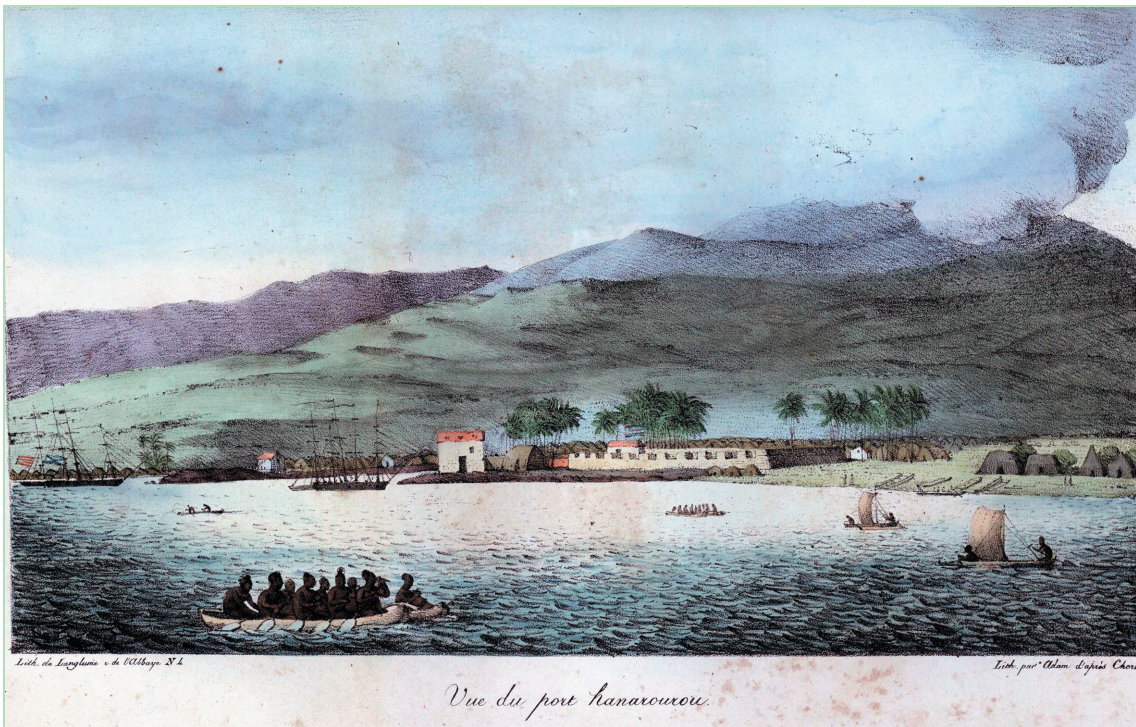


A Survey of Hawai'i Historical Records Institutions



For the National Historical Publications and Records Commission

Hawai'i State Historical Records Advisory Board
2006

A special thanks to the National Historical Publications and Records Commission who funded this project and for the support of the Hawai'i State Archives and members of the Hawai'i State Historical Records Advisory Board.

THE SURVEY

The archival community in Hawai'i is separated by over three hundred miles of ocean, from Līhu'e, Kaua'i in the north to Kona and Hilo on the island of Hawai'i in the south and each face unique challenges to addressing their collection needs.

Twenty-eight archives, spread across four main islands, responded to the 2006 Hawai'i State Historical Records Advisory Board (HSHRAB) survey identifying a diversity of materials and formats that document the social, cultural, economic and political heritage of Hawai'i.

The survey was funded through the National Historical Publication and Records Commission (NHPRC), a federal grant funding agency that supports historical records projects. NHPRC funds grants to states through their State Historical Records Advisory Boards. In Hawai'i, the Governor appoints SHRAB members. Intended to assess the state of Hawaii's archival institutions, this survey is the first effort of the newly reactivated Hawai'i SHRAB.

Small archives in Hawai'i are the keepers of local history, and hold much of the collective memory of the community. Combined with the larger archival institutions they provide rich insight into life on each island and the cultural diversity of its citizens. Each institution reflects a strong sense of place and community. The community works to maintain cultural resources in local institutions.



The Historical Records Tradition

Until the arrival of British naval explorer Capt. James Cook in the Hawaiian Islands in 1778, Hawai'i had existed in isolation from the rest of the world for more than five hundred years. Although the Hawaiians at the time had no written language, history was passed down through the generations through a dynamic oral tradition consisting of stories, chants and songs. When the first missionaries arrived in the Islands in 1820, they immediately began teaching the Hawaiians to read and write. Hawaiians became prolific writers, contributing much in the way of historical information never before recorded in written form, particularly through newspapers. From the 1830s to the early 1900s, there were more than 100 Hawaiian language, or Hawaiian oriented, newspapers published in the Islands.

Hawaii's oldest and largest museum, the Princess Bernice Pauahi Bishop Museum, was founded in 1889. Through the years, the holdings of the Bishop Museum has grown to include millions of artifacts, documents, journals, manuscripts, books, newspapers, photographs, animal and plant specimens, geological specimens, works of art, films, recorded music and many other items, making it one of the most important museums in the Pacific region.

A PUBLIC TRUST

Archival institutions (government and private) provide documentary evidence of the diverse social, cultural, economic and political heritage in Hawai'i. Students, scholars, genealogists, scientists, cultural specialists and commercial agencies are among the users that seek out archival resources.

In Hawai'i, genealogical records are particularly vital as people rely on them to show Hawaiian ancestry for various entitlements in particular eligibility for Hawaiian Homesteads, entrance to Kamehameha Schools and other social service programs.



Researchers in the Hawai'i State Archives

Hawaii's oldest historical society, the Hawaiian Historical Society, was founded in 1892. The Society's purpose was to collect and publish general material on the Hawaiian Islands.

During the Territorial period, from 1900 to 1959, several important historical repositories were founded: the Public Archives of Hawai'i (1906), now the Hawai'i State Archives; the Hawaiian Mission Children's Society Library (1922), which specializes in material from the American Protestant missionaries and their descendants; and the Gregg M. Sinclair Library at the University of Hawai'i (1956), whose Hawaiian Collection is now located in the University of Hawai'i Hamilton Library.

Since Hawai'i became a state in 1959, more than two dozen special interest repositories have been established preserving the history of immigrants, agriculture, ranching, aviation, railways, and tsunami.

The Hawai'i State Archives reflects this local pride and ownership of history. From the earliest days of the monarchy, the people of

Hawai'i have taken great pride in remembering the events and lineage of our islands' ancestors. The Hawai'i State Archives continues to be the only institution in the nation to contain the records of a pre-constitutional government, monarchy, republic, territory and state. Hawaii's archives opened its doors in 1906, in the first building in the United States devoted solely to maintaining a public archives, a testament to the commitment of Hawaii's government to preserving its historical government records.

