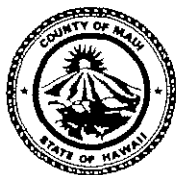


ALAN M. ARAKAWA
Mayor



PATRICK K. WONG
Corporation Counsel

DEPARTMENT OF THE CORPORATION COUNSEL
COUNTY OF MAUI
200 SOUTH HIGH STREET
WAILUKU, MAUI, HAWAII 96793

TELEPHONE: (808) 270-7742

FACSIMILE: (808) 270-7152

June 17, 2011

M E M O R A N D U M

T O : G. Riki Hokama, Chair
Policy Committee

F R O M : Adrienne N. Heely, Deputy Corporation Counsel *Adrienne N. Heely*

SUBJECT: MANAGEMENT OF RECORDS
(POL-29)

I. Introduction.

This memorandum is in response to your memorandum dated May 31, 2011, requesting review of the proposed bill entitled "A BILL FOR AN ORDINANCE RELATING TO MANAGEMENT OF RECORDS."

Your memorandum also requested additional recommended updates and/or comments to the proposed bill.

In researching your request, our office: 1) reviewed your Memorandum and various attachments, including the October 23, 2009 memorandum to Council Chair from the First Deputy Corporation Counsel relating to the Management of Records; 2) reviewed a March 7, 2006 Corporation Counsel memorandum to the Budget and Finance Committee Chair re: The Records Disposition Committee¹; 3) reviewed the existing Chapter 2.84, Maui County Code, relating to management of records²; reviewed current state laws relating to management of

¹ A copy of the March 7, 2006 Corporation Counsel memorandum is attached hereto as Exhibit "1".

² A copy of Chapter 2.84, Maui County Code is attached hereto as Exhibit "2".

G. Riki Hokama, Chair
Policy Committee
Page 2
June 17, 2011

records³; and 4) discussed the same with the Department of Management, the County Clerk's office and the Department of Finance.

II. Factual Background.

Maui County's existing ordinances on the management of records, Chapter 2.84, Maui County Code, was adopted in 1983 pursuant to Ordinance No. 1332 and amended in 1998 pursuant to Ordinance No. 2691. Since 1998, Chapter 2.84, Maui County Code, has not been revised.

In 2005, the Hawaii State legislature passed Act 177, relating to government records. Act 177 amended Hawaii Revised Statutes ("HRS") Section ("§") §46-43 and §92-29. Since 2005, HRS §§46-43 and 92-29 have not been revised.

Legislative history reveals that the purpose of Act 177 is to allow state and county agencies to create and maintain records in electronic format as an alternative to paper and microfilmed records. The Legislature explained that:

"The State is constantly examining ways in which its operations may be streamlined and made more efficient and cost effective. The legislature finds that allowing the creation, use, and storage of government records in electronic format, as well as the conversion of existing paper and microfilm documents to electronic documents, will effectively reduce the significant paperwork and associated costs in the daily operations of state government."

See Exhibit "1" at page 3, Section 1.

As our office explained in the 2006 memorandum, prior to the adoption of Act 177, state law (HRS §46-43) required counties to have a committee, composed of the director of finance, the county's legal advisor, and members of the finance committee of the legislative body of the county, to review matters relating to document retention and destruction. Prior to the passage of Act

³ A copy of the current state law sections 46-43 and 92-29, Hawaii Revised Statutes ("HRS") is attached hereto as Exhibit "3".

177 and consistent with state law requirements, Maui County established its Records Disposition Committee, which created the December 28, 1990, County of Maui Records Disposition Schedule, attached hereto as Exhibit "4".

Act 177 amended HRS §46-43 by deleting the reference to such committee and assigned the responsibility of determining the care, custody, and disposition of county records to the director of finance, "with the approval of the county legislative body and the county's legal advisory".⁴

III. Analysis & Discussion.

Given the passage of time and the passing of Act 177 in 2005, portions of Chapter 2.84, Maui County Code have been rendered obsolete and/or in need of revision or repeal. For example, section 2.84.020, Maui County Code designates the managing director as having "overall program responsibility for record management activities in the executive branch departments and agencies", not the director of finance, as HRS §46-43 designates. Further, as previously explained, Section 2.84.060, Maui County Code, provides for a records disposition committee. Act 177 amended HRS §46-43 and deleted the requirement for such a committee.

Although the December 28, 1990 County of Maui Records Disposition Schedule has never been repealed or revised, given the analysis in this memorandum, it is suggested that the Records Disposition Schedule be revisited and updated to conform with current laws, and to, among other things, allow county agencies, including boards and commissions to create, accept, retain, convert, and/or store records in an electronic format. This will be consistent with the purpose of Act 177: to examine ways in which operations may be streamlined, made more efficient and cost effective; to reduce costs for storage of old files; and to reduce paperwork and associated costs in the daily operations of county government.

