

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	
		<p>HAWAII COASTAL ZONE MANAGEMENT PROGRAM PLANNING DIVISION OFFICE OF PLANNING AND SUSTAINABLE DEVELOPMENT DEPARTMENT OF BUSINESS, ECONOMIC DEVELOPMENT AND TOURISM</p> <p>See attached list of 4 records series.</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. Maria Lucia L. Pascual Department of Business, Economic Development and Tourism James Kunane Tokioka
 SIGNATURE OF RECORDS OFFICER AGENCY SIGNATURE OF HEAD OF DEPARTMENT
 DATE: 07/25/2025

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
 STATE ARCHIVIST

5. Destruction or other disposal, with exceptions indicated, approved. Continuous authorization Authorization
Keith A. Regan Date: _____
 COMPTROLLER

Coastal Zone Management Program
Planning Division, Office of Planning and Sustainable Development
Department of Business, Economic Development and Tourism
List of Records Series

Records Series ID	Records Series Title	Records Description	Retention	Disposition
Coastal Zone Management Program Documents		The Final Program Document that was signed by the Secretary of Commerce approving the states' coastal zone management program. This may be a Final Environmental Impact Statement, or another final document created by the state.		
17140-80101	Designation Files and Program Changes	<p>a. Designation files consisting of the approved state plan (generally an Environmental Impact Statement), any approved update to the plan, and NOAA's findings of approvability.</p> <p>b. Documents of proposed changes to an approved costal management program submitted for approval. These files include the proposed change, approvals and rejections, and all other information relevant to the proposed change.</p>	Permanent	Transfer to Hawai'i State Archives at program closure or when no longer needed in the office.
Coastal Non-point Pollution Control Program		Documents associated with the program requirement of developing Hawai'i's coastal nonpoint pollution control programs, as required by the Coastal Zone Reauthorization Amendments of 1990. These documents include programmatic guidance, Environmental Assessments, state and territory submittals of coastal nonpoint pollution control programs, and NOAA and EPA joint findings of approvability of a state or territory program.		
17140-80102	Formal Findings	a. Formal findings regarding the approvability of a state or territory's coastal nonpoint pollution control program NOAA and EPA's approval findings, with conditions, findings that the State of Hawai'i has satisfied all conditions placed on its program, and disapproval findings, if applicable, including letters transmitting the findings to the state or territory, related environmental compliance documentation (e.g., Environmental Assessments, Endangered Species Act memos, etc.) and a summary of any public comments received on the proposed findings and the federal response to those comments.	Permanent	Transfer to Hawai'i State Archives at program closure or when no longer needed in the office.
Federal Consistency		Documentation on federal consistency, section 307 of the CMZA, which provides states with the authority to review all federal regulations for consistency with their program. This includes federal regulations and guidance, and consistency concurrence and objection letters from the state, explaining their objection to certain federal actions.		
17140-80103	Consistency concurrence and objection letters	Consistency concurrence and objection letters – issued to federal activities, permits, funding, etc. Review and issue permits.	10 years from program closure	May store at State Records center. Destroy after cited retention.

Records Series ID	Records Series Title	Records Description	Retention	Disposition
Special Management Area (SMA) Permits		Pursuant to Hawai'i Revised Statutes (HRS) § 205A-5, all state and county agencies shall enforce the CZM objectives and policies defined in HRS § 205A-2. SMA permits regulate permissible land uses allowed by land use policies including county general plans, community development plans, and zoning designations.		
17140-80104	Special Management Use Approvals in Kaka'ako and Kalaeloa Community Development Districts	Including but not limited to original permits, certifications, certificates or authorizations as issued, dated site photos, photos included with application, notice summary, permit summary, as-built drawings, GIS printout map, fee calculation plan, permit transfer, permit extensions, de minimis changes approval and associated plans. Arranged alphabetically by location, then by name of applicant.	Permanent	Transfer to Hawai'i State Archives when no longer needed in the office.

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

Date: May 20, 2025; June 12, 2025

Records Analyst Name: Gina Vergara-Bautista

Nature of Request: Debra Mendes and Christopher Liu from the Hawai'i Coastal Zone Management (CZM) Program, Planning Division, Office of Planning and Sustainable Development (OPSD), Department of Business, Economic Development and Tourism, contacted State Records Center to ask for assistance in applying retention to their records. Some of the records need to be scheduled.

Description of the Agency:

The mission of the Hawai'i CZM Program is to "provide for the effective management, beneficial use, protection, and development of the coastal zone." See L. 1977, c 188, § 1. The OPSD is the lead agency of the Hawai'i CZM Program pursuant to Hawai'i Revised Statutes (HRS) Chapter 205A. The Hawai'i CZM Program is funded through a cooperative agreement with the National Ocean and Atmospheric Administration, Office for Coastal Management, and through State general funds. The Hawai'i CZM Program provides guidance and funding to the counties to implement the CZM Program objectives and policies, coordinates the implementation of the Ocean Resources Management Plan, facilitates public participation through maintenance of a public advisory body, and evaluates federal actions for the CZMA consistency.

Hawai'i CZM Program meets its mandates in three ways:

1. Regulatory

- a. Special Management Area (SMA) Permits
The SMA permit was established in 1975 with the enactment of Act 176, known as the Environmental Shoreline Protection Act where the legislature found that:
. . . *special controls on developments within an area along the shoreline are necessary to avoid permanent losses of valuable resources and the foreclosure of management options, and to ensure that adequate access, by dedication or other means, to public owned or used beaches, recreation areas, and natural reserves is provided.*

SMA permits are a management tool to ensure that uses, activities, or operations on land or in or under water within an SMA are designed and carried out in compliance with the CZM objectives and policies, and SMA guidelines. Pursuant to Hawai'i Revised Statutes (HRS) § 205A-5, all state and county agencies shall enforce the CZM objectives and policies defined in HRS § 205A-2.

