

**DEPARTMENT OF HEALTH
RECORDS SERIES REPORT**

**DEPARTMENT: 3202220000
HEALTH STATUS MONITORING OFFICE**

Records Series ID	Description	Schedule Information	Retention	Disposition
320222-00001	UNDELIVERABLE CERTIFIED COPIES (MAIL RETURNED TO SENDER).	SA-1 DATED 4/3/1984, ITEM VCC-1	6 months.	Destroy after cited retention.
320222-00002	LISTS OF VITAL EVENTS POSTED AND SENT TO NEWSPAPERS FOR PUBLICATION.	SA-1 DATED 4/3/1984 ITEM VCC-2	1 month.	Destroy after cited retention.
320222-00003	REQUESTS FOR PAID CERTIFIED COPIES: CORRESPONDENCE, ORDER BLANKS, BAD CHECKS, MADE GOOD FILE, INCLUDING JOURNAL VOUCHERS TO ADJUST ACCOUNTS FOR BAD CHECKS.	SA-1 DATED 4/3/1984, ITEM VTY-1	1 year.	Destroy after cited retention.
320222-00004	HEALTH SURVEILLANCE QUESTIONNAIRES.	SA-1 DATED 3/23/1987 ITEM RSO-VH-1	2 years.	Destroy after cited retention.
320222-00005	HAWAII BURIAL/TRANSIT PERMITS AND STUBS.	SA-1 DATED 3/22/1988 ITEM RSO-VCR-7	1 year.	Destroy after cited retention.
320222-00006	MARRIAGE LICENSE APPLICATIONS AND AFFIDAVITS (ORIGINALS).	SA-1 DATED 3/22/1988 ITEM RSO-VM-1(b)	Permanent	Microfilm when 2 years old and destroy originals after microfilming.
320222-00007	INTENTIONAL TERMINATION OF PRENANCY REPORT.	SA-1 DATED 9/4/1987, ITEM RSO-VR-4	Permanent.	Microfilming authorized. Original (hard copies) will be destroyed 2 years after microfilming.
320222-00008	INDEX TO CERTIFICATES OF FOREIGN BIRTH, 3/1981 to present.	SA-1 DATED 3/13/1991 ITEM VDR-10	Permanent	

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320222-00008	ORIGINAL CERTIFICATES OF FOREIGN BIRTH, FORM RS81-1, 6/1987 to present: Name of registration, date and place of birth, parents' names and personal particulars. Restrictions: Restricted under 338-18, HRS. Identified as Vital Records.	SA-1 DATED 3/13/1991 ITEM VDR-11	Permanent	May microfilm when 2 years old. Agency prefers to retain original certificates.
320222-00009	SEALED ADOPTION FILE: CERTIFICATE OF ADOPTION, DECREE OF ADOPTION. Restrictions: Restricted under Section 338-20.5, HRS. Identified as Vital Records.	SA-1 DATED 3/13/1991 ITEM VDR-12	Permanent	
320222-00010	RECORDS OF MARRIAGE OFFICIANTS, 1943-present.	SA-1 DATED 10/8/2003, ITEM 1	Permanent	Records may be captured and stored on another lasting media (e.g. microfilm) as long as copy is able to satisfy retention requirements. Originals may be destroyed after microfilming.
320222-00011	HOME BIRTH REGISTRATION FILES, 1977-present.	SA-1 DATED 10/8/2003, ITEM 2	Permanent	Records may be captured and stored on another lasting media (e.g. microfilm) as long as copy is able to satisfy retention requirements. Originals may be destroyed after microfilming.

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320222-00012	CAUSE OF DEATH QUERIES, 1955-present.	SA-1 DATED 10/8/2003, ITEM 3	Permanent	Records may be captured and stored on another lasting media (e.g. microfilm) as long as copy is able to satisfy retention requirements. Originals may be destroyed after microfilming.

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