A Survey of Hawai‘i Historical Records Institutions

For the National Historical Publications and Records Commission

Hawai‘i State Historical Records Advisory Board
2006
A special thanks to the National Historical Publications and Records Commission who funded this project and for the support of the Hawai'i State Archives and members of the Hawai'i State Historical Records Advisory Board.
THE SURVEY

The archival community in Hawai’i is separated by over three hundred miles of ocean, from Līhu’e, Kaua’i in the north to Kona and Hilo on the island of Hawai’i in the south and each face unique challenges to addressing their collection needs.

Twenty-eight archives, spread across four main islands, responded to the 2006 Hawai’i State Historical Records Advisory Board (HSHRAB) survey identifying a diversity of materials and formats that document the social, cultural, economic and political heritage of Hawai’i.

The survey was funded through the National Historical Publication and Records Commission (NHPRC), a federal grant funding agency that supports historical records projects. NHPRC funds grants to states through their State Historical Records Advisory Boards. In Hawai’i, the Governor appoints SHRAB members. Intended to assess the state of Hawaii’s archival institutions, this survey is the first effort of the newly reactivated Hawai’i SHRAB.

Small archives in Hawai’i are the keepers of local history, and hold much of the collective memory of the community. Combined with the larger archival institutions they provide rich insight into life on each island and the cultural diversity of its citizens. Each institution reflects a strong sense of place and community. The community works to maintain cultural resources in local institutions.

The Historical Records Tradition

Until the arrival of British naval explorer Capt. James Cook in the Hawaiian Islands in 1778, Hawai’i had existed in isolation from the rest of the world for more than five hundred years. Although the Hawaiians at the time had no written language, history was passed down through the generations through a dynamic oral tradition consisting of stories, chants and songs. When the first missionaries arrived in the Islands in 1820, they immediately began teaching the Hawaiians to read and write. Hawaiians became prolific writers, contributing much in the way of historical information never before recorded in written form, particularly through newspapers. From the 1830s to the early 1900s, there were more than 100 Hawaiian language, or Hawaiian oriented, newspapers published in the Islands.

Hawaii’s oldest and largest museum, the Princess Bernice Pauahi Bishop Museum, was founded in 1889. Through the years, the holdings of the Bishop Museum has grown to include millions of artifacts, documents, journals, manuscripts, books, newspapers, photographs, animal and plant specimens, geological specimens, works of art, films, recorded music and many other items, making it one of the most important museums in the Pacific region.
Archival institutions (government and private) provide documentary evidence of the diverse social, cultural, economic and political heritage in Hawai‘i. Students, scholars, genealogists, scientists, cultural specialists and commercial agencies are among the users that seek out archival resources.

In Hawai‘i, genealogical records are particularly vital as people rely on them to show Hawaiian ancestry for various entitlements in particular eligibility for Hawaiian Homesteads, entrance to Kamehameha Schools and other social service programs.

Hawaii’s oldest historical society, the Hawaiian Historical Society, was founded in 1892. The Society’s purpose was to collect and publish general material on the Hawaiian Islands.

During the Territorial period, from 1900 to 1959, several important historical repositories were founded: the Public Archives of Hawai‘i (1906), now the Hawai‘i State Archives; the Hawaiian Mission Children’s Society Library (1922), which specializes in material from the American Protestant missionaries and their descendants; and the Gregg M. Sinclair Library at the University of Hawai‘i (1956), whose Hawaiian Collection is now located in the University of Hawai‘i Hamilton Library.

Since Hawai‘i became a state in 1959, more than two dozen special interest repositories have been established preserving the history of immigrants, agriculture, ranching, aviation, railways, and tsunami.

The Hawai‘i State Archives reflects this local pride and ownership of history. From the earliest days of the monarchy, the people of Hawai‘i have taken great pride in remembering the events and lineage of our islands’ ancestors. The Hawai‘i State Archives continues to be the only institution in the nation to contain the records of a pre-constitutional government, monarchy, republic, territory and state. Hawai‘i’s archives opened its doors in 1906, in the first building in the United States devoted solely to maintaining a public archives, a testament to the commitment of Hawaii’s government to preserving it’s historical government records.

Local government records are at the county level and reside with four counties, Honolulu, Maui (islands of Maui, Moloka‘i and Lāna‘i), Hawai‘i, and Kaua‘i (islands of Kaua‘i and Ni‘ihau). Unlike many other states, the state government in Hawai‘i controls all schools, land transactions, vital statistics, public health, housing, welfare and courts (district, circuit and appellate). Counties function as municipalities or large townships so local government records in Hawai‘i concern only municipal affairs. None of the four counties responded to the survey and only the City and County of Honolulu has a professional archivist on staff.
COMPARISONS

The 2006 survey of archival institutions in Hawai‘i looks with fresh perspective at the achievements and challenges faced by archival institutions in Hawai‘i since the last major survey taken in 1982.

■ Sugar plantation records were being collected in the 1980s. University of Hawai‘i at Mānoa (UHM) - Hamilton Library has become the primary custodian for these records. The Hawai‘i Sugar Planters Association records were deposited in the UHM Hamilton Library Special Collections in 1995.

■ The records of Hawai‘i Senator Spark M. Matsunaga (1916-1990), became the first congressional papers collected by the University of Hawai‘i at Mānoa Hamilton Library Archives and Manuscript Collections.

■ In 1982, conservation concerns could be addressed by the Pacific Regional Conservation Center (PRCC, located at Bishop Museum in Honolulu). Since the closing of PRCC in 1994, the only conservation lab for paper and archival material is located at the University of Hawai‘i at Mānoa - Hamilton Library.

■ The Kona Historical Society became a leader in documenting Hawai‘i’s agricultural past, in particular its work on coffee farms and the history of Kona.

During World War II, Hawai‘i was the only part of the United States that was under martial law. At the end of the war all the official government war records were transferred to the National Archives. Seeking to ensure that this history remained available to the citizens of Hawai‘i, the Territorial Legislature of 1943 passed a resolution authorizing the University of Hawai‘i to collect materials documenting Hawai‘i’s wartime experiences. This collection is housed at the University of Hawai‘i at Mānoa, Hamilton Library.

Hawaiian Historical Society and Hawaiian Mission Childrens Society joint reading room

SURVEY GOALS

To assess the needs of Hawai‘i institutions preserving historical records in our state and to use the results to help determine the long range preservation and funding needs for Hawai‘i’s public and private historical records programs.

The survey asked participants to define their priorities/needs in several different sections. The repetitive nature of the questions was intended to provide different perspectives to develop recommendations to serve the archival community. The survey questions aimed at exploring four specific areas: management controls, collection status, consulting needs and future issues.

Selection criteria: institutions surveyed needed to hold a significant collection of records that were open to the public on a regular basis. Forty institutions were surveyed and of those twenty-eight completed the survey.

Survey format: boxes to check or lists of options were used to simplify responses, make the form easier to complete, and take less time to fill out.
FINDINGS: Hawai‘i Archives Needs

DEVELOPMENT AND SUPPORT

Although 74% of the Archives are located on O‘ahu, it is essential to build a strong professional network that incorporates all the archives throughout the islands. **Education/ Training** is the 2nd most important need identified (after staffing) by institutions throughout the islands.

Professional education and training opportunities primarily take place in Honolulu.

