

Ke Kahu Palapala

The Keeper of Records

Archives Division
Dept. of Accounting &
General Services

Vol. 2, No. 1

August 2005

Preservation and Conservation Training for Native Americans at Cornell University

Luella Kurkjian, branch chief, Hawai'i State Archives departed for New York in May 2005 to participate in an internship program at Cornell University.

The ten-week internship, Preservation and Conservation for Native American Libraries and Archives, was funded by the Institute of Library and Museum Services. With this training, Luella will be able to train other practitioners in the State of Hawai'i. The program ends on August 12, 2005.



From left: Margaret DeCorby, Dianne Desrosiers, Linda Juneau, JonAnne Hobbs, and Luella Kurkjian.

Archives Construction Continues

The Archives Building floor and air conditioning chiller replacement construction projects have been completed. Sections of the concrete slab floor were removed, the banyan tree roots dug out, the hole backfilled, and the concrete floor re-poured and retiled.

An arborist approved biological barrier was installed on two sides of the build-

ing to prevent further root growth close to the building. Electrical and data jack upgrades were done and are now useable in the Archives Reference Room.

The Archives has a temporary roof in place. The contractors encountered some problems and a modification to the roof design was made. The new roof will be installed later this year.

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 re-

ords 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.

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Government Records Bill Signed into Law

The 2005 Legislature approved HB 515, SDI, "A Bill for an Act Relating to Government Records," and Governor Lingle signed the measure as Act 177, Session Laws of Hawai'i 2005, on June 30, 2005.

As submitted by the Department of Accounting and General Services, the Bill's intent was to allow the creation, use, and storage of government documents in electronic format, as well as the conversion of existing paper and microfilm documents to electronic documents.

Act 177 amends sections of Chapters 46 and 92, HRS, to authorize the use of electronic records by state and county agencies. Prior to Act 177, the authority to create, accept, retain or store electronic records or convert records to electronic format was limited to electronic commercial transactions, under Chapter 489E, HRS, and the Judiciary's records, under section 602-5.5, HRS.

As amended by the Legislature, Act 177 (HB 515, SDI) exempts public officers of the Legislature from the Comptroller's authority regarding disposition of government records, under Section 94-3, HRS.



State Capitol

In Senate Standing Committee Report 1066, the Senate Committees on Transportation and Government Operations and Intergovernmental Affairs and Media, Arts, Science, and Technology, wrote, "It is not your Committees' intent to create a separate records system. However, as a separate branch of government, it is appropriate for the Legislature to establish its own policies relating to the disposal of legislative records. To that end your Committees have amended this measure to:

- (1) Exempt the legislative branch from the Comptroller's record disposition authority; and
- (2) Authorize the Comptroller to provide assistance to the legislative branch and its agencies in establishing policies relating to the disposal of government records."

An ad hoc committee on Electronic Records, led by State Archivist Susan Shaner, is developing metadata guidelines to help government agencies to maintain adequate information to describe their electronic records and identify record creators, users, and retention requirements and disposition actions. All government records, including electronic records, must be retained in accordance with approved record retention schedules. Record custodians are responsible for ensuring that all records are accessible and usable until their record retention periods are satisfied.

Land Commission Records at Hawai'i State Archives

Prior to 1848, all lands in Hawai'i were held in trust by the *ali'i* (high chiefs). The use of lands were given to the *ho'a'aina* (native tenants), at the prerogative of the *ali'i* and their *konohiki* (representatives or land agents) who were generally lesser chiefs as well.

