpose of the records series; who refers to the records: Why are these records maintained? As an example, for a client case file, the purpose may be to document the client's eligibility to receive program benefits. Agency personnel and federal auditors may use the records.
10. Determine if the records are critical or essential to your mission.
11. Identify the activity level on these records. Check all that apply and list volume in cubic feet or MB or GB if electronic.
12. Identify users of these records. Check all that apply.
13. Determine when the file is closed and considered inactive. List the event the triggers closure/inactivity such as: final payment of loan; settlement of case.
14. List date range for the entire series.
15. Identify formats of this record series. Check all that apply.
16. Estimate record volume in cubic feet: State volume in office and in any storage areas. Identify the beginning and ending dates of the records.
17. Identify the annual accumulation of the records series in cubic feet and/or MB/GB for electronic records.
18. Identify the file arrangement of the records series and list category. Examples: ☒ Alphabetical by: Surname.
☒ Geographically by: Street name.
19. Identify physical location of the records. Include all formats of this record series. Examples: paper records in Kekauluohi Building, 364 S. King Street and private storage at _____. Electronic records in server hosted by ICSD in Kalanimoku Building.
20. Identify similar or related records and whether the information in this record series can be found elsewhere.

SECTION 2: COMPLIANCE AND LEGAL REQUIREMENTS

1. Laws, regulations, about use and/or retention of files: Cite applicable State and Federal laws and rules. If there are no legal requirements, write "none."
- 2.
3. Are these records subject to regular Federal and / or State fiscal audits? If yes, when were they most recently audited?
4. Are the records exempted from disclosure? Cite laws and describe how your office protects the records from unauthorized access or disclosure.
5. Identify external concerns or dispute resolutions affecting these records.

6. Identify current litigation or examination for discovery or an active public records request.

SECTION 3: RETENTION RECOMMENDATIONS

As the record custodian, what is your recommended retention period? Please provide justification to support the recommendation.