

**STATE OF HAWAII
DEPARTMENT OF ACCOUNTING & GENERAL SERVICES
GENERAL RECORDS SCHEDULES 2002**

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**STATE OF HAWAII
GENERAL RECORDS SCHEDULES
2002**

The *General Records Schedules Number 1-11, 2002* are hereby issued by the State Comptroller to provide retention and disposition standards for records common to several or all state executive and legislative agencies. A government record is defined as information, regardless of media or characteristics, created or received or maintained by an agency in the course of business transaction and in pursuance of legal obligations. All previously issued General Records Schedules are superseded.

The General Records Schedules (hereafter "GRS") apply to record copies. The record copy serves as the official copy. Additional copies of documents used solely for convenience or reference are non-record and may be destroyed at the discretion of the agency. However, such records should not be retained for a period beyond the retention of the record copies. For records management purposes, publications and other library material are considered non-record material.

The enumerated records retention periods are considered to be the **minimum** necessary under normal conditions. As long as minimum retention periods are met, records covered by the GRS may be destroyed without further concurrence from the Comptroller. If legal or audit questions involving scheduled records arise before the records reach their authorized disposal dates or before the records are destroyed, the records must be retained until all legal and/or audit issues are settled.

The term "Operating Department," as used in the GRS, means all executive and legislative agencies, and administratively attached agencies.

Original records that have been microfilmed in accordance with §92-29, HRS, may be destroyed after microfilming, provided that the filmed records satisfy quality control expectations, and as long as the microfilmed records are kept for the authorized retention period. The foregoing applies except when the laws and/or the retention authorization require that the original hard copy records be retained after microfilming.

§489E-17, HRS, authorizes each government agency to determine whether, and the extent to which, it will create and retain electronic records and convert written records to electronic records.

Comptroller's Circular No. 2001-02, Policy and Guidelines Relating to Electronic Records and Disposition,

issued August 2, 2001, states policy and guidelines for agencies subject to the Comptroller's authority pursuant to §94-3, HRS.

The GRS also provide for the retirement of non-current, non-permanent records to the State Records Center. As a general guideline, records retired to the State Records Center shall have a remaining retention period of two years or more before they will be accepted. The State Records Center will not accept records immediately eligible for destruction. Records transfer costs should not exceed the expense of retaining the records in agency space.

Records that are unique to an agency are not listed in the GRS. Departmental Records Officers maintain copies of Records Disposition Authorizations (Forms SA-1) that cover agency records.

Please call the Archives Division, Records Management Branch, at 831-6770, if there are any questions regarding records listed on the GRS.

DATED: Honolulu, Hawaii, this 26th day of July, 2002.

/s/ Glenn M. Okimoto
GLENN M. OKIMOTO
State Comptroller

§94-3, Hawaii Revised Statutes

Comptroller's Authority Regarding Disposal of Records

§94-3, HRS₁ Disposal of government records generally. Each public officer, except public officers of the judiciary, having the care and custody of any government records shall submit to the state comptroller a list of records for disposal, which shall include the name of the office, department, or bureau, the subject of the records for disposal and the inclusive dates of the records. The comptroller shall determine the disposition of the records; stating whether such records should be retained by the office, department, or bureau; be transferred to the public archives, the University of Hawaii, the Hawaiian Historical Society, or other agency; or be destroyed. The comptroller shall have full power of disposal of all records submitted for such purpose. The records of all records disposed of, including lists submitted by the public officers, and the action taken by the comptroller, shall be kept on proper forms, specified by the comptroller, one copy of which shall be filed in the office, department or bureau where the records originated, one copy shall be filed in the office of the attorney general, and the original shall be filed in the public archives. [L 1949, c 65, §7-8, am L 1957, c 46, §1, 2 and c 152, §1; am L Sp 1959 2d, c 1, §12; HRS 94-3; am L 1984, c 258, §2]