IV. Conclusion.

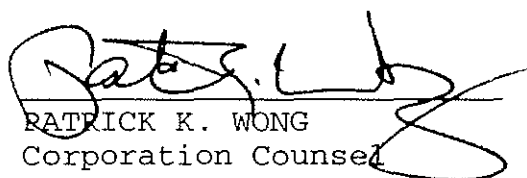
The purpose of the proposed bill, among others, is to bring Chapter 2.84, Maui County Code, relating to Management of Records into compliance with State law, as amended in 2005. For the

⁴ See Exhibits "1" and "3" at HRS §46-43(b) and 46-43(c).

G. Riki Hokama, Chair
Policy Committee
Page 4
June 17, 2011

foregoing reasons, we advise that, the proposed bill be discussed at Committee level and be recommended for passage by the full Council.

APPROVED FOR TRANSMITTAL:



PATRICK K. WONG
Corporation Counsel

xc: Alan M. Arakawa, Mayor
Keith A. Regan, Managing Director
Jeffrey T. Kuwada, County Clerk
Danilo F. Agsalog, Director of Finance
Webpage

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ALAN M. ARAKAWA
Mayor



BRIAN T. MOTO
Corporation Counsel

DEPARTMENT OF THE CORPORATION COUNSEL

COUNTY OF MAUI
200 SOUTH HIGH STREET
WAILUKU, MAUI, HAWAII 96793
TELEPHONE: (808) 270-7740 FAX 270-7152

March 7, 2006

DAIN P. KANE
Chair
Budget and Finance Committee
Maui County Council
200 South High Street
Wailuku, Hawai'i 96793

Re: The Records Disposition Committee

Dear Chair Kane:

This correspondence is in response to a request for legal advice made by Ken Fukuoka, your designee on the Records Disposition Committee, regarding the legal status of the Records Disposition Committee.

In 2005, the State Legislature passed Act 177, relating to government records. Enclosed for your reference is a copy of Act 177. Among other things, Act 177 amended Hawaii Revised Statutes ("HRS") Section 46-43, relating to destruction of vouchers, documents, and other records or papers, and repealed HRS Section 46-44, relating to destruction of warrants and bonds.

Section 1 of Act 177 states that the purpose of the Act is to allow state and county agencies to create and maintain records in electronic format as an alternative to paper and microfilmed records.

Before the adoption of Act 177, HRS Section 46-43 required counties to have a committee, composed of the director of finance, the county's legal advisor, and members of the finance committee of the legislative body of the county, to review matters relating to document retention and destruction. Act 177 amended HRS Section

EXHIBIT " 1 "

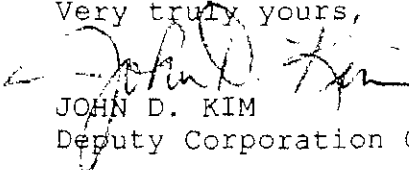
Dain P. Kane
Chair
Budget and Finance Committee
Maui County Council
March 7, 2006
Page 2

46-43 by deleting the reference to such committee and assigning the responsibility of determining the care, custody, and disposition of county records to the director of finance, "with the approval of the county legislative body and the county's legal advisor."

County's existing ordinance on the management of records, Chapter 2.84, Maui County Code, was adopted in 1983 pursuant to Ordinance No. 1332 and amended in 1998 pursuant to Ordinance No. 2691. As a result of Act 177, portions of Chapter 2.84, Maui County Code, have been rendered obsolete and in need of either revision or repeal. For example, Section 2.84.020, Maui County Code, designates the managing director as having "overall program responsibility for record management activities in the executive branch departments and agencies", not the director of finance. Further, Section 2.84.060, Maui County Code, provides for a records disposition committee consisting of the managing director, director of finance, corporation counsel, county clerk, and chairperson of the finance committee of the Council; however, as discussed above, Act 177 amended HRS Section 46-43 and deleted the requirement for such a committee.

In light of Act 177, we recommend that Chapter 2.84, Maui County Code, be reviewed and amended as necessary to ensure consistency with current HRS provisions regarding the management and disposition of records, including electronic records.

Very truly yours,


JOHN D. KIM

Deputy Corporation Counsel

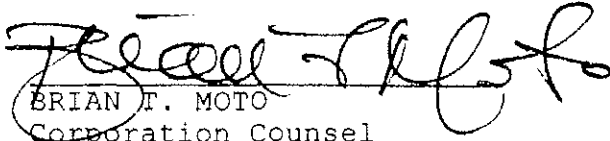
JDK:epg
Enclosure

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cc: Keith Regan, Managing Director
Kalbert Young, Director of Finance
Traci F. Villarosa, First Deputy Corporation Counsel
Michelle White, Legal Assistant

Dain P. Kane
Chair
Budget and Finance Committee
Maui County Council
March 7, 2006
Page 3

APPROVED FOR TRANSMITTAL:


BRIAN T. MOTO
Corporation Counsel

Report Title:

Government Records

Description:

Allows state and county agencies to create, accept, retain, or store electronic records, and convert its paper and microfilm records to an electronic format (SD1)

HOUSE OF REPRESENTATIVES
TWENTY-THIRD LEGISLATURE, 2005
STATE OF HAWAII

H.B. NO. 515
S.D. 1

A BILL FOR AN ACT

relating to government records.

