

## Hawaii State Archives

364 S. King Street  
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# Developing a Hawaii State Digital Archives Plan

### *The Mission*

To ensure open government by preserving and making accessible to the public historic records of state government and to partner with state agencies to manage their current records.

### *The Law*

A public record means any writing, memorandum, entry, print, representation, report, book, or paper, map or plan or combination thereof, that is in the custody of any department or agency of government (Chapter 626, HRS, Hawaii Rules of Evidence: Title X)

### *The Reality*

In 2005 (Act 177, SLH 2005), government records could legally be created, stored and retained in electronic formats. The Archives has a statutory responsibility, outlined in HRS 94 to play a leading role in the management of all state government records, regardless of format. We do not currently have the capacity to manage the state's electronic records.

### *Digital Archiving does not just happen*

Digital materials are surprisingly fragile. Their viability depends on technologies that rapidly and continually change. Paper records are hardier, they can be shoved in a corner, ignored for decades, and still be able to be read and organized easily.

That is not true for digital materials. There is no equivalent to that decades-old pile of letters and journals in the attic. Rapid changes in technology in operating systems, hardware and software can make digital materials inaccessible within short periods of time. Keeping digital resources usable by future generations require conscious effort and continual investment.

### *Finding solutions*

Through a two-year grant from the National Historical Records and Publications Commission, Hawaii State Archives has hired a consultant to develop a plan for a Hawaii State Digital Archives. Our consultant, Adam Jansen, is the former Washington State digital archivist, and was instrumental in the establishment of the first of its kind digital archives in the United States. Our project team includes Archives Division, Department of the Attorney General and Information and Communications Services Division staff.

### **Goals of the project:**

- Collect information about agencies through a survey and follow-up interviews.
- Analyze current institutional readiness of state agencies to preserve digital records. Identify key agencies with "at risk" records and their level of interest and support and developing an understanding of network infrastructure and file formats.
- Apply current political, cultural and technological environment analysis to current digital archives models (e.g. Open Archival Information Systems model) and standards (e.g. DoD 5015.2) for the development of a Digital Archives Plan.
- Produce a Digital Archives Plan that includes funding sources and revenue plan; network architecture capacity plan; access and security plan; storage plan; backup and

recovery procedures for disaster recovery plan; evaluation of current archival software to business requirements; training plan and legislative policy and procedures recommendations.

### *Why a Digital Archives*

- Comply with statutory and regulatory mandates
  - The law requires preservation of certain public records and it does not specify paper or electronic. All records must be given the same amount of care.
- Avoid loss of legal and historical records
  - As technology changes, the older media (e.g. floppy disks) become harder to read.
- Preserve rare and “at risk” paper records
- Centralize records
  - Centralized means uniformity in maintenance
  - Trained professionals serve as caretakers
- Improved access for citizens
  - By centralizing historical records in one location “one stop shopping” will provide the information quicker and easier.

### *Contacts*

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