

JAN 17 2008

---

---

# A BILL FOR AN ACT

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 archival of electronic documents.

9           The purpose of this measure 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; arrange,  
15 classify, and inventory the same; provide for their safekeeping;  
16 and compile and furnish information concerning them. The  
17 department may adopt and use a seal and may adopt, amend, or  
18 revise from time to time such rules and regulations as it may  
19 consider expedient for the conduct of its business. The  
20 department may require each government agency or its custodian  
21 of government records to update and maintain a current retention  
22 schedule."



1 SECTION 4. New statutory material is underscored.

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

3

INTRODUCED BY: Joe D. ...



**Report Title:**

Government Records

**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.