Local government records are at the county level and reside with four counties, Honolulu, Maui (islands of Maui, Moloka'i and Lāna'i), Hawai'i, and Kaua'i (islands of Kaua'i and Ni'ihau). Unlike many other states, the state government in Hawai'i controls all schools, land transactions, vital statistics, public health, housing, welfare and courts (district, circuit and appellate). Counties function as municipalities or large townships so local government records in Hawai'i concern only municipal affairs. None of the four counties responded to the survey and only the City and County of Honolulu has a professional archivist on staff.

COMPARISONS

The 2006 survey of archival institutions in Hawai'i looks with fresh perspective at the achievements and challenges faced by archival institutions in Hawai'i since the last major survey taken in 1982.

- Sugar plantation records were being collected in the 1980s. University of Hawai'i at Mānoa (UHM) - Hamilton Library has become the primary custodian for these records. The Hawai'i Sugar Planters Association records were deposited in the UHM Hamilton Library Special Collections in 1995.
- The records of Hawai'i Senator Spark M. Matsunaga (1916-1990), became the first congressional papers collected by the University of Hawai'i at Mānoa Hamilton Library Archives and Manuscript Collections.
- In 1982, conservation concerns could be addressed by the Pacific Regional Conservation Center (PRCC, located at Bishop Museum in Honolulu). Since the closing of PRCC in 1994, the only conservation lab for paper and archival material is located at the University of Hawai'i at Mānoa - Hamilton Library.
- The Kona Historical Society became a leader in documenting Hawaii's agricultural past, in particular its work on coffee farms and the history of Kona.

During World War II, Hawai'i was the only part of the United States that was under martial law. At the end of the war all the official government war records were transferred to the National Archives. Seeking to ensure that this history remained available to the citizens of Hawai'i, the Territorial Legislature of 1943 passed a resolution authorizing the University of Hawai'i to collect materials documenting Hawaii's wartime experiences. This collection is housed at the University of Hawai'i at Mānoa, Hamilton Library.



Hawaiian Historical Society and Hawaiian Mission Childrens Society joint reading room

SURVEY GOALS

To assess the needs of Hawai'i institutions preserving historical records in our state and to use the results to help determine the long range preservation and funding needs for Hawaii's public and private historical records programs.

The survey asked participants to define their priorities/needs in several different sections. The repetitive nature of the questions was intended to provide different perspectives to develop recommendations to serve the archival community. The survey questions aimed at exploring four specific areas: management controls, collection status, consulting needs and future issues.

Selection criteria: institutions surveyed needed to hold a significant collection of records that were open to the public on a regular basis. Forty institutions were surveyed and of those twenty-eight completed the survey.

Survey format: boxes to check or lists of options were used to simplify responses, make the form easier to complete, and take less time to fill out.

FINDINGS: Hawai'i Archives Needs

70% response rate to the survey: the survey was sent to forty archival institutions; 28 responded.

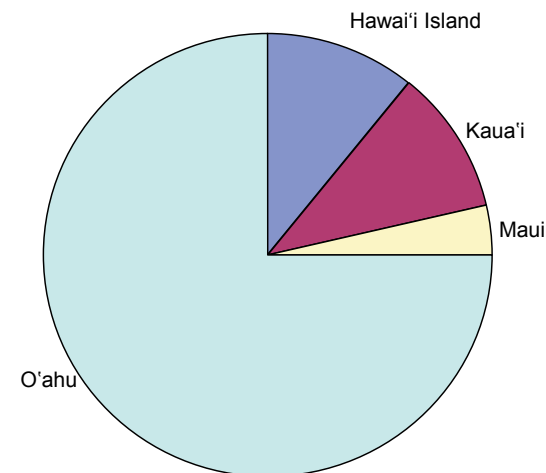
DEVELOPMENT AND SUPPORT

Although 74% of the Archives are located on O'ahu, it is essential to build a strong professional network that incorporates all the archives throughout the islands. **Education/ Training** is the 2nd most important need identified (after staffing) by institutions throughout the islands.

Professional education and training opportunities primarily take place in Honolulu.

- The graduate program for Library and Information Studies (LIS) resumed teaching a course in Archival Management in 2003. Courses in Preservation Management and Conservation for Libraries and Archives have been offered regularly since 1998.
- Professional organizations including Association of Hawai'i Archivists (AHA), Hawai'i Libraries Association (HLA), and the Hawai'i Museums Association (HMA) continue to provide forums for discussion of professional concerns.
- The University of Hawai'i at Mānoa Museum Studies program has offered non-credit professional development, including a course on collection management and preservation taught by Sherelyn Ogden, conservator at the Minnesota Historical Society.

Archives by Island Location



PARADISE FACTOR AND COLLECTION CARE

Located in a semi-tropical zone, Hawaii's archival collections are at risk from environmental and biological factors. High relative humidity and temperatures accelerates the deterioration of organic materials, and provide ideal conditions for mold growth and pest infestation.

Nearly all of the archives in Hawai'i have air conditioning; however air conditioning alone does not provide an adequate environment and over 10% do not have humidity control.

Proper storage and micro-environments will help protect collections from fluctuations in temperature and relative humidity.

54% of the archives have material stored in non-archival containers.

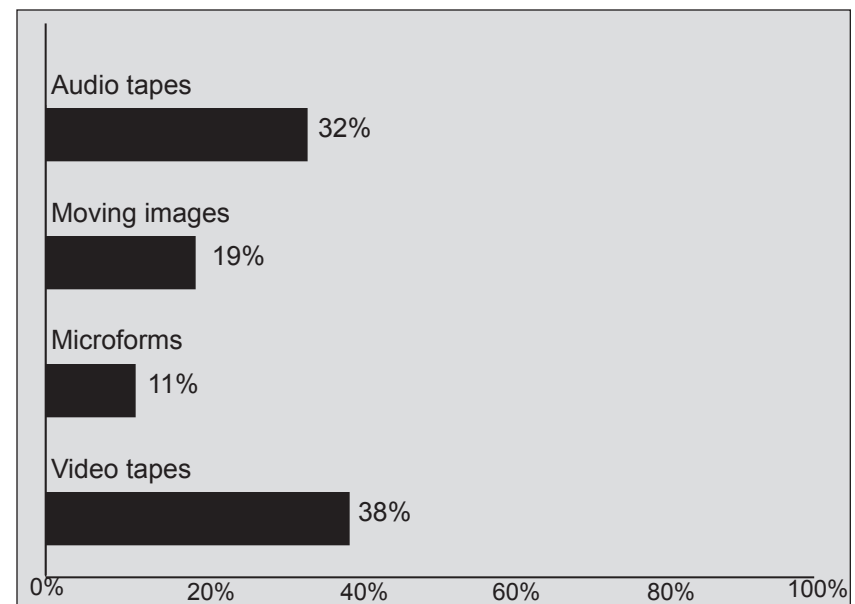
79% still store collections in file cabinets.

Analog recordings are particularly susceptible to degradation due to high humidity. Passive neglect of these materials will lead to significant loss of historic records.

70% of the archives have audio and video tapes.



