



# 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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