

Ke Kahu Palapala

The Keeper of Records

Archives Division
Dept. of Accounting &
General Services

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Crowd at 100th anniversary celebration. Front row from left wearing leis: former State Archivists Jolyn Tamura and Agnes Conrad; Director of Budget and Finance, Georgina Kawamura; Governor Linda Lingle; and State Archivist Susan Shaner.

The Archives Centennial: an Opportunity to Revel in the Past and Look to the Future

The Archives launched its 100th anniversary celebration with a formal program on August 31, 2006 to a crowd of over 350 in front of the Kekāuluohi Building. The celebration began with speeches by State Comptroller Russ Saito, Governor Linda Lingle, and State Archivist Susan Shaner. The state archivist spoke about the beginnings of the Archives in 1906 and the concern for the preservation and access to government records which propelled the territorial legislature in 1905 to fund the building of the Archives, making it the oldest Archives building in the United States. She also spoke about the need to provide web access to the Archives' collections as well as preserving the records government is now creating electronically so that this information is available when a researcher needs to use it in 25, 50 or 100 years.

The speeches were followed by hula performances by Ka Pā Hula Hawai'i, a hālau headed by John Kaha'i Topolinski. Cake and punch were served on the lānai.

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Hula performance by Ka Pā Hula Hawai'i, a hālau headed by John Kaha'i Topolinski

In the Archives reference room, the public was able to view the newly installed *Kuhina Nui* exhibit tracing the development and the demise of this uniquely Hawaiian government office and the individuals who held the position. The exhibit was conceptualized by Luella Kurkjian, branch chief of the Historical Records Branch, and designed by Barbara Pope Designs.



The Archives Division

The Archives Division is organized into two branches.

The **Records Management Branch** develops and revises records retention and disposition schedules for the State Comptroller's approval and operates the State Records Center. The records schedules identify the minimum amount of time records shall be maintained and their final disposition. The schedules facilitate government's efficient and effective management of records. The SRC stores inactive, non-permanent paper records and permanent and

non-permanent microfilms/microfiche in bulk for state agencies for cost-efficiency and security. It is not authorized to release any records to the public.

The **Historical Records Branch** maintains the Hawai'i State Archives, the state's central repository for non-current government records of permanent value. The State Archives also houses manuscript collections, maps, photographs, and publications. The Archives is open to the public.

Also in the reference room were treasures from the Archives collections such as Hawaiian Kingdom seals used to emboss origami paper for the public to take home as souvenirs; Fire Insurance maps; the Māhele Book, the division of lands between the king and his chiefs; and trademarks. Live Hawaiian music was provided by Kimo Alama Keaulana and Nā Lei Hulu.



Trademarks on display at the Archives Reference Room

Kimo Alama Keaulana and Nā Lei Hulu



Viictoria Nihi operating the seals for the public.

More than 240 people toured the Archives vault. The tour showcased more treasures such as a jacket worn by Walter Murray Gibson, Minister of Foreign Affairs in the 1880s; dies used to mint Hawaiian coins; seals from various Hawaiian governments; treaties between the Hawaiian Kingdom and Italy and the Hawaiian Kingdom and Japan; silverware belonging to various monarchs; and an early letter written by King Kamehameha II (Liholiho) in 1824.



Gina Vergara-Bautista (right) leading a tour of the Archives vault.

New Website

Hawai'i State Archives launched a new and improved website to provide information about the Archives collections with assistance from the Information and Communications Services Division. The new web address is <http://www.hawaii.gov/dags/archives>. The website highlights two of the Archives' projects:

1. A partnership with Alu Like to make available online indexes to the genealogical collections of the Archives through their Ulukau website. The site contains indexes to marriages (1826-1929), probates (1847-1917), divorces (1848-1915), and naturalization records (1844-1898) providing researchers online access to these indexes anytime and anywhere.
2. An online exhibit duplicating and enhancing the *Kuhina Nui* exhibit on view in the Archives Kekāuluohi Building.