The only Preservation facility dedicated to the treatment of books and archival materials in Hawai'i is located at the University of Hawai'i



Disaster Planning

The State faces a precarious environment. The most recent event, an earthquake in October 2006, centered on Hawai'i Island.

A flashflood swept through the ground floor of the University of Hawai'i at Mānoa (UHM) Hamilton Library in October 2004, causing water and mud damage to tens of thousands of maps and aerial photographs. UHM Library's Preservation Department led the successful stabilization and recovery, based on their pre-existing disaster plan, and professional staff trained in recovery techniques.



University of Hawai'i at Mānoa Hamilton Library flood damage

50% of the archives do not have a disaster plan and want professional assistance in disaster planning

61% are concerned about preservation and conservation in the future.

82% of the archives do not have a fire suppression system.

COLLECTION ACCESS

The needs remain unfulfilled. New strategies need to be developed to solicit support for pressing needs like additional staffing and space; new initiatives to scan collections; and new training opportunities to enable good stewardship and to develop preservation and conservation skills to better care for collections. The community needs to be encouraged to involve themselves in archives and to realize that these resources make their lives richer.

Hawai'i State Archives provides assistance to over 10,000 individuals per year.

68% of the archives in Hawai'i have less than 500 researchers each year.

74% do not identify public outreach programs as a pressing need.

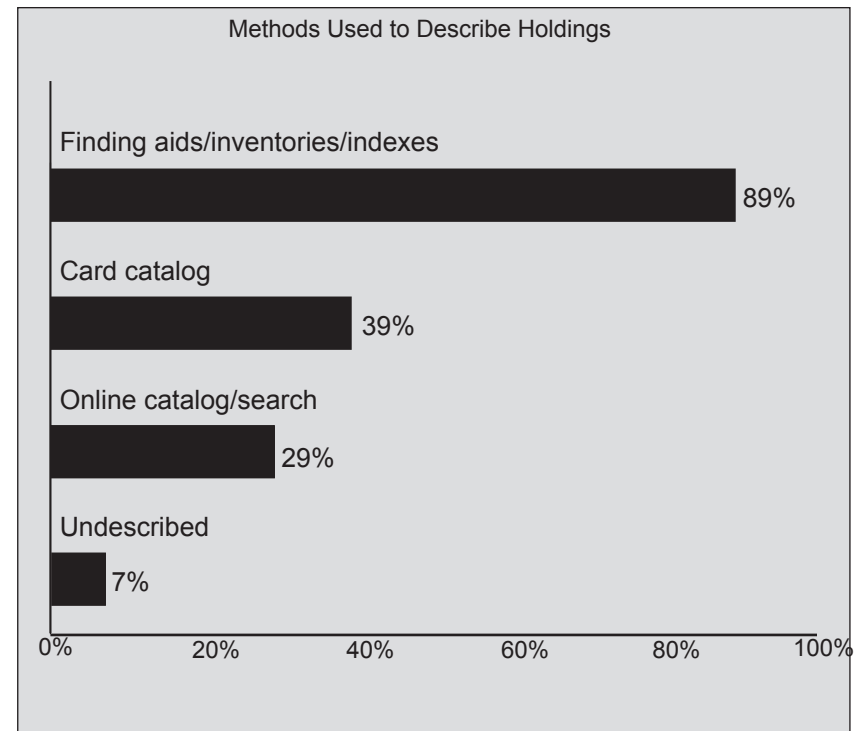
30% do not have access policies for collection use.

Holdings Description

Many holdings management issues are not exciting, and were prioritized by the archives as something to deal with in the future including:

- Processing materials
- Records management

57% do not have arrangement and description procedures.



Electronic Records and Digital Materials

All collections surveyed have some form of digital or electronic record that face serious preservation problems of degradation of the material or obsolescence of the format. Of the electronic formats reported,

- 50% of the respondents have some type of digital records;
- 61% report computer disks
- 21% have optical disks.

Scanning was identified as a pressing need for 46% of the archives while digital storage was selected by 39% of respondents.

82% do not have electronic records on-line.

71% did not identify web access to records as a pressing need.

ACTION STEPS - WHAT NEXT?

The 2006 survey participants identified a broad spectrum of priorities. SHRAB's proposed two year objectives to meet their needs are outlined below.

■ Work with existing staff resources to develop trainers in archival management for workshops in Honolulu (neighbor island archives have these essential policies in place):

- Writing mission statement
- Developing collection management plan
- Creating and implementing accession procedures
- Initiating public access procedures

■ Partner with the Western States & Territories Preservation Assistance Service (WESTPAS) the recipients of a 2007-2008 National Endowment for the Humanities grant to develop functioning disaster plans and create a sustainable network of professionals with knowledge about emergency response and salvage. SHRAB's role will be to coordinate registration for workshops on disaster preparedness, emergency response, and collection salvage. Board member, Lynn Ann Davis, Head of the University of Hawai'i at Mānoa Library's Preservation Department will conduct the training program for Hawai'i.



Lynn Davis, Head of the University of Hawai'i at Mānoa Library's Preservation Department conducting a workshop on "Preserving the Hawaiian Mission Children's Society daguerreotypes" in November 2006.

■ Work with the University of Hawai'i to support and promote credit and non-credit programs for professional development in archival fundamentals including management, processing, description and collection care.

■ Collaborate with the Hawai'i Committee for the Humanities, and archival institutions to develop small grants (\$5,000) to assist in obtaining archival supplies and promoting archives as valuable resources in an effort to increase visibility of archives in Hawai'i.

■ Explore opportunities for archival workshops in managing digital content including scanning/imaging and web applications.

APPENDICES

- A. Organizations Surveyed
- B. Organizations by Type
- C. Results
- D. Survey
- E. Directory of Hawaii Archival Organizations
- F. Hawai'i SHRAB Members

State of Hawai'i
 Historical Records Organizations Surveyed
 Organizations responding to survey are highlighted

1	442nd RCT Archives and Learning Center		22	Kaua'i Historical Society
2	Bishop Museum Archives		23	Kaua'i Museum
3	Brigham Young University Hawai'i Archives		24	Kawaiaha'o Church Archives
4	Central Union Church Archives		25	King Kamehameha V Judiciary History Center
5	City and County of Honolulu, Municipal Reference and Records Center		26	Kona Historical Society
6	County of Hawai'i, Office of the Managing Director		27	Lahaina Restoration Foundation
7	County of Kaua'i, Office of the County Clerk		28	Lyman House Memorial Museum
8	County of Maui, Office of the Director of Finance		29	Makiki Christian Church
9	Damien Museum and Archives		30	Mamiya Medical Heritage Center
10	Daughters of Hawai'i—Hulihe'e and Queen Emma Summer Palace		31	Masonic Public Library and Archives
11	Episcopal Church of Hawai'i		32	Maui Historical Society—Bailey House Museum
12	Grove Farm Homestead Museum		33	Pacific Tsunami Museum
13	Hāna Cultural Center and Museum		34	Pālama Settlement Archives
14	Hawaii's Plantation Village		35	Punahou School Archives
15	Hawai'i State Archives		36	Roman Catholic Diocese of Honolulu
16	Hawai'i Volcanoes National Park Archives		37	Sisters of the Sacred Hearts Archives
17	Hawaiian Historical Society		38	Tropic Lightning Museum
18	Hawaiian Mission Children's Society Library		39	United States Army Museum of Hawai'i
19	'Iolani School Archives		40	University of Hawai'i at Mānoa Archives and Manuscript Collection
20	Japanese Cultural Center of Hawai'i		41	University of Hawai'i at Mānoa Special Collections
21	Kamehameha Schools Archives		42	U.S.S. Arizona Memorial
			43	U.S.S. Bowfin