- The graduate program for Library and Information Studies (LIS) resumed teaching a course in Archival Management in 2003. Courses in Preservation Management and Conservation for Libraries and Archives have been offered regularly since 1998.

- Professional organizations including Association of Hawai‘i Archivists (AHA), Hawai‘i Libraries Association (HLA), and the Hawai‘i Museums Association (HMA) continue to provide forums for discussion of professional concerns.

- The University of Hawai‘i at Mānoa Museum Studies program has offered non-credit professional development, including a course on collection management and preservation taught by Sherelyn Ogden, conservator at the Minnesota Historical Society.

70% response rate to the survey: the survey was sent to forty archival institutions; 28 responded.
PARADISE FACTOR AND COLLECTION CARE

Located in a semi-tropical zone, Hawai‘i’s archival collections are at risk from environmental and biological factors. High relative humidity and temperatures accelerates the deterioration of organic materials, and provide ideal conditions for mold growth and pest infestation.

Nearly all of the archives in Hawai‘i have air conditioning; however air conditioning alone does not provide an adequate environment and over 10% do not have humidity control.

Proper storage and micro-environments will help protect collections from fluctuations in temperature and relative humidity.

- 54% of the archives have material stored in non-archival containers.
- 79% still store collections in file cabinets.

**Analog recordings** are particularly susceptible to degradation due to high humidity. Passive neglect of these materials will lead to significant loss of historic records.

- 70% of the archives have audio and video tapes.

The only Preservation facility dedicated to the treatment of books and archival materials in Hawai‘i is located at the University of Hawai‘i
Disaster Planning

The State faces a precarious environment. The most recent event, an earthquake in October 2006, centered on Hawai‘i Island.

A flashflood swept through the ground floor of the University of Hawai‘i at Mānoa (UHM) Hamilton Library in October 2004, causing water and mud damage to tens of thousands of maps and aerial photographs. UHM Library’s Preservation Department led the successful stabilization and recovery, based on their pre-existing disaster plan, and professional staff trained in recovery techniques.

| 50% of the archives do not have a disaster plan and want professional assistance in disaster planning | 61% are concerned about preservation and conservation in the future. | 82% of the archives do not have a fire suppression system. |

COLLECTION ACCESS

The needs remain unfulfilled. New strategies need to be developed to solicit support for pressing needs like additional staffing and space; new initiatives to scan collections; and new training opportunities to enable good stewardship and to develop preservation and conservation skills to better care for collections. The community needs to be encouraged to involve themselves in archives and to realize that these resources make their lives richer.

Hawai‘i State Archives provides assistance to over 10,000 individuals per year.

| 68% of the archives in Hawai‘i have less than 500 researchers each year. | 74% do not identify public outreach programs as a pressing need. | 30% do not have access policies for collection use. |
Holdings Description

Many holdings management issues are not exciting, and were prioritized by the archives as something to deal with in the future including:

- Processing materials
- Records management

57% do not have arrangement and description procedures.

Electronic Records and Digital Materials

All collections surveyed have some form of digital or electronic record that face serious preservation problems of degradation of the material or obsolescence of the format. Of the electronic formats reported,

- 50% of the respondents have some type of digital records;
- 61% report computer disks
- 21% have optical disks.

Scanning was identified as a pressing need for 46% of the archives while digital storage was selected by 39% of respondents.

82% do not have electronic records on-line.

71% did not identify web access to records as a pressing need.
ACTION STEPS - WHAT NEXT?

The 2006 survey participants identified a broad spectrum of priorities. SHRAB’s proposed two year objectives to meet their needs are outlined below.

■ Work with existing staff resources to develop trainers in archival management for workshops in Honolulu (neighbor island archives have these essential policies in place):
  — Writing mission statement
  — Developing collection management plan
  — Creating and implementing accession procedures
  — Initiating public access procedures

■ Partner with the Western States & Territories Preservation Assistance Service (WESTPAS) the recipients of a 2007-2008 National Endowment for the Humanities grant to develop functioning disaster plans and create a sustainable network of professionals with knowledge about emergency response and salvage. SHRAB’s role will be to coordinate registration for workshops on disaster preparedness, emergency response, and collection salvage. Board member, Lynn Ann Davis, Head of the University of Hawai‘i at Mānoa Library’s Preservation Department will conduct the training program for Hawai‘i.

■ Work with the University of Hawai‘i to support and promote credit and non-credit programs for professional development in archival fundamentals including management, processing, description and collection care.

■ Collaborate with the Hawai‘i Committee for the Humanities, and archival institutions to develop small grants ($5,000) to assist in obtaining archival supplies and promoting archives as valuable resources in an effort to increase visibility of archives in Hawai‘i.

■ Explore opportuniteis for archival workshops in managing digital content including scanning/imaging and web applications.
APPENDICES

A. Organizations Surveyed
B. Organizations by Type
C. Results
D. Survey
E. Directory of Hawaii Archival Organizations
F. Hawai‘i SHRAB Members
## Appendix A

### State of Hawai‘i

**Historical Records Organizations Surveyed**

Organizations responding to survey are highlighted

<table>
<thead>
<tr>
<th>#</th>
<th>Organization Name</th>
<th>#</th>
<th>Organization Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>442nd RCT Archives and Learning Center</td>
<td>22</td>
<td>Kaua‘i Historical Society</td>
</tr>
<tr>
<td>2</td>
<td>Bishop Museum Archives</td>
<td>23</td>
<td>Kaua‘i Museum</td>
</tr>
<tr>
<td>3</td>
<td>Brigham Young University Hawai‘i Archives</td>
<td>24</td>
<td>Kawaiaha‘o Church Archives</td>
</tr>
<tr>
<td>4</td>
<td>Central Union Church Archives</td>
<td>25</td>
<td>King Kamehameha V Judiciary History Center</td>
</tr>
<tr>
<td>5</td>
<td>City and County of Honolulu, Municipal Reference and Records Center</td>
<td>26</td>
<td>Kona Historical Society</td>
</tr>
<tr>
<td>6</td>
<td>County of Hawai‘i, Office of the Managing Director</td>
<td>27</td>
<td>Lahaina Restoration Foundation</td>
</tr>
<tr>
<td>7</td>
<td>County of Kaua‘i, Office of the County Clerk</td>
<td>28</td>
<td>Lyman House Memorial Museum</td>
</tr>
<tr>
<td>8</td>
<td>County of Maui, Office of the Director of Finance</td>
<td>29</td>
<td>Makiki Christian Church</td>
</tr>
<tr>
<td>9</td>
<td>Damien Museum and Archives</td>
<td>30</td>
<td>Mamiya Medical Heritage Center</td>
</tr>
<tr>
<td>10</td>
<td>Daughters of Hawai‘i—Hulihe‘e and Queen Emma Summer Palace</td>
<td>31</td>
<td>Masonic Public Library and Archives</td>
</tr>
<tr>
<td>11</td>
<td>Episcopal Church of Hawai‘i</td>
<td>32</td>
<td>Maui Historical Society—Bailey House Museum</td>
</tr>
<tr>
<td>12</td>
<td>Grove Farm Homestead Museum</td>
<td>33</td>
<td>Pacific Tsunami Museum</td>
</tr>
<tr>
<td>13</td>
<td>Hāna Cultural Center and Museum</td>
<td>34</td>
<td>Pālama Settlement Archives</td>
</tr>
<tr>
<td>14</td>
<td>Hawaii’s Plantation Village</td>
<td>35</td>
<td>Punahou School Archives</td>
</tr>
<tr>
<td>15</td>
<td>Hawai‘i State Archives</td>
<td>36</td>
<td>Roman Catholic Diocese of Honolulu</td>
</tr>
<tr>
<td>16</td>
<td>Hawai‘i Volcanoes National Park Archives</td>
<td>37</td>
<td>Sisters of the Sacred Hearts Archives</td>
</tr>
<tr>
<td>17</td>
<td>Hawaiian Historical Society</td>
<td>38</td>
<td>Tropic Lightning Museum</td>
</tr>
<tr>
<td>18</td>
<td>Hawaiian Mission Children’s Society Library</td>
<td>39</td>
<td>United States Army Museum of Hawai‘i</td>
</tr>
<tr>
<td>19</td>
<td>‘Iolani School Archives</td>
<td>40</td>
<td>University of Hawai‘i at Mānoa Archives and Manuscript Collection</td>
</tr>
<tr>
<td>20</td>
<td>Japanese Cultural Center of Hawai‘i</td>
<td>41</td>
<td>University of Hawai‘i at Mānoa Special Collections</td>
</tr>
<tr>
<td>21</td>
<td>Kamehameha Schools Archives</td>
<td>42</td>
<td>U.S.S. Arizona Memorial</td>
</tr>
<tr>
<td>22</td>
<td>Kamehameha Schools Archives</td>
<td>43</td>
<td>U.S.S. Bowfin</td>
</tr>
</tbody>
</table>
State of Hawai‘i
Historical Records Organizations by Type

