

Inventory of Records

of the

Department of Education

Revised, June 2003

Hawaii State Archives
Department of Accounting and General Services
Iolani Palace Grounds
Honolulu, Hawaii 96813

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RECORDS OF THE DEPARTMENT OF EDUCATION 1840-1994

INTRODUCTION

The records of the Department of Education span the period 1840 to 1994. They include the minutes, correspondence and reports of the Board of Education, the Superintendent of Education, school agents and supervising principals. The records relate to policy, programs and administration, and taken together, reflect the condition and progress of public education in Hawaii until 1994.

The records have been transferred to the State Archives in various accessions since April 23, 1906. The records contain a total of 145.13 linear feet in 180 volumes and 50 cubic foot, 41 7.5-inch, 88 5-inch, 7 3-inch and 10 card-file boxes.

A few files are restricted by HRS 92F-14 on the basis of confidentiality and right-to-privacy considerations. These files are marked on the Container List and folders.

ADMINISTRATIVE HISTORY

The Department of Education was established in 1840. In that year the Privy Council of the Kingdom instituted a system of universal education in Hawaii under the leadership of a Superintendent of the Whole, later called the Minister of Public Instruction.

In 1855 the office of Minister was replaced by the Board of Education, whose members were appointed by the King, and the department was named the Department of Public Instruction. The Board of Education was headed by a President, who acted as the Board's chief executive officer.

The President and Board administered the system through school agents, who in 1855 were stationed in 24 school districts throughout the Kingdom. The school agents worked semi-independently with the primary responsibility in the districts to hire, pay, transfer and evaluate teachers; and build and maintain the buildings and grounds of the schools. In addition, they conducted the population census and disbursed funds allotted to them by the district tax collectors. The school agents were required to report regularly to the Board on their accomplishments and on their observations of teaching effectiveness and student attendance in the schools. There developed a steady stream of reports and correspondence between the districts and the Board of Education in Honolulu during the nineteenth century.

In 1865 the office of Inspector General of schools was created to improve the quality of instruction. The Inspector-General toured the districts, inspected and supervised, and reported his findings to the Board in Honolulu. Upon authorization of the Board, he examined, certificated, appointed, dismissed, and transferred teachers; modified courses of instruction; and opened or closed schools as the population count dictated.

In 1896, Act 57 provided for a significant reorganization of the educational establishment. The Board of Education, which was subordinate to the Minister of the Interior, and had

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administered public education since 1855, was replaced by a Department of Public Instruction headed by a Minister, as chief administrative officer, and six commissioners. In 1900, the Organic Act left the department intact, other than renaming the Minister as the Superintendent of Public Instruction and providing that he be appointed by the Governor and confirmed by the Senate.

Between 1909 and 1920 the system underwent a series of changes. In 1909 the school agents were replaced by supervising principals; in 1913 the building and maintenance responsibilities of the school agents were transferred out of the department to the counties; and in 1920 the number of school districts was reduced from 24 to 8. The supervising principals reported semi-annually to the Board in detailed statistical reports.

In 1931, by Act 284, the administration of the department was assigned collectively to the Board of Commissioners of Public Instruction, whose number was increased to eight. Concurrently, the Superintendent's designation as chief administrative officer was deleted and he was made a member of the board, ex-officio.

In 1950, in another reorganization, staff offices were established under the supervision of the Superintendent. Their primary duty was to advise the Superintendent on the appropriate measures for broadening, improving and unifying the curriculum across the Territory-wide system. This included developing programs for newly identified student categories, such as the handicapped, slow learners and the disadvantaged. In the school districts, District Superintendents replaced the supervising principals and assumed the responsibility to implement the new curriculum changes.

This new staff and District Superintendent system created a large volume of studies, evaluations, reports, recommendations and publications flowing between the staff, the Superintendent, and the District Superintendents.

Between 1959 and 1966 other changes were implemented. In 1959, with Statehood, the Department was renamed the Department of Education, and the board was renamed the Board of Education. In 1966 the board was made elective rather than appointive, and was empowered to appoint the Superintendent, whereas previously the Superintendent had been a voting member of the Board. This change created a clear separation of policy-making from the administration of policy.

From 1959 until 1994 the school system continued to grow in size and complexity. New programs in special education, and new types of curricula, such as Hawaiian studies, marine education, and economics education, were introduced, all of which reflect the expanding scope of education in this area.

- Sources:
- Draper, Edgar M. and Alice H. Hayden. Hawaiian Schools: A Curriculum Survey, 1944-1945. Washington, D.C., 1946.
 - Holmes, Thomas Michael. The Reinecke Case: A Study in Administrative Injustice. Hawaii: Hawaii Bar Journal, Fall, 1976.
 - Odgers, G. A. Education in Hawaii, 1820-1893. [Stanford University, Ed.D. dissertation], June, 1933.
 - Wist, Benjamin O. A Century of Public Education in Hawaii. Hawaii: Hawaii Educational Review, 1940.

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Session Laws of Hawaii, 1840, 1841, 1845-1846, 1855, 1865, 1896, 1915, 1925, 1931, First Special Session 1959, 1966.

Vocational Division, Department of Public Instruction. Vocational Education in Hawaii's Public Schools. Hawaii: Vocational Division, DPI, 1950.

SCOPE AND CONTENT NOTE

This record group documents the administration of the public school system from 1840 until 1994. It contains policy-making, program and administrative records.

The records consist of minutes, correspondence and reports. The minutes of the Board of Education record the formation of policy for the department. The correspondence of the Superintendent and staff relates to the implementation of policy. It also contains responses and outcomes reported by school agents and normal instructors. Some correspondence describes the operation of the vocational education and industrial schools programs, as well as the regulation of the foreign language schools in the early twentieth century.