State of Hawai'i

Historical Records Organizations by Type

A. Government Repositories

City & County of Honolulu—Municipal Reference and Records Center
County of Maui, Office of the Director of Finance
County of Kaua'i, Office of the County Clerk
County of Hawai'i, Office of Managing Director
Hawai'i State Archives

B. Museum Repositories

Bishop Museum Archives
Daughters of Hawai'i—Queen Emma Summer Palace and Hulihe'e Palace
Grove Farm Homestead Museum
Hāna Cultural Center & Museum
Hawai'i Plantation Village
Hawai'i Volcanoes National Park Archives
Kaua'i Museum
King Kamehameha IV Judiciary History Center
Lyman House Memorial Museum
Maui Historical Society—Bailey House Museum
Pacific Tsunami Museum

C. Historical Society Repositories

Hawaiian Historical Society
Kaua'i Historical Society
Kona Historical Society
Maui Historical Society—Bailey House Museum

D. Secondary School Repositories

'Iolani School Archives
Kamehameha Schools Archives
Punahou School Archives

E. College/University Repositories

Brigham Young University Hawai'i Campus Archives
University of Hawai'i at Mānoa Archives & Manuscript Coll.
University of Hawai'i at Mānoa Special Collections

F. Church Repositories

Central Union Church Archives
Damien Museum & Archives
Episcopal Church in Hawai'i
Hawaiian Mission Children's Society Library
Kawaiaha'o Church Archives
Makiki Christian Church
Roman Catholic Diocese of Honolulu
Sisters of the Sacred Hearts Archives

G. Military Repositories

Tropic Lightning Museum
United States Army Museum of Hawai'i
U.S.S. Arizona Memorial
U.S.S. Bowfin

H. Special Interest Repositories

442nd RCT Archives & Learning Center
Japanese Cultural Center Archives
Lahaina Restoration Foundation
Mamiya Medical Heritage Center
Masonic Public Library & Archives
Pālama Settlement Archives

Survey Results

1. FACILITIES, POLICIES & PROCEDURES

a. Check all that your institution has:	#	%
Archival storage area	28	100%
Mission statement	24	86%
Acquisition/Collection policy	22	79%
Public access procedures	17	61%
Finding aids/indexes-automated	12	43%
Accessioning procedures	18	64%
Public research room	22	79%
Finding aids/indexes-manual	16	57%
Security system	16	57%
Preservation/conservation plan	17	61%
Disaster preparedness & recovery plan	14	50%
Arrangement & description procedures	12	43%
Vital records protection	7	25%
Electronic records on-line	5	18%

b. Check all that your storage area has:	#	%
Air conditioning	27	96%
Humidity control	22	79%
Temperature control	21	75%
Security system	16	57%
Fire detection system	16	57%
Fire suppression system	5	18%

c. How are your records stored?	#	%
In archival-quality containers	23	82%
File cabinets	22	79%
Open shelving	21	75%
In non-archival containers	15	54%

2. COLLECTION DESCRIPTION

a. Check all the types of records that you keep:

	#	%
Historical files	24	86%
Private papers	22	79%
Institutional records	21	75%
Business records	17	61%
Genealogical records	10	36%
Special group records	4	14%
Church records	11	39%
School records	10	36%
Special group records	11	39%
Municipal records	2	7%
State government records	2	7%

b. Check all formats that you keep:

	#	%
Books	28	100%
Photographs	28	100%
Manuscripts	23	82%
Video tapes	24	86%
Artifacts	24	86%
Paper	25	89%
Maps	21	75%
Computer disks	17	61%
Audio tapes	20	71%
Ephemera	19	68%
Prints	19	68%
Original art work	19	68%
Newspaper (hard copies)	21	75%
Posters	17	61%
Moving images	12	43%
Digital records	14	50%
Vertical files	9	37%
Optical disks	6	21%
Microforms	7	25%
Blueprints	1	4%
Slides	1	4%
Broadsides	1	4%

3. RECORDS ACCESS

a. How are your holdings described?

	#	%
Finding aid/inventories/indexes	25	89%
Card Catalog	11	39%
Online catalog/search	8	29%
Records holdings are not described	2	7%
Paper binders	1	4%

b. What percent of your holdings are described?

	#	%
no response	7	25%
None	3	11%
01 - 25 %	3	11%
26 - 50 %	5	18%
51 - 75 %	2	7%
76 - 99 %	6	21%
100%	2	7%

c. How many patrons used your records during the last fiscal year?

	#	%
No count / response	6	21%
0 - 500	19	68%
501 - 1000	1	4%
1001 - 3000	1	4%
3001 - 5000	0	0
Over 5000	1	4%

4. BUDGET

a. Percentage funding for records management & preservation

<u>Institution Operating Budget</u>	#	%
0 - 5,000	1	4%
5,001 - 10,000	0	0
10,001 - 50,000	3	11%
50,001 - 100,000	0	0
100,001 - 200,000	2	7%
200,001 - 300,000	3	11%

300,001 - 400,000	0	0
400,001 - 500,000	1	4%
500,001 - 600,000	2	7%
600,001 - 700,000	1	4%
700,001 - 800,000	1	4%
800,001 - 900,000	1	4%
1-5 million	3	11%
Over 5 million	2	7%

5. YOUR SUPPORT NEEDS

a. What are your most pressing needs?