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF HAWAII:

SECTION 1. Act 6, Session Laws of Hawaii 2002, authorized the supreme court to create and retain court case, fiscal, and administrative records in electronic format and to convert existing records to electronic form.

Numerous state laws require records retention by state and county agencies, either in paper form or by means of microfilm or microfiche. Many current laws do not recognize alternative record creation and storage media that are available, in particular, electronic records retention.

The State is constantly examining ways in which its operations may be streamlined and made more efficient and cost effective. The legislature finds that allowing the creation, use, and storage of government records in electronic format, as well as the conversion of existing paper and microfilm documents to electronic documents, will effectively reduce the significant paperwork and associated costs in the daily operations of state government.

The purpose of this Act is to allow state and county agencies to create and maintain their records in electronic format as an alternative to paper and microfilmed records.

SECTION 2. Section 46-43, Hawaii Revised Statutes, is amended to read as follows:

~~"§46-43 [Destruction of vouchers, documents, etc. Any county officer, or the officer's authorized subordinate, may with the consent of a committee composed of the director of finance, the county's legal advisor, and members of the finance committee of the legislative body of the county, or the authorized representatives of the officers,]~~

County records. (a) Notwithstanding the provisions of any other law to the contrary, the county legislative body shall determine whether, and the extent to which, the county shall create, accept, retain, or store in electronic form any records and convert records to electronic form.

(b) The director of finance of each county, with the approval of the legislative body and the legal advisor of the county, may authorize the destruction by burning, machine shredding, chemical disintegration, or other acceptable method of disposal of:

(1) All warrants of the county that have been paid and that bear any date ten years prior to the date of destruction; and

(2) All bonds and interest coupons of the county that have been canceled or paid and that bear any date two years prior to the date of destruction.

(c) The director of finance, with the approval of the county legislative body and the county's legal advisor, shall determine the care, custody, and disposition of other county records and may destroy all vouchers, documents, and other records or papers, exclusive of records required [✓] either by law or by the legislative body of the county [✓] to be permanently retained, [which] that have been on file or retained for a minimum period to be determined by the legislative body of the county by resolution."

SECTION 3. Section 92-29, Hawaii Revised Statutes, is amended to read as follows:

"§92-29 Reproduction of government records [en-films]. Any public officer having the care and custody of any record, paper, or document may cause the same to be photographed, microphotographed, [or otherwise] reproduced on film [The film shall be of durable material and the], or copied to an electronic format. Any device or electronic storage system used to copy or reproduce the record, paper, or

document ~~[on the film]~~ shall ~~[be one which]~~ accurately ~~[reproduces]~~ reflect the information in the original thereof in all details."

SECTION 4. Section 92-30, Hawaii Revised Statutes, is amended to read as follows:

"§92-30 [Film] Copy deemed original record. ~~[Such]~~ A photograph, microphotograph, ~~[or]~~ reproduction on film, or electronic copy of a government record shall be deemed to be an original record for all purposes, including introduction in evidence in all courts or administrative agencies. A transcript, exemplification, facsimile, or certified copy thereof ~~[shall]~~, for all purposes recited ~~[herein]~~ in this section, shall be deemed to be a transcript, exemplification, facsimile, or certified copy of the original record."

SECTION 5. Section 92-31, Hawaii Revised Statutes, is amended to read as follows:

"§92-31 Disposition of original~~[, or]~~ record. A photograph, microphotograph, ~~[or]~~ reproduction on film, or electronic form of a government record shall be placed in conveniently accessible files and provisions made for preserving, examining, and using the same. Thereafter, ~~[such]~~ a public officer, after having first received the written approval of the comptroller ~~[described]~~ as provided in section 94-3, may cause such record, paper, or document to be destroyed. The comptroller may require, as a prerequisite to the granting of such approval, that a reproduction or print of such photograph, microphotograph, or reproduction on film, or electronic form of the record be delivered into the custody of the public archives for safekeeping. The comptroller may also require the delivery into the custody of another governmental department or agency or a research library of any such record, paper, or document proposed to be destroyed under the provisions of this section."

SECTION 6. Section 94-3, Hawaii Revised Statutes, is amended to read as follows:

"§94-3 Disposal of government records generally. (a) Each public officer, except public officers of the judiciary~~[, and]~~ and the legislative branch of government, 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]~~ the 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)~~ this 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.

(b) If requested, the comptroller shall provide assistance to the legislative branch of government or any agency or entity therein in establishing policies relating to the disposal of government records."

SECTION 7. Section 46-44, Hawaii Revised Statutes, is repealed.

