

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	
		The following items are hereby added to the Records Retention Schedule dated May 14, 1980 for:			
		DEPARTMENT OF HEALTH Health Resources Administration Division Office of Health Status Monitoring			
VDR-10		Index to Certificates of Foreign Birth	3/81	Present	Permanent
VDR-11	RS81-1	Original Certificates of Foreign Birth: Name of registration, date and place of birth, parents' names and personal particulars. Disposition: May microfilm when two years old. Agency prefers to retain original certificates. Restrictions: Restricted under Section 338-18, HRS. Identified as: Vital records.	6/87	Present	Permanent
VDR-12		Sealed Adoption File: Certificate of Adoption, Decree of Adoption Restrictions: Restricted under Section 338-20.5, HRS. Identified as: Vital records.	6/87	Present	Permanent

Alvin T. Onaka
Assistant Chief and State Registrar, OHSM
Herbert S. ...
Deputy Director, Health Resources Administration Div.

2. Record items Nos. VDR-11 will be preserved on microfilm in accordance with Section 92-31 Hawaii Revised Statutes. It is requested that Record items Nos. Master microfilm shall be stored at the State Records Center.

3. *Herbert M. Lee* SIGNATURE OF RECORDS OFFICER DEPARTMENT OF HEALTH AGENCY *Calvin ...* SIGNATURE OF HEAD OF DEPARTMENT DATE

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 *John G. ...* STATE ARCHIVIST DATE: Mar. 13, 1991

5. Destruction or other disposal, with exceptions indicated, approved. *[Signature]* Continuous authorization Authorization Date: 3/13/91

COMPTROLLER

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

NO.	FORM NO.	DESCRIPTION	YEARS OR PERIOD		RETENTION
			FROM	THROUGH	
		Program items as per attached Records Retention Schedule for: Research and Statistics Office			

2. Record items Nos. N/A

_____ will be preserved on microfilm in accordance with Section 92-31 Hawaii Revised Statutes.

It is requested that Record items Nos. N/A

_____ be transferred to the State Archives.

3. Myrna K. Lew
SIGNATURE OF RECORDS OFFICER

Department of Health
AGENCY

Abelie M. Stew
FOR SIGNATURE OF HEAD OF DEPARTMENT

DATE: APR - 5 1980

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: items scheduled as "retain" or "permanent"

Record items Nos. N/A

_____ to be transferred to State Archives

AGENCY

DATE:

Agnes Conrad
STATE ARCHIVIST

5. Destruction or other disposal, with exceptions indicated, approved. [Signature]

Continuous authorization
 Authorization

COMPTROLLER

Date: MAY 14 1980

DEPARTMENT OF HEALTH
Research and Statistics Office

Item No.	Description	Retention
RSO-	<u>Vital Records Maintained by Certified Copies Unit</u>	
VR-1	Indexes	Permanent. May microfilm security copy. May microfilm search copy.
VR-2	Vital Records and Certificates	Permanent. May microfilm security copy. May microfilm search copy.
VR-3	Local Registrar copies of Vital Records	Retain.
	<u>Current Registration Unit</u>	
VCR-1	Indexes to Licensed Cemeteries and Crematories, Licensed Marriage Officiants, Temporary Licensed Physicians	Destroy card after cemetery or cremator terminates or goes out of business; after Marriage Officiant terminates license or dies; after Physician's name appears on Roster of Licensed Physician
VCR-2	Outside Island Registrar's Transmittal Statements, accompanying certificates	Destroy 1 year old.
VCR-3a	Vital Statistics Checklist	3a) Destroy 1 year old.
-3b	Vital Statistics Ledger	3b) Permanent.
VCR-4	Microfilm shipped to National Center for Health Statistics; Checklist/transmittals	Destroy 10 years old.
	<u>Burial/Transit Permits Records</u>	
VCR-5	Korean War Dead and Out-of-State Deaths: index to permits	Permanent.
VCR-6	Out-of-State forms: Burial/Transit Permits	Destroy 3 years old.
VCR-7	Hawaii Burial/Transit permits and stubs	Destroy 3 years old. Destroy after 1 year old. (SA-1 dated 3/22/88)

