

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
or otherwise dispose of the numbered record items listed below.

☐ Continuous authorization to destroy
☒ Authorization

ITEM NO.	FORM NO.	DESCRIPTION	YEARS OR PERIOD		RETENTION
			FROM	THROUGH	
		<p>AGRIBUSINESS DEVELOPMENT CORPORATION DEPARTMENT OF BUSINESS, ECONOMIC DEVELOPMENT AND TOURISM</p> <p>See attached list of six records series.</p> <p><i>WLP</i></p> <p>For <u>Wendy Gady, Executive Director</u> Agribusiness Development Corporation</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.

Sayuri Sugimoto

Sayuri Sugimoto

SIGNATURE OF RECORDS OFFICER

Department of Business, Economic
Development and Tourism

AGENCY

James Kunane Tokioka

James Kunane Tokioka

SIGNATURE OF HEAD OF DEPARTMENT

DATE:

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
Adam Jansen (Sep 10, 2025 14:36:22 HST)

Adam Jansen, PhD
STATE ARCHIVIST

DATE: 09/10/2025

5. Destruction or other disposal, with exceptions indicated, approved.

☐ Continuous authorization
☒ Authorization

Keith Regan
Keith Regan

COMPTROLLER

Date: 09/10/2025

AGRICULTURE DEVELOPMENT CORPORATION
RECORDS RETENTION SCHEDULES

Record Series ID	Description	Retention	Disposition
110101-00001	Agricultural projects; agricultural development plans	Permanent.	Transfer to Hawaii State Archives when no longer needed in the office.
110101-00002	Leases – commitment and preservation of agricultural lease. (Recordation of leases is optional at Bureau of Conveyances.)	Permanent	Transfer to Hawaii State Archives 6 years after end of lease.
110101-00003	Acquisition of important agricultural lands – done via executive order, transfer, exchange or outright purchase. (Official records are filed at Bureau of Conveyances)	6 years from sale or transfer of the property.	Destroy after cited retention.
Commercial land license:			
110101-00004	Expression of interest form – interested parties submit an expression of interest form	3 years from date of submission.	Destroy after cited retention.
110101-00005	Application - ADC contacts interested parties who have submitted an expression of interest form when the agency publishes a request for applications	3 years after submission.	Destroy after cited retention.
110101-00006	License - ADC staff and committee of board of directors review and score the land applications and make a recommendation to the full board of directors to issue a land license to the top-scoring applicant who qualifies.	Permanent.	Transfer to Hawaii State Archives when no longer needed in the office.

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

Date: 6/27/2025, 8/7/2025

Records Analyst Name: Gina Vergara-Bautista

Nature of Request: Mark Takemoto, Senior Executive Assistant, and KaHill Lidell, intern, Agribusiness Development Corporation, Dept. of Business, Economic Development and Tourism, requested the creation of retention schedules for ADC.

Agency Description:

Agribusiness Development Corporation's role is to protect the future of agriculture in Hawaii by facilitating its transformation from a dual crop economy of sugar and pineapple to a multi-crop industry. The breadth of ADC's responsibilities includes transitioning former plantation lands and water systems to diversified long-term agricultural use, initiating and developing diversified agriculture facilities, and finding innovative solutions for issues facing the agricultural industry today.

ADC's unique position enables it to coordinate Federal, State and private resources to maximize agribusiness opportunities. Its exemptions from Hawaii Revised Statutes Chapter 171 regarding land use, as well as Public Utilities Commission regulations and civil service laws, and the ability to issue bonds and form subsidiaries, allow for greater flexibility in managing its programs. ADC fosters the growth of agricultural enterprises across the state by providing affordable irrigation and long-term licenses or leases to tenants, which stimulates investment in agribusiness and enhances the viability of agriculture in Hawaii.

ADC achieves these important goals through diverse efforts, such as:

- Acquiring and managing select high-value agricultural lands, water systems and infrastructure.
- Acquiring agricultural conservation easements to protect certain valuable agricultural lands.
- Organizing farmers and users into cooperatives that benefit from the participants' common interests and collective efforts.
- Forming subsidiaries to create private and public partnerships.

- Assisting in acquiring or constructing processing and/or treatment facilities to enhance producers' abilities to access export or value-added opportunities.
- Informing, educating or training farmers on various industry practices such as food safety, production techniques and land uses.
- Coordinating and cooperating with other government agencies, educational institutions and private organizations to advance agriculture in Hawaii.
- Conducting research and demonstrative projects to facilitate the transfer of knowledge or adoption of technology.
- Conducting economic and feasibility studies relating to agriculture.

Record Series Description:

1. Agribusiness Development Corporation files - Establishment, organization, membership, policies and records created by committees including agendas, minutes, final reports, and related records documenting accomplishments:

Schedule:

Use GRS 1.1a Records of Official board, committees and advisory bodies.

Retention: Permanent

Disposition: Contact Hawaii State Archives after 10 years or upon closure of the program.