A. Government Repositories
   City & County of Honolulu—Municipal Reference and Records Center
   County of Maui, Office of the Director of Finance
   County of Kaua’i, Office of the County Clerk
   County of Hawai‘i, Office of Managing Director
   Hawai‘i State Archives

B. Museum Repositories
   Bishop Museum Archives
   Daughters of Hawai‘i—Queen Emma Summer Palace and Hulihe‘e Palace
   Grove Farm Homestead Museum
   Hāna Cultural Center & Museum
   Hawai‘i Plantation Village
   Hawai‘i Volcanoes National Park Archives
   Kaua’i Museum
   King Kamehameha IV Judiciary History Center
   Lyman House Memorial Museum
   Maui Historical Society—Bailey House Museum
   Pacific Tsunami Museum

C. Historical Society Repositories
   Hawaiian Historical Society
   Kaua’i Historical Society
   Kona Historical Society
   Maui Historical Society—Bailey House Museum

D. Secondary School Repositories
   ‘Iolani School Archives
   Kamehameha Schools Archives
   Punahou School Archives

E. College/University Repositories
   Brigham Young University Hawai‘i Campus Archives
   University of Hawai‘i at Mānoa Archives & Manuscript Coll.
   University of Hawai‘i at Mānoa Special Collections

F. Church Repositories
   Central Union Church Archives
   Damien Museum & Archives
   Episcopal Church in Hawai‘i
   Hawaiian Mission Children’s Society Library
   Kawaiaha‘o Church Archives
   Makiki Christian Church
   Roman Catholic Diocese of Honolulu
   Sisters of the Sacred Hearts Archives

G. Military Repositories
   Tropic Lightning Museum
   United States Army Museum of Hawai‘i
   U.S.S. Arizona Memorial
   U.S.S. Bowfin

H. Special Interest Repositories
   442nd RCT Archives & Learning Center
   Japanese Cultural Center Archives
   Lahaina Restoration Foundation
   Mamiya Medical Heritage Center
   Masonic Public Library & Archives
   Pālama Settlement Archives
## 2006 Historical Records Organizations

### Survey Results

#### 1. FACILITIES, POLICIES & PROCEDURES

**a. Check all that your institution has:**

<table>
<thead>
<tr>
<th>Facility</th>
<th>#</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Archival storage area</td>
<td>28</td>
<td>100%</td>
</tr>
<tr>
<td>Mission statement</td>
<td>24</td>
<td>86%</td>
</tr>
<tr>
<td>Acquisition/Collection policy</td>
<td>22</td>
<td>79%</td>
</tr>
<tr>
<td>Public access procedures</td>
<td>17</td>
<td>61%</td>
</tr>
<tr>
<td>Finding aids/indexes-automated</td>
<td>12</td>
<td>43%</td>
</tr>
<tr>
<td>Accessioning procedures</td>
<td>18</td>
<td>64%</td>
</tr>
<tr>
<td>Public research room</td>
<td>22</td>
<td>79%</td>
</tr>
<tr>
<td>Finding aids/indexes-manual</td>
<td>16</td>
<td>57%</td>
</tr>
<tr>
<td>Security system</td>
<td>16</td>
<td>57%</td>
</tr>
<tr>
<td>Preservation/conservation plan</td>
<td>17</td>
<td>61%</td>
</tr>
<tr>
<td>Disaster preparedness &amp; recovery plan</td>
<td>14</td>
<td>50%</td>
</tr>
<tr>
<td>Arrangement &amp; description procedures</td>
<td>12</td>
<td>43%</td>
</tr>
<tr>
<td>Vital records protection</td>
<td>7</td>
<td>25%</td>
</tr>
<tr>
<td>Electronic records on-line</td>
<td>5</td>
<td>18%</td>
</tr>
</tbody>
</table>

**b. Check all that your storage area has:**

<table>
<thead>
<tr>
<th>Facility</th>
<th>#</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Air conditioning</td>
<td>27</td>
<td>96%</td>
</tr>
<tr>
<td>Humidity control</td>
<td>22</td>
<td>79%</td>
</tr>
<tr>
<td>Temperature control</td>
<td>21</td>
<td>75%</td>
</tr>
<tr>
<td>Security system</td>
<td>16</td>
<td>57%</td>
</tr>
<tr>
<td>Fire detection system</td>
<td>16</td>
<td>57%</td>
</tr>
<tr>
<td>Fire suppression system</td>
<td>5</td>
<td>18%</td>
</tr>
</tbody>
</table>

**c. How are your records stored?**

<table>
<thead>
<tr>
<th>Storage Method</th>
<th>#</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>In archival-quality containers</td>
<td>23</td>
<td>82%</td>
</tr>
<tr>
<td>File cabinets</td>
<td>22</td>
<td>79%</td>
</tr>
<tr>
<td>Open shelving</td>
<td>21</td>
<td>75%</td>
</tr>
<tr>
<td>In non-archival containers</td>
<td>15</td>
<td>54%</td>
</tr>
</tbody>
</table>
## 2. COLLECTION DESCRIPTION

### a. Check all the types of records that you keep:

<table>
<thead>
<tr>
<th>Type of Records</th>
<th>#</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Historical files</td>
<td>24</td>
<td>86%</td>
</tr>
<tr>
<td>Private papers</td>
<td>22</td>
<td>79%</td>
</tr>
<tr>
<td>Institutional records</td>
<td>21</td>
<td>75%</td>
</tr>
<tr>
<td>Business records</td>
<td>17</td>
<td>61%</td>
</tr>
<tr>
<td>Genealogical records</td>
<td>10</td>
<td>36%</td>
</tr>
<tr>
<td>Special group records</td>
<td>4</td>
<td>14%</td>
</tr>
<tr>
<td>Church records</td>
<td>11</td>
<td>39%</td>
</tr>
<tr>
<td>School records</td>
<td>10</td>
<td>36%</td>
</tr>
<tr>
<td>Special group records</td>
<td>11</td>
<td>39%</td>
</tr>
<tr>
<td>Municipal records</td>
<td>2</td>
<td>7%</td>
</tr>
<tr>
<td>State government records</td>
<td>2</td>
<td>7%</td>
</tr>
</tbody>
</table>

