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# HAWAII STATE ETHICS COMMISSION

State of Hawai'i · Bishop Square, 1001 Bishop Street, ASB Tower 970 · Honolulu, Hawai'i 96813

## DISCLOSURE OF FINANCIAL INTERESTS: WHO IS REQUIRED TO FILE?

The State Ethics Code requires state elected officials, members of state boards and commissions, and state employees holding certain positions to file an annual Disclosure of Financial Interests with the Hawaii State Ethics Commission ("Commission").<sup>1</sup> The following is a general list of persons who are required to file:

**Elected officials:** the Governor, Lieutenant Governor, state legislators, trustees of the Office of Hawaiian Affairs, and constitutional convention delegates.

**Agency and department heads:** directors, deputy directors, division chiefs, and the executive directors and their deputies of every state agency.

**Legislative Branch:** all permanent employees of the legislature and its service agencies, other than persons employed in clerical, secretarial, or similar positions.

**Offices of the Governor and Lt. Governor:** the administrative director of the state (i.e. the governor's chief of staff), and assistants in the office of the governor and the lieutenant governor, other than persons employed in clerical, secretarial, or similar positions.

**University of Hawaii (UH):** members of the Board of Regents, the president, vice-presidents, assistant vice-presidents, chancellors, and the provosts of UH and its community colleges. Other UH filers may be required to file under the other categories, as a director, department head, or fiscal officer.

**Department of Education (DOE):** members of the Board of Education, the superintendent, deputy superintendent, assistant superintendents, complex area superintendents, the state librarian, and the deputy state librarian of the DOE.

**State Judiciary:** the administrative director and deputy director of the courts.

**Office of Hawaiian Affairs (OHA):** the administrator and assistant administrator of OHA.

**State boards and commissions:** members of state boards and commissions whose original terms of office are more than one year and whose functions are not solely advisory.

**Purchasing agents, fiscal officers, and hearings officers** of every state agency.

**Candidates for state elective offices.**<sup>2</sup>

Please note this is not a complete list of filers. To verify your filing status, please contact the Commission's office at (808) 587-0460 or [ethics@hawaiiethics.org](mailto:ethics@hawaiiethics.org).

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<sup>1</sup> Hawaii Revised Statutes ("HRS") § 84-17(c).

<sup>2</sup> Candidates for state elective offices are not subject to the annual filing requirement, and are only required to file an initial disclosure 20 days prior to the state primary election. HRS § 84-17(c)(10).