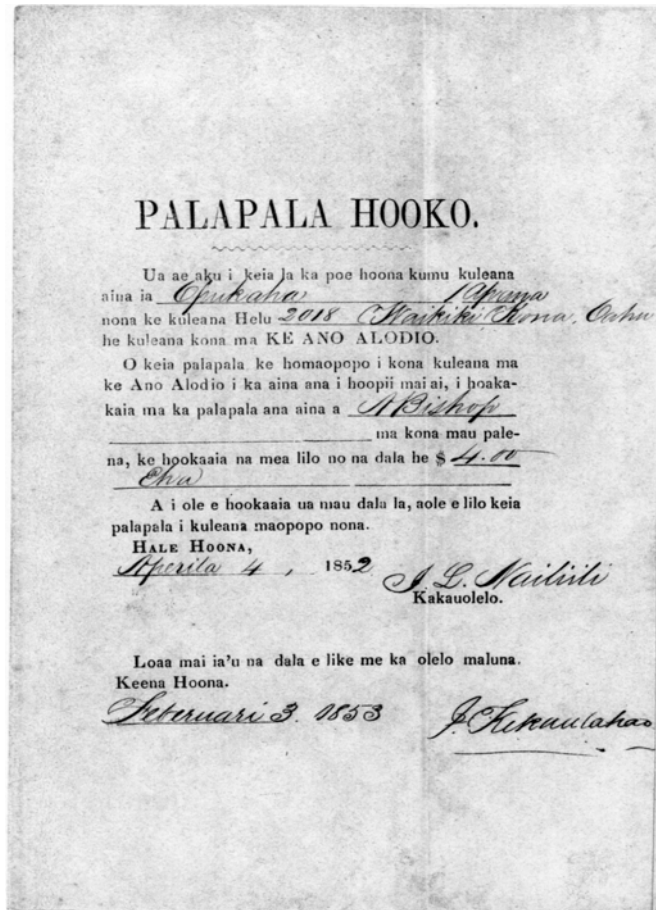
The Hawaiian system of land tenure was changed dramatically by the *Māhele 'Āina* (land division) of 1848. The *Māhele* defined the land interests of Kamehameha III, the high-ranking chiefs, and the *konohiki*. As a result of the *Māhele*, all land in the Kingdom of Hawai'i came to be placed in one of three categories: Crown Lands, for the occupant of the throne; (2) Government Lands; and (3) *Konohiki* Lands.

Laws in the period of the *Māhele* required that ownership rights to all lands in the kingdom be "subject to the rights of the native tenants;" those individuals who lived on the land and worked it for their subsistence and the welfare of the chiefs.

The resolutions in "*Kanawai Hoopai Karaima no ko Hawaii Pae Aina*," authorized the newly formed Board of Commissioners to Quiet Land Titles, commonly referred to as the Land Commission, to award fee-simple title to all native tenants who occupied and improved any portion of Crown, Government, or *Konohiki* lands. These awards were free of commutation except for house lots located in the districts of Honolulu, Lahaina, and Hilo.

In 1850, native tenants were granted the opportunity to acquire their own parcels of land as a result of the *Māhele*. Foreigners were also granted the right to own land, provided they had sworn an oath of loyalty to the Hawaiian Monarchy.

In order to receive awards from the Land Commission, the native tenants were required to prove that they cultivated the land for a living. Once a claim was confirmed, a survey was required before the Land Commission was authorized to issue any award. The lands



Award Certificate

awarded to the native tenants became known as "*Kuleana* Lands."

By the time of its closure on March 31, 1855, the Land Commission issued 8,421 *kuleana* claims, equaling 28,658 acres of land to the native tenants.

Hawai'i State Archives has in its collections records of the Land Commission. The records provide researchers with important documentation pertaining to the history of land use and residency in a given area. The Land Commission records consist of: the *Māhele* Book, Registers, Testimonies, Awards, Patents Upon Confirmation of Land Commission, and Survey Notes.

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Who Stores Inactive Paper Records in the State Records Center?

If your agency needs to locate off-site storage for your inactive paper records, you should consider storing your records at the State Records Center (SRC). Inactive nonpermanent records listed on approved record retention schedules are eligible for storage in the SRC. As of June 30, 2005, the SRC stored 41,596 cubic feet of inactive paper records for state agencies. The following table identifies the volume of records stored in the SRC by departments.

Inactive Paper Records Stored in SRC as of June 30, 2005

DEPT.	VOLUME (C.F.)	% OF STORED	DEPT.	VOLUME (C.F.)	% OF STORED
DAGS	9189	22.09	PSD	666	1.60
B&F	5548	13.34	DBEDT	241	0.58
DHS	5522	13.28	DLNR	176	0.42
DLIR	5494	13.21	DHHL	112	0.27
DOE	3288	7.90	LEG (OMBUDSMAN)	88	0.21
AG	3286	7.90	DOT	84	0.20
DOH	2764	6.64	DOD	41	0.10
DOTAX	2439	5.86	OHA	36	0.09
DHRD	1274	3.06	DOA	28	0.07
UH	822	1.98	GOV	18	0.04
DCCA	470	1.13	LT. GOV.	10	0.02

If your agency is interested in storing inactive nonpermanent paper records, call the State Records Center's staff at 831-6770.

Records Deposited at the Hawai'i State Archives

One cubic foot of records consisting of the 2004 House Journal was transferred to Hawai'i State Archives by the House Clerk in November 2004. Four cubic feet of Change of Name Records for 1998 were transferred to Hawai'i State Archives by the Office of the Lieutenant Governor in January 2005.

Records deposited at the Archives will be processed by staff and made available for research.