Item No.	Description	Retention
RSO-	<u>Delayed Registration Unit</u>	
VDR-1	Index to Delayed Certificates of Birth	Permanent. May microfilm for security copy.
VDR-2	Delayed Certificates of Birth Documentary Evidence	Permanent. Make photocopies or microfilm copies. (1) After copies reproduced, return documents to sender. (2) If not possible to return documents to sender, retain documents that are <u>originals</u> permanently. (3) If not possible to return documents to sender, and all evidence is reproduced on microfilm, may destroy documents that are <u>certified copies</u> or <u>abstracts</u> after 7 years old. (4) If not possible to return documents to sender, and evidence file is hard copy, retain <u>originals</u> , <u>certified copies</u> , and <u>abstracts</u> in lieu of photocopies on file.
VDR-3	Delayed Marriage Certificates Documentary Evidence	Permanent. Make photocopies or microfilm copies. (1) After copies reproduced, return documents to sender. (2) If not possible to return documents to sender, retain documents that are <u>originals</u> permanently. (3) If not possible to return documents to sender, and all evidence is reproduced on microfilm, may destroy documents that are <u>certified copies</u> or <u>abstracts</u> after 7 years old. (4) If not possible to return documents to sender, and evidence file is hard copy, retain <u>originals</u> , <u>certified copies</u> and <u>abstracts</u> in lieu of photocopies on file.
VDR-4	Judicial Finding and Declaration by a court of record that a person is dead: certified copies of court orders, petitions for filing of death certificate.	Permanent. May microfilm security copy. May microfilm search copy.
VDR-5	Certificates that No Record of Alleged Vital Event has been found (duplicate copy)	Permanent.

<u>Item No.</u>	<u>Description</u>	<u>Retention</u>
RSO-	<u>Certificates of Hawaiian Birth</u>	
VDR-6	Certificates of Hawaiian Birth Index	Permanent. May microfilm security copy. May microfilm search copy. May transfer a microfilm search copy to State Archives after events therein are over 75 years old.
VDR-7	Certificates of Hawaiian Birth	Permanent. May microfilm security copy. May microfilm search copy. May transfer a microfilm search copy to State Archives after events therein are over 75 years old.
VDR-8	Certificate of Hawaiian Birth Documentary Evidence	Retain. May microfilm security copy. If a specific document in this file is used as documentary evidence for issuance of a Delayed Birth Certificate transfer to Documentary Evidence file for Delayed Birth Registration. (See VDR-4) May not request disposition for documents remaining in this file until the legislature repeals the legal provisions for renewal of the Certificate of Hawaiian Birth.
VDR-9	Official Statements of Probable Hawaiian Birth file: statements, applications, evidence	Retain. May microfilm security copy. If a specific document in this file is used as documentary evidence for issuance of a Delayed Birth Certificate transfer to Documentary Evidence file for Delayed Birth Registration. (See VDR-4) May not request disposition for documents remaining in this file until the legislature repeals the legal provisions for renewal of the Certificate of Hawaiian Birth.
	<u>Corrections Unit</u>	
VC-1	Sealed Documents	Permanent.
VC-2	Court Orders for Release of Sealed Documents	Permanent.
VC-3	Amendments to Vital Records Documentary Evidence	1. Permanent. Make photocopies or microfilm copies. 2. After copies reproduced: (a) return documents to sender with 3 years of amendment of certificate.

Item No.	Description	Retention
RSO-		<p style="text-align: right;">documents</p> <p>(b) if not possible to return/to sender, : (1) retain documents that are <u>originals</u> permanently; (2) if evidence file is on microfilm, may destroy <u>certified copies</u> or <u>abstracts</u> after 7 years old; (3) if evidence file is hard copy, retain <u>originals</u>, <u>certified copies</u> and <u>abstracts</u> unreturnable to sender in lieu of photocopies on file.</p>
VC-4	Change of Name Amendments to Vital Records Documentary Evidence	<p>1. Permanent. Make photocopies or microfilm copies.</p> <p>2. After copies reproduced:</p> <p>(a) return documents to sender within 3 years of amendment of certificate.</p> <p>(b) if not possible to return documents to sender, : (1) retain documents that are <u>originals</u> permanently; (2) if evidence file is on microfilm, may destroy <u>certified copies</u> or <u>abstracts</u> after 7 years old; (3) if evidence file is hard copy, retain <u>originals</u>, <u>certified copies</u> and <u>abstracts</u> unreturnable to sender in lieu of photocopies on file.</p>
VC-5	<p>Late Birth Registration Documentary Evidence</p> <p>Affidavits (under obsolete regulation PHR-14)</p> <p>Notarized Statements in cases where birth certificate has no attendant's signature; and other documentary evidence</p>	<p>1. Permanent. Make photocopies or microfilm copies.</p> <p>2. After copies reproduced:</p> <p>(a) return documents to sender within 3 years of the amendment of certificate.</p> <p>(b) if not possible to return documents to sender, : (1) retain documents that are <u>originals</u> permanently; (2) if evidence file is on microfilm, may destroy <u>certified copies</u> or <u>abstracts</u> after 7 years old; (3) if evidence file is hard copy, retain <u>originals</u>, <u>certified copies</u> and <u>abstracts</u> unreturnable to sender in lieu of photocopies on file.</p>

