

DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES
ANNUAL REPORT ON GOALS, OBJECTIVES AND POLICIES

January 2015

Program ID/Title: AGS-111/Archives-Records Management

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I. Goals

- A. Increase access to the State Archives collections.
- B. Promote efficient and effective management of government records including the preservation of the State's permanent electronic records.

II. Objectives and Policies

- A. Collect and preserve permanent government records of enduring legal, historical or fiscal value from government agencies.
- B. Make records available for access via the internet. Catalog records on KOHA, an online library database accessible via the web.
- C. Develop and revise records retention and disposition schedules for the executive branch. Operate the State Records Center for the storage of non-current, non-permanent government records.
- D. Implement the building of the Hawaii State Digital Archives through a phased approach including hardware implementation and documentation and software development to ensure the preservation and access to electronic records of long-term value.

III. Action Plan with Timetable

- A. Past Year Accomplishments
 - 1. Archives: add/edited 33 bibliographic records in on-line catalog KOHA which is accessible on the Internet; accessioned 77 cubic feet of records and special collections; appraised, arranged and described 47 cubic feet of records for public use; retrieved 18,696 records for researchers; translated 299 pages of Hawaiian language records; serviced 9,242 researchers; scanned 17,658 images; loaded 30,430 records to the Archives' website totaling 305,742

records online; and received more than 395,182 visitors to Archives online databases.

2. Records Center: received 2,949 cubic feet of records and 158 reels of microfilm; completed 1,076 records requests; and coordinated destruction of 5,492 cubic feet of expired records.
3. Digital Archives: The passage of Act 88 of the 2013 Legislature was a significant accomplishment for the State Archives in that it: defined the powers of the State Archivist with regards to preservation of digital records within the State of Hawaii, and approved a dedicated funding stream for the ongoing development and maintenance of the Hawaii State Digital Archives. The Digital Archives Project Team continues to review existing International Standards and Best Practices on digital preservation, continues to perform deep code-level analysis of new open source digital archives software, refines and documents the system architectural design and coding standards based on their analyses and functional requirements, and continues to improve and enhance “Kukini” the ingest software to enable agencies to send records to the digital archives from their desktops and other systems to process, provide access to and permanently preserve trustworthy digital records of enduring legal, historical, fiscal or cultural value.

B. One Year

1. Archives: add/edit bibliographic records to KOHA Integrated Library Catalog; accession 100 cubic feet of government records; appraise, arrange, and describe 20 cubic feet of records; retrieve 20,000 records for researchers; translate 300 pages of Hawaii language records; service 9,000 researchers; upload 10,000 records to the Archives’ website; and receive 400,000 visitors to Archives online databases.
2. Records Center: schedule records series; receive 3,000 cubic feet of records; service 1,000 records requests; and coordinate destruction of expired records.
3. Digital Archives: Implement the final production phase of the project consisting of seven streams: final development of any functionality determined to be necessary prior to launch of the production system, rollout of production hardware, stress test of the production system, address any final functionality or revisions necessary, complete documentation required for TRAC audit, knowledge transfer to State Archives staff through training and

wiki documentation, and public unveiling of the Digital Archives. Any remaining functional requirements that have not been implemented that have been determined to be necessary for the public launch will be implemented by the project technical staff and project interns. (Estimated time frame: 12 months.)

C. Two Years

1. Archives: add/edit bibliographic records to KOHA Integrated Library Catalog; accession 200 cubic feet of government records; appraise, arrange, and describe 40 cubic feet of records; retrieve 40,000 records for researchers; translate 600 pages of Hawaiian language records; service 18,000 researchers; upload 20,000 records to the Archives' website; and receive 800,000 visitors to Archives online databases.
2. Records Center: schedule records series; receive 6,000 cubic feet of records; service 2,000 records requests; and coordinate destruction of expired records.
3. Digital Archives: Following documentation created during the production phase, Archives technical staff continues to maintain and develop the Digital Archives' system including updating a roadmap for hardware expansion, onboarding additional partner agencies, and researching and addressing all upcoming projects or technologies that may impact the Digital Archives. Continual maintenance of the digital records enables the Archives to fulfill its functional duty to properly administer a records management program that includes records created digitally and to ensure their preservation for future generations

D. Five Years

1. Archives: add/edit bibliographic records to KOHA Integrated Library Catalog; accession 500 cubic feet of government records; appraise, arrange, and describe 100 cubic feet of records; retrieve 100,000 records for researchers; translate 1,500 pages of Hawaiian language records; service 45,000 researchers; upload 50,000 records to the Archives' website; and receive 2,000,000 visitors to Archives online databases.

2. Records Center: schedule records series; receive 15,000 cubic feet of records; service 5,000 record requests; and coordinate destruction of expired records.
3. Digital Archives: Archives technical staff continues to maintain and develop the Digital Archives' system including updating hardware, onboarding additional partner agencies, and researching and addressing all upcoming projects or technologies that may impact the Digital Archives. Continual maintenance of the digital records enables the Archives to fulfill its functional duty to properly administer a records management program that includes records created digitally and to ensure their preservation for future generations.

IV. Performance Measures

- A. Customer Satisfaction measure: Monitor website use by the general public and their interest in information presented by analyzing statistical data on number of hits to what pages. Use information to improve the “look and feel” and information presented on the website. If there are suggestions and/or complaints, develop survey to evaluate customer satisfaction with the website.
- B. Program Standard measure: In-house standards regulate service to the public and status-reports measure the output and effectiveness of our public service activities.
- C. Cost Effectiveness measure – Compare records managements costs with private sector, in particular storage costs.