~~["~~46-44 Destruction of paid or cancelled warrants, bonds and interest coupons. The director of finance of each county with the approval of the legislative body and the legal adviser of such county, may authorize the destruction by burning, machine shredding, chemical disintegration, or any acceptable method of disposal of (1) all warrants of the county which have been paid and which bear any date ten years prior to the date of destruction, and (2) all bonds and interest coupons of the county which have been cancelled or paid and which bear any date two years prior to the date of destruction. The director of finance shall submit such reports on the destruction as may be required by the legislative body."~~"]~~

SECTION 8. Statutory material to be repealed is bracketed and stricken. New statutory material is underscored.

SECTION 9. This Act shall take effect on July 1, 2005.

Maui County, Hawaii, Code of Ordinances >> Title 2 - ADMINISTRATION AND PERSONNEL >>
Chapter 2.84 - MANAGEMENT OF RECORDS >>

Chapter 2.84 - MANAGEMENT OF RECORDS Sections:

- 2.84.010 - Definitions.
- 2.84.020 - Record management activities.
- 2.84.030 - County clerk.
- 2.84.040 - Departments and commissions.
- 2.84.050 - Disposition approval.
- 2.84.060 - Records disposition committee.
- 2.84.070 - Approved lists and schedules.
- 2.84.080 - Exceptions.

2.84.010- Definitions.

As used in this chapter, "records" means any document, written or printed book drawing, map or plan, photograph microfilm, sound recording, magnetic media, or other documentary materials, regardless of physical form or characteristic, made or received by the council and any department, commission or other agency of the county in pursuance of law, ordinance or resolution; or in connection with the transaction of public business and preserved or appropriate to be preserved by that agency or its legitimate successor as evidence of the organization functions, policies, decisions, procedures operations or other activities of the government, or because of the informational value of data in them. Excluded from this definition are library and museum materials made or acquired and preserved solely for convenience of reference, and stocks of publications and of processed documents.

(Ord 1332 § 1 (part) 1983)

2.84.020- Record management activities.

- A. The managing director shall have overall program responsibility for record management activities in the executive branch departments and agencies. These activities shall include:
 - 1. Maintenance and disposition of records;
 - 2. Identification and preservation of archival materials;
 - 3. Vital records management;
 - 4. Management of forms, reports, directives, correspondence, mail and all paperwork processes and systems;
 - 5. Management of electronic and computer-assisted public information systems.
- B. The county clerk shall have responsibility for record management activities in the legislative branch and shall coordinate these activities with the managing director to ensure uniformity of standards, procedures, and operation in both branches of government.

(Ord 2691 § 1, 1998 Ord 1332 § 1 (part) 1983)

2.84.030- County clerk.

The county clerk shall establish government-wide standards, regulations and procedures for:

- A. The economical and efficient use and maintenance of records;
- B. The identification and selection of records that have sufficient historical or other value to warrant their preservation;
- C. The selection and protection of records essential for the continuity of government operations and the protection of the rights and interests of individuals in the event of an emergency;
- D. The reproduction and maintenance of records by micrographic, photographic, magnetic or other processes. Reproduction made in compliance with such standards shall have the same force and effect as the originals thereof would have and shall be treated as originals for audit, admissibility in evidence and other similar purposes;
- E. The standardization of equipment and supplies necessary for records maintenance; and
- F. The efficient management of communications, including directives, correspondence, printing and

EXHIBIT " 2 "

publications, reports, forms, and mail.

(Ord 1332 § 1 (part), 1983)

2.84.040- Departments and commissions.

The heads of departments, commissions and all other agencies of the county shall:

- A. Establish and maintain an active continuing program in accordance with standards and procedures established by the managing director for the economical and efficient management, maintenance and disposition of the records of the agency and for the management and maintenance of electronic and computer-assisted public information systems;
- B. Make and maintain records containing adequate and proper documentation of the organization, functions, policies, decisions, procedures and essential transactions of the agency necessary and designed to provide direction, guidance and information, or to protect the legal and financial rights of the county, and of persons directly affected by the agency's activities.

(Ord 2691 § 2, 1998 Ord 1332 § 1 (part), 1983)

2.84.050- Disposition approval.

Each department or agency shall submit to the managing director for disposition approval:

- A. Lists of any records that have been photographed or microphotographed and that, as a consequence, do not appear to have sufficient value to warrant their further preservation;
- B. Lists of older records in the custody of the department or agency that are no longer created or are not needed by it in the transaction of its current business, or that do not appear to have sufficient administrative, legal, research or other value to warrant their further preservation;
- C. Records disposition schedules proposing the disposal, after the lapse of specified periods of time, of records of a specified form or character that either are being accumulated by the department or agency or may accumulate after the submission of the schedules and apparently will not, after the lapse of the period specified, have sufficient administrative, legal, fiscal or other value to warrant their further preservation.

(Ord 1332 § 1 (part), 1983)

2.84.060- Records disposition committee.

Records disposition lists and schedules submitted by agencies shall be reviewed by the managing director for the identification and selection of those records series which have sufficient historical value to warrant their preservation for archival purpose, or as required by law, ordinance or resolution to be retained permanently or for a specified period of time. After this identification and selection, the lists and schedules shall be submitted for approval to a committee, designated as the records disposition committee, composed of the managing director, director of finance, the corporation counsel, the county clerk, and the chairperson of the finance committee of the county council. Any county officer of the committee may designate a representative to act in the officer's place and stead in all matters covered by this section. The committee shall return the approved records disposition lists and schedules to the appropriate department or agency through the managing director for implementation.

