

# Ke Kahu Palapala

The Keeper of Records

Archives Division  
Dept. of Accounting &  
General Services

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## The Archives Division

The Archives Division administers the executive branch's records management and archives programs under the direction of the State Comptroller. The functions of the programs are mandated by Chapter 94, Hawai'i Revised Statutes. The Division is organized into two branches, the Records Management Branch and the Historical Records Branch.



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.



## Why a newsletter?

The purpose of this newsletter is to share information about the services provided by the State Records Center and the Hawai'i State Archives to fellow state agencies and the larger Hawai'i community. The newsletter will be distributed to all government agencies and interested members of the public. The newsletter has two sections: State Re-

ords Center News and Hawai'i State Archives News.

Ke Kahu Palapala, "the keeper of records," was chosen as the title to convey the Archives Division's function to preserve records and documents that help safeguard the rights of Hawai'i's citizens.

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*"Storing inactive records at SRC is beneficial to my department because it frees up office space for current records."*

Geraldine Lee  
Dept. of Health

## Free or low-cost storage site for state agencies

The State Records Center (SRC) provides no-cost or low-cost records storage services for inactive non-permanent paper records and permanent and non-permanent microfilms and microfiche. All State executive and legislative agencies are eligible to store records in the SRC.

Storage and retrieval is free for general funded programs. Non-general funded programs are charged minimum fees set by the Comptroller's Memoranda

1999-37. Each agency retains legal control of all of its records stored in the SRC, and determines who is authorized to use its records. No records will be destroyed unless the depositing agency authorizes the disposal.

All records stored in the SRC must be listed on a records retention schedule, such as General Records Schedules No. 1-11, approved by the State Comptroller. Contact SRC at 831-6770 for more information.

## Helpful information to manage your records on the State of Hawai'i Intranet site

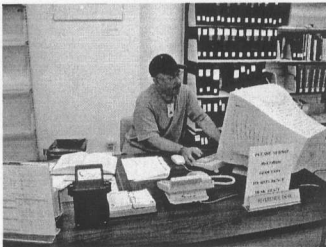
All computers connected to the DAGS ICSD's Next Generation Network (NGN) have access to the State's Intranet site. Visit the Records Management Branch's (RMB) site to see:

- Brochures and FAQs about RMB
- State Comptroller's Circulars and Memorandum concerning retention of records
- General Records Schedules, No. 1-11, 2002, the approved records retention

schedule for common State government records such as accounting and personnel records

- A list of Departmental Records Officers
- Links to Hawai'i Revised Statutes sections on retention of government records
- Report that lists the paper records currently stored in the SRC.

Website: [http://www.higov.net/portal/Members/records\\_mgt](http://www.higov.net/portal/Members/records_mgt)



Visit the State's Intranet site to find out more about records management.

## Electronic Records Bill Introduced

An ad hoc task force on Electronic Records Management, organized by the Department of Accounting and General Services and facilitated by Archives Administrator Susan Shaner, drafted legislation to expressly allow for the use of electronic records by Hawai'i's state and county agencies. HB2355 / SB2830, "A Bill for an Act Relating to Electronic Records," would have allowed the creation, use, and storage of government

documents in electronic format, as well as conversion of existing paper and microfilm documents to electronic documents to effectively reduce the significant paperwork and associated costs accumulated in the daily operation of state government. Though the bills were not approved by the 2004 Legislature, the ad hoc committee is developing standards in anticipation of passage of future legislation.



## Hawai'i State Archives: partnering with community

Hawai'i State Archives is a content contributor to the new Kamehameha Schools Hawaiian Cultural Project website. The Ka'iwakīloumoku website is named in honor of King Kamehameha I. The appellation Ka'iwakīloumoku was given to Kamehameha in recognition of his capacity to rule Hawai'i; the name identifies him as the man-of-war bird – ka 'iwa – destined to hook the islands – kīlou moku – into a single nation.

wide to broaden their knowledge and practice of Hawaiian culture. It offers video clips of cultural activities and documentaries, snapshots of historical photos, documents and items of cultural value, an online Hawaiian literary journal, mele forum, cultural events calendar, recipes, health tips and much more. Our contribution to the site can be found in Kā'elo - historical episodes and images from Hawai'i State Archives.