SMA permits regulate permissible land uses allowed by land use policies including county general plans, community development plans, and zoning designations. Pursuant to HRS §§ 205A-28 and 29, the SMA permit is the first permit required for development within the SMA. No agency authorized to issue permits pertaining to any development within the SMA shall authorize any development unless approval is first received in accordance with the procedures in Part II of HRS Chapter 205A.

SMA Permitting Process Overview

County Authority

With the enactment of Act 176, Session Laws of Hawai'i 1975, the legislature established the SMA regulatory function at the county level. The county authorities that administer SMA permits, and shoreline setback provisions are as follows:

- County of Hawai'i: Windward or Leeward Planning Commissions
- County of Kaua'i: Kaua'i Planning Commission
- County of Maui: Maui, Moloka'i, or Lana'i Planning Commissions
- City & County of Honolulu: Honolulu City Council

The authority may amend its county SMA boundaries as necessary provided that any contraction of the SMA boundaries shall be subject to lead agency review and determination.

Lead Agency's Role in SMA Permitting

As the lead agency in the administration and management of HRS Chapter 205A, the CZM law, OPSD-CZM Program's role in SMA permitting includes:

- Oversee the SMA permit system to ensure consistency
- Provide CZM/SMA training sessions to county SMA personnel and Planning Commissions
- Provide SMA permit guidance
- Review developments within the Kaka'ako and Kalaeloa Community Development Districts

Kaka'ako and Kalaeloa Community Development Districts

The Hawai'i Community Development Authority (HCDA) has planning and zoning jurisdiction over the Kaka'ako (within urban Honolulu) and Kalaeloa (at Barbers Point, O'ahu) community development districts. Pursuant to HRS § 206E-8.5, no development is allowed in the SMA of Kaka'ako and Kalaeloa unless the OPSD first issues an SMA use approval.

b.

CZM Consistency

The national Coastal Zone Management Act (CZMA), Section 307, requires federal agency activities and development projects affecting any coastal use or resource to be undertaken in a manner consistent to the maximum extent practicable with the state's CZM program. Also, activities requiring a federal permit or license, and activities conducted with federal financial assistance, that affect coastal uses and resources must be conducted in a manner consistent with the state's CZM program. The CZMA federal consistency provision ensures that federal agencies cannot act without regard for, or in conflict with, state policies that have been officially incorporated into a state's

CZM program. Federal actions affecting any coastal use or resource must be reviewed by the state CZM program to ensure that proposed activities are consistent with state enforceable policies. The federal consistency procedures and requirements are established in the Code of Federal Regulations, 15 CFR 930.

2. Planning and Guidance

- a. CZM Initiatives are designed to balance economic development with environmental conservation in coastal areas, addressing issues like climate change, ocean planning, and energy facility siting.
- b. Ocean Resources Management Plan
The Hawai'i Ocean Resources Management Plan (ORMP) is a statewide plan that seeks to resolve coastal problems and issues that are not adequately addressed by existing laws and rules. The plan is a requirement under Hawaii Revised Statutes §205A-62 and is a main component of the CZM Program. Unlike plans that are created and administered by a single entity, the ORMP is unique in its collaborative implementation through the CZM Network, which includes Federal, State, County, and community representation.

Since 1985, longstanding partners have jointly addressed the State's shared ocean and coastal resource management priorities, as set forth by each plan update. With the help of the public input and agency expertise, the update process identifies management gaps and focus areas for the next planning horizon. The 2020 ORMP highlights three areas of need within the coastal zone: Development and Coastal Hazards, Land-Based Pollution, and Marine Ecosystems.

3. Public Advisory Body

- a. Marine and Coastal Zone Advocacy Council (MACZAC), Ke Kahu O Na Kumu Wai advocates for a comprehensive management system which restores, preserves and protects Hawai'i's marine and coastal environment. Pursuant to HRS § 205A-3.5, MACZAC assists the CZM Program in working toward implementing an integrated and comprehensive management system for marine and coastal zone resources, consistent with the Hawai'i Coastal Zone Management Act.

Proposed Records Retention Schedules:

Department: 1714080100

DBEDT Department of Business, Economic Development and Tourism - OFFICE OF PLANNING AND SUSTAINABLE DEVELOPMENT– Coastal Zone Management Program (Branch)

Records Series ID	Records Series Title	Records Description	Retention	Disposition
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17140-80101	Designation Files and Program Changes.	<ul style="list-style-type: none"> a. Designation files consisting of the approved state plan (generally an Environmental Impact Statement), any approved update to the plan, and NOAA's findings of approvability. b. Documents of proposed changes to an approved costal management program submitted for approval. These files include the proposed change, approvals and rejections, and all other information relevant to the proposed change. 	Permanent	Transfer to Hawaii State Archives at program closure when no longer needed in the office.



Approved



Disapproved

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Approved

Disapproved

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Disapproved

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- Approved
 Disapproved

By:  _____
Adam Jansen (Jul 1, 2025 15:16 HST)

Date: Jul 1, 2025

Signature: *Mary Alice Evans*
Email: maryalice.evans@hawaii.gov

Signature:

Email: