LINDA LINGLE
GOVERNOR

RUSS K. SAITO
Comptroller

KATHERINE H. THOMASON
Deputy Comptroller

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

September 23, 2004

COMPTROLLER'S MEMORANDUM 2002-30 AMENDMENT 2

TO: All Department Heads

SUBJECT: E-Mail Retention Period Change from Thirty to Sixty Days

This memorandum amends Comptroller's Memorandum 2002-30 dated July 31, 2002, to extend the length of the retention period for e-mail from 30 to 60 days

Effective Dates: This amendment is effective immediately. Please implement this change by October 18, and ensure that your employees are informed.

RUSS K. SAITO
State Comptroller