### b. Check all formats that you keep:

<table>
<thead>
<tr>
<th>Format</th>
<th>#</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books</td>
<td>28</td>
<td>100%</td>
</tr>
<tr>
<td>Photographs</td>
<td>28</td>
<td>100%</td>
</tr>
<tr>
<td>Manuscripts</td>
<td>23</td>
<td>82%</td>
</tr>
<tr>
<td>Video tapes</td>
<td>24</td>
<td>86%</td>
</tr>
<tr>
<td>Artifacts</td>
<td>24</td>
<td>86%</td>
</tr>
<tr>
<td>Paper</td>
<td>25</td>
<td>89%</td>
</tr>
<tr>
<td>Maps</td>
<td>21</td>
<td>75%</td>
</tr>
<tr>
<td>Computer disks</td>
<td>17</td>
<td>61%</td>
</tr>
<tr>
<td>Audio tapes</td>
<td>20</td>
<td>71%</td>
</tr>
<tr>
<td>Ephemera</td>
<td>19</td>
<td>68%</td>
</tr>
<tr>
<td>Prints</td>
<td>19</td>
<td>68%</td>
</tr>
<tr>
<td>Original art work</td>
<td>19</td>
<td>68%</td>
</tr>
<tr>
<td>Newspaper (hard copies)</td>
<td>21</td>
<td>75%</td>
</tr>
<tr>
<td>Posters</td>
<td>17</td>
<td>61%</td>
</tr>
<tr>
<td>Moving images</td>
<td>12</td>
<td>43%</td>
</tr>
<tr>
<td>Digital records</td>
<td>14</td>
<td>50%</td>
</tr>
<tr>
<td>Vertical files</td>
<td>9</td>
<td>37%</td>
</tr>
<tr>
<td>Optical disks</td>
<td>6</td>
<td>21%</td>
</tr>
<tr>
<td>Microforms</td>
<td>7</td>
<td>25%</td>
</tr>
<tr>
<td>Blueprints</td>
<td>1</td>
<td>4%</td>
</tr>
<tr>
<td>Slides</td>
<td>1</td>
<td>4%</td>
</tr>
<tr>
<td>Broadsides</td>
<td>1</td>
<td>4%</td>
</tr>
</tbody>
</table>
3. RECORDS ACCESS

**a. How are your holdings described?**

<table>
<thead>
<tr>
<th>Description</th>
<th>#</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Finding aid/inventories/indexes</td>
<td>25</td>
<td>89%</td>
</tr>
<tr>
<td>Card Catalog</td>
<td>11</td>
<td>39%</td>
</tr>
<tr>
<td>Online catalog/search</td>
<td>8</td>
<td>29%</td>
</tr>
<tr>
<td>Records holdings are not described</td>
<td>2</td>
<td>7%</td>
</tr>
<tr>
<td>Paper binders</td>
<td>1</td>
<td>4%</td>
</tr>
</tbody>
</table>

**b. What percent of your holdings are described?**

<table>
<thead>
<tr>
<th>Percentage</th>
<th>#</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>no response</td>
<td>7</td>
<td>25%</td>
</tr>
<tr>
<td>None</td>
<td>3</td>
<td>11%</td>
</tr>
<tr>
<td>01 - 25 %</td>
<td>3</td>
<td>11%</td>
</tr>
<tr>
<td>26 - 50 %</td>
<td>5</td>
<td>18%</td>
</tr>
<tr>
<td>51 - 75 %</td>
<td>2</td>
<td>7%</td>
</tr>
<tr>
<td>76 - 99 %</td>
<td>6</td>
<td>21%</td>
</tr>
<tr>
<td>100%</td>
<td>2</td>
<td>7%</td>
</tr>
</tbody>
</table>

**c. How many patrons used your records during the last fiscal year?**

<table>
<thead>
<tr>
<th>Number of Patrons</th>
<th>#</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>No count / response</td>
<td>6</td>
<td>21%</td>
</tr>
<tr>
<td>0 - 500</td>
<td>19</td>
<td>68%</td>
</tr>
<tr>
<td>501 - 1000</td>
<td>1</td>
<td>4%</td>
</tr>
<tr>
<td>1001 - 3000</td>
<td>1</td>
<td>4%</td>
</tr>
<tr>
<td>3001 - 5000</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Over 5000</td>
<td>1</td>
<td>4%</td>
</tr>
</tbody>
</table>

4. BUDGET

**a. Percentage funding for records management & preservation**

<table>
<thead>
<tr>
<th>Institution Operating Budget</th>
<th>#</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 - 5,000</td>
<td>1</td>
<td>4%</td>
</tr>
<tr>
<td>5,001 - 10,000</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>10,001 - 50,000</td>
<td>3</td>
<td>11%</td>
</tr>
<tr>
<td>50,001 - 100,000</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>100,001 - 200,000</td>
<td>2</td>
<td>7%</td>
</tr>
<tr>
<td>200,001 - 300,000</td>
<td>3</td>
<td>11%</td>
</tr>
</tbody>
</table>
5. YOUR SUPPORT NEEDS

a. What are your most pressing needs?  

<table>
<thead>
<tr>
<th>Need</th>
<th>#</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staffing</td>
<td>16</td>
<td>57%</td>
</tr>
<tr>
<td>Education/training</td>
<td>12</td>
<td>43%</td>
</tr>
<tr>
<td>Scanning</td>
<td>13</td>
<td>46%</td>
</tr>
<tr>
<td>Preservation &amp; conservation</td>
<td>12</td>
<td>43%</td>
</tr>
<tr>
<td>Digital storage</td>
<td>11</td>
<td>39%</td>
</tr>
<tr>
<td>Records storage</td>
<td>12</td>
<td>43%</td>
</tr>
<tr>
<td>Consulting services</td>
<td>9</td>
<td>32%</td>
</tr>
<tr>
<td>Supplies, archival</td>
<td>9</td>
<td>32%</td>
</tr>
<tr>
<td>Computer hardware/software</td>
<td>8</td>
<td>29%</td>
</tr>
<tr>
<td>Space for public use of records</td>
<td>8</td>
<td>29%</td>
</tr>
<tr>
<td>Records survey</td>
<td>7</td>
<td>25%</td>
</tr>
<tr>
<td>Web access to your records</td>
<td>8</td>
<td>29%</td>
</tr>
<tr>
<td>Public outreach programs</td>
<td>6</td>
<td>21%</td>
</tr>
<tr>
<td>Microfilming</td>
<td>3</td>
<td>11%</td>
</tr>
<tr>
<td>Security system</td>
<td>2</td>
<td>7%</td>
</tr>
<tr>
<td>Space</td>
<td>1</td>
<td>4%</td>
</tr>
</tbody>
</table>

b. Of the above, please list your top 3 priorities:

