

Instructions to State of Hawaii Records Inventory, Form ARM 6
Dept. of Accounting & General Services, Archives Div., Records Management Br.

1. Blocks (1), (2) and (3): Identify the *department, division, and branch/section* of the records custodian whose records are being inventoried.
2. Block (4): Identify the records by a specific and descriptive records series title (e.g., Partnership Annual Statements). Do not use vague terms such as "Reports" or "Miscellaneous." State the inclusive dates (earliest and latest dates) of the records series. If the records are still being created, write "Present" as the end date.
3. Blocks (5) and (6): Identify the *name, title and phone number of the records custodian*, the employee best informed about the purpose of the records series.
4. Block (7): Identify the location of the records, e.g., State Capitol, Rm. ____; Kalanimoku Building, Rm. ____.
5. Block (8): *Describe file contents*: Identify the information maintained. If specific forms are involved, state the form names and numbers. As an example, a loan application file series may contain the original loan application, copies of income statements, and the report of the loan officer.
6. Block (9): *Purpose of the records series; who refers to the records*: Why are these records maintained? As an example, for a client case file, the purpose may be to document the client's eligibility to receive program benefits. Agency personnel and federal auditors may use the records.
7. Block (10): *Laws, regulations, about use and/or retention of files*: Cite applicable State and Federal laws and rules. If there are no legal requirements, write "none."
8. Block (11): *When is file closed*: What event closed the file? i.e., final payment of loan; settlement of case.
9. Block (12): *Estimate record volume in cubic feet*: State volume in office and in any storage areas. Identify the beginning and ending dates of the records. Identify the annual accumulation of the records series in cubic feet.
10. Block (13): Are these "*program records*"? Identify whether the records concern unique program activities. Are these originals or duplicates? If they are duplicates, who maintains the originals? *Are these records subject to regular Federal and / or State fiscal audits*? If yes, when were they most recently audited?
11. Block (14): Identify the *file arrangement* of the records series.
12. Block (15): If the records are *confidential*, cite the legal authority for the confidential designation.
13. Block (16): *Identify the agency that created the records*.
14. Block (17): *Physical format*: What is the record media?
15. Block (18): As the record custodian, *what is your recommended retention period*? Please provide *justification* to support the recommendation.
16. Block (19): *Reference*: *How often do you refer to the closed files*?
17. Block (20): *Comments*: Write additional pertinent comments.

If there is insufficient space to complete writing the answers, attach the answers on a separate sheet.