(Ord 1332 § 1 (part), 1983)

2.84.070- Approved lists and schedules.

Approved records disposition lists and records disposition schedules are mandatory, except no records pertaining to unsettled accounts, claims, incomplete investigations, audits or litigation shall be destroyed until all such matters have been permanently resolved.

(Ord 1332 § 1 (part), 1983)

2.84.080- Exceptions.

Any request for exceptions to records disposition standards for records series on already approved records disposition lists and schedules other than those exceptions set forth in section 2.84.070 shall be submitted to the managing director and the records disposition committee in accordance with the requirements of this chapter.

(Ord 1332 § 1 (part) 1983)

§46-43 County records. (a) Notwithstanding the provisions of any other law to the contrary, the county legislative body shall determine whether, and the extent to which, the county shall create, accept, retain, or store in electronic form any records and convert records to electronic form.

(b) The director of finance of each county, with the approval of the legislative body and the legal advisor of the county, may authorize the destruction by burning, machine shredding, chemical disintegration, or other acceptable method of disposal of:

- (1) All warrants of the county that have been paid and that bear any date ten years prior to the date of destruction; and
- (2) All bonds and interest coupons of the county that have been canceled or paid and that bear any date two years prior to the date of destruction.

(c) The director of finance, with the approval of the county legislative body and the county's legal advisor, shall determine the care, custody, and disposition of other county records and may destroy all vouchers, documents, and other records or papers, exclusive of records required either by law or by the legislative body of the county to be permanently retained, that have been on file or retained for a minimum period to be determined by the legislative body of the county by resolution. [L 1947, c 146, pt of §1; RL 1955, §138-8; am L 1963, c 22, §1; am L 1965, c 95, §1; HRS §46-43; gen ch 1985; am L 2005, c 177, §2]

[Previous](#)

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EXHIBIT " 3 "

§92-29 Reproduction of government records. Any public officer having the care and custody of any record, paper, or document may cause the same to be photographed, microphotographed, reproduced on film, or copied to an electronic format. Any device or electronic storage system used to copy or reproduce the record, paper, or document shall accurately reflect the information in the original thereof in all details. [L 1945, c 26, pt of §1; RL 1955, §7-5; HRS §92-29; am L 1991, c 145, §2; am L 2005, c 177, §3]

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COUNTY OF MAUI

RECORDS DISPOSITION

SCHEDULE

Prepared by:

The Records Disposition Committee

Council Finance Committee Chair
County Clerk
Managing Director
Corporation Counsel
Director of Finance

December 28, 1990

COUNTY OF MAUI

REQUEST/APPROVAL FOR RECORDS DISPOSITION AUTHORITY

PLEASE BY TELETYPE

- 1. Original & Copy: Managing Director
- 2. Copy: Department file (discard when approved copy returned)

TO: MANAGING DIRECTOR
COUNTY OF MAUI

Date Received 12-27-90

By [Signature]

FROM: PARKS AND RECREATION
Department or Agency

CERTIFICATION

I certify that the retention periods stated for records series described on the attached Schedule(s) consisting of 9 pages, meet all agency and other known requirements for the transaction of public business.

Date 12/20/90 [Signature]
Department Head

CERTIFICATION

I concur and certify that the records listed on the attached Schedule(s), unless excepted as indicated below, do not appear to have sufficient value for administrative, legal, fiscal, historical or research purposes to warrant further retention by the County Government.

EXCEPTIONS:

Date 12/27/90 [Signature]
Managing Director

RECORDS DISPOSITION COMMITTEE APPROVAL

In accordance with Section 46-43, Hawaii Revised Statutes, as amended, the destruction of the records, excluding exceptions listed by the Managing Director, is approved.

[Signature]
Managing Director

[Signature]
Corporation Counsel

[Signature]
Chairperson, Finance Committee

[Signature]
Finance Director

[Signature]
County Clerk

Date 12-28-90

COUNTY OF MAUI
RECORDS DISPOSITION SCHEDULE

Department	Division	Section
PARKS AND RECREATION		
Item No.	Description of Records	Retention Period
A.	<u>ANNUAL REPORTS</u>	5 fiscal years
B.	<u>BOARDS AND COMMISSIONS, AND COMMITTEE RECORDS</u>	
	1. Ad Hoc/Advisory (not established by statute, ordinance, charter or rules and regulations)	
	a. Agendas	1 fiscal year
	b. Minutes, communications, and other related records	2 fiscal years unless approved by Records Disposition Committee
	c. Reports	10 fiscal years
	2. County/State Authorized (by statute, ordinance, charter, or rules and regulations)	
	a. Agendas	1 fiscal year
	b. Minutes, reports, communications, and others	25 fiscal years unless approved by Records Disposition Committee
	c. Rules and regulations (pursuant to Chapters 91-92, HRS)	Until superseded or amended
C.	<u>CORRESPONDENCE RECORDS</u>	
	Intra/interdepartmental directives, memos, circulars, and other communications and records of a <u>general</u> nature (e.g., those records which are inappropriate for filing in specific subject or case files):	
	1. Involving policy decisions, procedures, County liability rules, etc.	Until superseded or amended
	2. <u>Not</u> involving policy decisions, procedures, rules, or inquiries on routine matters, the response to which completes the cycle of correspondence.	Until superseded
	3. County Standard Operating Guidelines and Procedures (SOGP's)	Until superseded or amended