Item No.	Description	Retention
RSO- VC-6	Late Divorce Registration Affidavits	<ol style="list-style-type: none"> 1. Permanent. Make photocopies or microfilm copies. 2. After copies reproduced: <ol style="list-style-type: none"> (a) return documents to sender with 3 years of amendment of certificate. (b) if not possible to return documents to sender, : (1) retain documents that are <u>originals</u> permanently; (2) if evidence file is on microfilm, may destroy <u>certified copies</u> or <u>abstracts</u> after 7 years old; (3) if evidence file is hard copy, retain <u>originals</u>, <u>certified copies</u> and <u>abstracts</u> unreturnable to sender in lieu of photocopies on file.
VC-7	Late Marriage Registration Affidavits; Late Death Registration Affidavits	<ol style="list-style-type: none"> 1. Permanent. Make photocopies or microfilm copies. 2. After copies reproduced: <ol style="list-style-type: none"> (a) return documents to sender with 3 years of amendment of certificate. (b) if not possible to return documents to sender, : (1) retain documents that are <u>originals</u> permanently; (2) if evidence file is on microfilm, may destroy <u>certified copies</u> or <u>abstracts</u> after 7 years old; (3) if evidence file is hard copy, retain <u>originals</u>, <u>certified copies</u> and <u>abstracts</u> unreturnable to sender in lieu of photocopies on file.
	<u>Certified Copies Unit</u>	
VCC-1	Undeliverable Certified Copies (mail returned to sender)	Destroy 7-years old.
VCC-2	Lists of Vital Events posted and sent to newspapers for publication	Destroy 1 year old.
VCC-3	Disinterment Permits Records: applications and permits	Destroy 6 years old.

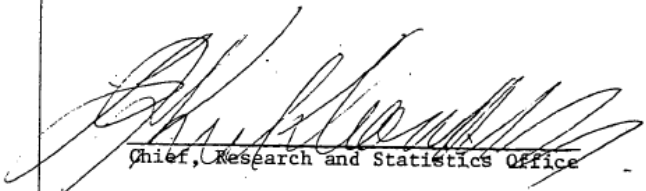
Item No.	Description	Retention
<u>Marriage License Unit</u>		
RSO- VM-1	Marriage License Agent's Records	
	(a) Notice of appointment, work reports, correspondence, receipts for books issued, accounting records	(a) May destroy 3 years after agent's termination and subsequent audit.
	(b) Marriage License Applications and Affidavits (originals)	(b) Retain. May microfilm. 92-30, 31 1/2 SEE SA-1 dated 2/22/88 - ONCE FILM CAN DESTROY - ORIGINALS
	(c) Comptroller's Summary Reports	(c) Destroy 6 years old.
<u>Typing Unit</u>		
VTY-1	Requests for paid certified copies: correspondence, order blanks, bad checks made good file, including journal vouchers to adjust accounts for bad checks	Destroy 6 years old.
VTY-2	Requests for free certified copies	Destroy 1 year old.
VTY-3	Cause of Death Documentary Evidence for insertion of cause of death on Death Certificate	Permanent. May microfilm security copy
<u>Research and Statistics Unit</u>		
VS-1	Reports, statistical surveys	Permanent.
VS-2	Raw Data	Destroy 20 years old.
VS-3	Transcripts of Out-of-State Vital Events	Destroy 2 years old.
<u>Health Surveillance Program</u>		
VH-1	Health Surveillance Questionnaires	Destroy 5 years old.
<u>Tumor Register</u>		
VT-1	Logs of all data input to computer: individual case data	Permanent.
VT-2	Manual index to individual cases	Purge upon death.
VT-3	Data input forms, data duplicated on Log and magnetic media	Destroy when no longer of use, retaining no more than 2 years.
VT-4	Statistical Abstracts of area-wide data (not individual case abstracts)	Retain 1 record copy, destroy rest.

