

**RECORD SERIES REPORT
OFFICE OF THE LIEUTANT GOVERNOR**

DEPARTMENT: 5500000000
LT GOVERNORS OFFICE

RECORD
SERIES ID RECORD SERIES DESCRIPTION

550000-00001: CHANGE OF NAME DOCUMENTS (PETITION; AFFIDAVIT OF PUBLICATION; ORDER; DECREE [before statute change June 4, 1984])
SA-1 DTD 5/20/86, CHANGE OF NAME RECORDS, ITEM 1
Retention: Permanent.
Disposition: Send to Archives quarterly after files closed & all documentation, including affidavit of publication, is in file as required by law.

State Archives reserves the right to microfilm and destroy original. Film will be retained as a confidential record.

Exception from confidentiality: The following data are of public record: old name, new name, effective date, lieutenant governor's name, newspaper in which notice published, date of publication.

Decrees prior to June 4, 1984 are public records.

550000-00002 CHANGE OF NAME RECORDS: YELLOW INDEX CARDS (NEW NAME/OLD NAME; PETITION NO; EFFECTIVE DATE OF ORDER; DATE SIGNED BY LT GOVERNOR; NEWSPAPER; ATTORNEY)
SA-1 DTD 5/20/86 CHANGE OF NAME RECORDS, ITEM 2
Retention: Permanent.
Disposition: Send to Archives 1 year after files closed, after all documentation, including affidavit of publication, is in file and after name change documents have been transferred to Archives.
Confidential.

550000-00003 CHANGE OF NAME RECORDS: GREEN INDEX CARDS (OLD NAME/NEW NAME; PETITION NO; EFFECTIVE DATE OF ORDER; DATE SIGNED BY LT GOV; NEWSPAPER; ATTORNEY)
SA-1 DTD 5/20/86 CHANGE OF NAME RECORDS, ITEM 3
Retention: Permanent.
Disposition: Send to Archives 1 year after files closed, after all documentation, including affidavit of publication, is in file and after name change documents have been transferred to Archives.
Confidential.

550000-00004: ACTS (GOVERNOR'S ORIGINAL SIGNED COPIES OF OFFICIAL ACTS, DEPOSITED WITH LT GOVERNOR'S OFFICE)
SA-1 DTD 5/20/86 CENTRAL FILES, ITEM 1
Retention: Permanent.
Disposition: Send to Archives after Session Laws of Hawaii volume is printed annually.

State Archives reserves the right to microfilm and destroy original.

550000-00005: BOARD & COMMISSIONS (COMMISSIONS; CONFIRMATION LETTERS; CORRESPONDENCE; OATHS OF OFFICE; SENATE CONFIRMATION)
SA-1 DTD 5/20/86 CENTRAL FILES, ITEM 2
Retention: Permanent.
Disposition: Send to Archives after 4 years old.

550000-00006: EXECUTIVE ORDERS
SA-1 DTD 5/20/86, CENTRAL FILES, ITEM 3
Retention: Permanent.
Disposition: Send to Archives after 4 years old

RECORDS SERIES ID is for Records Management Branch use only.

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550000-00007: EXECUTIVE ORDERS - LAND (SETTING ASIDE LANDS FOR PUBLIC PURPOSES)
SA-1 DTD 5/20/86, CENTRAL FILES, ITEM 4
Retention: Permanent.
Disposition: Send to Archives after 4 years old.

550000-00008: INTERSTATE AGREEMENT ON DETAINERS (INTERSTATE COMPACTS)
SA-1 DTD 5/20/86, CENTRAL FILES, ITEM 5
Retention: Permanent.
Disposition: Send to Archives after 4 years old.

550000-00009: PROCLAMATIONS
SA-1 DTD 5/20/86, CENTRAL FILES, ITEM 6
Retention: Permanent.
Disposition: Send to Archives after 4 years old.

550000-00010: PUBLIC MEETING NOTICES & AGENDAS
SA-1 DTD 5/20/86, CENTRAL FILES, ITEM 7
Retention: Destroy after 1 year. Retain log 4 years.

550000-00011: REORGANIZATIONS
SA-1 DTD 5/20/86, CENTRAL FILES, ITEM 8
Retention: Permanent.
Disposition: Send to Archives annually after year-end.

550000-00012: GENERAL FILES
SA-1 DTD 5/20/86, CENTRAL FILES, ITEM 9
Retention: Retain as long as useful.
Disposition: If material is deemed of historic value, contact Archives for determination of disposition.

550000-00013: RULES & REGULATIONS
SA-1 DTD 5/20/86, CENTRAL FILES, ITEM 10
Retention: Permanent. Original in Office of Lt. Governor.

550000-00014 ELECTION RECORDS: PRECINCT REPORTS
SA-1 DTD 10/12/64
Retention: Destroy 3 years after the election.

550000-00015: CERTIFICATIONS AND APOSTILLES
(CERTIFICATIONS OF SIGNATURES OF COURT CLERKS AND NOTARY PUBLICS)
SA-1 DTD 4/4/96, CENTRAL FILES, ITEM 11
Retention: 1 year from issuance.
Disposition: Keep in office 1 year from issuance, then destroy.

550000-00016: DESIGNATIONS OF ACTING HEADS OF STATE AGENCIES
SA-1 DTD 4/4/96, CENTRAL FILES, ITEM 12
Retention: Permanent
Disposition: May transfer to State Archives when 10 years old.

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>OFFICE OF THE LIEUTENANT GOVERNOR</p> <p>Certificate of Conviction (Pursuant to HRS 831-2(b))- an official court document that states the crime the defendant was charged with, the conviction, the date of conviction and the sentence received.</p> <p>Retention: Permanent Disposition: Transfer to Hawaii State Archives after four years.</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. Vanessa K. Baptiste Office of the Lieutenant Governor Josh Green
SIGNATURE OF RECORDS OFFICER AGENCY SIGNATURE OF HEAD OF DEPARTMENT
 DATE: 6/21/22

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
STATE ARCHIVIST

5. Destruction or other disposal, with exceptions indicated, approved. Curt T. Otaguro Continuous authorization Authorization
COMPTROLLER Date: Jun 22, 2022