

**Electronically Filed
Supreme Court
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SCMF-11-0000105

IN THE SUPREME COURT OF THE STATE OF HAWAI‘I

In the Matter of the
RETENTION AND DISPOSITION OF JUDICIARY RECORDS

ORDER AMENDING THE RECORDS RETENTION
SCHEDULE FOR THE LAND COURT/TAX APPEAL COURT
(By: Recktenwald, C.J., Nakayama, Acoba, McKenna, and Pollack, JJ.)

IT IS HEREBY ORDERED, pursuant to HRS § 602-5.5, that
Records Control Schedule 4, Retention Schedule for the Land
Court/Tax Appeal Court is amended and adopted in its entirety as
set out in the attached Exhibit 1.

DATED: Honolulu, Hawai‘i, April 11, 2013.

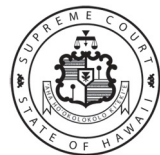
/s/ Mark E. Recktenwald

/s/ Paula A. Nakayama

/s/ Simeon R. Acoba, Jr.

/s/ Sabrina S. McKenna

/s/ Richard w. Pollack



RECORDS CONTROL SCHEDULE 4

RETENTION SCHEDULE FOR THE LAND COURT/TAX APPEAL COURT

(Adopted April 11, 2013)

Case records may be preserved on paper, microfilm, or as electronic documents. The paper records, microfilm or electronic documents are the official record of the court. The Clerk may certify a copy of the paper case records, a printed copy of microfilm or a printed electronic copy of an electronic document as a true and correct copy of the document in the record of the court.

<u>RECORD TITLE</u>	<u>RETENTION PERIOD</u> (Original copy destroyed after expiration of period and/or microfilming/conversion to electronic document)	<u>DISPOSITION</u>
<u>LAND COURT:</u>		
1.0 Application for Registration	10 years after adjudication and decree issued	Microfilm or convert to electronic document; retain microfilm or electronic document indefinitely unless otherwise ordered by the court
1.1 Abstract of Title, Examiners Report and Application/Consolidation Map (Tracing)	Permanent	Microfilm or convert to electronic document; retain microfilm or electronic document indefinitely unless otherwise ordered by the court (Abstract of Title and Examiners Report only)
2.0 Case Files (Civil)	5 years after case closed	Microfilm or convert to electronic document; retain microfilm or electronic document indefinitely unless otherwise ordered by the court
2.1 Case Statistics File	5 years	Destroy

RECORDS CONTROL SCHEDULE 4

<u>RECORD TITLE</u>		<u>RETENTION PERIOD</u> (Original copy destroyed after expiration of period and/or microfilming/conversion to electronic document)	<u>DISPOSITION</u>
3.0	Ex-parte Petitions	5 years	Microfilm or convert to electronic document; retain microfilm or electronic document indefinitely unless otherwise ordered by the court
4.0	Petition for Subdivision and/or consolidation	5 years	Microfilm or convert to electronic document; retain microfilm or electronic document indefinitely unless otherwise ordered by the court
4.1	Subdivision/Consolidation Map (Tracing)	Permanent	Filed with the Assistant Registrar of the Land Court
5.0	Index Books		
	A. Land Court Application	Permanent	Permanent Office
	B. Daily Entry Book	5 years	Destroy
	C. Sign-out Book	5 years	Destroy
	D. Court Calendar Book	5 years	Destroy
6.0	Correspondence		
	A. Incoming	5 years	Destroy
	B. Outgoing	5 years	Destroy
7.0	HRS Volumes (outdated)	Discretionary	Discretionary
8.0	All other court records	Discretionary	Discretionary

RECORDS CONTROL SCHEDULE 4

<u>RECORD TITLE</u>	<u>RETENTION PERIOD</u> (Original copy destroyed after expiration of period and/or microfilming/conversion to electronic document)	<u>DISPOSITION</u>
<u>TAX APPEAL COURT:</u>		
1.0 Case Files (Civil)	5 years after case closed	Microfilm or convert to electronic document; retain microfilm or electronic document indefinitely unless otherwise ordered by the court
1.1 Court Calendar	5 years	Destroy
1.2 Daily Index/Entry Book	Permanent	Permanent office records