

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 |           |
|          |          | Department of Labor and Industrial Relations<br><br>(see attached list of 23 schedules) |                 |         |           |

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. Lynn Araki-Regan Department of Labor and Industrial Relations Jade Butay  
SIGNATURE OF RECORDS OFFICER AGENCY 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 Adam Jansen, PhD  
☐ AGENCY STATE ARCHIVIST

5. Destruction or other disposal, with exceptions indicated, approved. ☒ Continuous authorization ☐ Authorization  
Keith A. Regan 02/11/2025  
COMPTROLLER Date: 02/12/2025

# LIST OF NEW OR UPDATED DLIR RETENTION SCHEDULES

**DEPARTMENT: 4208000000**

**DLIR WORKFORCE DEVELOPMENT DIVISION, APPRENTICESHIP**

| Record Series ID | Description            | Retention  | Disposition                    |
|------------------|------------------------|--|--------------------------------|
| 420800-00014     | FEDERAL GRANT PROGRAMS | <p>3 years from date of final payment or the date of the final expenditure report is submitted under the Contract, whichever occurs later.</p> <p>In the event of litigation, claim, investigation, audit, or other action involving the records retained under this provision arises, then such records shall be retained for 3 years from the date of final payment, the date of submittal of the final expenditure report, or date of the resolution of the action, whichever occurs later.</p> | Destroy after cited retention. |

**DEPARTMENT: 4209040000**

**DLIR OCCUPATIONAL SAFETY & HEALTH DIVISION, BOILER/ELEVATOR INSPECTION BRANCH**

| Record Series ID | Description  | Retention                                    | Proposed Disposition  |
|------------------|--|--|---|
| 420904- 00008    | <p>ELEVATOR INSPECTION SECTION: ELEVATOR INSPECTION CASE RECORDS (1) BLUEPRINT ARCHITECTURAL PLANS &amp; SHOP DRAWINGS</p> <p>Supersedes SA-1 DATED 5/13/86, ITEM B.1(1)</p> | Retain 5 years after elevator is dismantled. | May store at State Records Center. Destroy after cited retention. |

**DEPARTMENT: 4212000000****UNEMPLOYMENT INSURANCE DIVISION**

| Record Series ID | Description   | Retention   | Disposition                    |
|------------------|---|---|--------------------------------|
| 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<br>HAR 12-5-225.<br><br>Supersedes SA-1 DATED 3/7/80, ITEM 1 | 3 years after benefit year ending date of each claim.           | Destroy after cited retention. |
| 421200-00002     | WAGE AND SEPARATION REPORTS OF EMPLOYERS<br>HAR 12-5-229.<br><br>Supersedes 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 (only applicable for reports of new hires filed prior to October 1, 1998).<br>HAR 12-5-233.<br><br>Supersedes SA-1 DATED 3/7/80, ITEM 3   | 2 years from date of hire.                                      | Destroy after cited retention. |
| 421200-00004     | OTHER EMPLOYER RECORDS AND CORRESPONDENCE<br>HAR 12-5-237.<br><br>Supersedes SA-1 DATED 3/7/80, ITEM 4  | 5 years from the end of the calendar year to which they relate. | Destroy after cited retention. |

| Record Series ID | Description  | Retention   | Disposition  |
|------------------|--|---|--|
| 421200-00005     | BENEFIT PAYMENT LEDGERS AND EMPLOYERS' CHARGEBACK STATEMENTS HAR 12-5-241.<br><br>Supersedes SA-1 DTD 3/7/80, ITEM 5   | 5 years from end of calendar year to which they relate. | Destroy after cited retention.   |
| 421200-00006     | INACTIVE EMPLOYER CONTRIBUTION LEDGERS 12-5-245.<br><br>Supersedes SA-1 DTD 3/7/80, ITEM 6   | 5 years from end of calendar year to which they relate. | Destroy after cited retention.   |
| 421200-00008     | QUALITY CONTROL CASE FILES, 1985 – Present<br>Access restricted per: HRS 383-95.<br>HAR 12-5-225.<br><br>Supersedes 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.<br><br>Destroy after cited retention. |
| 421200-00009     | QUARTERLY WAGE AND UNEMPLOYMENT INSURANCE RECORDS:<br>(1) EMPLOYEE QUARTERLY WAGE & CONTRIBUTORY REIMBURSABLE REPORT HAR 12-5-230.<br><br>Supersedes SA-1 DATED 11/20/90, ITEM 1 | 6 years   | Destroy after cited retention.   |



| Record Series ID | Description  | Retention   | Disposition                    |
|------------------|--|---|--------------------------------|
| 421200-00010     | <p>QUARTERLY WAGE AND UNEMPLOYMENT INSURANCE RECORDS:<br/>(2) EMPLOYER'S QUARTERLY REPORT OF WAGES (FORM UC-B6A)<br/>HAR 12-5-230.</p> <p>Supersedes SA-1 DATED 11/20/90, ITEM 2</p>                   | 6 years   | Destroy after cited retention. |
| 421200-00011     | <p>QUARTERLY WAGE AND UNEMPLOYMENT INSURANCE RECORDS:<br/>(3) NOTICE OF CONTRIBUTION ASSESSMENT OR CREDIT ADJUSTMENT (FORM UC-168)<br/>HAR 12-5-230.</p> <p>Supersedes SA-1 DATED 11/20/90, ITEM 3</p> | 5 years from end of calendar year to which they relate. | Destroy after cited retention. |
| 421200-00012     | <p>QUARTERLY WAGE AND UNEMPLOYMENT INSURANCE RECORDS:<br/>(4) NOTIFICATION OF DELINQUENT CONTRIBUTION/CHARGE (FORM UC-302)<br/>HAR 12-5-230.</p> <p>Supersedes SA-1 DATED 11/20/90, ITEM 4</p>         | 5 years from end of calendar year to which they relate. | Destroy after cited retention. |
| 421200-00013     | <p>QUARTERLY WAGE AND UNEMPLOYMENT INSURANCE RECORDS:<br/>(5) NOTIFICATION OF PENDING CIVIL ACTION (FORM UC-303)<br/>HAR 12-5-230.</p> <p>Supersedes SA-1 DATED 11/20/90, ITEM 5</p>                   | 5 years from end of calendar year to which they relate. | Destroy after cited retention. |

