

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	
411100 -00001		<p>DEPARTMENT OF DEFENSE Office of Veterans' Services</p> <p>Veterans' Disability Claim Files</p> <p>Contains identifying information, military service history, medical treatment, and diagnosis filed to claim disability benefits.</p> <p>Retention: 25 years from date settled.</p> <p>Disposition: Retain in office for 8 years, transfer to storage. Destroy after cited retention.</p> <p><i>Bruce Oliveira</i></p> <p>Brig. Gen. (Ret.) Bruce Oliveira, Interim Director Office of Veterans' Services</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. *[Signature]* Col. (Ret.) William "Rusty" Spray Department of Defense *[Signature]* Maj. Gen. Kenneth Hara  
SIGNATURE OF RECORDS OFFICER AGENCY SIGNATURE OF HEAD OF DEPARTMENT  
DATE: Feb 26, 2024

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 *[Signature]* Dr. Adam Jansen  
AGENCY Adam Jansen (Mar 21, 2024 16:17 HST) STATE ARCHIVIST  
DATE: Mar 21, 2024

5. Destruction or other disposal, with exceptions indicated, approved. *[Signature]* ☐ Continuous authorization ☒ Authorization  
Keith A. Regan Date: Mar 22, 2024  
COMPTROLLER

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

**Date:** 7/31/2023, rev. 2/5/2024

**Records Analyst Name:** Gina Vergara-Bautista

**Nature of Request:** The Office of Veterans' Services, Department of Defense is requesting a new retention schedule for Veterans' Disability Claims.

**Agency Description:**

The Office of Veterans' Services (OVS) is the principal state office responsible for the development and management of policies and programs related to veterans, their dependents, and/or survivors. The OVS acts as a liaison between the Governor and veterans' organizations and also between the Department of Veterans Affairs and individual veterans. Our objectives are to assist veterans in obtaining State and federal entitlements, to supply the latest information on veterans' issues and to provide advice and support to veterans making the transition back into civilian life.

**Record Series Description:**

Veterans' disability claim files contain claimant's social security number, military service history, medical treatment, and diagnoses.

Agency has been tagging records in this manner:

**Green:** Active Files the cases have a claim that has not yet been settled.

**Yellow:** Files transition to yellow after the claims have been settled and if they remain inactive for eight years transition to Orange.

**Orange:** Files have been inactive for eight years and are now sent to offsite archive until either the veteran passes away or has remained inactive for 20 years

**Black:** When the veteran has passed away and the family has had the death benefits processed the file is released to the next of kin or destroyed, the next of kin is given six months after notification to inform OVS of their decision. When the file has been inactive for 20 years the file is released to the veteran or destroyed, and the veteran is given six months after notification to inform OVS of their decision.

**White:** Files where OVS' POA has been revoked. OVS is under no obligation to retain these files; the name of the veteran will be added to a list and their file destroyed.

**Laws Affecting Retention:**

None.

**Recommendation:**

Below is the proposed retention and disposition that meets the business needs of the agency.

**Green:** Active Files the cases have a claim that has not yet been settled – **retain in office.**

**Yellow:** Files transition to yellow after the claims have been settled and if they remain inactive for eight years transition to Orange – **retain in office.**

**Orange:** Files have been inactive for eight years – **send to State Records Center.**

Proposed Series Number, Series Name, and Description	Proposed Retention	Proposed Disposition
<b>Veterans' Disability Claim Files</b>  Contains identifying information, military service history, medical treatment, and diagnosis filed to claim disability benefits.	25 years from date settled.	Retain in office for 8 years, transfer to storage. Destroy after cited retention.


**Black:** When the veteran has passed away and the family has had the death benefits processed the file is released to the next of kin or destroyed, the next of kin is given six months after notification to inform OVS of their decision. When the file has been inactive for 20 years the file is released to the veteran or destroyed, and the veteran is given six months after notification to inform OVS of their decision. – **Recall record from State Records Center if next of kin requests release of records. Otherwise, retain at State Records Center and destroy after cited retention of 25 years from date settled.**

**White:** Files where OVS' POA has been revoked. OVS is under no obligation to retain these files; the name of the veteran will be added to a list and their file destroyed. **If these files were transferred to the State Records Center, recall the file, and destroy in office or let it reach the 25-year retention and let State Records Center destroy the records.**

☒ Approved

☐ Disapproved

Reviewed by:

  
Adam Jansen (Feb 5, 2024 10:15 HST)

Adam Jansen, Archives Administrator

Date:

Feb 5, 2024


# Recommendation for new retention schedule for DOD Office of Veterans Affairs


Final Audit Report


2024-02-05


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## "Recommendation for new retention schedule for DOD Office of Veterans Affairs" History


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