



# HAWAII STATE ETHICS COMMISSION

State of Hawaii • Bishop Square, 1001 Bishop Street, ASB Tower 970 • Honolulu, Hawaii 96813

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## 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 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 executive secretaries<sup>2</sup> 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

**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

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

**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

**Candidates for state elective offices<sup>3</sup>**

For more information, 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> For purposes of financial disclosure filings, the term “executive secretary” means an executive official or executive administrator of a state board or commission, and does not include persons employed in clerical, secretarial or similar positions.

<sup>3</sup> Candidates for state elective offices are not subject to the annual filing requirement, and are only required to file an initial disclosure twenty days prior to the state primary election. HRS § 84-17(c)(10).