



UNIVERSITY OF HAWAII

VICE PRESIDENT FOR ADMINISTRATION
AND CHIEF FINANCIAL OFFICER

December 2, 2002

ADMINISTRATIVE PROCEDURES MEMORANDUM NO. 02-22

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

SUBJECT: ADMINISTRATIVE PROCEDURE A8.450, RECORDS MANAGEMENT

Transmitted herewith are the revised General Records Schedules for Attachment 450.7 in the Administrative Procedure A8.450, Records Management.

These schedules are guidelines for retention and disposal of paper and electronic records.

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

Attachments