



UNIVERSITY OF HAWAII

VICE PRESIDENT FOR ADMINISTRATION
AND CHIEF FINANCIAL OFFICER

August 1, 2002

ADMINISTRATIVE PROCEDURES MEMORANDUM NO. 02-16

TO: Senior Vice Presidents and Chancellors
Vice Presidents
Interim Chancellor
Secretary of the Board of Regents
State Director of Vocational Education
Mānoa Deans and Directors
Directors

FROM: *for* James R. W. Sloane *James R. W. Sloane*
Vice President for Administration and Chief Financial Officer

SUBJECT: **ADMINISTRATIVE PROCEDURE A8.450, RECORDS MANAGEMENT**

Transmitted herewith is Administrative Procedure A8.450, Records Management.

This Administrative Procedures provides guidelines and instruction for the retention, scheduling, storage, microfilming, transfer, and disposition of University records.

Any questions concerning these procedures should be directed to the Office of Procurement, Real Property and Risk Management, telephone (808) 956-8687.

Attachments