

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	
130403 -00001		<p>DEPARTMENT OF LAND AND NATURAL RESOURCES Bureau of Conveyances</p> <p>Recorded Documents - written instruments affecting title to real property. Instruments include but are not limited to deeds, mortgages, assignments, modifications, reconveyances, notices of liens, judgments and decrees from courts, federal and state tax liens, satisfactions and releases of liens, agreements of sale, notices of pendency of civil actions, notices of default and intentions to foreclose, condominium property regime declarations, powers of attorney, UCC financing statements, veteran's certificates, and other items as allowed by HRS Chapter 501 and 502.</p> <p>Retention: Permanent Disposition: Permanent</p> <p><i>Leslie Kobata</i> _____ Leslie Kobata Registrar</p> <p style="text-align: right;">Dec 18, 2020</p>	1845	present	

2. Record items Nos. N/A

_____ 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.

Jr.
Jean B. Daguio
SIGNATURE OF RECORDS OFFICER
Dec 29, 2020

Dept. of Land and Natural Resources
AGENCY

Suzanne Case
Suzanne Case
SIGNATURE OF HEAD OF DEPARTMENT
DATE: Dec 30, 2020

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: all records under this retention schedule are permanent

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

[Signature]
STATE ARCHIVIST
DATE: Jan 4, 2021

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

[Signature]
COMPTROLLER
Date: Jan 4, 2021

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

Date: 4/17/2020

Records Analyst Name: Gina Vergara-Bautista

Nature of Request: The Bureau of Conveyances, Department of Land and Natural Resources is requesting the creation of a new retention schedule.

The Bureau of Conveyances, as mandated under chapters 501 (Land Court Registration) and 502 (Bureau of Conveyances; Recording), HRS, maintains accurate records of land title registration and other comprehensive records of documents related to land titles. The Bureau also makes copies of recorded land documents available to various agencies and individuals. Certificates of title on registered land issued by the Bureau are guaranteed by the State against the loss, damage, or deprivation of land, estate, or interest in the land, arising through the fault of the assistant registrars in the performance of their duties. Hawaii is the only state in the nation with a single statewide recording office.

Series Name: Recorded Documents (1845-Present)

Description: Recorded Documents are written instruments affecting title to real property. Instruments include but are not limited to deeds, mortgages, assignments, modifications, reconveyances, notices of liens, judgments and decrees from courts, federal and state tax liens, satisfactions and releases of liens, agreements of sale, notices of pendency of civil actions, notices of default and intentions to foreclose, condominium property regime declarations, powers of attorney, UCC financing statements, veteran's certificates, and other items as allowed by Chapter 501 and 502.

Laws Affecting Disposition:

HRS §502-7 "Record", "recorded" or "recording" means the act of entering into the public records the written instruments affecting title to real property.

HRS§502-123 Recording of documents.

- (a) Notwithstanding any other law to the contrary, and subject to rules adopted by the department of land and natural resources pursuant to chapter 91, the registrar may:
- (1) Accept, make, keep, enter, file, index, store, **archive**, and transmit electronic documents; provided that the registrar shall also continue to accept paper documents for recording and shall place entries for both types of documents in the same index;
 - (2) Convert or copy paper documents that are accepted for recording into electronic form;

- (3) Convert or copy prior records of documents made in the bureau of conveyances into electronic form; (4) Accept fees for services rendered under this chapter electronically; and (5) Enter into agreements with other officials of states or political subdivisions thereof, or of the United States, on procedures or processes to electronically satisfy prior approvals and conditions precedent to recording and to facilitate the electronic payment of fees.
- (b) This part shall also apply to any document that is received by the registrar of the bureau of conveyances or filed at the bureau of conveyances by the registrar of the land court pursuant to chapter 501.
- (c) The department of land and natural resources shall adopt rules pursuant to chapter 91 necessary for the purposes of this part, including to determine when an electronic document shall be considered delivered to the registrar pursuant to section 502-32.
- (d) To keep the standards and practices of recording in the State in harmony with the standards and practices of recording offices in other jurisdictions that enact provisions substantially similar to this part, and to keep the technology used by the registrar compatible with technology used by recording offices in other jurisdictions that enact provisions substantially similar to this part, the department of land and natural resources, so far as is consistent with the provisions of this part, in adopting rules under chapter 91, shall consider:
- (1) The standards and practices of other jurisdictions;
 - (2) The most recent standards adopted by national standard setting bodies such as the Property Records Industry Association;
 - (3) The views of interested persons and governmental officials and entities;
 - (4) The needs of jurisdictions of varying size, population, and resources; and
 - (5) Standards requiring adequate information security protection to ensure that electronic documents are accurate, authentic, adequately preserved, and resistant to tampering. [L 2009, c 102, pt of §2(1)].

Recommendation:

The proposed retention and disposition for Recorded Documents meets the requirements of HRS §502-123.

Retention: Permanent

Disposition: Permanent

Approved

Disapproved

By:



Adam Jansen, Archives Administrator

Date:

20 April 2020









SA-1 DLNR BOC

Final Audit Report

2020-12-30

Created:	2020-12-19
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