CITY COUNCIL
CITY AND COUNTY OF HONOLULU
HONOLULU, HAWAI'I

No. 22-168

RESOLUTION

AUTHORIZING THE ADOPTION OF THE AGENCY-SPECIFIC RECORDS RETENTION SCHEDULE FOR THE HONOLULU LIQUOR COMMISSION OF THE CITY AND COUNTY OF HONOLULU.

WHEREAS, Section 46-43(c), Hawaii Revised Statutes, authorizes the Council of the City and County of Honolulu to permit the disposal of documents, and other records after they have been retained for a period of time to be established through resolution by the Council; and

WHEREAS, the disposal of obsolete records is an essential part of the efficient management of records; and

WHEREAS, the Honolulu Liquor Commission wishes to dispose of its obsolete records in accordance with the proposed Honolulu Liquor Commission Agency-Specific Records Retention Schedule attached hereto as Exhibit A; now therefore,

BE IT RESOLVED that the Honolulu Liquor Commission's Agency-Specific Records Retention Schedule is hereby adopted; and

BE IT FURTHER RESOLVED that the Honolulu Liquor Commission's Agency-Specific Records Retention Schedule becomes effective upon adoption; and

BE IT FURTHER RESOLVED by the Council of the City and County of Honolulu that the Honolulu Liquor Commission be authorized to destroy the records on the attached Honolulu Liquor Commission Agency-Specific Records Retention Schedule at the end of the stated retention periods; and

BE IT FURTHER RESOLVED that this resolution supersedes all other resolutions pertaining to the records identified on the Honolulu Liquor Commission Agency-Specific Records Retention Schedule attached hereto as Exhibit A; and

BE IT FURTHER RESOLVED that if a record retention period in the 2016 General Retention Schedule ("GRS") conflicts with the period stated in the Honolulu Liquor Commission Agency-Specific Records Retention Schedule, the retention period in the GRS shall control unless otherwise provided by law; and

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CITY COUNCIL
CITY AND COUNTY OF HONOLULU
HONOLULU, HAWAI'I

No. 22-153

RESOLUTION

BE IT FINALLY RESOLVED that the copies of this Resolution be transmitted to the Mayor, the Managing Director, the Director of the Department of Budget and Fiscal Services, and the Administrator of the Honolulu Liquor Commission.

INTRODUCED BY:

(br)

DATE OF INTRODUCTION:

JUL 15 2022

Honolulu, Hawai'i

Councilmembers

Department of Budget and Fiscal Services
Agency-Specific Records Retention Schedule

Division	Record No.	Record Title & Description	Location	Retention Period
LIQUOR COMMISSION	1	SPECIAL LICENSING APPLICATIONS	RC	2 YEARS AFTER CLOSE OF FISCAL YEAR
LIQUOR COMMISSION	2	TRANSIENT VESSEL LICENSING APPLICATIONS	RC	2 YEARS AFTER CLOSE OF FISCAL YEAR
LIQUOR COMMISSION	3	RECEIPTS	RC	10 YEARS
LIQUOR COMMISSION	4	GROSS LIQUOR SALES REPORTS (GLS)	RC	7 YEARS AFTER REPORT IS SUBMITTED
LIQUOR COMMISSION	5	DEPOSIT SLIPS	RC	6 YEARS
LIQUOR COMMISSION	6	APPLICATIONS DENIED, WITHDRAWN OR CANCELED BY COMMISSION	RC	10 YEARS
LIQUOR COMMISSION	7	ALCOHOL PERMITS	RC	2 YEARS
LIQUOR COMMISSION	8	LICENSE FILES	RC	15 YEARS AFTER LICENSE EXPIRES
LIQUOR COMMISSION	9	REGISTRATION FILES OF LIQUOR ESTABLISHMENT EMPLOYEES	RC	2 YEARS
LIQUOR COMMISSION	10	INVESTIGATORS' DAILY REPORTS	RC	2 YEARS AFTER LICENSE EXPIRES
LIQUOR COMMISSION	11	PUBLISHER'S AFFIDAVITS OF NEWSPAPER ADS	RC	3 MONTHS AFTER PUBLICATION IN NEWSPAPERS
LIQUOR COMMISSION	12	NOTICES OF PUBLIC HEARINGS	RC	3 MONTHS AFTER PUBLICATION IN NEWSPAPERS