The reports are from the school agents, supervising principals and other staff members to the Superintendent and the Board. They provided the narrative and statistical information on staffing, enrollment, the condition of buildings and funding which was used by the Board to make decisions. At times the reports provide very detailed descriptions of conditions in the schools.

There are a small number of nineteenth century textbooks, student papers, and financial records.

The records consist of sixteen series: Minutes, Superintendent's Curriculum Council (Series 200); Minutes, Board of Education (Series 235); General Correspondence (Series 261); Reports (Series 262); Departmental Circulars (Series 295); Industrial School Files (Series 296); Vocational Education Files (Series 315); Foreign Language School Files (Series 316); Minutes of Board of Education Committees (Series 317); the Reinecke Dismissal File (Series 318); Records of School Districts (Series 319); Essays and Arithmetic Papers (Series 320); Financial Journals (Series 321); the Pratt-Jacobson Committee Papers (Series 322); Textbooks (Series 371); and Superintendent's Correspondence (Series 380).

There is overlap between Series 261 and 262: the former contains some reports; the latter contains some correspondence.

There are gaps in the Superintendent's correspondence from 1924 to 1929 and from 1932 to 1945. The records for those years were not transferred to the Archives.

For Additional Information See: The card catalog and on-line public access catalog, Hawaii Voyager.

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SERIES DESCRIPTION

Series Number: 235 **Series Title:** Minutes, Board of Education

Date Range: n.d., 1855 to 1985.

Quantity: 16.50 linear feet. 79 oversize volumes and 6 cubic foot boxes.

Creator: Board of Education.

Physical Characteristics/Condition: Letter and legal-size manuscript leaves, 1855 to 1896, and typescript leaves, 1897 to 1985, including mimeograph, bound in volumes or foldered and filed in boxes.

Content Description: The official records of the meetings of the Board of Education, which makes policy for the Department. Subjects include teacher hirings, transfers and dismissals, establishment of teacher qualifications and pay scales, curriculum development, recommendations of the Inspector General and school agents, construction of new schools, student enrollment and the budget. The minutes include attached material, mainly correspondence and reports from the Superintendent and departmental divisions. The records from 1919 to 1948 are indexed. One undated copy of minutes is in Hawaiian.

Arrangement: Chronological by meeting date.

For Additional Information See: The records of the Governors, 1900-1985,

Access: Access is unrestricted.

Prepared by: J. Nakamatsu

Date Completed: August, 1993

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SERIES DESCRIPTION

Series Number: 261 **Series Title:** General Correspondence

Date Range: 1840-1923, 1930-1931, 1937, 1943-1964.

Quantity: 58.99 cubic/linear feet in 35 cubic foot boxes, 46 5-inch boxes, one 2.5-inch box and 61 volumes.

Creator: Board of Education, or Minister, Superintendent or Commissioners of Public Instruction.

Physical Characteristics/Condition: Letter- and legal-size manuscript and original and carbon copy typescript leaves in poor to good condition; letterpress copybooks and other volumes in poor to fair condition and typescript copies of the copybooks in good condition. Some of the volumes are oversize.

Content Description: Consists of correspondence of the Board of Education (through 1896), and the Department of Public Instruction (1897-1959). Includes a small amount of post-Statehood correspondence of the Board of Education. The bulk of the correspondence is dated 1840-1923, and most of that is in two pairs of complementary sub-series that are based on a change in filing scheme that occurred ca. 1904. Up to that time, most correspondence was filed as incoming or outgoing letters. Thereafter, most correspondence was filed either by name or by subject. There are exceptions to the general range of dates within these two filing schemes. In addition, there are other correspondence and related records which have been organized into nine additional sub-series, for a total of 13, as follows:

- Incoming letters to the Minister of Public Instruction and Board of Education;
- Outgoing letters from the Minister of Public Instruction and Board of Education;
- Superintendent's Records of Outgoing Letters;
- Correspondence by Subject;
- Correspondence by Name;
- Correspondence of the Superintendent with Normal Inspectors;
- Correspondence of the Superintendent with School Agents;
- Correspondence of the Inspector General;
- Correspondence with the School Agent in Makawao;
- Correspondence with the Commissioner of Public Instruction in Makawao;
- Incoming Letters from Catholic Schools;
- Incoming Letters and Records Relating to School Lands; and
- Correspondence of the Editor of Ka Hae Hawaii.

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SERIES DESCRIPTION

Series Number: 261

Series Title: General Correspondence

Letters through 1919 are indexed in the Archives name and subject card catalogs as "Public Instruction, miscellaneous correspondence." There is overlap among the sub-series in addition to that alluded to above. For example, there is correspondence of the Inspector General in the Correspondence by Name sub-series as well as in the Correspondence of the Inspector General sub-series. Accordingly, a broad search strategy is suggested for this series.

Sub-series Descriptions:

Sub-series Title: Incoming Letters to the Minister of Public Instruction and Board of Education.

Date Range: n.d., 1840-1919, 1943-1964, bulk 1840-1900.

Quantity: 17.33 cubic feet.

Physical Characteristics/Condition: Letter- and legal-size manuscript and original and carbon copy typescript leaves in poor to good condition. Some of the early records are badly acidified.

Content Description: This and the sub-series of outgoing letters constitute the general correspondence of the Board of Education and Department of Public Instruction through ca. 1904. Both deal with the administration of the school system. Includes letters addressed to the Minister/Superintendent of Public Instruction and the Secretary of the BOE, from school agents, teachers, textbook and school supply firms, applicants for teaching positions and members of the public. The letters from school agents contain their reports on conditions in the schools and their requests for approvals for the establishment of new schools, for repairs and maintenance, for teacher transfers, appointments or dismissals, and for school supplies. Other letters are complaints or resignations and a few are petitions from parents for the hiring or removal of teachers. The few later letters are from a mix of public officials and private individuals and deal with subjects such as football games on Sundays, personnel actions and policies regarding political activity. Letters are in Hawaiian up to the 1890's; English translations are available for most.