<table>
<thead>
<tr>
<th>Priority #1</th>
<th>#</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staffing</td>
<td>9</td>
<td>32%</td>
</tr>
<tr>
<td>Education/training</td>
<td>4</td>
<td>14%</td>
</tr>
<tr>
<td>Records storage space</td>
<td>3</td>
<td>11%</td>
</tr>
<tr>
<td>Scanning</td>
<td>2</td>
<td>7%</td>
</tr>
<tr>
<td>Web access to our records</td>
<td>2</td>
<td>7%</td>
</tr>
<tr>
<td>Supplies, archival</td>
<td>1</td>
<td>4%</td>
</tr>
<tr>
<td>Preservation</td>
<td>1</td>
<td>4%</td>
</tr>
<tr>
<td>------------------------------------</td>
<td>---</td>
<td>----</td>
</tr>
<tr>
<td>Computer hardware/software</td>
<td>1</td>
<td>4%</td>
</tr>
<tr>
<td>Consulting services</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Public research room space</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Conservation</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

**Priority #2:**

<table>
<thead>
<tr>
<th>Service</th>
<th>#</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Records survey</td>
<td>3</td>
<td>11%</td>
</tr>
<tr>
<td>Scanning</td>
<td>3</td>
<td>11%</td>
</tr>
<tr>
<td>Consulting services</td>
<td>3</td>
<td>11%</td>
</tr>
<tr>
<td>Digital storage</td>
<td>3</td>
<td>11%</td>
</tr>
<tr>
<td>Staffing</td>
<td>2</td>
<td>7%</td>
</tr>
<tr>
<td>Supplies, archival</td>
<td>2</td>
<td>7%</td>
</tr>
<tr>
<td>Web access to our records</td>
<td>2</td>
<td>7%</td>
</tr>
<tr>
<td>Records storage</td>
<td>2</td>
<td>7%</td>
</tr>
<tr>
<td>Education/training</td>
<td>1</td>
<td>4%</td>
</tr>
<tr>
<td>Conservation</td>
<td>1</td>
<td>4%</td>
</tr>
<tr>
<td>Catalog Collection</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

**Priority #3:**

<table>
<thead>
<tr>
<th>Service</th>
<th>#</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Records storage</td>
<td>4</td>
<td>14%</td>
</tr>
<tr>
<td>Preservation/conservation</td>
<td>4</td>
<td>14%</td>
</tr>
<tr>
<td>Scanning</td>
<td>3</td>
<td>11%</td>
</tr>
<tr>
<td>Public Outreach</td>
<td>2</td>
<td>7%</td>
</tr>
<tr>
<td>Space for public research use</td>
<td>2</td>
<td>7%</td>
</tr>
<tr>
<td>Cataloging Collection</td>
<td>1</td>
<td>4%</td>
</tr>
<tr>
<td>Digital storage</td>
<td>1</td>
<td>4%</td>
</tr>
<tr>
<td>Computer hardware/software</td>
<td>1</td>
<td>4%</td>
</tr>
<tr>
<td>Consulting services</td>
<td>1</td>
<td>4%</td>
</tr>
<tr>
<td>Microfilming</td>
<td>1</td>
<td>4%</td>
</tr>
<tr>
<td>Staffing</td>
<td>1</td>
<td>4%</td>
</tr>
<tr>
<td>Supplies, archival</td>
<td>1</td>
<td>4%</td>
</tr>
</tbody>
</table>

**c. Check all items that you would like professional assistance, other than funds:**

<table>
<thead>
<tr>
<th>Service</th>
<th>#</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Digitization of records</td>
<td>16</td>
<td>57%</td>
</tr>
<tr>
<td>Disaster planning</td>
<td>14</td>
<td>50%</td>
</tr>
<tr>
<td>Preservation &amp; Conservation</td>
<td>13</td>
<td>46%</td>
</tr>
<tr>
<td>Records management</td>
<td>11</td>
<td>39%</td>
</tr>
<tr>
<td>Service</td>
<td>#</td>
<td>%</td>
</tr>
<tr>
<td>----------------------------------------------</td>
<td>---</td>
<td>-----</td>
</tr>
<tr>
<td>Management of electronic records</td>
<td>11</td>
<td>39%</td>
</tr>
<tr>
<td>Arrangement and description</td>
<td>9</td>
<td>32%</td>
</tr>
<tr>
<td>Archival administration</td>
<td>9</td>
<td>32%</td>
</tr>
<tr>
<td>Collection development</td>
<td>7</td>
<td>25%</td>
</tr>
<tr>
<td>Inactive records storage</td>
<td>7</td>
<td>25%</td>
</tr>
<tr>
<td>Outreach/public programs</td>
<td>5</td>
<td>18%</td>
</tr>
<tr>
<td>Security of collections</td>
<td>5</td>
<td>18%</td>
</tr>
<tr>
<td>Access policy</td>
<td>5</td>
<td>14%</td>
</tr>
<tr>
<td>Scheduling &amp; disposition of records</td>
<td>4</td>
<td>14%</td>
</tr>
<tr>
<td>Vital records protection</td>
<td>4</td>
<td>11%</td>
</tr>
<tr>
<td>Micrographics</td>
<td>3</td>
<td>11%</td>
</tr>
</tbody>
</table>

### 6. ISSUES FOR THE FUTURE

a. Check all items below that you consider to be of concern for the future:

<table>
<thead>
<tr>
<th>Service</th>
<th>#</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Space</td>
<td>19</td>
<td>68%</td>
</tr>
<tr>
<td>Preservation &amp; Conservation</td>
<td>17</td>
<td>61%</td>
</tr>
<tr>
<td>Electronic records</td>
<td>16</td>
<td>57%</td>
</tr>
<tr>
<td>Education</td>
<td>12</td>
<td>43%</td>
</tr>
<tr>
<td>Document imaging</td>
<td>12</td>
<td>43%</td>
</tr>
<tr>
<td>Processing materials</td>
<td>11</td>
<td>39%</td>
</tr>
<tr>
<td>Records management</td>
<td>10</td>
<td>36%</td>
</tr>
<tr>
<td>Archival supplies</td>
<td>8</td>
<td>29%</td>
</tr>
<tr>
<td>Access</td>
<td>8</td>
<td>29%</td>
</tr>
<tr>
<td>Public use</td>
<td>7</td>
<td>25%</td>
</tr>
<tr>
<td>Internet Access</td>
<td>1</td>
<td>4%</td>
</tr>
</tbody>
</table>
State Historical Records Advisory Board of Hawai’i
2006 Historical Records Repositories Questionnaire

DEADLINE TO RETURN: August 18, 2006

RETURN TO:    Nanette Napoleon
               Email: [personal address removed for this report]
               ____________________________________________________________

I. Organization

1. Name: _______________________________________________________________

2. Street: ________________________  City: ____________________  Zip: _________

3. Phone: ____________   Fax: ____________  Email: ___________________________

   Website: ___________________________________

4. Name of the person completing this form: ___________________________________

   Title: _____________________________   Phone: ________________

   Email: ____________________________

5. Institution Type:
   ___ Academic Library     ___ Historical Society
   ___ Business Archives     ___ Museum
   ___ Public Library        ___ Church Archives
   ___ University/College    ___ Genealogy Society
   ___ Special Collection    ___ Other (specify): _________________