	#	%
Staffing	16	57%
Education/training	12	43%
Scanning	13	46%
Preservation & conservation	12	43%
Digital storage	11	39%
Records storage	12	43%
Consulting services	9	32%
Supplies, archival	9	32%
Computer hardware/software	8	29%
Space for public use of records	8	29%
Records survey	7	25%
Web access to your records	8	29%
Public outreach programs	6	21%
Microfilming	3	11%
Security system	2	7%
Space	1	4%

b. Of the above, please list your top 3 priorities:

Priority #1:

	#	%
Staffing	9	32%
Education/training	4	14%
Records storage space	3	11%
Scanning	2	7%
Web access to our records	2	7%
Supplies, archival	1	4%

Preservation	1	4%
Computer hardware/software	1	4%
Consulting services	0	0
Public research room space	0	0
Conservation	0	0

Priority #2:

	#	%
Records survey	3	11%
Scanning	3	11%
Consulting services	3	11%
Digital storage	3	11%
Staffing	2	7%
Supplies, archival	2	7%
Web access to our records	2	7%
Records storage	2	7%
Education/training	1	4%
Conservation	1	4%
Catalog Collection	0	0

Priority #3:

	#	%
Records storage	4	14%
Preservation/conservation	4	14%
Scanning	3	11%
Public Outreach	2	7%
Space for public research use	2	7%
Cataloging Collection	1	4%
Digital storage	1	4%
Computer hardware/software	1	4%
Consulting services	1	4%
Microfilming	1	4%
Staffing	1	4%
Supplies, archival	1	4%

c. Check all items that you would like professional assistance, other than funds:

	#	%
Digitization of records	16	57%
Disaster planning	14	50%
Preservation & Conservation	13	46%
Records management	11	39%

Management of electronic records	11	39%
Arrangement and description	9	32%
Archival administration	9	32%
Collection development	7	25%
Inactive records storage	7	25%
Outreach/public programs	5	18%
Security of collections	5	18%
Access policy	5	14%
Scheduling & disposition of records	4	14%
Vital records protection	4	11%
Micrographics	3	11%

6. ISSUES FOR THE FUTURE

a. Check all items below that you consider to be of concern for the future:

	#	%
Space	19	68%
Preservation & Conservation	17	61%
Electronic records	16	57%
Education	12	43%
Document imaging	12	43%
Processing materials	11	39%
Records management	10	36%
Archival supplies	8	29%
Access	8	29%
Public use	7	25%
Internet Access	1	4%

State Historical Records Advisory Board of Hawai'i
2006 Historical Records Repositories Questionnaire

DEADLINE TO RETURN: August 18, 2006

RETURN TO: Nanette Napoleon
Email: [personal address removed for this report]

I. Organization

1. Name: _____

2. Street: _____ City: _____ Zip: _____

3. Phone: _____ Fax: _____ Email: _____

Website: _____

4. Name of the person completing this form: _____

Title: _____ Phone: _____

Email: _____

5. Institution Type:

____ Academic Library _____ Historical Society
____ Business Archives _____ Museum
____ Public Library _____ Church Archives
____ University/College _____ Genealogy Society
____ Special Collection _____ Other (specify): _____

6. What is the policy-making authority of your institution:
____ Board of Directors or Trustees (Circle one) Other: _____

7. What are your hours of operation? _____

8. Do you charge an admissions fee? Yes No

II. What do you do and how is it going?

1. Check all of the following that your institution has:
- | | |
|-----------------------------------|---|
| ___ Mission Statement | ___ Finding aids/indexes – manual |
| ___ Acquisition/Collection Policy | ___ Finding aids/indexes – automated |
| ___ Accessioning procedures | ___ Preservation / conservation plan |
| ___ Security system | ___ Disaster preparedness & recovery plan |
| ___ Public access procedures | ___ Vital records protection |
| ___ Archival storage area | ___ Public research room |
| ___ Electronic records on-line | ___ Arrangement & description procedures |
2. Check all the types of records that you keep:
- | | |
|----------------------------|------------------------------|
| ___ Institution records | ___ Municipal records |
| ___ Private papers | ___ Historical files |
| ___ Business records | ___ Genealogy records |
| ___ Church records | ___ State government records |
| ___ School records | ___ Special group records |
| ___ Other (specify): _____ | |
3. Check all formats that you keep:
- | | | |
|-----------------------|----------------------------|------------------------------|
| ___ Books | ___ Microforms | ___ Moving images |
| ___ Video tapes | ___ Paper | ___ Photographs |
| ___ Audio tapes | ___ Vertical files | ___ Posters |
| ___ Optical disks | ___ Ephemera | ___ Artifacts |
| ___ Computer disks | ___ Maps | ___ Prints |
| ___ Original art work | ___ Manuscripts | ___ Newspapers (hard copies) |
| ___ Digital records | ___ Other (specify): _____ | |

III. Records Access

1. How are your holdings described? (Check all that are applicable)
- | | |
|-----------------------------|--|
| ___ Card Catalog | ___ Online Catalog/Search |
| ___ Finding aid/Inventories | ___ Records holdings are not described |
| ___ Other (specify): _____ | |
2. What percent of your record holdings are described? _____%
3. How many patrons used your records during your last fiscal year? _____ No count kept
- | | | | | |
|-----------|--------------|---------------|---------------|---------------|
| ___ 0-500 | ___ 501-1000 | ___ 1001-3000 | ___ 3001-5000 | ___ Over 5000 |
|-----------|--------------|---------------|---------------|---------------|

IV. Records Storage & Disaster Plans

1. Check all the following that your collections storage area has:
___ Air conditioning ___ Temperature control ___ Humidity control
___ Fire detection system ___ Security system ___ Fire suppression system
2. How are your records stored? (Check all that apply)
___ In archival-quality containers ___ In non-archival containers
___ File cabinets ___ Open shelving
___ Other (specify): _____
3. Do you have a written disaster prevention and recovery plan? ___ Yes ___ No

V. Budget

1. What is your current institution annual operating budget? \$ _____
2. What percent of your total annual operating budget is spent on records management and preservation? (Including personnel, supplies, equipment, travel, overhead, etc.)
Approximately _____ %
3. Check all funding sources that provide support to your program and indicate the estimated percentage of your total budget for each:
___ Local government ___ % ___ Foundation grants ___ %
___ State government ___ % ___ Other grants ___ %
___ Federal government ___ % ___ Fees ___ %
___ Membership ___ % ___ Other (specify): _____

VI. Your Support Needs

1. What are your most pressing needs of your institution. (Select all that apply)
___ Staffing ___ Consulting services
___ Supplies, archival ___ Computer hardware/software
___ Education / training ___ Digital storage
___ Records survey ___ Preservation & conservation
___ Records storage ___ Public outreach programs
___ Microfilming ___ Space for public use of records
___ Scanning ___ Web access to your records
___ Security system ___ Other (specify): _____

2. Of the above, please list your top 3 priorities:

1. _____
2. _____
3. _____

3. Check all items that you would like professional assistance, other than funds:

- | | |
|---------------------------------|---|
| ___ Access policy | ___ Management of electronic records |
| ___ Arrangement and description | ___ Micrographics |
| ___ Archival administration | ___ Outreach / public programs |
| ___ Collection development | ___ Preservation |
| ___ Conservation | ___ Records management |
| ___ Digitization | ___ Scheduling & disposition of records |
| ___ Disaster planning | ___ Security of collections |
| ___ Inactive records storage | ___ Vital records protection |
| ___ Other (specify): _____ | |

VII. Issues for the Future

1. Check all items below that you consider to be of concern for the future:

- | | |
|--------------------------|----------------------------|
| ___ Access | ___ Education |
| ___ Processing materials | ___ Document imaging |
| ___ Electronic records | ___ Archival supplies |
| ___ Records management | ___ Conservation treatment |
| ___ Preservation | ___ Public use |
| ___ Space | ___ Other (specify): _____ |

Directory of Hawai'i Archival Organizations 2006

442nd Veterans Club Archives

933 Wiliwili St. #102, Honolulu, HI 96826
Ph. (808) 945-0032 Fax: (808) 945-0032
Open: By appointment only
Email: 442archives@hawaiiantel.net
Website: none

Records of the WWII 442nd Regimental Combat Team veterans.
Documents, publications, photographs, artifacts, oral histories,
newspaper clippings.

