

LIQUOR COMMISSION
KOMIKINA KĀKA'ĀHI WAI 'ONA
CITY AND COUNTY OF HONOLULU

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RICK BLANGIARDI
MAYOR
MEIA



June 5, 2026

The Honorable Tommy Waters
Chair and Presiding Officer
And Members
Honolulu City Council
530 South King Street, Room 202
Honolulu, Hawaii 96813

Dear Chair Waters and Councilmembers:

SUBJECT: Resolution Relating to Agency-Specific Records Retention Schedule

Attached is a draft Resolution relating to Liquor Commission's agency-specific records retention schedule. This proposed retention schedule revises the current version introduced on July 15, 2022 and authorized by Resolution 22-168, CD1, by adding the retention of records relating to UIPA requests and body-worn camera video footage. This update will enable Liquor Commission to maintain efficient records management practices to ensure organizational compliance, mitigate legal risk, and optimize data management.

We respectfully request City Council's consideration and approval of this draft Resolution. If you have any questions concerning this matter, please call me at (808) 768-7302, or Liquor Commission's Administrative Services Officer, Gerald DeGuzman, at (808) 768-7309.

Sincerely,


Anna C. Hirai
Assistant Administrator

Attachments

APPROVED:


Krishna F. Jayaram, Managing Director Designate
Office of the Managing Director

JEFFREY HONG
CHAIRPERSON
LĀĀ

DILLON HULLINGER
VICE CHAIRPERSON
HOPE LĀĀ

KEVIN SAKAMOTO
VICE CHAIRPERSON
HOPE LĀĀ

EDMUND K.B. HYUN
COMMISSIONER
KOMIKINA

ROBERT CUNDIFF
COMMISSIONER
KOMIKINA

ADMINISTRATOR
LUNA

ANNA C. HIRAI
ASSISTANT ADMINISTRATOR
HOPE LUNA



CITY COUNCIL

CITY AND COUNTY OF HONOLULU
HONOLULU, HAWAII

No. _____

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 ("HLC") wishes to dispose of its obsolete records in accordance with the proposed HLC 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 HLC's Agency-Specific Records Retention Schedule is hereby adopted; and

BE IT FURTHER RESOLVED that the HLC's Agency-Specific Records Retention Schedule becomes effective upon adoption of this resolution; and

BE IT FURTHER RESOLVED that the HLC be authorized to destroy the records on the attached HLC 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 HLC 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 HLC 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. _____

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 Administrator of the HLC.

INTRODUCED BY:

DATE OF INTRODUCTION:

Honolulu, Hawaii

Councilmembers

Report Title: Adoption of the Agency-Specific Records Retention Schedule for the Honolulu Liquor Commission; General Retention Schedule.

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

**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
LIQUOR COMMISSION	18	FORMAL REQUESTS FOR GOVERNMENT INFORMATION	RC	2 YEARS AFTER ACTION ON REQUEST IS COMPLETED
LIQUOR COMMISSION	19	BODY-WORN CAMERA RECORDINGS (EXCLUDING VIDEOS RECORDED FOR TRAINING PURPOSES ONLY)	RC	2 YEARS FROM DATE OF RECORDING
LIQUOR COMMISSION	20	BODY-WORN CAMERA RECORDINGS (FOR EVIDENTIARY OR EXCULPATORY USE IN AN ADMINISTRATIVE, CRIMINAL, OR CIVIL CASE)	RC	UNTIL FINAL DISPOSITION OF ALL LEGAL PROCEEDINGS AND APPEALS
LIQUOR COMMISSION	21	BODY-WORN CAMERA RECORDINGS (IDENTIFIED AS PART OF A PRESERVATION ORDER OR LITIGATION HOLD)	RC	UNTIL SUCH ORDER OR HOLD EXPIRES BY ITS TERM OR BY COURT ORDER