

DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES

State Records Center  
 729-B Kakoi Street  
 Honolulu, Hawaii 96819

**Notification of Records Destruction Eligibility**

Date: \_\_\_\_\_

TO: \_\_\_\_\_ FROM: Records Management Branch

VIA: \_\_\_\_\_  
 The stored records described below are eligible for disposal on: \_\_\_\_\_

Accession No.	Cu. Ft.	Records Center Container No.
Disposal Authority		
Records Description		

Your agency is responsible for removal and destruction of the above identified records within ninety (90) days of its destruction eligibility date. Indicate acknowledgement of notice and concurrence with destruction obligation by signing below and return to State Records Center by \_\_\_\_\_. If an extension of the records destruction date is necessary, identify the new proposed destruction date and state justification here (continue on reverse side if necessary):

\_\_\_\_\_  
 \_\_\_\_\_

Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Records Management Branch Use ONLY:

Removal/Disposal Date: \_\_\_\_\_ Disposal Method: \_\_\_\_\_

Disposal Accomplished by: \_\_\_\_\_  
 (State Agency/Vendor Name)