2. Agricultural projects; agricultural development plans –
 - (a) The corporation may develop and implement agricultural projects where large tracts of agricultural land have been or will be taken out of productive agriculture or where, through detailed analysis, opportunities exist to exploit potential local, national, and international markets.
 - (b) The corporation may initiate and coordinate the preparation of business and agricultural development plans for its projects. The plans shall include a proposal for the organization of the enterprise, a marketing information and strategy, the impact on existing agricultural operations throughout the State, and a recommendation for the construction, reconstruction, rehabilitation, improvement, alteration, or repair of any infrastructure or accessory facilities in connection with any project.
 - (c) The corporation may enter into cooperative agreements with coordinating entrepreneurs or public agencies when the powers, services, and capabilities of the persons or agencies are deemed necessary and appropriate for the development and implementation of the business and agricultural development plans.

- (d) The corporation may purchase, accept, and maintain permanent conservation easements, or transfer these easements to a qualified land trust in accordance with the federal Natural Resources Conservation Service farm and ranch lands protection program.
- (e) Notwithstanding any provision of this chapter to the contrary, when leasing corporation-controlled agricultural land, the corporation may contract with a financial institution chartered under chapter 412 or a federal financial institution, as defined under section 412:1-109, that transacts business in this State to provide lease management services. For the purposes of this subsection, "lease management services" includes the collection of lease rent and any other moneys owed to the corporation related to the lease of agricultural land under the corporation's control.
- (f) The agricultural planning activities of the corporation shall be coordinated with the county planning departments and the county land use plans, policies, and ordinances.
- (g) The corporation may amend the business and agricultural development plans as may be necessary.
- (h) Any undertaking by the corporation pursuant to this chapter shall be with the express written consent of the landowner or landowners directly affected.

3. Project facility program –

- (a) The corporation may develop a project to identify necessary project facilities within a project area.
- (b) Unless and except as otherwise provided by law, whenever the corporation undertakes, or causes to be undertaken, any project facility as part of a project, the cost of providing the project facilities shall be assessed against the real property in the project area specially benefiting from the project facilities. Subject to the express written consent of the landowners directly affected, the corporation shall determine the properties that will benefit from the project facilities to be undertaken and may establish assessment areas that include the properties specially benefiting from the project facilities. The corporation may issue and sell bonds in such amounts as may be authorized by the legislature to provide funds to finance the project facilities. The corporation shall fix the assessments against the real property specially benefited.
- (c) Unless and except as otherwise provided by law, the corporation may adopt rules pursuant to chapter 91 to establish the method of undertaking and financing project facilities in a project area.
- (d) Unless and except as otherwise provided by law, bonds issued to provide funds to finance project facilities shall be secured solely by the real properties benefited or improved and the assessments thereon, or by the revenues derived from the project for which the bonds were issued, including reserve accounts and earnings thereon, insurance proceeds, and other revenues, or any combination thereof. The bonds may be additionally secured by the pledge or assignment of loans and other agreements or any note or other undertaking, obligation, or property held by

the corporation. The bonds shall be issued according to and subject to the rules adopted pursuant to this section. Any other law to the contrary notwithstanding, in assessing real property for project facilities, the corporation shall assess the real property within a project area according to the special benefits conferred upon the real property by the project facilities. These methods may include assessment on a frontage basis or according to the area of real property within a project area, or any other assessment method that assesses the real property according to the special benefit conferred, or any combination thereof. No such assessment levies against real property specially benefited under this chapter shall constitute a tax on real property within the meaning of any law.

(e) The rules adopted pursuant to this section may include, but are not limited to:

- (1) The methods of establishing assessment areas within a project area;
- (2) The method of assessing real properties specially benefited;
- (3) The costs to be borne by the corporation, the county in which the project facilities are situated, and the property owners;
- (4) The procedures before the corporation relating to the creation of the assessment areas by the owners of real property therein, including provisions for petitions, bids, contracts, bonds, and notices;
- (5) Provisions relating to assessments;
- (6) Provisions relating to financing, such as bonds, the Hawaii agricultural development revolving fund, advances from available funds, special funds for the payment of bonds, the payment of principal and interest, and the sale and use of bonds;
- (7) Provisions relating to funds and the refunding of outstanding debts; and
- (8) Provisions relating to limitations on time to sue, and other related provisions.

(f) Any other provisions to the contrary notwithstanding, the corporation, at its discretion, may enter into any agreement with the county in which project facilities are located, to implement the purposes of this section.

(g) All sums collected under this section shall be deposited in the fund established by section 163D-17, except that all moneys collected on account of assessments and interests thereon for any specific project facilities financed by the issuance of bonds, shall be set apart in a separate special fund and applied solely to the payment of:

- (1) The principal and interest on these bonds;
- (2) The cost of administering, operating, and maintaining the program;
- (3) The establishment of reserves; and
- (4) Other purposes as may be authorized in the proceedings providing for the issuance of the bonds.

