

JAN 23 2015

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# A BILL FOR AN ACT

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RELATING TO GOVERNMENT RECORDS.

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

1       SECTION 1. The legislature finds that some government  
2 agencies' retention schedules for its records have not been  
3 updated since 1959 and that there is currently no statute in  
4 place that requires that retention schedules be updated. Some  
5 government agencies are unaware of their retention schedule  
6 policies and procedures. In addition, many retention schedules  
7 are not updated to address the Uniform Information Practices Act  
8 in dealing with the archiving of electronic documents.

9       The purpose of this Act is to:

- 10       (1) Require government agencies and custodians of records  
11           of government agencies to have a retention schedule on  
12           file with the department of accounting and general  
13           services; and
- 14       (2) Require that retention schedules be updated every five  
15           years or sooner as required by the department of  
16           accounting and general services.



1       SECTION 2. Chapter 94, Hawaii Revised Statutes, is amended  
2 by adding a new section to be appropriately designated and to  
3 read as follows:

4       "§94-     Retention schedules. Each government agency and  
5 public officer having the care and custody of any government  
6 record shall be required to have a retention schedule on file  
7 with the department of accounting and general services.  
8 Retention schedules shall be updated every five years or sooner  
9 as required by the department of accounting and general  
10 services."

11       SECTION 3. Section 94-1, Hawaii Revised Statutes, is  
12 amended to read as follows:

13       "§94-1 Duties of department. The department of accounting  
14 and general services shall collect all public archives;  
15 preserve, arrange, describe, and inventory the same; provide for  
16 their safekeeping; and compile and furnish information  
17 concerning them. The department may adopt and use a seal and  
18 may adopt, amend, or revise from time to time such rules and  
19 regulations as it may consider expedient for the conduct of its  
20 business. The department may require each government agency or



1 its custodian of government records to update and maintain a  
2 current retention schedule."

3 SECTION 4. New statutory material is underscored.

4 SECTION 5. This Act shall take effect upon its approval.

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INTRODUCED BY:

  
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# S.B. NO. 659

**Report Title:**

Government Records; Retention Schedules

**Description:**

Requires government agencies and custodians of records of government agencies to have a retention schedule on file with the department of accounting and general services. Requires that retention schedules be updated.

*The summary description of legislation appearing on this page is for informational purposes only and is not legislation or evidence of legislative intent.*

