

Ke Kahu Palapala

The Keeper of Records

Archives Division
Dept. of Accounting &
General Services

Vol. 2, No. 2

March 2006

DIGITAL RECORDS SURVEY

The Ad Hoc Electronic Records Task Force Subcommittee on Digital Records conducted a "Digital Records Survey" in November and December 2005 to learn how State executive agencies are using electronic recordkeeping systems to store records with retention requirements of 10 years or longer. The survey's goal was to obtain information the subcommittee can use to plan for the implementation of Act 177, Session Laws of Hawaii 2005, which authorizes State and County government agencies to create and maintain their records in electronic (digital) format.

The survey form solicited information such as: record descriptions; record retention requirements; whether the records were created in digital format (born digital) or converted to digital format (scanned from paper or microfilm); format and storage location of the digital records, including any backup copies; use of metadata (indexing) information to describe scanned records; plans for future migration of digital records; and identification of recordkeeping system problems.

The subcommittee received 73 survey re-

sponses from 41 different state agencies. The responses showed State departments are addressing the maintenance of electronic records in various ways. The University of Hawaii is currently developing its own electronic records policy. The Department of Commerce and Consumer Affairs intends to soon develop a master document management plan. The Department of Accounting and General Services, Public Works Division and the Department of Budget & Finance, Public Utilities Commission are formulating plans to purchase/develop new electronic recordkeeping systems for large record series. Other agencies are using office scanners/copiers and personal computers for small-scale scanning projects. Most agencies said guidelines/standards for the preservation of electronic records would be useful.

The subcommittee members are analyzing the survey information to determine how to help agencies to use and preserve their long-term electronic records. The subcommittee is considering ideas to modify and implement its draft electronic record metadata guidelines and start a "pilot project" to test the metadata guidelines.

Inside this issue:

STATE RECORDS CENTER NEWS

Microfilm as a Storage Alternative 2

RMB's Intranet Website 2

HAWAI'I STATE ARCHIVES NEWS

Archives Centennial Celebration 3

Staff News 3

Scanning Partnership 4

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 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.



MICROFILM AS A STORAGE ALTERNATIVE

With advances in computer technology, some government agencies are considering storing records in electronic form instead of paper. However, for records that must be retained for more than 10 years, microfilming may still be a viable records storage alternative. State and county agencies use microforms (microfilm reels, microfiche, aperture cards, etc.) to preserve records such as health vital statistics, land deeds, real property tax records, and court records.

The Archives Division's State Records Center (SRC), which maintains an air-conditioned and humidity-controlled vault for the storage of master/security copies of microforms, currently stores over 69,000 state and county rolls of microfilm, equivalent to the amount of data stored in 69,000 cubic feet of paper records.

Microforms are photographed images stored on plastic film. The microfilming process involves micro-photographing individual paper records or generating microfilm directly from a computer (Computer Output Microfilm) for preservation on film in a miniaturized format.

The positive characteristics of microfilm are:

- Microfilm is legally acceptable with established technology standards set by the American National Standards Institute (ANSI) and the Association for Information and Image Management (AIIM).
- Microforms are very durable and non-biodegradable. Under proper storage conditions, microforms can last more than 100 years.
- Microforms, filmed in compliance with microfilming standards, duplicate the original records in all details and preserve the data integrity.

RMB'S INTRANET WEBSITE

The Records Management Branch's intranet site, www.higov.net/portal/Members/records_mgt, provides general information about records management and the Archives' records management role. Recent updates to the intranet site include:

- An article on "The Records Management Process" which describes the steps involved in creating/revising record retention and disposition schedules;
- An article on Act 177, Session Laws of Hawai'i 2005 (HB 515, SDI), which authorizes government agencies to use electronic records;
- Microsoft Word© versions of several Records Manage-

- The ability to read microforms is not dependent on a specific brand or type of microfilm reader.
- Microforms can be easily and safely reproduced and are relatively inexpensive to duplicate. A roll of 16mm microfilm, containing from 1,500 to 2,000 images, can be duplicated for about \$20.
- Microfilm images can be printed onto paper or converted to digital records.
- Microfilming can be used in combination with digital imaging. Paper records can be filmed onto microfilm for long-term storage and scanned as digital records for current use in a single system.

Microfilm's disadvantages are:

- The microfilming process can be costly and time consuming because it involves preparing records for microfilming, filming the records, processing and duplicating the microfilm, and storing the microfilm.
- Microform retrieval is not instantaneous. If microforms are not filmed in an organized sequence, labeled and/or indexed, retrieving images may be as difficult as locating misfiled paper records.
- Microforms are basically limited to recording black-and-white text and graphics.
- Microforms, especially the master/security copy, must be properly stored in an air-conditioned humidity-controlled environment, which is protected against the introduction of environmental contaminants such as fungus, redox and mildew.

For more information about microfilming and/or storing microfilm in the SRC, call the SRC staff at 831-6770.



ment Branch (RMB) forms, including form ARM 5, "Records Transmittal and Shelf List," form ARM 6, "State of Hawai'i Records Inventory," and form ARM 7, "Records Destruction Report." Users can download and save these forms on their own computers. They can then complete these writeable forms, as needed, by typing directly to their computer screen. The completed forms can be saved.

All state agencies connected to the NGN computer network have access to the RMB's intranet site. For more information, call the Records Management Branch at 831-6769.