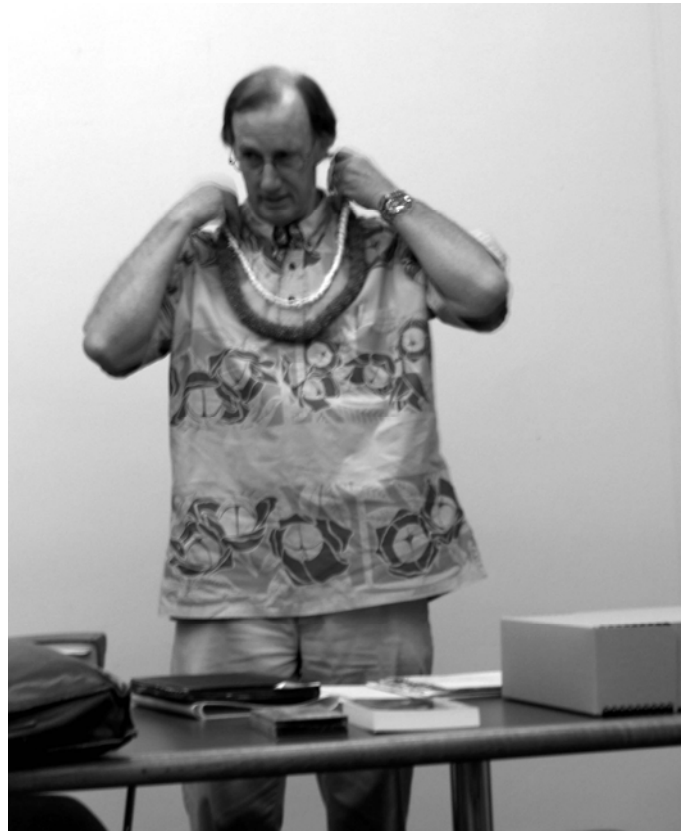
Centennial Talks

The Archives continued the celebration with *Centennial Talks*, every Friday in October. Kepā Maly began the series on October 6 with a description of his land research activities, sources of land records in Hawai'i and in other places, and the value of the Archives as a source of information.



Kepā Maly (center)

Tom Coffman spoke on October 13 about the research he conducted for his book, *Nation Within: the story of America's annexation of the Nation of Hawai'i*. He talked about the rich resource he found in the Foreign and Executive (FO&EX) collection of the Archives. He also discussed the difficulty in using archives sources, how one needs a lot of patience, and help figuring out how to find records in our system.



Tom Coffman



Victoria Kneubuhl and Craig Howes

Victoria Kneubuhl and Craig Howes spoke on October 20 about their biographical research projects and how valuable the Archives collections have been and how helpful archives staff are in providing referrals when the resource cannot be found in the Archives. They also showed video clips of the Harriet Bouslog biography which aired on Hawai'i Public Television in 2003.

Anwei Skinsnes Law, Kalaupapa historian, wrapped up the *Centennial Talks* on October 27 with a very moving report on researching the history of Kalaupapa through the views of those interned there. She talked at length about the rich Hansen's Disease Collection of the Archives and how those records help create a more complete picture of the experiences of the residents when paired with oral history interviews.

Anwei Skinsnes Law listening to Carol Silva read a Hawaiian language document written by one of the residents of Kalaupapa.



Acquiring and Preserving Government Records

Hawai'i State Archives also began a drive to reach out to state agencies and accession more historical records. Site visits were conducted with the following agencies soon after the centennial celebrations: Department of Health, Department of Commerce and Consumer Affairs, Office of Representative Dennis Arakaki, and the Department of Land and Natural Resources. The Archives intends to continue contacting state agencies to ensure that the permanent records of the state are preserved for future generations.

Tours of the Archives

Tours of the Archives continued in the months of October and November. Staff from Department of Accounting and General Services, Department of Business, Economic Development and Tourism, and Department of Land and Natural Resources viewed the Māhele book, early letters from Hawaiian monarchy, treaties, artifacts, photographs, the Paul Markham Kahn collection, tax collection and assessment ledgers and the large format book scanner (on loan from the Law Library Microform Consortium). Records from their departments (or predecessor) were also showcased. They were also reminded of the need to preserve records from their departments and to apply the Hawai'i State General Records Schedules and their Departmental Records Schedules for guidance in managing their records. Contact us by phone at 586-0311 or email us at archives@hawaii.gov if you are still interested in getting a behind-the-scenes tour of the archives collections.