Department of Budget and Fiscal Services
Agency-Specific Records Retention Schedule

Division	Record No.	Record Title & Description	Location	Retention Period
LIQUOR COMMISSION	13	AUDIT REPORTS	RC	4 YEARS AFTER AUDIT
LIQUOR COMMISSION	14	LIQUOR COMMISSION HEARING MINUTES	RC	PERMANENT
LIQUOR COMMISSION	15	VIOLATION/WARNING REPORTS	RC	15 YEARS AFTER LICENSE EXPIRES
LIQUOR COMMISSION	16	PERSONAL HISTORY & AFFIDAVITS (PHA)	RC	15 YEARS AFTER LICENSE EXPIRES
LIQUOR COMMISSION	17	CRIMINAL HISTORY RECORD INFORMATION (CHRI)	RC	15 YEARS AFTER LICENSE EXPIRES

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CITY AND COL OF HONOLULU

PERMANENT RECORDS

DEPARTMENT OF FINANCE

Date: 1985

SECTION	TITLE OF RECORD	INVENTORY PAGE NO	MICROFILM
Liquor Commission	Cash Receipts Journal	6	
	Liquor Commission Minutes	19	

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CITY AND COUNTY OF HONOLULU

RECORDS RETENTION SCHEDULE

Date: 1985

Page No.: 1

DEPARTMENT	DIVISION	SECTION
Finance	Liquor Commission	

ITEM NO.	TITLE OF RECORD	RETENTION PERIOD	LOCATION OF RECORD COPY	INVENTORY PAGE NO.	MICROFILM
1	~~Applications for Licenses (Audit Copy)~~ delete	1 yrs.*	RC	1	
2	Special Licenses	2 yrs.*	RC	2	
3	Vessel Licenses and Applications	2 yrs.*	RC	3	
4	Receipts	10 yrs.	RC	4	
5	Gross Liquor Sales Reports	7 ~~15 yrs.~~**	RC	5	
6	~~Cash Disbursement Journal~~ delete (obsolete)	10 yrs.	RC	7	
7	Deposit Slips	6 ~~3 yrs.~~	RC ~~Treasury~~	8	
8	~~Advertising Bills Paid~~ (BFS Retention Schedule)	1 yr.	Claims	9	
9	Applications Denied or Withdrawn	10 yrs.	RC	10	
10	Alcohol Permits	2 ~~5~~ yrs.	RC	11	
11	~~Entertainment Permits (Permanent)~~ delete	2 yrs.***	RC	12	
12	~~Entertainment Permits (Temporary)~~ delete	3 mos.***	RC	13	
13	Case Files — see LICENSE FILES in 2022 RRS	15 yrs.**	RC	14	
14	~~Card Register of Actions Taken by the Commission~~ delete (obsolete)	10 yrs.	RC	16	

* After audit
** After License expires
*** After expiration date

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CITY AND COUN.. OF HONOLULU

RECORDS RETENTION SCHEDULE

Date: 1985

DEPARTMENT	DIVISION	SECTION
Finance	Liquor Commission	

ITEM NO.	TITLE OF RECORD	RETENTION PERIOD	LOCATION OF RECORD COPY	INVENTORY PAGE NO.	MICROFILM
15	Registration Files of Liquor Establishment Employees	2 yrs *	RC	17	
16	Investigators' Daily Reports	2 yrs.	RC	18	
17	~~Liquor Licenses (Audit Copy)~~ delete	5 yrs.	RC	24	
18	Publishers' Affidavits of Newspaper Ads	3 mos.**	RC	25	
19	Notices of Public Hearings	3 mos.**	RC	26	
20	~~Price Postings~~ delete	1 yr.	RC	27	
21	~~Field Audit Worksheet Files~~ renamed = Audit Reports	4 yrs.***	RC	28	

* Destroy upon employee's termination of employment with liquor establishment
** After publication in newspapers
*** After audit