Bishop Museum Archives

1525 Bernice St., Honolulu, HI 96817-2704
Ph. (808) 848-4182 Fax: (808) 847-8241
Open: Tuesday–Saturday, noon to 4 pm; Saturday, 9 am to noon
Email: archives@bishopmuseum.org
Website: <http://www.bishopmuseum.org>

Collections document cultural and natural history in the Pacific.
Extensive collection of research by museum staff in the
Pacific Basin. Hawaiian royal family collections, manuscripts,
genealogies, Hawaiian language materials, maps, oral histories,
sound recordings, photographs, films, and artwork. Institution
founded 1889.

Brigham Young University Hawai'i Archives

Joseph F. Smith Library
55-220 Kulanui St., Lā'ie, HI 96762
Mailing: P.O. Box 1966, Lā'ie, Hawai'i 96762
Ph. (808) 293-3868 Fax: (808) 293-3877
Website: <http://w2.byuh.edu/library/archives/contact.htm>

Records of BYU Hawai'i, LDS Church in Hawai'i, Hawaiian
Temple in Lā'ie, Kahuku Sugar Mill, Lā'ie Community
Association, Polynesian Cultural Center, photos and private
papers.

Central Union Church Archives

1660 S. Beretania St., Honolulu, HI 96826
Ph. (808) 941-0957 Fax: none
Open: Monday 9:30 to 11:30 am, and by appointment.
Email: historians@centralunionchurch.org
Website: <http://www.centralunionchurch.org>

Materials generated by church committees, trustees, officers
and ministers. Minutes, agenda, reports, sermons, membership
records, baptisms, marriages, deaths, blueprints, photos, bound
church publications, some earlier materials from Seamen's
Bethel and Fort Street Church.

City & County of Honolulu

Municipal Reference and Records Center-Archives

City Hall Annex, Honolulu, HI 96813
Ph. (808) 523-4044 Fax: (808) 523-4985
Center open: Monday–Friday, 9 am to 3 pm (closed 11:45 am–
12:30 pm)
Archives open: By appointment only
Website: www.honolulu.gov/csd/lrmb/references.htm

City legislative records from 1905, photos of public works,
financial records, 19th century engineering maps. Opened in
1980.

County of Hawai'i

Office of Information & Requests
Mailing Address: 25 Aupuni St., Rm. 217
Hilo, HI 96720-4252
Ph. (808) 961-8223 Fax: (808) 961-6553
Website: www.hawaii-county.com

The County has no central documents management department.
County records must be requested through individual
departments (see website). For more information contact the
Office of Information & Requests.

County of Kaua'i

Public Information Office

4396 Rice St., Suite 230

Līhu'e, Kaua'i 96766

Ph. (808) 241-6303 Fax: (808) 241-6877

Website: www.kauai.gov/pio

The County has no central documents management department.

County records must be requested through individual departments (see website). For more information contact the Public Information Office.

County of Maui

Public Information Office

200 S. High St., 7th Fl.

Wailuku, Maui HI 96793-2155

Ph. (808) 270-7859 Fax: (808) 270-7171

Website: www.county.maui.net/information

The County has no central documents management department.

County records must be requested through individual departments (see website). For more information contact the Public Information Office.

Damien Museum & Archive

4224 Waialae Ave #615, Honolulu, HI 96816

Ph. (808) 732-5565 Fax (808) 737-2477

Open: currently looking for a site.

Website: none

Photographs, artifacts and other memorabilia that depict the life of Father Damien Joseph De Veuster, a Belgian-born priest who worked among the victims of Hansen's disease who were exiled to Kalaupapa on the island of Moloka'i.

Daughters of Hawai'i

2913 Pali Hwy., Honolulu, HI 96817

Ph. (808) 595-6291 Fax: (808) 595-4395

Office open: Monday–Friday, 8 am to 4 pm, Museum: daily, 9 am to 4 pm

Email: doh1903@hawaii.rr.com

Website: <http://www.daughtersofhawaii.org>

Records on the Hulihe'e Palace Museum, Kailua-Kona, the Queen Emma Summer Palace, Honolulu, and the Daughters of

Hawai'i. Institution founded in 1903.

Episcopal Church in Hawai'i Archives

229 Queen Emma Square, Honolulu, HI 96813-2304

Ph. 536-7776 Fax: (808) 538-7194

Open by appointment only (written request preferred, address inquiries to Historiographer).

Email: sching@hawaiiintel.net

Website: <http://www.episcopalhawaii.org>

Records, manuscripts, correspondence, photos and artifacts of church ministry in Hawai'i from 1862.

Grove Farm Homestead Museum

P.O. Box 1631, Līhu'e, Kaua'i, HI 96766

Ph. (808) 245-3202 Fax: (808) 245-7988

Open: Monday–Friday 9 am to 4 pm

Email: grovefarm@hawaiiintel.net

Website: none

Grove Farm Plantation records, business and personal papers of George N. Wilcox, Elsie H. Wilcox and Mabel I. Wilcox. Founded in 1975.

Hāna Cultural Center & Museum (Hale Waiwai o Hāna)

4974 Uakea Rd. Hāna, Maui, HI 96713

Mailing: P.O. Box 27, Hāna, Maui, Hawai'i 96713

Ph. (808) 248-8622 Fax: (808) 248-8620

Research by appointment only.

Website: <http://www.hookele.com/hccm/>

Documents, photographs, publications and artifacts about Hāna, Maui. Institution founded in 1971.

Hawaii's Plantation Village

94-695 Waipahu St., Waipahu, HI 96797

Ph. (808) 677-0110 Fax: (808) 676-6727

Open: Monday–Saturday, 10 am to 2 pm

Email: hvp.waipahu@hawaiiintel.net

Website: <http://www.hawaiiplantationvillage.org>

Documents, photos, correspondence, medical records, birth and death certificates, employee ledgers, scientific reports, artifacts and daily routines relating to sugar plantation history.

Hawai'i State Archives

ʻIolani Palace Grounds, Honolulu, HI 96813

Ph. (808) 586-0329 Fax: (808) 586-0330

Open: Monday–Friday, 9 am to 4 pm

Email: archives@hawaii.gov

Website: <http://www.hawaii.gov/dags/archives>

Archives of the government of Hawai'i (1790 to present); private papers of Hawaiian royalty, government officials, individuals and institutions; photos, maps, art, artifacts, extensive name and subject indexes. Founded in 1905.

