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Dec 14 5 25 PM '99

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COMPTROLLER

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

December 9, 1999

COMPTROLLER'S MEMORANDUM 1999-37

TO: All Department Heads
All County Mayors

SUBJECT: Fees for Storage at State Records Center

Due to budget reductions, we are required to implement a fee schedule for records storage and related services at the State Records Center. The Department of Education, University of Hawaii, Judiciary, non-state agencies, and non-general funded programs of the executive branch will be affected. The collection of fees is necessary to help meet the State Records Center's personnel and operational costs.

The fees for storage and related services will be effective July 1, 2000, according to the following schedule:

PAPER RECORDS STORAGE	
Cubic Foot Box	$ .50 per month
Records Retrieval	$ .50 per request
Records Refile	$ .50 per file
RECORDS DESTRUCTION	
Records Destruction Via H-Power	$2.50 per cubic foot
Retrieval For Destruction By Agency	$ .50 per cubic foot
MICROFORM STORAGE (Environmentally controlled vault)	
Microfilm Roll	$ .50 per year
Microfiche Box [12"x4.25"x6.25", @500 fiche]	$1.00 per year

Records storage fees shall be payable annually in advance, with records destruction fees required in advance, and fees for records retrievals and refiles shall be billed quarterly.

If there are any questions relating to the fees or records storage services, please call Ms. Carol Silva, Records Management Branch Chief, at 831-6780.

Raymond H. Sato

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