Addressing the Need for Digital Access and Preservation

The Archives continues to prepare digitized World War I service records, office holders and other archives indexes for access through the Internet. The Tax Assessment and Collection Ledgers (1847-1900) are currently being scanned and when completed will be made available for research online. Digital access not only increases public access to the records but also helps preserve records by limiting the need to handle the original record.



Laws to Prevent Identity Theft

Governor Lingle signed six legislative bills, aimed at preventing identity theft, into law as Acts 135, 136, 137, 138, 139 and 140, Session Laws of Hawai'i, Regular Session of 2006. Act 137, "Relating to Social Security Number Protection," which takes effect on July 1, 2007, prohibits private businesses and government from disclosing an individual's social security number without written consent. Act 138, "Relating to Consumer Credit Reporting Agencies," permits an identity theft victim to stop consumer reporting agencies from releasing information without the victim's expressed authorization. Act 139, "Relating to Identity Theft" makes it a crime to knowingly possess another individual's confidential personal information. Act 140, "Relating to Identity Theft," changes the name of the Hawai'i "anti-phishing task force" to the "identity theft" task force and expands the task force's responsibilities and life until December 31, 2007.

Act 135, "Relating to Protection from Security Breaches," requires "businesses and government agencies that maintain records containing resident individual's personal information to notify an individual whenever the individual's personal information has been compromised by unauthorized disclosure."

Personal information is: "an individual's first name or first initial and last name in combination with any one or more of the following data elements, when either the name or the data elements are not encrypted:

- Social security number;
- Driver's license number or Hawai'i identification card number; or
- Account number, credit or debit card number, access code, or password that would permit access to an individual's financial account.

"Personal information" does not include publicly available information that is lawfully made available to the general public from federal, state, or local government records."

Act 135, which takes effect on January 1, 2007, requires a government agency to submit a written report to the legislature within twenty days after discovery of a security breach at the government agency.

Act 136, "Relating to Destruction of Personal Information Records," requires businesses and government to take reasonable measures to protect against unauthorized access to records containing personal information when disposing of those records. The law identifies acceptable disposal procedures when burning, pulverizing, recycling or shredding records. It requires Hawai'i businesses that possess personal information to describe "procedures relating to the adequate destruction or proper disposal of personal records as official policy in the writings of the business entity."

This act also requires a government agency to submit a written report to the legislature within twenty days after the discovery of a material occurrence of unauthorized access to personal information records in connection with or after its disposal by or on behalf of the government agency. This act takes effect on January 1, 2007.



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Records Disposition Authorizations

§94-3, HRS (Hawai'i Revised Statutes) authorizes the Comptroller to set the disposition of state government records, except Judiciary and Legislative records. The Comptroller performs this duty by approving records retention and disposition schedules.

The Archives Division, Records Management Branch archivists help agencies to determine the appropriate records retention and disposition requirements by evaluating the records' legal, audit, administrative and historical values and then recommend records disposition requirements to the Comptroller. The Records Management Branch assists agencies to create new records disposition authorizations and revise existing records retention and disposition schedules.

Records disposition authorizations approved in 2005 – 2006 include:

Department of Human Services, Med-QUEST Division, "Enrollment & Eligibility Case Files," approved on October 3, 2005.

General Records Schedule No. 10, Item 10.1c, approved on December 6, 2005. This item added a retention requirement for "X-ray films, electro-encephalogram tracings,

and similar imaging records."

Department of Health, Hawai'i Health Systems Corporation, "Hawai'i Prescription Care Eligibility Records," approved on March 17, 2006.

General Records Schedule No. 4, Item 4.20, "Request for Taxpayer Identification Number and Certification Form," IRS Form W-9, approved on May 2, 2006.

Department of Accounting & General Services, Campaign Spending Commission, "Complaint Case Files" and "Other Investigative Case Files," approved on July 19, 2006.

Department of Health, Community Health Division, Public Health Nursing Branch, revision of "Records Used by School Health Aides," approved on July 28, 2006.

Department of Taxation, Compliance Division, "Criminal Investigation Case Files," approved on August 30, 2006.

For assistance in setting records disposition authorizations, telephone the Records Management Branch at 831-6770.

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