| Record Series ID | Description  | Retention   | Disposition                    |
|------------------|--|---|--------------------------------|
| 421200-00014     | <p>QUARTERLY WAGE AND UNEMPLOYMENT INSURANCE RECORDS:<br/> (6) FIELD DELINQUENCY ASSIGNMENT (FORM UC-304)<br/> HAR 12-5-230.</p> <p>Supersedes SA-1 DATED 11/20/90, ITEM 6</p> | 5 years from end of calendar year to which they relate. | Destroy after cited retention. |
| 421200-00015     | <p>QUARTERLY WAGE AND UNEMPLOYMENT INSURANCE RECORDS:<br/> (7) NOTICE OF TAX ASSESSMENT (FORM UC-305)<br/> HAR 12-5-230.</p> <p>Supersedes SA-1 DATED 11/20/90, ITEM 7</p>     | 5 years from end of calendar year to which they relate. | Destroy after cited retention. |
| 421200-00016     | <p>QUARTERLY WAGE AND UNEMPLOYMENT INSURANCE RECORDS:<br/> (8) "BANK CASH LIST" (FORM UC-307)<br/> HAR 12-5-230.</p> <p>Supersedes SA-1 DATED 11/20/90, ITEM 8</p>             | 5 years from end of calendar year to which they relate. | Destroy after cited retention. |
| 421200-00017     | <p>QUARTERLY WAGE AND UNEMPLOYMENT INSURANCE RECORDS:<br/> (9) PAYMENT FORM (FORM UC-318)<br/> HAR 12-5-230.</p> <p>Supersedes SA-1 DATED 11/20/90, ITEM 9</p>                 | 5 years from end of calendar year to which they relate. | Destroy after cited retention. |

| Record Series ID | Description  | Retention   | Disposition                    |
|------------------|--|---|--------------------------------|
| 421200-00018     | <p>QUARTERLY WAGE AND UNEMPLOYMENT INSURANCE RECORDS:<br/> (10) WAGE/TAX COLLECTION FORM (FORM UC-319)<br/> HAR 12-5-230.</p> <p>Supersedes SA-1 DATED 11/20/90, ITEM 10</p> | 5 years from end of calendar year to which they relate. | Destroy after cited retention. |
| 421200-00019     | <p>QUARTERLY WAGE AND UNEMPLOYMENT INSURANCE RECORDS:<br/> (11) ADJUSTMENT FORM (FORM UC-320)<br/> HAR 12-5-230.</p> <p>Supersedes SA-1 DATED 11/20/90, ITEM 11</p>          | 5 years from end of calendar year to which they relate. | Destroy after cited retention. |
| 421200-00020     | <p>QUARTERLY WAGE AND UNEMPLOYMENT INSURANCE RECORDS:<br/> (12) WRITE-OFF FORM (FORM UC-321)<br/> HAR 12-5-230.</p> <p>Supersedes SA-1 DATED 11/20/90, ITEM 12</p>           | 5 years from end of calendar year to which they relate. | Destroy after cited retention. |

NOTE: No records (mentioned above) shall be destroyed until all matter pertaining thereto have been fully and finally approved.

**DEPARTMENT: 4214000000****DLIR RESEARCH & STATISTICS OFFICE (UI RESEARCH STAFF)**

| Record Series ID | Description   | Retention | Disposition |
|------------------|---|-----------|-------------|
| 421900-00001     | CONTINUOUS WAGE & BENEFIT HISTORY PROGRAM (CWBH) COMPUTER<br><br>CARDS & BENEFIT LEDGER PRINTOUTS, 1973 – (Present)<br><br>Abolishes SA-1 DATED 6/13/78, ITEM 1 | Abolish   | Abolish     |

**DEPARTMENT: 4219000000****DLIR HAWAII LABOR RELATIONS BOARD**

| Record Series ID | Description  | Proposed Retention          | Proposed Disposition           |
|------------------|--|-----------------------------|--------------------------------|
| 421400-00001     | HAWAII LABOR RELATIONS BOARD CASE FILES<br><br>Supersedes SA-1 DATED 10/3/05, ITEM 1 | 7 years after case closure. | Destroy after cited retention. |




# SA-1 Form re: Revisions to DLIR Retention Schedules

Final Audit Report

2025-01-24

|                              |  |
|------------------------------|--|
| Created:                     | 2025-01-24 (Hawaii-Aleutian Standard Time)     |
| By:                          | Lynn Araki-Regan (lynn.araki-regan@hawaii.gov) |
| Status:                      | Signed   |
| Transaction ID:              | CBJCHBCAABAA-DcnmCrLg_38dyw4kxKv_zRrwL8_rRZx   |
| Number of Documents:         | 1  |
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| Number of supporting files:  | 0  |
| Supporting files page count: | 0  |

## "SA-1 Form re: Revisions to DLIR Retention Schedules" History

-  Document created by Lynn Araki-Regan (lynn.araki-regan@hawaii.gov)  
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