Arrangement: Chronological.

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SERIES DESCRIPTION

Series Number: 261 **Series Title:** General Correspondence

Sub-series Title: Outgoing Letters from the Minister of Public Instruction and the Board of Education.

Date Range: 1846-1905, 1947, 1958-1963.

Quantity: 11.63 cubic/linear feet.

Physical Characteristics/Condition: Bound volumes, 1846-1900 and foldered letters, 1896 and later. The volumes include fragile, original letterpress copybooks and, in most cases, typescript copies for reference use, as indicated on the container list. The foldered records are in poor to good condition. The copybooks and some of the older unbound records are badly acidified.

Content Description: This and the sub-series of incoming letters constitute the general correspondence of the Board of Education and Department of Public Instruction through ca. 1904. Both deal with the administration of the school system. Most of the letters were signed by the secretary of the board and include: authorizations sent to school agents for the acquisition of land; the purchase, sale, and construction of school buildings and teachers' cottages; the appointment and removal of personnel; and the setting of salaries. It also includes minister's circulars, census instructions, the transfer of warrants to the school agents for expenditures on supplies and labor, and the shipping of school supplies. Letters signed by the Secretary are bound through 1896 and unbound thereafter. There are as well a copybook of letters signed by the President of the Board of Education, 1895-1897 [261 vol 38], with typescript copy [261 vol 39] and a copybook of letters of the Minister the Minister of Public Instruction, 1899-1900 [261 vol 40]. English translations are available for letters in Hawaiian dated 1846-1859. Some index-numbered letters, particularly among the higher-numbered, are not in file.

Arrangement: Letters in the copybooks are arranged chronologically. From 1863, each volume contains an index of addressees which cites pages numbers. The foldered letters through 1905 are filed in index number order. The index numbers are listed in three index volumes arranged alphabetically by addressee. Index number order is generally, but not exactly, chronological. The letters dated 1947 and later are arranged chronologically.

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SERIES DESCRIPTION

Series Number: 261 Series Title: General Correspondence

Sub-series Title: Superintendents' Records of Outgoing Letters.

Date Range: 1914-1923.

Quantity: 0.67 linear foot.

Physical Characteristics/Condition: Seven volumes and one file folder of unbound leaves in good condition.

Content Description: Registers in which some of the outgoing letters in the following two sub-series were logged. Each outgoing letter was assigned a number. Register entry was by number and indicated to whom letter was sent and subject. Useless as an index, because the two related sub-series are not arranged by register number.

Arrangement: Chronological and thereunder numerical.

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SERIES DESCRIPTION

Series Number: 261

Series Title: General Correspondence

Sub-series Title: Correspondence by Subject.

Date Range: 1891-1920, 1930-1931, bulk 1905-1920.

Quantity: 6.00 cubic feet.

Physical Characteristics/Condition: Letter- and legal-size manuscript and original and carbon copy typescript leaves in fair to good condition.

Content Description: This and the Correspondence by Name sub-series are the main administrative correspondence of the board/department beginning in ca. 1904. Includes interdepartmental correspondence and letters to and from board members relating to hiring, firing, and transferring of teaching staff, and the assessment of individuals for fitness in teaching. Includes petitions from parents relating to school affairs, such as hiring and firing, etc., departmental circulars dated 1911-1920, curriculum revisions, inventories and valuations of property and minutes of the Board of Public Institutions (of which the Superintendent of Public Instruction was a member). Also includes correspondence with the Board of Immigration which contains lists of mainly Portuguese and Spanish school-age children admitted to the U.S. between 1911 and 1913. These include children who arrived on S. S. Orteric on April 13, 1911; S.S. Willesden on March 30, 1913; and S.S. Ascot (Spanish), on June 4, 1913. The list for S.S. Orteric includes parents' names. Correspondence with the U.S. Immigration Service for 1915-1917 contains lists of mainly Japanese and Chinese school-age children arriving in the U.S. Information includes name, sex, age and nationality, and a parent's name and residence, usually the father's, and the destination plantation.

Arrangement: Alphabetical by subject and thereunder chronological.

Note: Inasmuch as any letter will have both an addressee and a subject, if there was a system for deciding whether to file a letter by addressee or by subject, that system is no longer apparent, the researcher is advised to consider this and the following sub-series, Correspondence by Name, as complementary.

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SERIES DESCRIPTION

Series Number: 261

Series Title: General Correspondence

Sub-series Title: Correspondence by Name.

Date Range: 1902-1923, bulk 1905-1923.

Quantity: 15.83 linear feet.

Physical Characteristics/Condition: Letter- and legal-size manuscript and original and carbon copy typescript leaves in fair to good condition.

Content Description: This and the Correspondence by Subject sub-series are the major administrative correspondence of the board/department from ca. 1904. Contents relate to both departmental and interdepartmental matters: purchase of textbooks and supplies from mainland suppliers; applications from prospective teachers; appointments and dismissals of teachers; and requests for transfers and resignations.

Arrangement: Alphabetical by name of correspondent and thereunder chronological.

Note: Inasmuch as any letter will have both an addressee and a subject, if there was a system for deciding whether to file a letter by addressee or by subject, that system is no longer apparent. The researcher is advised to consider this and the Correspondence by Subject sub-series as complementary.

Sub-series Title: Correspondence of the Superintendent with Normal Inspectors.

Date Range: 1905-1908.

Quantity: 0.60 cubic foot.

