

DEPARTMENT OF BUDGET AND FISCAL SERVICES  
**CITY AND COUNTY OF HONOLULU**  
530 SOUTH KING STREET, ROOM 208 • HONOLULU, HAWAII 96813  
PHONE: (808) 768-3900 • FAX: (808) 768-3179 • INTERNET: [www.honolulu.gov](http://www.honolulu.gov)



RICK BLANGIARDI  
MAYOR

ANDREW T. KAWANO  
DIRECTOR

CARRIE CASTLE  
DEPUTY DIRECTOR

August 8, 2022

The Honorable Andria Tupola, Chair  
and Members  
Committee on Executive Matters & Legal Affairs  
Honolulu City Council  
530 South King Street, Room 202  
Honolulu, Hawaii 96813

Dear Chair Tupola and Councilmembers:

SUBJECT: Resolution 22-168 Proposed CD1 Authorizing the Adoption  
of Agency-Specific Records Retention Schedule for the  
Honolulu Liquor Commission

In accordance with Section 46-43(c), Hawaii Revised Statutes, as amended, this will confirm my approval of the proposed Honolulu Liquor Commission Agency-Specific Records Retention Schedule (Schedule) attached as Exhibit A to Resolution 22-168 Proposed CD1 (Proposed CD1).

If the Proposed CD1 is approved by this body, the Department of Budget and Fiscal Services will work with the Honolulu Liquor Commission to establish an appropriate reporting procedure to this Department to document any vouchers, documents, or other records or papers destroyed in accordance with the proposed Schedule.

Should you have any questions, please contact me at 768-3901.

Sincerely,

  
Andrew T. Kawano  
Director

APPROVED:

  
Michael D. Formby  
Managing Director

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