6. What is the policy-making authority of your institution:
   ___ Board of Directors or Trustees (Circle one)   Other:__________________________

7. What are your hours of operation? _________________________________________

8. Do you charge an admissions fee? ___Yes   ___No
II. What do you do and how is it going?

1. Check all of the following that your institution has:
   ___ Mission Statement   ___ Finding aids/indexes – manual
   ___ Acquisition/Collection Policy   ___ Finding aids/indexes – automated
   ___ Accessioning procedures   ___ Preservation / conservation plan
   ___ Security system   ___ Disaster preparedness & recovery plan
   ___ Public access procedures   ___ Vital records protection
   ___ Archival storage area   ___ Public research room
   ___ Electronic records on-line   ___ Arrangement & description procedures

2. Check all the types of records that you keep:
   ___ Institution records   ___ Municipal records
   ___ Private papers   ___ Historical files
   ___ Business records   ___ Genealogy records
   ___ Church records   ___ State government records
   ___ School records   ___ Special group records
   ___ Other (specify): _______________________

3. Check all formats that you keep:
   ___ Books   ___ Microforms   ___ Moving images
   ___ Video tapes   ___ Paper   ___ Photographs
   ___ Audio tapes   ___ Vertical files   ___ Posters
   ___ Optical disks   ___ Ephemera   ___ Artifacts
   ___ Computer disks   ___ Maps   ___ Prints
   ___ Original art work   ___ Manuscripts   ___ Newspapers (hard copies)
   ___ Digital records   ___ Other (specify): _______________________

III. Records Access

1. How are your holdings described? (Check all that are applicable)
   ___ Card Catalog   ___ Online Catalog/Search
   ___ Finding aid/Inventories   ___ Records holdings are not described
   ___ Other (specify): _______________________

2. What percent of your record holdings are described?  ____%

3. How many patrons used your records during your last fiscal year?  ___No count kept
   ___ 0-500   ___ 501-1000   ___ 1001-3000   ___ 3001-5000   ___ Over 5000
IV. Records Storage & Disaster Plans

1. Check all the following that your collections storage area has:
   ___ Air conditioning  ___ Temperature control ___ Humidity control
   ___ Fire detection system ___ Security system ___ Fire suppression system

2. How are your records stored? (Check all that apply)
   ___ In archival-quality containers ___ In non-archival containers
   ___ File cabinets ___ Open shelving
   ___ Other (specify): _______________

3. Do you have a written disaster prevention and recovery plan? ___ Yes  ___ No

V. Budget

1. What is your current institution annual operating budget? $ ________________

2. What percent of your total annual operating budget is spent on records management and preservation? (Including personnel, supplies, equipment, travel, overhead, etc.) Approximately _____%

3. Check all funding sources that provide support to your program and indicate the estimated percentage of your total budget for each:
   ___ Local government ___ %  ___ Foundation grants ___ %
   ___ State government ___ %  ___ Other grants ___ %
   ___ Federal government ___ %  ___ Fees ___ %
   ___ Membership ___ %  ___ Other (specify): _______________

VI. Your Support Needs

1. What are your most pressing needs of your institution. (Select all that apply)
   ___ Staffing  ___ Consulting services
   ___ Supplies, archival ___ Computer hardware/software
   ___ Education / training ___ Digital storage
   ___ Records survey ___ Preservation & conservation
   ___ Records storage ___ Public outreach programs
   ___ Microfilming ___ Space for public use of records
   ___ Scanning ___ Web access to your records
   ___ Security system ___ Other (specify): _______________
2. Of the above, please list your top 3 priorities:
   1. __________________________
   2. __________________________
   3. __________________________

3. Check all items that you would like professional assistance, other than funds:
   ___ Access policy
   ___ Arrangement and description
   ___ Archival administration
   ___ Collection development
   ___ Conservation
   ___ Digitization
   ___ Disaster planning
   ___ Inactive records storage
   ___ Other (specify):________________
   ___ Management of electronic records
   ___ Micrographics
   ___ Outreach / public programs
   ___ Preservation
   ___ Records management
   ___ Scheduling & disposition of records
   ___ Security of collections
   ___ Vital records protection

VII. Issues for the Future

1. Check all items below that you consider to be of concern for the future:
   ___ Access
   ___ Processing materials
   ___ Electronic records
   ___ Records management
   ___ Preservation
   ___ Space
   ___ Education
   ___ Document imaging
   ___ Archival supplies
   ___ Conservation treatment
   ___ Public use
   ___ Other (specify): __________________
Directory of Hawai‘i Archival Organizations
2006

442nd Veterans Club Archives
933 Wiliwili St. #102, Honolulu, HI 96826
Ph. (808) 945-0032   Fax: (808) 945-0032
Open: By appointment only
Email: 442archives@hawaiiantel.net
Website: none
Records of the WWII 442nd Regimental Combat Team veterans. Documents, publications, photographs, artifacts, oral histories, newspaper clippings.

Central Union Church Archives
1660 S. Beretania St., Honolulu, HI 96826
Ph. (808) 941-0957   Fax: none
Open: Monday 9:30 to 11:30 am, and by appointment.
Email: historians@centralunionchurch.org
Website: http://www.centralunionchurch.org
Materials generated by church committees, trustees, officers and ministers. Minutes, agenda, reports, sermons, membership records, baptisms, marriages, deaths, blueprints, photos, bound church publications, some earlier materials from Seamen’s Bethel and Fort Street Church.

Bishop Museum Archives
1525 Bernice St., Honolulu, HI 96817-2704
Ph. (808) 848-4182   Fax: (808) 847-8241
Open: Tuesday–Saturday, noon to 4 pm; Saturday, 9 am to noon
Email: archives@bishopmuseum.org
Website: http://www.bishopmuseum.org

City & County of Honolulu
Municipal Reference and Records Center-Archives
City Hall Annex, Honolulu, HI 96813
Ph. (808) 523-4044   Fax: (808) 523-4985
Center open: Monday–Friday, 9 am to 3 pm (closed 11:45 am-12:30 pm)
Archives open: By appointment only
Website: www.honolulu.gov/csd/lrmb/references.htm
City legislative records from 1905, photos of public works, financial records, 19th century engineering maps. Opened in 1980.

Brigham Young University Hawai‘i Archives
Joseph F. Smith Library
55-220 Kulanui St., Lā‘ie, HI 96762
Mailing: P.O. Box 1666, Lā‘ie, Hawai‘i 96762
Ph. (808) 293-3868   Fax: (808) 293-3877
Website: http://w2.byuh.edu/library/archives/contact.htm
Records of BYU Hawai‘i, LDS Church in Hawai‘i, Hawaiian Temple in Lā‘ie, Kahuku Sugar Mill, Lā‘ie Community Association, Polynesian Cultural Center, photos and private papers.

County of Hawai‘i
Office of Information & Requests
Mailing Address: 25 Aupuni St., Rm. 217
Hilo, HI 96720-4252
Ph. (808) 961-8223   Fax: (808) 961-6553
Website: www.hawaii-county.com
The County has no central documents management department. County records must be requested through individual departments (see website). For more information contact the Office of Information & Requests.
Hawai'i. Institution founded in 1903.

