JN WAIHEE
GOVERNOR

DIRECTOR'S OFFICE
DEPT. OF
TRANSPORTATION
AUG 8 12 56 PM '90

RUSSEL S. NAGATA
COMPTROLLER

James H. Yasuda
DEPUTY COMPTROLLER

STATE OF HAWAII
DEPARTMENT OF ACCOUNTING
AND GENERAL SERVICES
P. O. BOX 119
HONOLULU, HAWAII 96810-0119

August 2, 1990

COMPTROLLER'S MEMORANDUM NO. 1990-20

TO: Department Heads

FROM: Russel S. Nagata

SUBJECT: State Records Center

The expansion of the State Records Center is completed, and we have resumed normal operations. Our storage capacity increased by approximately 45%, bringing the total storage capacity to 60,276 cubic feet of records. The memorandum of October 1, 1982 which restricted the volume of an agency's incoming records to an equal volume of records scheduled for disposal is hereby rescinded.

To qualify for storage:

1) Records must be identified under the General Records Schedule No. 1, Revised August 1989 or Records Disposition Authorization Form SA-1, and

2) Non-current records must have at least two (2) years of retainability.

All master microforms formerly housed at the State Archives have been moved into the State Records Center's Microform Vault. The master microforms are kept under archival environmental conditions for longevity and security purposes.

If you have any questions regarding records storage, please call the Records Management Branch at 548-2800.

Russel S. Nagata
Comptroller

cc: Departmental Records Officer
Divisions
BUS-M
BUS-O