Physical Characteristics/Condition: Letter- and legal-size manuscript and original and carbon copy typescript leaves in fair to good condition.

Content Description: Consists of letters relating to the supervision of schools and teacher training. Related correspondence dated 1900-1903 is in Series 262, Reports, sub-series Reports of Normal Instructors/Normal Inspectors.

Arrangement: By island and thereunder chronological.

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SERIES DESCRIPTION

Series Number: 261 **Series Title:** General Correspondence

Sub-series Title: Correspondence of the Superintendent with School Agents.

Date Range: 1896-1909.

Quantity: 2.10 cubic feet.

Physical Characteristics/Condition: Letter- and legal-size manuscript and original and carbon copy typescript leaves in poor to fair condition.

Content Description: Consists primarily of incoming letters requesting supplies, recommending teachers for positions and reporting statistics of births, marriages and deaths. The outgoing letters include circulars to school agents and teachers.

Arrangement: Alphabetical by island, thereunder chronological and thereunder alphabetical by district.

Sub-series Title: Correspondence of the Inspector General.

Date Range: 1887-1920.

Quantity: 2.12 cubic/linear feet.

Physical Characteristics/Condition: Letterpress copybooks and letter- and legal-size manuscript and original and carbon copy typescript leaves in poor to good condition. The copybooks are somewhat embrittled.

Content Description: Consists primarily of reports to the Board of Education on the condition and effectiveness of teaching and the proficiency of teachers. Includes letters to principals, school agents, teacher applicants, and vendors relating to administrative matters such as requisitions for school supplies and personnel appointments and transfers. There is an alphabetical index at the front of each copybook. The unbound records are not indexed. There are no records dated 1899 or 1902-1909.

Arrangement: Outgoing letters, 1887-1901, in chronological order, followed by correspondence in alphabetical order by name, 1910-1920. The outgoing letters are bound into letterpress copybooks from 1887-1898 and unbound in one file folder for 1900-1901. The correspondence by name is unbound.

For Additional Information See: Correspondence by Name, Raymond, George S.

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SERIES DESCRIPTION

Series Number: 261 Series Title: General Correspondence

Sub-series Title: Correspondence with the School Agent in Makawao, Maui.

Date Range: 1894-1909.

Quantity: 0.20 cubic/linear foot.

Physical Characteristics/Condition: One letterpress copybook and letter- and legal-size manuscript and original and carbon copy typescript leaves in poor to fair condition.

Content Description: Consists of the correspondence of C.H. Dickey and W. O. Aiken, school agents in Makawao for the periods 1894-1898 and 1900-1909 respectively, with the Board of Education. Subjects include school lot surveys, requests for appointments of teachers, and requisitions for supplies.

Arrangement: Chronological.

For Additional Information See: Correspondence of the Superintendent with School Agents.

Sub-series Title: Correspondence with the Commissioner of Public Instruction in Makawao, Maui.

Date Range: 1909-1913.

Quantity: 0.20 cubic foot.

Physical Characteristics/Condition: Letter- and legal-size manuscript and original and carbon copy typescript leaves in fair to good condition.

Content Description: Consists of correspondence of W.O. Aiken as Commissioner of Public Instruction, Makawao, Maui and the Superintendent of Public Instruction. Letters concern formulation of policy and approval of appointments.

Arrangement: Chronological.

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SERIES DESCRIPTION

Series Number: 261

Series Title: General Correspondence

Sub-series Title: Incoming letters from Catholic Schools.

Date Range: 1846-1879.

Quantity: 0.25 cubic foot.

Physical Characteristics/Condition: Letter- and legal-size manuscript and original and carbon copy typescript leaves in fair to good condition.

Content Description: Includes petitions for aid in construction of Catholic schools, enrollment statistics and complaints against school inspectors.

Arrangement: Chronological and thereunder alphabetical by island.

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SERIES DESCRIPTION

Series Number: 261

Series Title: General Correspondence

Sub-series Title: Incoming Letters and Records Relating to School Lands.

Date Range: 1846-1912.

Quantity: 2.00 cubic/linear feet.

Physical Characteristics/Condition: Two bound volumes, the "Land Book" and "Records of Land and School Lots," the latter with separated covers and insect damage, and letter- and legal-size manuscript and original and carbon copy typescript leaves in poor to fair condition.

Content Description: Consists primarily of letters relating to school lots and sites, indentures of leases, lease arrangements of schools, land exchanges, surveys of school sites, petitions requesting land, and attorney general opinions. Correspondents include land agents, the survey department, and the attorney general's office. The records are indexed in the Archives card catalog on land records as "Public Instruction, Land." English translations are available for records in Hawaiian dated through 1853. The "Land Book," contains copies ca. 1860 of the surveys of the original school grants of 1853-1855, in numerical order by school lot number. Annotations in the book show that the department re-inventoried the lots in 1906 and noted their use at that time, for schools or other purposes. The "Records of Land and School Lots" contains tabulations by island showing location of property; instrument of conveyance; parties conveying and receiving the property; intended use or purchase price; and dates of conveyance and recordation. It also contains lists of lots, school houses and cottages, leased or rented, and water rates paid by the department.

Arrangement: 139 undated, numbered documents in numerical order, followed by the remaining records in chronological order and the two volumes.

Note: A photocopy of the Land Book is available for public use.

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SERIES DESCRIPTION

Series Number: 261 Series Title: General Correspondence

Sub-series Title: Correspondence of the Editor of *Ka Hae Hawaii*.

Date Range: 1853-1857, 1861.

Quantity: 0.06 cubic foot.

Physical Characteristics/Condition: Letter- and legal-size manuscript leave in poor to fair condition with a few typescript English translations.