Episcopal Church in Hawai'i Archives
229 Queen Emma Square, Honolulu, HI 96813-2304
Ph. 536-7776 Fax: (808) 538-7194
Open by appointment only (written request preferred, address inquiries to Historiographer).
Email: sching@hawaiiantel.net
Website: http://www.episcopalhawaii.org
Records, manuscripts, correspondence, photos and artifacts of church ministry in Hawai'i from 1862.

Grove Farm Homestead Museum
P.O. Box 1631, Lihu'e, Kaua'i, HI 96766
Ph. (808) 245-3202 Fax: (808) 245-7988
Open: Monday–Friday 9 am to 4 pm
Email: grovefarm@hawaiiantel.net
Website: none

Hāna Cultural Center & Museum
(Handi Waiwai o Hāna)
4974 Uakea Rd. Hāna, Maui, HI 96713
Mailing: P.O. Box 27, Hāna, Maui, Hawai'i 96713
Ph. (808) 248-8622 Fax: (808) 248-8620
Research by appointment only.
Website: http://www.hookele.com/hccm/

Hawaii’s Plantation Village
94-695 Waipahu St., Waipahu, HI 96797
Ph. (808) 677-0110 Fax: (808) 676-6727
Open: Monday–Saturday, 10 am to 2 pm
Email: hpv.waipahu@hawaiiantel.net
Website: http://www.hawaiiplantationvillage.org
Documents, photos, correspondence, medical records, birth and death certificates, employee ledgers, scientific reports, artifacts and daily routines relating to sugar plantation history.
Hawai‘i State Archives
‘Iolani Palace Grounds, Honolulu, HI 96813
Ph. (808) 586-0329  Fax: (808) 586-0330
Open: Monday–Friday, 9 am to 4 pm
Email: archives@hawaii.gov
Website: http://www.hawaii.gov/dags/archives
Archives of the government of Hawai‘i (1790 to present); private papers of Hawaiian royalty, government officials, individuals and institutions; photos, maps, art, artifacts, extensive name and subject indexes. Founded in 1905.

Hawai‘i Volcanoes National Park Archives
P.O. Box 52, Hawai‘i National Park, HI 96718-0052
Ph. (808) 985-6000  Fax: (808) 985-6004
Website: http://www.nps.gov/havo/historyculture/collections.htm
General scientific and administrative material regarding Hawai‘i Volcanoes National Park. Institution founded in 1916.

Hawaiian Historical Society
560 Kawaiahao St., Honolulu, HI 96813
Ph. (808) 537-6271  Fax: (808) 537-6271
Open: Monday–Friday, 10 am to 4 pm
Email: bedunn@lava.net
Website: http://www.hawaiianhistory.org
Extensive 19th century collection of manuscripts, society records, photographs, books, maps newspapers and microforms of Hawaiian Islands. Founded in 1892.

Hawaiian Mission Children’s Society Library
553 S. King St., Honolulu, HI 96813-3002
Ph. (808) 531-0481  Fax: (808) 545-2280
Open: Tuesday–Saturday, 10 am to 4 pm
Website: http://www.missionhouses.org
Records of early 19th-century Congregational missionaries to the Hawaiian Islands, archives of the Congregational Church of the Pacific, Hawaiian church records, manuscripts, books, photos, newspapers, microfilm, art on paper. Institution founded in 1852, collection 1922.

‘Iolani School Archives
563 Kamoku St., Honolulu, HI 96826
Ph. (808) 943-2336  Fax: (808) 943-2297
Open: Monday–Friday, 1:00 to 4:30 pm
Email: archives@iolani.org
Website: http://www.iolani.org/archives.htm
School publications, photos, multimedia images, artifacts, institutional records and manuscript collections on the history of ‘Iolani School.

Japanese Cultural Center of Hawai‘i
2454 S. Beretania St., Honolulu, HI 96826
Ph. (808) 945-7633  Fax: (808) 944-1123
Website: http://www.jcch.com/resourcecenter.htm
Records, oral histories and correspondence of the Japanese experience in Hawai‘i. Collections include poet/journalist Otokichi Ozaki Collection (a.k.a. Muin), the North Mānoa Farmers Association, Dr. Iga Mori personal diaries, medical journals, Japanese internment during World War II and other.

Kamehameha Schools Archives
249 Konia Circle, Honolulu, HI 96817
Ph. (808) 842-8945  Fax: (808) 842-8660
Open: Monday–Friday, 7:30 am to 4 pm, by appointment only.
Website: http://www.kapalama.ksbe.edu/archives/
Primarily school publications and photos, published materials concerning the school and Bishop Estate, papers of Frank Midkiff, Donald Mitchell, and the Polynesian Voyaging Society. Founded in 1887.

Kaua‘i Historical Society
4396 Rice St., Suite 101, Līhu‘e, Kaua‘i, HI 96766
Mailing: P.O. Box 1778, Līhu‘e, HI 96766
Ph. (808) 245-3373  Fax: (808) 245-8693
Open: Monday–Friday, 8 am to 4 pm
Archives by appointment only.
Email: director@kauaihistoricalsociety.org
Website: http://www.kauaihistoricalsociety.org
Manuscripts, maps, photographs, audio and video recordings, books, serials and subject clipping files about the history of Kaua‘i and Ni‘ihau. Founded in 1914.
Kaua‘i Museum
4428 Rice St., P.O. Box 248, Līhu‘e, Kaua‘i, HI 96766
Ph. (808) 245-6931   Fax: (808) 245-6864
Open: Monday–Friday, 9 am to 4 pm; Saturday, 10 am to 4 pm
Archives by appointment.
Email: museum@kauaimuseum.org
Website: http://www.kauaimuseum.org
- Manuscripts, records, publications and photos of Kaua‘i history.
  Founded in 1960.

Kawaiaha‘o Church Archives
957 Punchbowl St., Honolulu, HI 96813.
Ph. (808) 522-1333   Fax: (808) 522-1341
Office open: Monday–Friday, 8 am to 5 pm
Website: http://www.kawaiahao.org
  Church administrative and historical records.

King Kamehameha V Judiciary History Center
417 S. King St., Room 102, Honolulu, HI 96813
Ph. (808) 539-4999   Fax: (808) 539-4996
Open: Monday–Friday, 9 am to 4 pm
Website: http://www.judiciaryhistorycenter.org
  Historical files, books, manuscripts, and photographs relating to the
devolution of the judicial system in Hawai‘i.

Kona Historical Society
P.O. Box 398, Captain Cook, HI 96704
Ph. (808) 323-3222   Fax: (808) 323-2398
Open: Monday–Friday, 8 am to 4 pm; Museum: Monday–Friday, 9
am to 3 pm
Archives: by appointment.
Email: khs@konahistorical.org
Website: http://konahistorical.org
  History of Kona including: business, coffee, cattle, and
  agricultural records; Agricultural Experiment Station; Jean
  Greenwell papers, photos and artifacts. Founded in 1976.

Lahaina Restoration Foundation
120 Dickenson St., Lahaina, Maui, HI 96761.
Ph. (808) 661-3262   Fax: (808) 661-9309.
Open: Monday–Friday, 8 am to 4 pm; Museum: daily, 10 am to 4 pm
Archives by appointment only.
Email: lrf@hawaii.rr.com
Website: http://lahainarestoration.org
  Material on the history of Lahaina, Maui, including manuscripts,
  photos, books, architectural reports. Lahainaluna School records
  and memorabilia. Founded 1962.

