

SUMMARY OF PROPOSED COMMITTEE DRAFT:

Resolution 22-168

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

The PROPOSED CD1 makes the following amendments:

- A. Amends the BE IT RESOLVED clause to include the language, "by the Council of the City and County of Honolulu," as required by Section 3-201 of the Revised Charter of the City and County of Honolulu 1978 (2017 Edition).
- B. Amends the third BE IT FURTHER RESOLVED clause to add "except as otherwise provided herein."
- C. Amends the fourth BE IT FURTHER RESOLVED clause to note that the "2016 General Retention Schedule" for City records referenced therein is the Schedule attached to Council Resolution 16-250.
- D. Makes miscellaneous technical and nonsubstantive amendments.



CITY COUNCIL

CITY AND COUNTY OF HONOLULU
HONOLULU, HAWAII

No. 22-168, CD1

PROPOSED

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), Hawai'i 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 by the Council of the City and County of Honolulu 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 of this resolution; and

BE IT FURTHER RESOLVED 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, except as otherwise provided herein, 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"), adopted by Resolution 16-250, 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



CITY COUNCIL

CITY AND COUNTY OF HONOLULU
HONOLULU, HAWAII

No. 22-168, CD1

RESOLUTION

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

INTRODUCED BY:

Tommy Waters (br)

DATE OF INTRODUCTION:

July 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

Date: 1985**PERMANENT RECORDS
DEPARTMENT OF FINANCE**

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

RECORDS RETENTION SCHEDULE

Date. 1985

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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

CITY AND COUNTY OF HONOLULU
RECORDS RETENTION SCHEDULE

Date: 1985

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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