Content Description: Documents aspects of the management of *Ka Hae Hawaii*, the newspaper of the Department of Public Instruction. Contains letters relating mainly to subscriptions and advertising. In Hawaiian and English.

Arrangement: Chronological.

For Additional Information See: Series 262, Reports

Access: Access is unrestricted.

Prepared by: J. Nakamatsu **Date Completed:** October, 1994

Revised by: G. White, A. Hoof **Date Last Revised:** July, 2003

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SERIES DESCRIPTION

Series Number: 262

Series Title: Reports

Date Range: 1841-1950.

Quantity: 20.17 cubic/linear feet, in nine cubic foot boxes, one 2.5-inch box and 78 volumes.

Creator: Board of Education, or Minister, Superintendent or Commissioners of Public Instruction.

Physical Characteristics/Condition: Letter- and legal-size manuscript and original and carbon copy typescript leaves in poor to good condition; letterpress copybooks and other volumes in poor to fair condition and typescript copies of the copybooks in good condition. Some of the volumes are oversize.

Content Description: Consists of reports submitted to or created by the Board of Education or Department of Public Instruction to measure the effectiveness of its personnel and programs and to determine and monitor the demographics and distribution of its student population. Organized into 12 sub-series, as follows:

- Board of Education Reports [the Archives originally named these "General Reports"];
- School Agents' Reports;
- School Treasurers' Reports;
- Lists of Parents of Children in Oahu Schools;
- Inspector General's Reports;
- Reports to the Minister of Public Instruction;
- Reports of Normal Instructors/Normal Inspectors;
- Reports of the Territorial Summer Schools;
- Statistical Reports of the Government English Day Schools;
- Statistical Reports on the Numbers and Nationalities of Pupils;
- Term Reports; and
- Other Reports.

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SERIES DESCRIPTION

Series Number: 262

Series Title: Reports

Sub-series Descriptions:

Sub-series Title: Board of Education Reports.

Date Range: 1841-1885.

Quantity: 1.25 cubic feet.

Physical Characteristics/Condition: Legal-size pre-printed forms, filled in by hand, in poor to fair condition. Some of the early forms are badly embrittled.

Content Description: Consists of statistical tabulations submitted to the Board of Education. Includes the annual reports of the Superintendent to the board and the Legislature relating to school enrollment and the condition and progress of education in Hawaii; bi-monthly and quarterly reports from the Inspector General and school agents, including census and parents-and-children reports; and several other types of reports concerning matters requiring the attention of the board. Also contains parental petitions to the board for the removal of teachers. Early reports are in Hawaiian with few translations.

Arrangement: Chronological and thereunder alphabetical by island.

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SERIES DESCRIPTION

Series Number: 262 **Series Title:** Reports

Sub-series Title: School Agents' Reports.

Date Range: 1852-1896.

Quantity: 3.00 cubic feet.

Physical Characteristics/Condition: Folded double-legal-size pre-printed forms, filled in by hand, along with a few pieces of letter-size or smaller manuscript leaves, in fair condition.

Content Description: Consists of quarterly statistical reports from school agents. Information reported includes student enrollment figures, the number and names of teachers, locations of schools, average enrollment in the quarter, average number of days of instruction in the quarter and expenditures. The form also contains census figures for births, marriages and deaths for the district. The board used the reports to gauge the effectiveness of the size and location of the schools in the district. The quarterly figures were summarized in the annual reports of the Board of Education to the Legislature on the effectiveness of the school system, particularly on the cost per pupil of education, and how closely the number of children in school matched the number of school-age children in the general population. This sub-series contains correspondence, which is in addition to that in the correspondence sub-series of the school agents in Series 261. Until 1900 school agents also gave teacher performance ratings. There are no reports for Hawaii between 1866-1872, for Maui between 1873-1890, nor for Oahu between 1873-1886. The school agent or supervisor was also known as Kahu Kula in the early years. Reports between 1859-1881 are in Hawaiian and between 1882-1896 in Hawaiian and English.

Arrangement: Chronological and thereunder alphabetical by island.

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SERIES DESCRIPTION

Series Number: 262 Series Title: Reports

Sub-series Title: School Treasurers' Reports.

Date Range: 1872-1898.

Quantity: 0.90 cubic foot.

Physical Characteristics/Condition: Folded oversize pre-printed forms, filled in by hand, along with a few pieces of letter-size or smaller manuscript leaves, in fair condition.

Content Description: Consists of principals' quarterly financial reports of receipts and expenditures. Reports are in Hawaiian up to 1882 with no English translation.

Arrangement: Chronological and thereunder alphabetical by island.

Sub-series Title: Lists of Parents of Children in Oahu Schools.

Date Range: 1878-1879, 1881, 1883-1886.

Quantity: 0.20 cubic foot.

Physical Characteristics/Condition: Folded oversize pre-printed forms, filled in by hand, along with a few letter-size or smaller manuscript leaves, in fair condition.

Content Description: Consists of lists drawn up by teachers and school agents. Lists contain the names of parents of children in the schools, along with the names of the children themselves. The list was compiled to determine eligibility of parents to stand for election to the three-person board that supervised schools in each district. Only parents whose children attended school were eligible for election to the board. Earlier parent-child reports are in the Board of Education Reports sub-series. These reports are in Hawaiian with no English translation.

Arrangement: Chronological and thereunder alphabetical by name of school.

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SERIES DESCRIPTION

Series Number: 262 **Series Title:** Reports

Sub-series Title: Inspector General's Reports.

Date Range: 1894-1900.

Quantity: 0.30 cubic foot.

Physical Characteristics/Condition: Letter- and legal-size manuscript and typescript leaves, in fair to good condition.

