

Ke Kahu Palapala

The Keeper of Records

Archives Division
Dept. of Accounting &
General Services

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Hawai'i State Archives Under Construction



Floor replacement, air conditioning chiller replacement, and roof work have been approved for the Archives Building.

Roots of the banyan tree adjacent to the Hawai'i State Archives building have been lifting sections of the floor causing the concrete to crack and creating a slope to the reference room floor. This is a potential hazard.

To date, the contractor, Walter Y. Arakaki, has removed a section of the concrete slab, dug out the roots, backfilled the hole, and will soon re-pour the concrete floor. An arborist approved bio-

logical barrier will be installed on two sides of the building to prevent further root growth close to the building. Electrical and data jack upgrades will also be done.

The air conditioning chiller servicing

the first floor of the Archives will also be replaced.

The Archives has experienced roof leaks for the past few years. Repairs have been temporary and it is now time to replace the roof. The roof replacement is scheduled for this month.

Hawai'i State Archives continues to provide service to the public during the construction. The circulation counter and reference room have been reconfigured to accommodate the construction work which should be completed in March 2005.

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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.

State Records Center Safety Improvements



Casey Daniel of Heide & Cook prepares fire sprinkler pipes for installation

The installation of fire sprinklers throughout the State Records Center (SRC) to provide increased safety for employees and all stored paper records was completed in November 2004. Fire sprinklers were previously installed only in one of the SRC's two paper storage warehouses.

As a part of this building improvement project, a FM-200 gas fire suppression system was installed in the SRC's micro-forms vault. It replaced an older Halon gas fire suppression system.

These improvements add to other safety systems already in place in the SRC, which include smoke detectors, fire extinguishers, and 24-hours-a-day

fire alarm and security alarm monitoring.

Construction began in late September 2004 and took approximately six weeks to complete. S.S. Dannaway Associates, Inc., a fire-protection engineering firm, designed the project. Heide & Cook Ltd. was the primary contractor with subcontractors Pacific Fire Protection, Kikuta Painting and Alii Drywall. The construction cost for the safety improvements is \$182,888.00. Department of Accounting & General Services Public Works Division personnel developed the project and were involved in monitoring and inspecting the construction.

All users of the SRC's storage services will benefit from these safety improvements.



FM-200 Fire Suppression Canisters Installed in SRC

Recently Approved Retention Schedules

From June through December 2004, State Comptroller Russ K. Saito approved the following new and revised "Record Disposition Authorizations" (Form SA-1):

- Disposition Authorizations were approved for two records series of the Department of Health, Family Health Services Division, Maternal & Child Health Branch, Children and Youth Wellness Section concerning the monitoring and prevention of childhood lead poisoning.

- On July 23, 2004, the State Comptroller approved the addition of *General Records Schedule (GRS) No. 5 Item 5.37, Application for Exempt Employment (HRD 278 or equivalent)*. This series includes the original application for employment and may include resumes,

transcripts, professional licenses, etc. This item sets the retention of applications for exempt employment as defined in *Hawai'i Administrative Rules (HAR) Sections 14-5-1 and 14-5-2*.

- The Department of Health, Family Health Services Division, Children with Special Health Needs Branch, Early Intervention Section staff worked with Archivist Ruben Lum to revise the retention requirement for the agency's *Care Coordination Case Records*.

- The Department of the Attorney General, Hawai'i Criminal Justice Data Center obtained a disposition authorization to set the record retention requirement for certain *Criminal Arrest Records* and permit their off-site storage in the State Records Center.



Legislative Records at the Archives

By far the most extensive collection of Hawai'i legislative records are held by Hawai'i State Archives. The Archives is the repository to which Hawai'i legislative records are lawfully transferred. Lawyers, legal scholars, state government agencies, the legislature, the courts and the general public routinely use the Archives legislative resources.

King Kamehameha III granted the first Constitution of the Hawaiian Islands on October 8, 1840. The Constitution established the Legislature of Hawai'i, which assembled for the first time in Lahaina, Maui, from November 2 through 14, 1840. Records of the Legislature of the Hawaiian Kingdom in the Archives collections span the years 1840 to 1893.

Following the overthrow of the Hawaiian monarchy in January 1893, there was no legislature until 1895. On July 2, 1894, a constitutional convention unanimously approved a previously drafted constitution for the Republic of Hawai'i, which succeeded the Provisional Government on July 4, 1894. The last Legislature of the Republic of Hawai'i adjourned on July 7, 1898. The records of the Legislature of the Republic of Hawai'i in the Archives collections span the years 1895-1898.