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

I NO.	FORM NO.	DESCRIPTION	YEARS OR PERIOD		RETENTION
			FROM	THROUGH	
RSO-VCR-7		SA-1 dated May 14, 1980 relating to Vital Records Section, Research and Statistics Office, is revised as follows: Hawaii Burial/Transit Permits and Stubs			*
RSO-VM-1(b)		Marriage License Applications and Affidavits (originals)			**
<p>*Destroy after 1 year old.</p> <p>**Permanent. Microfilm when 2 years old and destroy originals after microfilming.</p>					
 Chief, Research and Statistics Office					

2. Record items Nos. RSO-VM-1(b) will be preserved on microfilm in accordance with Section 92-31 Hawaii Revised Statutes.

It is requested that Record items Nos. RSO-VM-1(b)

Master negatives will be transferred to the State Archives.

3. Myrma K. Sen Department of Health Jay Nakanishi
SIGNATURE OF RECORDS OFFICER AGENCY SIGNATURE BY HEAD OF DEPARTMENT
 DATE For 3/15/88

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: N/A

Record items Nos. N/A to be transferred to State Archives John G. Samana
AGENCY STATE ARCHIVIST
 DATE 3/22/88

5. Destruction or other disposal, with exceptions indicated, approved. Continuous authorization Authorization
Michael S. Poynter 3/22/88
COMPTROLLER DATE

STATE OF HAWAII
RECORDS DISPOSITION AUTHORIZATION

State Archives
Iolani Palace Grounds, Honolulu, Hawaii 96813

Attention: State Archivist

In compliance with Section 7-8, Revised Laws of Hawaii 1955, as amended, I hereby request Continuous authorization to destroy or otherwise dispose of the numbered record items listed below. Authorization

NO.	FORM NO.	DESCRIPTION	YEARS OR PERIOD		RETENTION
			FROM	THROUGH	
88		Marriage license applications, state of Hawaii, including affidavits	1929	1948	Microfilm and destroyed original

2. Record items Nos. as noted above will be preserved on microfilm in accordance with Section 7-7, Revised Laws of Hawaii 1955. It is requested that Record items Nos. _____ be transferred to the State Archives.

3. Health Department AGENCY
 Signature of Records Officer: [Signature]
 Signature of Head of Department: [Signature]
 DATE: 8/13/71

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: N/A

5. Items Nos. N/A to be transferred to State Archives AGENCY
 Signature of State Archivist: [Signature]
 DATE: Aug 16, 1971

5. Destruction or other disposal, with exceptions indicated, approved. [Signature]
 Continuous authorization
 Authorization
 Date: AUG 17 1971

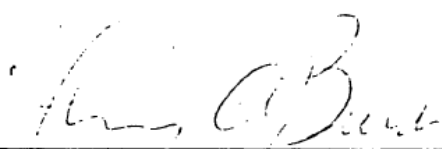
SUBMIT IN TRIPLICATE

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	
		Changes to program items as per attached Record Retention Schedule for: Research and Statistics Office			
	VCC-1	Undeliverable Certified Copies (mail returned to sender)			6 months
	VCC-2	Lists of vital events posted and sent to newspapers for publication			1 month
	VTY-1	Requests for paid certified copies: Correspondence, order blanks, bad checks made good file, including journal vouchers to adjust accounts for bad checks.			1 year
		 Chief, Research and Statistics Office			

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.

Mary L. Sen Department of Health J. S. Peterson
SIGNATURE OF RECORDS OFFICER AGENCY SIGNATURE OF HEAD OF DEPARTMENT
DATE MAR 16 1984

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
Ruth S. Kiana STATE ARCHIVIST
DATE 3/28/84

Destruction or other disposal, with exceptions indicated, proved. Continuous authorization Authorization
Heaven Date: APR 3 1984