If any surplus remains in any special fund after the payment of the bonds chargeable against that special fund, the surplus shall be credited to and become a part of the fund. Notwithstanding any other law to the contrary, moneys in the fund may be used to make up any deficiencies in the special fund.

(h) If the project facilities to be financed through bonds by the corporation may be dedicated to the county in which the project facilities are to be located, the corporation shall ensure that the project facilities are designed and constructed to meet county requirements.

Use GRS 8.1 and 8.2

8.1 Public Works Construction Project Files		
a. CIP Projects	Operating Department	Retention: 10 years after final settlement. Disposition: Offer to State Archives before destruction.
b. Repair and Maintenance Projects	Operating Department	Retention: 10 years after final settlement. Disposition: Destroy after cited retention.
c. Payroll Records	Operating Department	Retention: 3 years after final settlement. Disposition: Destroy after cited retention.

5. Annual report to the governor and legislature – these reports are received by the Governor’s Office and the Legislature and transferred to Hawaii State Archives for long-term access and preservation.

Use GRS 1.12 Legislative Files

Retention: Retention: 6 years after close of fiscal biennium to which records pertain. Disposition: Destroy after cited retention.

6. Acquisition of important agricultural lands – done via executive order, transfer, exchange or outright purchase.
7. Commercial land license - a revocable permission to use the land for a specific purpose without conferring any possessory interest.

The process to acquire a commercial land license from ADC is generally as follows:

- Interested parties submit an *expression of interest* form (see form link below).
- ADC contacts interested parties who have submitted an *expression of interest* form when the agency publishes a *request for applications*.
- ADC staff and a committee of the agency’s board of directors review and score the land applications and makes a recommendation to the full board of directors to issue a land license to the top-scoring applicants who qualify, pursuant to the *request for application*.
- ADC licenses land for agricultural and related purposes, in accordance with the agency’s statutory purpose and mission.

- a. Expression of interest form – interested parties submit an expression of interest form.
- b. Application: ADC contacts interested parties who have submitted an expression of interest form when the agency publishes a request for applications.
- c. License: ADC staff and a committee of agency’s board of directors review and score the land applications and make a recommendation to the full board of directors to issue a land license to the top-scoring applicant who qualify.

Laws Affecting Retention:

None.

Recommendations:

Record Series ID	Description	Proposed Retention	Proposed Disposition
110101-00001	Agricultural projects; agricultural development plans	Permanent.	Transfer to Hawaii State Archives when no longer needed in the office.



Approved



Disapproved

Record Series ID	Description	Proposed Retention	Proposed Disposition
110101-00002	Leases – commitment and preservation of agricultural lease. (Recordation of leases is optional at Bureau of Conveyances.)	Permanent	Transfer to Hawaii State Archives 6 years after end of lease.



Approved



Disapproved

Record Series ID	Description	Proposed Retention	Proposed Disposition
110101-00003	Acquisition of important agricultural lands – done via executive order, transfer, exchange or outright purchase. (Official records are filed at Bureau of Conveyances)	6 years from sale or transfer of the property.	Destroy after cited retention.



Approved



Disapproved

Record Series ID	Description	Proposed Retention	Proposed Disposition
Commercial land license:			
110101-00004	Expression of interest form – interested parties submit an expression of interest form	3 years from date of submission.	Destroy after cited retention.



Approved




Disapproved

Record Series ID	Description	Proposed Retention	Proposed Disposition
Commercial land license:			
110101-00005	Application - ADC contacts interested parties who have submitted an expression of interest form when the agency publishes a request for applications	3 years after submission.	Destroy after cited retention.

- ☒ Approved
- ☐ Disapproved

Record Series ID	Description	Proposed Retention	Proposed Disposition
Commercial land license:			
110101-00006	License - ADC staff and committee of board of directors review and score the land applications and make a recommendation to the full board of directors to issue a land license to the top-scoring applicant who qualifies.	Permanent.	Transfer to Hawaii State Archives when no longer needed in the office.

- ☒ Approved
- ☐ Disapproved

Reviewed by: 
[Adam Jansen \(Sep 3, 2025 15:11:26 HST\)](#)
 Adam Jansen, Archives Administrator

Date: 09/03/2025










SA-1 DBEDT ADC

Final Audit Report

2025-09-09

Created:	2025-09-08 (Hawaii-Aleutian Standard Time)
By:	KaHill Liddell (KaHill.E.Liddell-Intern@hawaii.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAA0Sq9FKrqdGk_d4UE7jhIXUTnOzey3ya6
Number of Documents:	3
Document page count:	12
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Supporting files page count:	0

"SA-1 DBEDT ADC" History

-  Document created by KaHill Liddell (KaHill.E.Liddell-Intern@hawaii.gov)
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-  Document emailed to KaHill Liddell (KaHill.E.Liddell-Intern@hawaii.gov) for approval
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-  Document e-signed by Mark Takemoto (Mark.H.Takemoto@hawaii.gov)
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Document e-signed by James Tokioka (james.tokioka@hawaii.gov)

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Agreement completed.

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