Content Description: Consists of reports of activities of the Inspector General, such as reports of visits to schools, as well as annual reports addressed to the Board relating to the condition and effectiveness of the schools. The annual reports were incorporated into the Board's annual or biennial reports to the Legislature.

Arrangement: Chronological.

Sub-series Title: Reports to the Minister of Public Instruction.

Date Range: 1896-1900.

Quantity: 0.20 cubic foot.

Physical Characteristics/Condition: Letter- and legal-size manuscript and typescript leaves, in fair to good condition.

Content Description: Consists of monthly reports by the Board to the Minister of Public Instruction containing tabulated statements of the current accounts for the department. Contains information on the amounts expended for salaries, school construction, and repair and maintenance.

Arrangement: Chronological.

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SERIES DESCRIPTION

Series Number: 262 Series Title: Reports

Sub-series Title: Reports of Normal Instructors/Normal Inspectors.

Date Range: 1900-1909.

Quantity: 1.10 cubic feet.

Physical Characteristics/Condition: Legal-size pre-printed forms, filled in by hand, along with a few letter-size or smaller manuscript leaves, in poor to fair condition.

Content Description: Consists of statistical and narrative evaluative reports of schools and school personnel. The forms are titled "Report of Normal Instructor" through summer 1907 and "Report of Normal Inspector" thereafter. The two forms vary in detail, but report generally the same information, e.g., names and evaluations of principal and teachers, student enrollment and attendance, programs of instruction and facilities maintenance.

Arrangement: Alphabetical by island and thereunder chronological.

Sub-series Title: Reports of the Territorial Summer Schools.

Date Range: 1910-1913.

Quantity: 0.10 cubic foot.

Physical Characteristics/Condition: Letter- and legal-size manuscript and typescript leaves, in fair condition.

Content Description: The summer schools for teachers were established to improve the quality of instruction in the schools, and provided a means for teachers to obtain either a Primary Certificate or a Grammar Grade Certificate. These records include the names of teachers who attended summer school and newspaper articles listing the names of teachers who passed the examinations.

Arrangement: Chronological.

For Additional Information See: "Miscellaneous Reports and Statistical Tables" in Other Reports.

DEPARTMENT OF EDUCATION

SERIES DESCRIPTION

Series Number: 262 Series Title: Reports

Sub-series Title: Statistical Reports of the Government English Day Schools.

Date Range: 1881-1882, 1891, 1893-1896.

Quantity: 0.90 cubic foot.

Physical Characteristics/Condition: Folded double-legal-size pre-printed forms, filled in by hand, along with a few pieces of letter-size or smaller manuscript leaves, in poor to fair condition. Some forms are badly embrittled.

Content Description: Consists of quarterly reports to the Inspector General from the principals of the English language schools, relating to student enrollment. Reports include age and nationality of students.

Arrangement: Chronological and thereunder alphabetical by island.

Sub-series Title: Statistical Reports on Numbers and Nationalities of Pupils.

Date Range: 1890, 1892, 1894-1911.

Quantity: 1.25 cubic foot.

Physical Characteristics/Condition: Legal-size pre-printed forms, filled in by hand, in poor to fair condition. Some forms are badly embrittled.

Content Description: Consists of quarterly reports on the number, age, and nationality of pupils in the Common Schools, that is, those taught in Hawaiian. From 1900, they also include number of pupils by course of study and student attendance records.

Arrangement: Chronological and thereunder alphabetical by island.

DEPARTMENT OF EDUCATION

SERIES DESCRIPTION

Series Number: 262 **Series Title:** Reports

Sub-series Title: Term Reports.

Date Range: 1909-1947.

Quantity: 10.00 linear feet in 73 volumes.

Physical Characteristics/Condition: Oversize clothbound volumes in good condition.

Content Description: Detailed statistical reports from each public and private school compiled at the end of the semester. Reports include names of teachers; numbers of registered pupils, pupils' places of birth, ancestry, age and gender; the number of instructional days; and the total attendance.

Arrangement: Chronological.

Title: Other Reports.

Date Range: 1903-1950.

Quantity: 0.97 cubic/linear foot, including five bound volumes.

Physical Characteristics/Condition: Letter- and legal-size typescript original, carbon copy and mimeograph leaves, either foldered or bound, in good condition

Content Description: The foldered reports consist of the following: weekly reports of the department for the period December, 1903, through October, 1904, which were probably submitted to the Governor; a report on Hilo Boarding School, ca. 1945; and three reports related to wartime activities of the department, including summer work and activity program, the Junior Civilian Defense Corps and student labor and the pineapple industry. The volumes, each titled "Miscellaneous Reports and Statistical Tables," contain typescript copies of annual or biennial reports of the Superintendent of Public Instruction to the Governor, 1904-1950. These reports describe the condition and progress of education in Hawaii for the report year or biennial period. They differ in content from the published Annual Reports of the Department of Public Instruction.

Arrangement: Foldered reports, followed by the volumes, each in chronological order.

DEPARTMENT OF EDUCATION

SERIES DESCRIPTION

Series Number: 262

Series Title: Reports

For Additional Information See: Series 261, General Correspondence

Access: Access is unrestricted.

Prepared by: J. Nakamatsu

Date Completed: October, 1994

Revised by: G. White, A. Hoof

Date Last Revised: July, 2003

DEPARTMENT OF EDUCATION

SERIES DESCRIPTION

Series Number: 295

Series Title: Departmental Circulars

Date Range: 1923-1966.

Quantity: 4.60 cubic feet in eleven 5-inch boxes and 0.02 linear foot of oversized documents.

Creator: Superintendent of Public Instruction/Education or Deputy Superintendent.

Physical Characteristics/Condition: Foldered and boxed Letter-size typescript leaves, primarily mimeographed, but including some carbon copies, as well as bound oversize documents, in fair condition. There is some embrittlement in the older records.