The website enables Hawaiians world-

Website: <http://kaiwakiloumoku.ksbe.edu>



Kamehameha I

## Doing historical research? Visit the Hawai'i State Archives

Annually thousands of people visit the Hawai'i State Archives to conduct research into historical records. Family historians, attorneys, academics, government workers, lobbyists or anyone else with interest in Hawai'i's past are found among Hawai'i State Archives' users. Available services include:

- Research room
- Hawaiian language translation of

government documents

- Phone reference: 808-586-0329
- E-mail reference: [archives@hawaii.gov](mailto:archives@hawaii.gov)
- Mail reference: Hawai'i State Archives, 'Iolani Palace Grounds, Honolulu, Hawai'i 96813

Hours: Mon.-Fri., 9:00 a.m.-4:00 p.m.

Website: [http://www.hawaii.gov/dags/divisions/archives\\_division](http://www.hawaii.gov/dags/divisions/archives_division)

## Spotlight on Records: Insurrection of 1895, Department of the Attorney General

In an attempt to reestablish the Kingdom of Hawai'i, overthrown in 1893, a group of individuals loyal to Queen Lili'uokalani led a revolt to reinstate her in January, 1895. The attempt was unsuccessful and hundreds of individuals were arrested. The Attorney General (AG) of the Republic of Hawai'i represented the government in court.

The AG's Records of the Insurrection of 1895 include sworn statements and affidavits; correspondence; claims against

the government for damages; list of persons arrested, tried, and deported; petitions for pardon; and a list of officers who did not take the oath of loyalty to the Republic. The Records of the Insurrection of 1895 is part of the AG record group in the Archives collections which includes: General Records, 1844-99; Letterbooks, 1874-1918; Territorial Correspondence, 1900-58; Correspondence, 1959-82; Case Files, 1873-1940; Opinions, 1892-1918; Financial Records, 1868-1905; and Scrapbooks, 1905-07.

**Series 506**  
Records of the Insurrection of 1895, Dept. of the Attorney General, 1892-1900, 3.58 cubic feet of records



Queen Lili'uokalani

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## Approved New and Revised Records Disposition Authorizations

The Department of Accounting and General Services, Campaign Spending Commission's new retention schedule sets the record retention requirements for three reports that State law require to be filed with the Commission. The retention schedule permits the agency to store its inactive records off-site at the State Records Center (SRC). Consequently, the Commission transferred six year's worth of inactive records, encompassing four election periods, to the SRC for storage.

The Department of Human Services, Med-Quest Division, Eligibility Branch contacted the Records Management Branch for assistance in storing its inactive client case records. Its newly approved retention schedule, which conforms to applicable Federal record retention requirements, will enable the agency to free up valuable office files

for current records. The agency plans to soon transfer nearly 400 cubic feet of inactive records to the SRC.

The Department of Public Safety, Hawai'i Paroling Authority's revised retention schedule will permit the agency to transfer inactive Parolee files more quickly to the SRC.

These agencies worked with the Records Management Branch to create record retention schedules that satisfy their administrative, legal, and audit retention requirements and concurrently obtain authorization to store inactive records in the SRC. The approved records retention schedules enable these agencies to systematically dispose of records. Additionally, these agencies will reap labor, equipment, and office space cost savings by storing their inactive records off-site at the SRC.

## Records Deposited at the Hawai'i State Archives

Seven cubic feet of Records of the Senate Clerk and eight cubic feet of Records of the House Clerk were deposited at the Hawai'i State Archives. These records include bills, resolutions, committee reports, governor's messages, communications, petitions, journals, and roll call lists from the 2003 legislative session.

Four cubic feet of Change of Name Documents from 1997 were deposited at the Hawai'i State Archives by the Office of the Lieutenant Governor.

The Change of Name Documents include petitions, affidavits of publication, and the orders or decrees.

The Records of the Senate Clerk and House Clerk, as well as the Change of Name Documents are scheduled as permanent and their final disposition is transfer to the Archives.

Records deposited at the Archives will be processed, preserved, described and made available for research.