The annexation of Hawai'i to the United States followed quickly, but the Organic Act, which established the government for the Territory of Hawai'i, did not take effect until June 14, 1900. Hawai'i was without a formal legislative body until the First Legislature of the Territory of Hawai'i in 1901. The 30th and last legislative session of the Territory of Hawai'i adjourned on May 2, 1959. The records of the Legislature of the Territory of Hawai'i in the Archives collections span the years 1901-1959.

Hawai'i was admitted as the 50th State of

the United States on August 21, 1959. On August 31, 1959, in accordance with Article XVI of the State Constitution, the First Legislature of the State of Hawai'i convened in Special Session. The records of the Legislature of the State of Hawai'i in the Archives collections begin in 1959 and continue to the most recent legislative session.

The legislative records in the Archives collections vary over time but generally contain: bills; testimonies; resolutions; concurrent and joint resolutions; standing, special and select committee reports; House and Senate journals; acts; reports to the Governor; departmental, House, Senate and miscellaneous communications; and Governor's messages.

Most legislative records are transferred annually by the Clerks of the House and Senate, usually late in the calendar year. Bills are sent every two years, at the end of the legislative biennium, also late in the year. Testimony on bills, resolutions and Governor's messages is transferred by the committee clerks, often daily during the session. Acts and vetoes are transferred from the Lieutenant Governor's office annually. Reports to the Governor are transferred by the Governor's office, usually at the end of his/her term in office.

The Hawai'i State Archives does not have the staff to interpret legislative material, compile legislative histories, or offer legal advice, however, we accept, process, describe, preserve and make available for research the legislative records in order for you to do so. The House and Senate journals, Session Laws of Hawai'i, Agendas and Legislature finding aids available at the Archives Reference room, are the resources researchers use to gain access to the records. Reference staff are available to assist you with your research.



King Kamehameha III granted the first Constitution of the Hawaiian Islands on October 8, 1840 which established the Legislature of Hawai'i.

Visit the State Capitol website to get information needed (e.g. bill number, committee name, hearing dates) to access 1999 through the latest legislative session records at: <http://www.capitol.hawaii.gov/>

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Common Records Management Questions

Why should I be concerned if my agency does not have a records retention schedule for its unique records?

Hawai'i's laws require that the final disposition (e.g., disposal, preservation in the State Archives) of government records be authorized/approved by designated parties (i.e., Comptroller, Supreme Court, Counties legislative bodies). §94-3, *HRS (Hawai'i Revised Statutes)*, authorizes the Comptroller to determine the disposition of records of State agencies, except the Judiciary. The Comptroller determines the disposition of records by approving record retention and disposition schedules. Compliance with an approved records retention schedule fosters the systematic disposal of records that can lower storage and filing costs and diminishes legal exposure to allegations of inconsistent or unauthorized disposal of records.

May I purge my contract/Request for Proposal files of printed brochures, flyers, etc. provided by vendors/service providers who were not selected?

Yes, printed/published materials are considered to be non-records and may be destroyed when no longer needed

for administrative purposes.

I understand State agencies may store inactive paper records in the State Records Center. When may I deliver my records? Does the SRC pick up records?

The SRC's staff sets the delivery schedule of records to the State Records Center. Generally, deliveries are scheduled in the order in which Record Transmittal and Shelf Lists, ARM 5 forms, which list the records to be stored, are received at the SRC. The SRC stores inactive records that are listed on approved record retention schedules and must be retained for a minimum of two years before they become eligible for disposal. The SRC staff will call the agency to set a delivery date.

The SRC does not pick up records. Each agency is responsible for transporting its records to the SRC. For more records management information, call the Records Management Branch at 831-6770 and/or check the Records Management Branch's intranet site at:

[www.higov.net/portal/Members/
records_mgt](http://www.higov.net/portal/Members/records_mgt)

Records Deposited at the Hawai'i State Archives

Thirty-three cubic feet of Records of the Senate Clerk and twenty-eight cubic feet of Records of the House Clerk were deposited at the Archives in October 2004. These records include bills, resolutions, committee reports, governor's messages, communications, petitions, and journals from the 2003-2004 legislative sessions.

Eighty-four cubic feet of Survey Notes for Land Patent Grants 1-15,649 were deposited at Hawai'i State Archives by the Land Division, Department of Land and Natural Resources in July 2004.

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