COUNTY OF MAUI
RECORDS DISPOSITION SCHEDULE

Department	Division	Section
PARKS AND RECREATION		
Item No.	Description of Records	Retention Period
D.	<u>COUNCIL-RELATED RECORDS</u>	
1.	Ordinances	
	a. Permanent	Until codified
	b. Others, e.g., zoning, budget	Until superseded
2.	Resolutions	
	a. <u>If</u> required by law, e.g., grants, condemnation	50 fiscal years then re-assessed for further retention
	b. Council statements, e.g., Council positions	2 fiscal years
	c. Others, e.g., congratulatory, condolence	1 fiscal year
3.	County Council Journals (minutes)	-----
4.	County Council Committee Reports	2 fiscal years
5.	General and County Communications	2 fiscal years
E.	<u>FINANCE-RELATED RECORDS</u>	
1.	Accounts	
	Accounts payable and encumbrance printouts, accounting ledgers, requisitions, purchase orders, invoices, mileage claims, other financial records and related communications for:	
	a. General Fund Accounts	1 fiscal year
	b. Special Fund Accounts (e.g., Highway, Bikeway, Sewer, Golf, Liquor, etc.)	1 fiscal year
2.	Budget	
	a. Allotment requests	1 fiscal year
	b. Budget worksheets	1 fiscal year
	c. Departmental budget	1 fiscal year
	d. County annual budget	1 fiscal year

COUNTY OF MAUI
RECORDS DISPOSITION SCHEDULE

Department	Division	Section
PARKS AND RECREATION		
Item No.	Description of Records	Retention Period
3.	Inventory	
a.	Inventory printouts	Dispose when superseded
b.	Inventory-related forms (Inv. Form 1 through Form 6)	Dispose after verification of printouts
c.	Certificates of Ownership (motor vehicles, equipment, etc.)	-----
4.	Payroll/Attendance	
a.	Application for Leave of Absence (Form DF-1)	1 calendar year
b.	Application for Leave (Form DF-2)	1 calendar year
c.	Meal Claims (Form DF-3)	1 fiscal year
d.	Payroll Printouts (Payroll Register, Payroll Recap. Deduction Register)	1 fiscal year
e.	Terminal Applications (Form DF-1A)	1 fiscal year
f.	Time Sheets (Form DF-4)	1 fiscal year
g.	SF-1	1 fiscal year
h.	Accumulated Leave Printouts	Dispose when superseded
i.	Temporary Assignment Report Aid Listing Printouts	Dispose when superseded
j.	County Insurance Policies	-----
F.	<u>CONTRACTS AND RELATED DOCUMENTS/ COMMUNICATIONS</u> , (e.g., personnel services, construction, goods, services, consultants, or equip- ment, etc.) Original copy of <u>ALL</u> contracts sent to County Clerk.	
1.	County funded	Transmit to Finance when completed
2.	State Funded	Transmit to Finance when final audit completed
3.	Federally funded	Transmit to Finance when final audit completed

COUNTY OF MAUI
RECORDS DISPOSITION SCHEDULE

Department	Division	Section
PARKS AND RECREATION		
Item No.	Description of Records	Retention Period
G.	<u>HOUSE RULES</u>	Until superseded or amended
H.	<u>PERSONNEL-RELATED RECORDS</u>	
	1. Employee records	
	a. Transferring employees	
	(1) Intra-Jurisdictional	Departmental records transferred with employee
	(2) Inter-Jurisdictional	See terminating below
	b. Terminating employees	Give to employee; receipt sent to Personnel
	c. Workers' Compensation Records	Transmit to Personnel upon separation of service
	2. Health Fund Records	
	a. Application Forms (Forms E-1, N-1, E-5)	Dispose when superseded
	b. Others	Dispose when superseded or verification of printouts
	3. Executed Request for Position Action (Manpower Form Rev. 7/88)	1 fiscal year
	4. Position Descriptions	Dispose when superseded
	5. Tables of Organization (structural/functional)	Dispose when superseded
I.	<u>OTHER RECORDS FILED WITH COUNTY CLERK</u>	
	1. Deeds, easements and other conveyances, executive orders	-----
	2. Construction Contracts, <u>including</u> construction consultants	To Finance upon completion
	3. Personnel Services Contracts, <u>except</u> construction related	To Finance upon completion
	4. Equipment Contracts, etc.	To Finance upon completion
	5. Claims	-----
	6. Others	To Finance upon completion