Hawai'i Volcanoes National Park Archives

P.O. Box 52, Hawai'i National Park, HI 96718-0052

Ph. (808) 985-6000 Fax: (808) 985-6004

Website: <http://www.nps.gov/havo/historyculture/collections.htm>

General scientific and administrative material regarding Hawai'i Volcanoes National Park. Institution founded in 1916.

Hawaiian Historical Society

560 Kawaiahao St., Honolulu, HI 96813

Ph. (808) 537-6271 Fax: (808) 537-6271

Open: Monday–Friday, 10 am to 4 pm

Email: bedunn@lava.net

Website: <http://www.hawaiianhistory.org>

Extensive 19th century collection of manuscripts, society records, photographs, books, maps newspapers and microforms of Hawaiian Islands. Founded in 1892.

Hawaiian Mission Children's Society Library

553 S. King St., Honolulu, HI 96813-3002

Ph. (808) 531-0481 Fax: (808) 545-2280

Open: Tuesday–Saturday, 10 am to 4 pm

Website: <http://www.missionhouses.org>

Records of early 19th-century Congregational missionaries to the Hawaiian Islands, archives of the Congregational Church of the Pacific, Hawaiian church records, manuscripts, books, photos, newspapers, microfilm, art on paper. Institution founded in 1852, collection 1922.

ʻIolani School Archives

563 Kamoku St., Honolulu, HI 96826

Ph. (808) 943-2336 Fax: (808) 943-2297

Open: Monday–Friday, 1:00 to 4:30 pm

Archives by appointment only.

Email: archives@iolani.org

Website: <http://www.iolani.org/archives.htm>

School publications, photos, multimedia images, artifacts, institutional records and manuscript collections on the history of ʻIolani School.

Japanese Cultural Center of Hawai'i

2454 S. Beretania St., Honolulu, HI 96826

Ph. (808) 945-7633 Fax: (808) 944-1123

Website: <http://www.jcch.com/resourcecenter.htm>

Records, oral histories and correspondence of the Japanese experience in Hawai'i. Collections include poet/journalist Otokichi Ozaki Collection (a.k.a. Muin), the North Mānoa Farmers Association, Dr. Iga Mori personal diaries, medical journals, Japanese internment during World War II and other.

Kamehameha Schools Archives

249 Konia Circle, Honolulu, HI 96817

Ph. (808) 842-8945 Fax: (808) 842-8660

Open: Monday–Friday, 7:30 am to 4 pm, by appointment only.

Website: <http://www.kapalama.ksbe.edu/archives/>

Primarily school publications and photos, published materials concerning the school and Bishop Estate, papers of Frank Midkiff, Donald Mitchell, and the Polynesian Voyaging Society. Founded in 1887.

Kaua'i Historical Society

4396 Rice St., Suite 101, Līhu'e, Kaua'i, HI 96766

Mailing: P.O. Box 1778, Līhu'e, HI 96766

Ph. (808) 245-3373 Fax: (808) 245-8693

Open: Monday–Friday, 8 am to 4 pm

Archives by appointment only.

Email: director@kauaihistoricalsociety.org

Website: <http://www.kauaihistoricalsociety.org>

Manuscripts, maps, photographs, audio and video recordings, books, serials and subject clipping files about the history of Kaua'i and Ni'ihau. Founded in 1914.

Kaua'i Museum

4428 Rice St., P.O. Box 248, Līhu'e, Kaua'i, HI 96766

Ph. (808) 245-6931 Fax: (808) 245-6864

Open: Monday–Friday, 9 am to 4 pm; Saturday, 10 am to 4 pm

Archives by appointment.

Email: museum@kauaimuseum.org

Website: <http://www.kauaimuseum.org>

Manuscripts, records, publications and photos of Kaua'i history.

Founded in 1960.

Kawaiaha'o Church Archives

957 Punchbowl St., Honolulu, HI 96813.

Ph. (808) 522-1333 Fax: (808) 522-1341

Office open: Monday–Friday, 8 am to 5 pm

Website: <http://www.kawaiahao.org>

Church administrative and historical records.

King Kamehameha V Judiciary History Center

417 S. King St., Room 102, Honolulu, HI 96813

Ph. (808) 539-4999 Fax: (808) 539-4996

Open: Monday-Friday, 9 am to 4 pm

Website: <http://www.judiciaryhistorycenter.org>

Historical files, books, manuscripts, and photographs relating to the development of the judicial system in Hawai'i.

Kona Historical Society

P.O. Box 398, Captain Cook, HI 96704

Ph. (808) 323-3222 Fax: (808) 323-2398

Open: Monday–Friday, 8 am to 4 pm; Museum: Monday–Friday, 9 am to 3 pm

Archives: by appointment.

Email: khs@konahistorical.org

Website: <http://konahistorical.org>

History of Kona including: business, coffee, cattle, and agricultural records; Agricultural Experiment Station; Jean Greenwell papers, photos and artifacts. Founded in 1976.

Lahaina Restoration Foundation

120 Dickenson St., Lahaina, Maui, HI 96761.

Ph. (808) 661-3262 Fax: (808) 661-9309.

Open: Monday–Friday, 8 am to 4 pm; Museum: daily, 10 am to 4 pm

Archives by appointment only.

Email: lrf@hawaii.rr.com

Website: <http://lahainarestoration.org>

Material on the history of Lahaina, Maui, including manuscripts, photos, books, architectural reports. Lahainaluna School records and memorabilia. Founded 1962.

Lyman House Memorial Museum

276 Haili St., Hilo, HI 96720

Ph. (808) 935-5021 Fax: (808) 969-7685

Open: Monday–Saturday, 9:30 am to 4:30 pm

Archives by appointment.

Email: info@lymanmuseum.org

Website: <http://www.lymanmuseum.org>

Correspondence, papers, diaries, journals, business records, church and school records, maps, photos, newspapers and books pertaining to the Island of Hawai'i. Founded 1932.

Makiki Christian Church**The Rev. Dr. Theodore T. Ogoshi Memorial Archives**

829 Pensacola St., Honolulu, HI 96814

Ph. (808) 594-6446 Fax: (808) 594-8918

Open: Tuesdays, 9:30 am to noon

Archives by appointment.

Email: info@makikichristianchurch.org

Website: <http://www.makikichristianchurch.org>

Materials generated by church committees, trustees and officers, minutes, agenda, reports, sermons, membership records, baptisms, marriages, deaths, correspondence of founding pastor, photos. Church established in 1904, collection 1994.

Mamiya Medical Heritage Center, Hawai'i Medical Library, Inc

1221 Punchbowl St., Honolulu, HI 96813
Ph. (808) 545-8718 Fax: (808) 547-4019
Open: Monday–Friday, 8 am to 5 pm; Wednesday 8:30 am to 5 pm
Appointment recommended
Email: mmhc@hml.org
Website: <http://hml.org/mmhc>
Photos, rare books, papers, oral histories and medical artifacts concerning the history of medicine in Hawai'i. Center established in 1999.

