July 16, 2001

COMPTROLLER’S CIRCULAR NO. 2001-01

TO: All Department Heads

FROM: Wayne H. Kimura, State Comptroller

SUBJECT: Vital Records Protection Policy and Guidelines

The management of vital records is part of a state agency’s emergency preparedness responsibility. This instructional guide addresses the identification and protection of records containing information that state agencies may need to conduct business under emergency operating conditions or to protect the legal and financial rights of state government and the people it serves. It also recommends policies and procedures that will allow agencies to assess the damage to and implement recovery of any of their records that may be affected by an emergency or disaster.

This guide is advisory in nature. It is left to the discretion and judgment of agency officials how best to implement the guidelines taking into consideration the resources available to each program.

Any questions regarding this circular may be directed to the Records Management Branch at 831-6770.

I. Definitions

Disaster means an unexpected occurrence inflicting widespread destruction and having long-term adverse effects on agency operations.

Emergency means a situation or occurrence of a serious nature, developing suddenly and unexpectedly, and demanding immediate action. Usually of short duration.
**Emergency operating records** are those **vital records** essential to the continued functioning or reconstitution of an agency during and after an emergency. Included are: emergency plans and directives, delegations of authority, staffing assignments, critical agency operating procedures.

**Legal and financial rights records** are those **vital records** essential to protect the legal and financial rights of government and the individuals directly affected by its activities. Includes: accounts receivable records, payroll records, and retirement records.

**Off-site storage** means a facility other than an agency’s normal place of business.

**Vital records** are essential agency records that must be protected from destruction during an emergency. They are essential to the continued functioning or reconstitution of an organization during or after an emergency. These records contain information necessary for:

- emergency operations during disaster
- resumption and/or continuation of operations
- re-establishment of the legal, financial and/or functional status of the organization
- determination of the rights and obligations of individuals and corporate bodies with respect to the organization

Only 3-5 percent of the records on the **General Records Schedules (1996)** and departmental records schedules may be **vital records**. **Vital records** are not necessarily historical or permanent records. Refer to Appendix A for examples of **vital records**.

**Vital records program** means the policies, plans, and procedures developed and implemented and the resources needed to identify, use, and protect essential records.

II. **Protection Guidelines**

Agencies shall take appropriate measures to ensure the survival of **vital records** in case of emergency or disaster.

A. **On-site storage considerations**

1. **Construction of storage vaults**
2. Fire protection system

3. Water protection system

4. Security system

5. Store paper records in steel cabinets or boxes on steel shelving at least three inches off the floor

6. Microfilming and/or scanning of records

7. 24-hour environmentally controlled area for electronic records:
   temperature between 65 and 75 degrees F and a relative humidity between 30 and 50 percent

B. Off-site storage

1. Computer back-up tapes and other electronic media

2. Master microforms - store at maximums of 65 degrees F; 35 percent RH +/- 5 percent

3. Duplicate paper records

III. Disaster Recovery Guidelines for Various Record Mediums

A. Wet paper records. Mold or mildew will attack the records within 48 hours in a warm unventilated environment.

1. Air drying wet paper records

   a. For small numbers of damp or slightly wet books and documents.

   b. Requires clean, dry environment: temperature below 70 degrees F and the humidity below 50 percent, or mold may develop.

   c. Use fans in drying area to keep air moving at all times.

   d. Lay out single documents protected by paper towels or unprinted newsprint.

   e. Wet books may be interleaved using paper towels or unprinted newsprint.
2. Dehumidification
   a. Large, commercial dehumidifiers are placed in facility, leaving furnishings in place.
   b. For slight to moderate water damage.

3. Freezer drying
   a. Modest number of books and records that are only damp or moderately wet.
   b. Store in self-defrosting blast freezer for length of time.
   c. Transfer to freezer as soon as possible.
   d. Leave in freezer for several weeks or many months depending upon temperature of freezer and extent of water damage.

4. Vacuum freeze drying
   a. Large numbers of wet books and records.
   b. Sophisticated equipment not available in Hawaii (must be flown in).
   c. Frozen books and records are placed in a vacuum chamber and dried at temperatures below 32 degrees F.

B. Microforms - reference/user copies
   1. Remove wet microforms from their enclosures.
   2. Rolled film must be unrolled for air drying. It is better to send microfilm to a laboratory for safe washing and drying.
   3. Fiche can be dried flat, emulsion side up in a single layer. It is better to send microfiche to a laboratory for safe washing and drying.
   4. Do not freeze or freeze-dry wet microforms since film layers may separate.

C. Electronic records
1. Magnetic media must be professionally cleaned and dried before reuse. It is better to have data backed up and stored at an off-site location.

2. Digital media is adversely affected by dust, debris, heat, light, high humidity, solvents, and rapid temperature change. Back up disks should be stored at an off-site location.

IV. Emergency Procurement

Refer to HAR Sections 3-122-88 through 3-122-91 for emergency procurement expenditures for goods, services, or construction, $25,000 or more. For expenditures under $25,000, follow procedures for small purchases.