COUNTY OF MAUI
RECORDS DISPOSITION SCHEDULE

Department	Division	Section
PARKS AND RECREATION		
Item No.	Description of Records	Retention Period
J.	<u>RECORDS MANAGEMENT</u>	
1.	General Records Schedule	Until superseded
2.	Records Disposition Schedule (MCR-1)	Until superseded
3.	Request/Approval for Records Disposition Authority (MCR-2)	Until superseded

COUNTY OF MAUI
RECORDS DISPOSITION SCHEDULE

Department	Division	Section
PARKS AND RECREATION	ADMINISTRATION	
Item No.	Description of Records	Retention Period
K.	<u>FACILITY/PARKS FILES</u>	
1.	Maps	50 years or until microfilmed
2.	Plans and Specifications	50 years or until microfilmed
3.	Records relative to historical data	50 years or until microfilmed
4.	Executive orders, deeds, contracts	50 years or until microfilmed
5.	Right-of-entry agreements	Dispose when no longer needed

COUNTY OF MAUI
RECORDS DISPOSITION SCHEDULE

Department	Division	Section
PARKS AND RECREATION	RECREATION	ALL DISTRICTS
Item No.	Description of Records	Retention Period
L.	<u>RESERVATION BOOKS FOR PARKS/ FACILITY USE</u>	1 fiscal year
M.	<u>PERMITS-CAMPING AND PARKS/ FACILITY USE</u>	1 fiscal year
N.	<u>WEEKLY/MONTHLY WORK SCHEDULES</u>	1 fiscal year
O.	<u>SPORTS RULES</u>	As revised or superseded
P.	<u>WAIVER FORMS</u>	3 fiscal years

COUNTY OF MAUI
RECORDS DISPOSITION SCHEDULE

Department	Division	Section
PARKS AND RECREATION	RECREATION	SWIMMING POOL
Item No.	Description of Records	Retention Period
Q.	<u>FIRST AID AND RESCUE REPORT</u>	3 fiscal years
R.	<u>SWIM CLASS AND FIRST AID CLASS RECORDS</u>	3 fiscal years

COUNTY OF MAUI

RECORDS DISPOSITION SCHEDULE

Department	Division	Section
PARKS AND RECREATION	WAIIEHU GOLF COURSE	
Item No.	Description of Records	Retention Period
S.	<u>LEDGER OF GOLFERS' SIGNATURES AND FEES PAID</u>	1 fiscal year
T.	<u>APPLICATION FOR RETIREES COURTESY CARDS</u>	1 fiscal year
U.	<u>MONTHLY REPORT OF PLAYERS AND REVENUE</u>	1 fiscal year

COUNTY OF MAUI
GENERAL RECORDS SCHEDULE

DESCRIPTION OF RECORDS	*AUTHORIZED DISPOSITION FOR DEPARTMENTS	*DEPARTMENT HOLDING OFFICIAL COPY
A. <u>ANNUAL REPORTS</u>	5 years	County Clerk 5 years
B. <u>BOARDS, COMMISSIONS, AND COMMITTEE RECORDS</u>		
1. Ad Hoc/Advisory (not established by statute, ordinance, charter or rules and regulations)		
a. Agendas	1 year	County Clerk 1 year
b. Minutes, communications, and other related records	2 years unless approved by Records Disposition Committee	Departments
c. Reports	10 years	Departments
2. County/State Authorized (by statute, ordinance, charter, or rules and regulations)		
a. Agendas	1 year	County Clerk 3 years
b. Minutes, reports, communications, and others	25 years unless approved by Records Disposition Committee	Departments

*Unless otherwise specified, the period of retention shall commence after receipt of documents or completion of action, whichever is later and shall be in fiscal years.

COUNTY OF MAUI
GENERAL RECORDS SCHEDULE

DESCRIPTION OF RECORDS	*AUTHORIZED DISPOSITION FOR DEPARTMENTS	*DEPARTMENT HOLDING OFFICIAL COPY
c. Rules and regulations (pursuant to Chapters 90-91, HRS)	Until superseded or amended	County Clerk permanent
<u>CORRESPONDENCE RECORDS</u>		
Intra/interdepartmental directives, memos, circulars, and other communications and records of a <u>general</u> nature (e.g., those records which are inappropriate for filing in specific subject or case files):		
1. Involving policy decisions, procedures, County liability, rules, etc.)	Until superseded or amended	Mayor's Office until superseded or amended
2. <u>Not</u> involving policy decisions, procedures, rules, or inquiries on routine matters, the response to which completes the cycle of correspondence.	Until superseded	Departments 1 year
3. County Standard Operating Guidelines and Procedures (SOGP's)	Until superseded or amended	Mayor's Office until superseded or amended
<u>COUNCIL-RELATED RECORDS</u>		
1. Ordinances		
a. Permanent	Until codified	County Clerk permanent
b. others, e.g., zoning, budget	Until superseded	County Clerk permanent