Masonic Public Library

1611 Kewalo St., Honolulu, HI 96822
Ph. (808) 521-2070 Fax: (808) 533-6493
Open: Monday–Friday, 9 am to 1 pm
Email: rudylib@hawaiiintel.net
Website: none
Private papers, historical files, books, manuscripts, photos related to the Free and Accepted Masons of Hawai'i.

Maui Historical Society—Bailey House Museum

2375-A Main St., Wailuku, Maui, HI 96793
Ph. (808) 244-3326 Fax: (808) 224-3920
Open: Monday–Thursday, 10 am to 3 pm, appointment recommended.
Email: info@mauimuseum.org
Website: <http://mauimuseum.org>
Newspaper clippings, manuscripts, journals, maps and photos of the history of the Island of Maui. Institution founded in 1956, collection 1975.

Pacific Tsunami Museum

130 Kamehameha Ave., Hilo, HI 96720
Ph. (808) 935-0926 Fax: (808) 935-0842
Open: Monday–Saturday, 9 am to 4 pm
Research by appointment.
Email: archives@tsunami.org
Website: <http://tsunami.org>
Photos documenting tsunami history in the Pacific, especially in Hilo; oral and video histories of tsunami survivors. Founded in 1998.

Pālama Settlement Archives

810 N. Vineyard Blvd., Honolulu, HI 96817
Ph. (808) 845-3945 Fax: (808) 847-2873
Open: Monday–Friday, 8 am to 5 pm
Research by appointment.
Email: info@palamasettlement.org
Website: none
Records, photos, oral histories and studies of social services, medical department, preschool, music school, recreation department and camps. Institution founded in 1896, archives 1993.

Punahou School Archives, Cooke Library

1601 Punahou St., Honolulu, HI 96822
Ph. (808) 943-3225
Archives by appointment.
Website: <http://www.punahou.edu>
Administrative and historical records of the school. Yearbooks, papers, photos. Institution founded in 1841, archives 1966.

Roman Catholic Diocese of Honolulu

1184 Bishop St., Honolulu, HI 96813
Ph. (808) 533-1791 Fax: (808) 585-3382
Website: <http://www.catholicahawaii.org>
Access by permission of the Office of the Chancellor
Parish and Diocesan records of church ministry in Hawai'i since the early 19th century. Institution founded in 1828.

Sisters of the Sacred Hearts Archives

1120 5th Ave., Honolulu, HI 96816
Ph. (808) 737-5822 Fax: (808) 735-0878
Research by appointment.
Email: none
Website: none
Letters, programs, photographs, artifacts, and historical documents of the history, ministries, and members of the Congregation of the Sacred Hearts of Jesus and Mary and of Perpetual Adoration in Hawai'i, California and Asia, St. Anthony Retreat Center/Kalihi Orphanage and St. Anthony's Home, Sacred Hearts Academy, and other Asian missions.

Tropic Lightning Museum

Bldg #361, Waianae Ave., Schofield Barracks, HI 96857-5000
Mailing: 350 Eastman Rd., Schofield Barracks, HI 96857-5019
Ph. (808) 655-0438 Fax: (808) 655-8301
Open: Tuesday–Saturday, 10 am to 4 pm
Research by appointment.
Email: linda.hee@schofield.army.mil
Website: <http://www.25idl.army.mil/tropic%20lightning%20museum/main.asp>

Photos and government documents pertaining to the history of Schofield Barracks and the 25th Infantry Division. Correspondence and oral histories of the bombing of Pearl Harbor.

United States Army Museum of Hawai'i

Kalia Road, Honolulu, HI 96815
Ph. (808) 438-2821 Fax: (808) 438-2819
Research by appointment.
Website: <http://www.25idl.army.mil/ArmyMuseumDerussy/my%20webs/museum/images/index.htm>
Records, photos, maps, diaries, correspondence, memorabilia, artifacts and weapons documenting activities of the U.S. Army in the Pacific.

University of Hawai'i at Mānoa - Archives & Manuscript Department

2550 McCarthy Mall, Honolulu, HI 96822
Ph. (808) 956-6047 Fax: (808) 956-5968
Open: Monday–Friday, 9:30 am to 4:30 pm
By appointment only.
Email: archives@hawaii.edu
Website: <http://libweb.hawaii.edu/libdept/archives>

University archives includes administrative records for the offices of the Chancellor of Mānoa and the president; records of schools, colleges and research institutes; Romanzo Adams Social Research Laboratory, faculty papers, maps, photos and other items of university history.

Manuscript collections includes the Japanese American Veterans collection; the Hawai'i War Records Depository, a collection of materials dealing with World War II as it affected Hawai'i and its residents; and the Hawai'i Congressional Papers collection.

University of Hawai'i at Mānoa - Special Collections

2550 McCarthy Mall, Honolulu, HI 96822
Ph. (808) 956-8264 Fax: (808) 956-5968
Hours: vary.
Email: speccoll@hawaii.edu
Website: <http://www.hawaii.edu/speccoll>

Letters, diaries, notebooks, and other materials of sugar planters, scientists, government officials, travelers and authors who visited Hawai'i. Oral histories, Hawaiian sheet music, microfilmed newspapers. Hawaiian Sugar Planters' Association Plantation Archives. Archives of the Hawaiian Pineapple Company/Dole Corporation. Audiovisual materials and maps. Trust Territory and other Pacific photograph collections.

U.S.S. Arizona Memorial, Reference Library

1 Arizona Memorial Place, Honolulu, HI 96818
Ph. (808) 423-7300 Fax: (808) 483-8608
Research by appointment only.
Website: <http://www.nps.gov/usar>

Materials reflecting the events leading to the Dec. 7, 1941, attack on Pearl Harbor, the attack and subsequent events and salvage operations. Museum and records collection founded in 1980. Operated by National Park Service.

U.S.S. Bowfin Submarine Museum

11 Arizona Memorial Drive, Honolulu, HI 96818
Ph. (808) 423-1341 Fax: (808) 422-5201
Open: Daily 8 am to 5 pm
Research by appointment only.
Email: info@bowfin.org
Website: <http://www.bowfin.org>

Submarine artifacts and documents memorializing the submarines and submariners lost during World War II. Photographs, diaries, World War II patrol reports and administrative files from 1900.

Hawai'i State Historical Records Advisory Board

Dr. Richard Bordner

Professor of Anthropology and Geography
Chaminade University of Hawai'i

DeSoto Brown

Collection Manager
Bishop Museum Archives

Sheree Chase

Curator and Interpretive Programs, Development & Coordination
Kona Historical Society

Lynn Davis

Head, Preservation Department
University of Hawai'i at Mānoa

Luella Kurkjian

Branch Chief
Hawai'i State Archives

Nathan Napoka

Historian, Hawaiian Cultural and Language Expert

Susan Shaner

State Coordinator, HSHRAB
State Archivist, Hawai'i State Archives