V. References

Association of Records Managers and Administrators International (ARMA)
4200 Somerset Dr., Suite 215
Prairie Village, KS   66208

36 CFR 1236 Management of Vital Records, 6/7/95.
http://www.nara.gov/nara/cfr/cfr1236.html

http://www.nara.gov/records/pubs/vital.html


Appendix A  Records Series That May be Considered Vital
Appendix B  Recommended Emergency Equipment and Supplies on Hand
Appendix C  Disaster Recovery Specialized Vendors List
Records Series That May Be Considered Vital

Accounts receivable
Administrative rules
Agreements
Arbitration records
Audits
Balance sheets
Bank balances
Blueprints
Board minutes
Bylaws
Cancelled checks
Case files
Charters and Amendments
Contracts
Data processing programs
Deeds
Directives
Emergency procedures manuals
Employee payroll records
Employee personnel records
Enforcement case files
Engineering drawings
Executive orders
Facilities records
Financial statements

General ledgers
Grant records

Insurance policies and schedules
Inventory files
Investigation case files
Journal vouchers
Land title records
Leases
Licenses
Loans
Medical records
Mortgage records
Permits
Project files
Real property inventories
Retirement records
Tax returns
Treasury records
Vouchers
Workers compensation records
Recommended Emergency Equipment and Supplies on Hand

Blotters
Book trucks (metal)
Boxes, corrugated
Brooms
Buckets
Dehumidifiers, portable
Disinfectant
Dustpans
Exacto knives
Extension cords (50 ft., grounded)
Fans, portable
Fire extinguishers
First aid kit
Flashlights and batteries
Gloves (leather, rubber)
Identification tags
Keys to rooms and cabinets
Paper, blotting
Pencils, grease
Plastic garbage bags (large)
Polyethylene sheeting (at least 6 mil)
Scissors
Shrink wrap
Sponges
String (cotton), twine
Tape: masking, sealing, strapping
Trash cans, plastic
Disaster Recovery Specialized Vendors List

This list is not comprehensive. These vendors are capable of providing the specified services/supplies, but they are not the sole nor recommended source. This list was last updated on May 21, 2001.

Data Recovery Specialists

Computer Power Specialists
94-344 Ukee St., Unit 1
Waipahu, HI 96797

SuperGeeks
2304 S. King St., Suite 101
Honolulu, HI 96826
http://www.supergeeks.net

Disaster Recovery Supplies and Services

ProText, Inc.
3515 Leland St.
Bethesda, MD 20815
http://www.protext.net
e-mail: ProText@protext.net

Fire / Water Damage Restoration

McCLean’s Air Purification Specialists, LLC
3259 Koapaka St., #B
Honolulu, HI 96819

Magic Care
95-204 Aahu St.
Mililani, HI 96789

Restorative Clean
95-204 Aahu St.
Mililani, HI 96789

Re-Oda Chem Engineering Co.
100 Industrial Parkway
P.O. Box 424
Chagrin Falls, OH 44022
Freezer Fumigation Service

Cultural Resource and Collection Care
1525 Bernice St.
Honolulu, HI 96817
http://www.bishopmuseum.org
848-4113
FAX 848-4113

Freezer Space

Container Storage Co. of Hawaii
2276 Pahounui Dr.
Honolulu, HI 96819
http://www.containerstoragehawaii.com
841-5555
FAX 842-0658

Hawaiian Cold Storage Co.
348 A Puuhale Rd.
Honolulu, HI 96816
http://www.earthcenter.com\HCS
 e-mail: HCS1@hi.rr.com
845-3241
FAX 842-1846

Unicold Corporation
3140 Ualena St.
Honolulu, HI 96819
836-2931
FAX 833-7296

Microfilm Disaster Recovery

Advanced Micro-Image Systems Hawaii, Inc.
525 Kokea St., Bldg. B-1
Honolulu, HI 96817
http://www.adv-micro.com
 e-mail: advmicro@lava.net
847-1544
FAX 842-4885

Hawaii Microfilm Services, Inc.
1713 Republican St.
Honolulu, HI 96819
 e-mail: chang@hmsarchive.com
832-1444
FAX 832-1455
(Microfilm must be Kodak film that was processed by Hawaii Microfilm Services, Inc.)
Sump Pumps, Electrical and Gasoline

Kilgo’s
180 Sand Island Access Rd.
Honolulu, HI 96819
832-2200
FAX 832-2201

Pacific Liquid & Air Systems
761 Ahua St.
Honolulu, HI 96819
536-7699
http://www.pacificliquid.com

Trucks, Refrigerated

Honolulu Container Sales
1122 Mikole St.
Honolulu, HI 96819
845-7246
FAX 842-0378
(sells refrigerated containers)

Penske Truck Rental
304 Puu Hale Rd.
Honolulu, HI 96819
848-0844
FAX 848-0020
http://www.penske.com

Vacuum Freeze Drying

Munters Corporation
79 Monroe St.
Amesbury, MA 01913
(978)241-1100
FAX (978) 241-1218
1-800-797-5020
toll-free, 24-hour hotline
http://www.muntersmcs.com

Document Reprocessors - San Francisco Office
1384 Rollins Rd.
Burlingame, CA 94010
(650) 401-7711
FAX (650) 401-8711
toll-free, 24-hour hotline
1 (800) 437-9464
http://www.documentreprocessors.com