COUNTY OF MAUI
GENERAL RECORDS SCHEDULE

DESCRIPTION OF RECORDS	*AUTHORIZED DISPOSITION FOR DEPARTMENTS	*DEPARTMENT HOLDING OFFICIAL COPY
2. Resolutions		
a. <u>If</u> required by law, e.g., grants, condemnation	50 years then re-assessed for further retention	County Clerk permanent
b. Council statements, e.g., Council positions	2 years	County Clerk permanent
c. Others, e.g., congratulatory, condolence	1 year	County Clerk permanent
3. County Council Journals (minutes)	-----	County Clerk permanent
4. County Council Committee Reports	2 years	County Clerk permanent
5. General and County Communications	2 years	County Clerk 10 years
E. <u>FINANCE-RELATED RECORDS</u>		
1. Accounts		
Accounts payable and encumbrance printouts, accounting ledgers, requisitions, purchase orders, invoices, mileage claims, other financial records and related communications for:		
a. General Fund Accounts	1 year	Finance 10 years after audit
b. Special Fund Accounts (e.g., Highway, Bikeway, Sewer, Golf, Liquor, etc.)	1 year	Finance 10 years after audit

COUNTY OF MAUI
GENERAL RECORDS SCHEDULE

DESCRIPTION OF RECORDS	*AUTHORIZED DISPOSITION FOR DEPARTMENTS	*DEPARTMENT HOLDING OFFICIAL COPY
2. Budget		
a. Allotment requests	1 year	Finance 1 year
b. Budget worksheets	1 year	Departments 1 year
c. Departmental budget	1 year	-----
d. County annual budget	1 year	Budget Director 50 years
3. Inventory		
a. Inventory printouts	Dispose when superseded	Finance 3 years
b. Inventory-related forms (Inv. Form 1 through Form 6)	Dispose after verification of printouts	Finance 1 year
c. Certificates of Ownership (motor vehicles, equipment, etc.)	-----	Finance until disposed
4. Payroll/Attendance		
a. Application for Leave of Absence (Form DF-1)	1 calendar year	Finance 1 calendar year
b. Application for Leave (Form DF-2)	1 calendar year	Finance 3 calendar years
c. Heal Claims (Form DF-3)	1 year	Finance 3 years
d. Payroll Printouts (Payroll Register, Payroll Recap. Deduction Register)	1 year	Finance 50 years or until microfilmed
e. Terminal Applications (Form DF-1A)	1 year	Finance 3 years

COUNTY OF MAUI
GENERAL RECORDS SCHEDULE

DESCRIPTION OF RECORDS	*AUTHORIZED DISPOSITION FOR DEPARTMENTS	*DEPARTMENT HOLDING OFFICIAL COPY
f. Time Sheets (Form DF-4)	1 year	Finance 3 years
g. SF-1	1 year	Personnel 3 years
h. Accumulated Leave Printouts	Dispose when superseded	Finance 5 years
i. Temporary Assignment Report Aid Listing Printouts	Dispose when superseded	Finance 2 years
j. County Insurance Policies	-----	Finance 5 years
F. <u>CONTRACTS AND RELATED DOCUMENTS/COMMUNICATIONS</u> , e.g., personnel services, construction, goods, services, consultants, or equipment, etc.) Original copy of <u>All</u> contracts sent to County Clerk.		
1. County funded	Transmit to Finance when completed	Finance 5 years
2. State Funded*	Transmit to Finance when final audit completed	Finance 5 years
3. Federally Funded*	Transmit to Finance when final audit completed	Finance 5 years
G. <u>HOUSE RULES</u>	Until superseded or amended	Departments and Personnel until superseded or amended

Disposition of original copy of records

*Refer to I-page 7

COUNTY OF MAUI
GENERAL RECORDS SCHEDULE

DESCRIPTION OF RECORDS	*AUTHORIZED DISPOSITION FOR DEPARTMENTS	*DEPARTMENT HOLDING OFFICIAL COPY
H. <u>PERSONNEL-RELATED RECORDS</u>		
1. Employee records		
a. Transferring employees		
(1) Intra-Jurisdictional	Departmental records transferred with employee	Departments
(2) Inter-Jurisdictional	See terminating below	See terminating below
b. Terminating employees	Give to employee; receipt sent to Personnel	Personnel 50 years or until microfilmed
c. Workers' Compensation Records	Transmit to Personnel upon separation of service	Personnel 50 years or until microfilmed
2. Health Fund Records		
a. Application Forms (Forms E-1, N-1, E-5)	Dispose when superseded.	Departments
b. Others	Dispose when superseded or verification of printouts	Finance dispose when superseded
3. Executed Request for Position Action (Manpower Form Rev. 7/88)	1 year	Personnel 50 years or until microfilmed
4. Position Descriptions	Dispose when superseded	Personnel dispose when superseded
5. Tables of Organization (structural/functional)	Dispose when superseded	Personnel dispose when superseded