Content Description: Consists of directives that communicate departmental policies, procedures and information. The subject matter of each circular is contained in the list of circulars in the first folder of each sub-series. However, no lists were received for Principals' Circulars nos. 608-864; Supervising Principals' Circulars nos. 604-800; and Miscellaneous Circulars nos. 637-766.

Organized into three sub-series as follows:

- Principals' Circulars;
- Supervising Principals' Circulars; and
- Miscellaneous Circulars.

Sub-series Descriptions:

Sub-series Title: Principals' Circulars.

Date Range: 1923-1966.

Content Description: Consists of circulars nos. 1-2249. They contain summaries of conferences and departmental commissioners meetings, approved book lists, surveys, announcements of contests, observances of special events such as Arbor Day, and notices of teachers' and principals' examinations. Nos. 475, 973, 996, 1016, 1185, 1434, 1930, 1973, 1978 and 2248 are not in file.

DEPARTMENT OF EDUCATION

SERIES DESCRIPTION

Series Number: 295

Series Title: Departmental Circulars

Sub-series Title: Supervising Principals' Circulars.

Date Range: 1923-1961.

Content Description: Consists of circulars nos. 1-1005. They contain committee reports; requests for feedback of proposed programs or program changes; policies and procedures for interscholastic participation; notices of examinations, availability of funds, and supply allotments; new legislation; and staff assignments. Nos. 942 and 990 are not in file.

Sub-series Title: Miscellaneous Circulars.

Date Range: 1923-1964.

Content Description: Consists of circulars nos. 1-1325. They contain summaries of conferences, budget and enrollment procedures, fees for courses of study, announcements of essay contests and availability of scholarships, and notices of vacancies and examinations for staff positions. Distribution was limited to legislators and school principals. Nos. 879, 1103, 1144 and 1221 are not in file.

Arrangement: Numerical by circular number.

Access: Unrestricted, except Supervising Principals' Circulars nos. 509 and 530 and Miscellaneous Circular no. 668 contain confidential information per HRS §92F-14. The restrictions are removed, under HRS §94-7, effective on different dates, as marked in the Container List. See the Reference Archivist for permission to use this material.

Note: In at least one case the circular is dated differently than the date indicated on the list of circulars. Principals' Circular No. 80 is listed as being dated January 25, 1926. It is actually dated January 25, 1930.

For Additional Information See: Series 261, General Correspondence, Correspondence by Subject, for Circulars from 1911 to 1920.

Prepared by: Mary Ann Akao.

Date Prepared: October 15, 1977

Revised by: A. Hoof

Date Revised: July 3, 2003

DEPARTMENT OF EDUCATION

SERIES DESCRIPTION

Series Number: 296

Series Title: Industrial School Files

Date Range: 1865-1900 (bulk 1865-1886).

Quantity: 0.58 cubic foot in one 5-inch box and one 2.5-inch box.

Creator: Board of Education or Commissioners of Public Instruction.

Physical Characteristics/Condition: Legal-, letter- and smaller size manuscript leaves, including pre-printed forms, in poor to fair condition and typescript translations in good condition. Some documents are in mylar sleeves. Some documents have official seals embossed.

Content Description: Contains information relating to the Hawaiian government's programs for delinquent minors. These programs included the commitment of some delinquents to the Keoneula Reformatory School in Kapalama and the assignment of others to apprenticeships to learn trades. Consists of Administrative Files, 1865-1900; Commitments, 1865-1886; and Indentures of Apprenticeship, 1865-1883. The Administrative Files contain letters from the Superintendent of the Industrial School, judges, parents or guardians of inmates, and persons seeking apprentices. Subjects include requests for approval of apprenticeships, release of inmates, and improvement of school facilities. Indentures, tabulations and lists of inmates or supplies, and contracts or specifications are sometimes attached. Commitments to the Industrial School were made by the Police Court or by Waiver of Guardianship. Police Court Commitments include the name and age of the inmate, charge, and sentence. Waivers of Guardianship include the name and age of the child and the name of the guardian. Indentures of Apprenticeship include the name and age of the minor, name of the guardian, term of apprenticeship, name of the person apprenticed to, and occupation for which the minor is being trained. Many documents are in Hawaiian; some have been translated. The translations are interfiled among the records.

Arrangement: In order, Administrative Files, Commitments and Indentures of Apprenticeship, and thereunder chronological, except that Commitments are in order Police Court followed by Waivers of Guardianship, thereunder chronological.

Access: Access is unrestricted.

DEPARTMENT OF EDUCATION

SERIES DESCRIPTION

Series Number: 296

Series Title: Industrial School Files

For Additional Information See:

1. Series 261, General Correspondence, Outgoing Letters from the Board of Education, for replies to the incoming letters in this series.
2. Board of Industrial Schools, for related records dated 1916-1939.
3. Department of Institutions, Division of Training Schools, for related records dated 1939-1958.
4. Department of Human Services, Series 499, Records of the Hawaii Youth Correctional Facility, for related records dated 1946-1980.

Prepared by: Mary Ann Akao.

Date Prepared: October 15, 1977

Revised by: A. Hoof

Date Revised: July 3, 2003

DEPARTMENT OF EDUCATION

SERIES DESCRIPTION

Series Number: 315

Series Title: Vocational Education Files

Date Range: 1925-1966.

Quantity: 2.58 cubic feet in five 5-inch boxes, one 2.5-inch box, and four volumes.

Creator: Superintendent of Public Instruction or Superintendent of Education.

Physical Characteristics/Condition: Letter- and legal-size typescript leaves pre-printed forms, and one folder of scrapbook pages on which photographs have been mounted; and four oversize volumes, all in fair to good condition.