Lyman House Memorial Museum
276 Haili St., Hilo, HI 96720
Ph. (808) 935-5021   Fax: (808) 969-7685
Open: Monday–Saturday, 9:30 am to 4:30 pm
Archives by appointment.
Email: info@lymanmuseum.org
Website: http://www.lymanmuseum.org
  Correspondence, papers, diaries, journals, business records,
  church and school records, maps, photos, newspapers and
  books pertaining to the Island of Hawai‘i. Founded 1932.

Makiki Christian Church
The Rev. Dr. Theodore T. Ogoshi Memorial Archives
829 Pensacola St., Honolulu, HI 96814
Ph. (808) 594-6446   Fax: (808) 594-8918
Open: Tuesdays, 9:30 am to noon
Archives by appointment.
Email: info@makikichristianchurch.org
Website: http://www.makikichristianchurch.org
  Materials generated by church committees, trustees and officers,
  minutes, agenda, reports, sermons, membership records,
  baptisms, marriages, deaths, correspondence of founding
Mamiya Medical Heritage Center, Hawai’i Medical Library, Inc
1221 Punchbowl St., Honolulu, HI 96813
Ph. (808) 545-8718   Fax: (808) 547-4019
Open: Monday–Friday, 8 am to 5 pm; Wednesday 8:30 am to 5 pm
Appointment recommended
Email: mmhc@hml.org
Website: http://hml.org/mmhc
Photos, rare books, papers, oral histories and medical artifacts
concerning the history of medicine in Hawai’i. Center established in 1999.

Masonic Public Library
1611 Kewalo St., Honolulu, HI 96822
Ph. (808) 521-2070   Fax: (808) 533-6493
Open: Monday–Friday, 9 am to 1 pm
Email: rudylib@hawaiiantel.net
Website: none
Private papers, historical files, books, manuscripts, photos
related to the Free and Accepted Masons of Hawai’i.

Maui Historical Society—Bailey House Museum
2375-A Main St., Wailuku, Maui, HI 96793
Ph. (808) 244-3326   Fax: (808) 224-3920
Open: Monday–Thursdays, 10 am to 3 pm; appointment
recommended.
Email: info@mauimuseum.org
Website: http://mauimuseum.org
Newspaper clippings, manuscripts, journals, maps and photos
of the history of the Island of Maui. Institution founded in 1956,
collection 1975.

Pacific Tsunami Museum
130 Kamehameha Ave., Hilo, HI 96720
Ph. (808) 935-0926   Fax: (808) 935-0842
Open: Monday–Saturday, 9 am to 4 pm
Research by appointment.
Email: archives@tsunami.org
Website: http://tsunami.org
Photos documenting tsunami history in the Pacific, especially in
Hilo; oral and video histories of tsunami survivors. Founded in 1998.

Pālama Settlement Archives
810 N. Vineyard Blvd., Honolulu, HI 96817
Ph. (808) 845-3945   Fax: (808) 847-2873
Open: Monday–Friday, 8 am to 5 pm
Research by appointment.
Email: info@palamasettlement.org
Website: none
Records, photos, oral histories and studies of social services,
medical department, preschool, music school, recreation
department and camps. Institution founded in 1896, archives
1993.

Punahou School Archives, Cooke Library
1601 Punahou St., Honolulu, HI 96822
Ph. (808) 943-3225
Archives by appointment.
Website: http://www.punahou.edu
Administrative and historical records of the school. Yearbooks,

Roman Catholic Diocese of Honolulu
1184 Bishop St., Honolulu, HI 96813
Ph. (808) 533-1791   Fax: (808) 585-3382
Website: http://www.catholichawaii.org
Access by permission of the Office of the Chancellor
Parish and Diocesan records of church ministry in Hawai’i since
the early 19th century. Institution founded in 1828.

Sisters of the Sacred Hearts Archives
1120 5th Ave., Honolulu, HI 96816
Ph. (808) 737-5822   Fax: (808) 735-0878
Research by appointment.
Email: none
Website: none
Letters, programs, photographs, artifacts, and historical
documents of the history, ministries, and members of the
Congregation of the Sacred Hearts of Jesus and Mary and of
Perpetual Adoration in Hawai’i, California and Asia, St. Anthony
Retreat Center/Kalilhi Orphanage and St. Anthony’s Home,
Sacred Hearts Academy, and other Asian missions.
Tropic Lightning Museum
Bldg #361, Waianae Ave., Schofield Barracks, HI 96857-5000
Mailing: 350 Eastman Rd., Schofield Barracks, HI 96857-5019
Ph. (808) 655-0438   Fax: (808) 655-8301
Open: Tuesday–Saturday, 10 am to 4 pm
Research by appointment.
Email: linda.hee@schofield.army.mil
Website: http://www.25idl.army.mil/tropic%20lightning%20museum/main.asp
Photos and government documents pertaining to the history of Schofield Barracks and the 25th Infantry Division. Correspondence and oral histories of the bombing of Pearl Harbor.

United States Army Museum of Hawai‘i
Kalia Road, Honolulu, HI 96815
Ph. (808) 438-2821   Fax: (808) 438-2819
Research by appointment.
Records, photos, maps, diaries, correspondence, memorabilia, artifacts and weapons documenting activities of the U.S. Army in the Pacific.

University of Hawai‘i at Mānoa - Archives & Manuscript Department
2550 McCarthy Mall, Honolulu, HI 96822
Ph. (808) 956-6047   Fax: (808) 956-5968
Open: Monday–Friday, 9:30 am to 4:30 pm
By appointment only.
Email: archives@hawaii.edu
Website: http://libweb.hawaii.edu/libdept/archives
University archives includes administrative records for the offices of the Chancellor of Mānoa and the president; records of schools, colleges and research institutes; Romanzo Adams Social Research Laboratory, faculty papers, maps, photos and other items of university history.
Manuscript collections includes the Japanese American Veterans collection; the Hawai‘i War Records Depository, a collection of materials dealing with World War II as it affected Hawai‘i and its residents; and the Hawai‘i Congressional Papers collection.

University of Hawai‘i at Mānoa - Special Collections
2550 McCarthy Mall, Honolulu, HI 96822
Ph. (808) 956-8264   Fax: (808) 956-5968
Hours: vary.
Email: speccoll@hawaii.edu
Website: http://www.hawaii.edu/speccoll

U.S.S. Arizona Memorial, Reference Library
1 Arizona Memorial Place, Honolulu, HI 96818
Ph. (808) 423-7300   Fax: (808) 483-8608
Research by appointment only.
Website: http://www.nps.gov/usar
Materials reflecting the events leading to the Dec. 7, 1941, attack on Pearl Harbor, the attack and subsequent events and salvage operations. Museum and records collection founded in 1980. Operated by National Park Service.

U.S.S. Bowfin Submarine Museum
11 Arizona Memorial Drive, Honolulu, HI 96818
Ph. (808) 423-1341   Fax: (808) 422-5201
Open: Daily 8 am to 5 pm
Research by appointment only.
Email: info@bowfin.org
Website: http://www.bowfin.org
Submarine artifacts and documents memorializing the submarines and submariners lost during World War II. Photographs, diaries, World War II patrol reports and administrative files from 1900.
Hawai‘i State Historical Records
Advisory Board

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