ARCHIVES CENTENNIAL CELEBRATION

Hawai'i State Archives (formerly known as the Archives of Hawai'i) will be 100 years old in August 2006. Plans are underway for an exhibit, a web exhibit, tours, and public lectures to celebrate this milestone.

The exhibit will be about the Kuhina Nui, a uniquely Hawaiian government position, that shared power with the king. The Kuhina Nui were:

- Ka'ahumanu (1819-1832)
- Kīna'u (Ka'ahumanu II) (1832-1839)
- Kekāuluohi (1839-1845), namesake of the Archives building.
- John Kaleipa'ihala Young II (Keoni Ana 'Ōpio) (1845-1855)

- Victoria Kamāmalu (1855-1863)
- Mataio Kekūānao'a (1863-1864)

The exhibit is being researched by Luella Kurkjian, Branch Chief, Historical Records Branch. The designer is Barbara Pope.

There will be an electronic version of the exhibit on the Archives website along with access to other Archives digitized collections.

The website is being developed by the e-Gov and CSB Teams which include Jon Lim, Eric Arakaki and Katherine Doan. There will also be tours as well as public lectures/talks during the rest of the year to continue this celebration.



Kekāuluohi, Kuhina Nui

STAFF NEWS

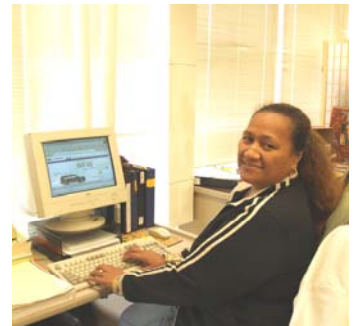
Allen Hoof, archivist, retired in November after 15 years of service to Hawai'i State Archives. Allen's greatest contribution was a user-friendly aid to locating aerial photographs. Many of our aerial photograph collections lacked flight line maps so Allen who has a geography degree and cartographic experience plotted each image on island maps, making identification and retrieval of the images easier for our patrons and our staff.



Meleane Leota, clerk typist, joined the Hawai'i State Archives staff in June. She is a mother of five children, ages 14-26, and a grandmother of two. She worked for the Department of Public Safety and the Navy Exchange prior to joining us. She is also pursuing a degree in criminal justice from Remington College.



Harriet Miura, secretary, returned to Hawai'i State Archives staff after eleven years of working at other Department of Accounting and General Services divisions. Welcome back, Harriet!



David Tanabe, archivist, joined the Hawai'i State Archives staff in November. He is a member of the Hawai'i State Bar Association.



ARCHIVES DIVISION
 'Iolani Palace Grounds
 Honolulu, Hawai'i 96813
 Phone: 808-586-0310
 Fax: 808-586-0330

Susan Shaner, State Archivist
 Harriet Miura, Secretary

State Records Center
 729B Kāko'i Street
 Honolulu, Hawai'i 96819
 Phone: 808-831-6770
 Fax: 808-831-6777
 E-mail:
recordscenter@hawaii.gov
 Website:
http://www.higov.net/portal/Members/records_mgt

Carol Silva, Branch Chief
 Herbert Arai
 Karen Goshi
 Jameson Hamada
 June Ikeda
 Ruben Lum

Hawai'i State Archives
 'Iolani Palace Grounds
 Honolulu, Hawai'i 96813
 Phone: 808-586-0329
 Fax: 808-586-0330

E-mail:
archives@hawaii.gov
 Online Catalog:
<http://statearchives.lib.hawaii.edu>
 Website:
http://www.hawaii.gov/dags/divisions/archives_division

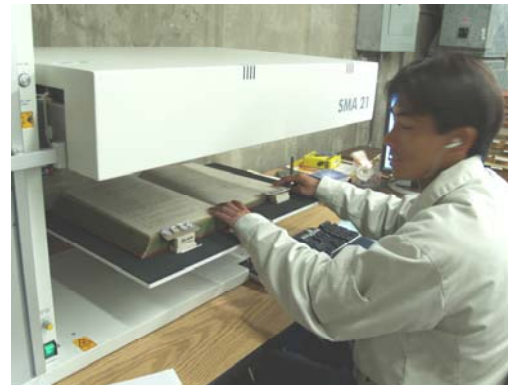
Luella Kurkjian, Branch Chief
 Jason Achiu
 Patricia Lai
 Deborah Lee
 Meleane Leota
 Victoria Nihi
 Marlene Paahao
 David Tanabe
 Gina Vergara-Bautista

SCANNING PARTNERSHIP

The Law Library Microform Consortium (LLMC), University of Hawai'i Law School, and Hawai'i State Archives formed a partnership to scan both published laws and legislative records primarily from our early Kingdom of Hawai'i records. Because much of this material is rare and fragile, LLMC installed a large format book scanner in the Archives basement. The UH Law Library is funding a trained operator and the Archives provides the site, documents, and bibliographic supervision.

The Archives also gets half-time use of this large format scanner and has begun scanning oversized fragile materials, beginning with the real property tax records of the Kingdom of Hawai'i. Depending on our partners and available funds, the scanner

may be available to the Archives for at least two years.



Kenzan Ihara scanning for the partnership.

Archives Division
Department of Accounting and General Services
'Iolani Palace Grounds
Honolulu, Hawai'i 96813