Content Description: The series documents the department's implementation of a vocational education program as authorized by the federal Smith-Hughes Act/National Vocational Education Act as well as cafeteria service under the National School Lunch Act. The instructional areas of the education program are agricultural education, trade and industrial education, homemaking education, and distributive services (business education). The series contains minutes of the Territorial Board for Vocational Education; correspondence; territorial plans for vocational education and war production workers; and reports to the Commissioners of Public Instruction and to the Federal Board of Vocational Education and its successor, the U.S. Office of Education. The correspondence is between the Superintendent of Public Instruction and: the U.S. Office of Education about the territorial plans for vocational education and the results of site visits by federal officials monitoring the program; and the departmental vocational education program director/supervisors of instructional areas about programs at specific schools. The reports to the Federal Board of Vocational Education consist of: annual descriptive reports, which give program objectives and accomplishments; statistical reports, which contain summaries of enrollment by type of class or instructional field; financial reports; and details on expenditures.

Arrangement: By type of record, in order: minutes, correspondence, plans, and reports. Thereunder, the minutes and correspondence are filed in reverse chronological order; the plans and reports are filed in chronological order.

Access: Unrestricted, except that details of expenditures/exhibits of annual reports contain confidential information and access is restricted under HRS §92F-14 (6), as marked on the Container List. The restrictions are removed, under HRS §94-7, effective on different dates, as marked in the Container List. See the Reference Archivist for permission to use this material.

Prepared by: Mary Ann Akao

Date Prepared: October 15, 1997

Revised by: A. Hoof

Date Revised: July 3, 2003

DEPARTMENT OF EDUCATION

SERIES DESCRIPTION

Series Number: 316

Series Title: Foreign Language Schools Files

Date Range: 1918-1928 (bulk 1923-1927).

Quantity: 6.25 cubic feet in six 5-inch boxes and nine pamphlet boxes.

Creator: Supervisor of Foreign Language Schools or Superintendent of Public Instruction.

Physical Characteristics/Condition: Letter- and legal-size manuscript and original and carbon copy typescript leaves, including pre-printed reporting forms, and foreign language textbooks, in fair to good condition.

Content Description: Documents the department's implementation of legislation, beginning with Act 30, SLH 1920, to regulate private foreign language schools in order to promote Americanism. The department was charged with licensing schools, certifying teachers, and producing readers for the language schools. Organized into two sub-series: Program Files and Readers.

Sub-series Descriptions:

Sub-series Title: Program Files.

Date Range: 1918-1928.

Content Description: The records document the primary activities of the Supervisor of Foreign Language Schools, to conduct annual examinations testing the knowledge of democracy, American history and institutions, and the English proficiency of applicants for teaching certificates; to hold teachers' institutes to promote Americanism; and compile readers for the language schools. Includes correspondence with plantation managers discussing their assistance to the Department in enforcing the language school law; with language school principals and teachers about their filing of annual returns and reports, obtaining licenses, and teachers' certificates; and with various committees and organizations about compiling the readers. Also includes reports containing information about the suit filed by Japanese language schools challenging the constitutionality of the language school law; lists of schools and teachers; and charts, graphs, tabulations and other statistical data regarding enrollment, demographics, fees collected, etc. A few letters are in Japanese; some were translated by the Department and the translations are in the records.

Arrangement: Alphabetical by subject or correspondent and thereunder chronological.

DEPARTMENT OF EDUCATION

SERIES DESCRIPTION

Series Number: 316

Series Title: Foreign Language Schools Files

Sub-series Title: Readers.

Date Range: 1913-1926.

Content Description: Includes Chinese, Japanese and Korean readers. There are four types of Chinese readers: "Ethical" and "National" readers, one set each for "lower" and one set each for "higher" primary grades. There are several volumes of Japanese readers in more than one edition: elementary readers compiled and copyrighted by the Department of Public Instruction; elementary readers compiled by the department and copyrighted by the Prince Fushimi Society; elementary readers authorized by the department and compiled by the Committee on Revision; "Honpa Hongwanji readers" consisting of "Intermediate Readers" and a "Speaking and Reading Primer"; "Chugakuin readers" consisting of "Intermediate level" excerpts from an "Authors and Ethics" reader; "Sanshodo readers"; and Japanese Ministry of Education elementary readers. The Korean readers are in six volumes, of which volume 3 is not in file.

Arrangement: Alphabetical by language, Chinese, Japanese and Korean, and thereunder by type, volume number and edition, as indicated on the container list.

Access: Access is unrestricted.

Prepared by: Mary Ann Akao

Date Prepared: December 1, 1997

Revised by: A. Hoof

Date Revised: July 3, 2003

DEPARTMENT OF EDUCATION

SERIES DESCRIPTION

Series Number: 317

Series Title: Board of Education Committee Minutes

Date Range: 1894-1920.

Quantity: 0.42 linear foot in two 2.5-inch boxes.

Creator: Board of Education.

Physical Characteristics/Condition: Three intact and three partially or completely unbound letter- and legal-size volumes in poor to fair condition. Some of the unbound leaves are in mylar. Some bindings are separating.

Content Description: Documents discussions and decisions of the Board of Education committees on: Curriculum, 1895; Finance, 1896-1905; Teachers, 1894-1904; and Board of Examiners, 1911-1920. The minutes of the Board of Examiners contain discussions of teacher examinations, types of teaching permits and results of examinations.

Arrangement: By committee: Curriculum Committee, Finance Committee, Committee on Teachers, and Board of Examiners, and thereunder chronological.

Access: Access is unrestricted.

Prepared by: Mary Ann Akao

Date Prepared: November 17, 1997

Revised by: A. Hoof

Date Revised: July 3, 2003

DEPARTMENT OF EDUCATION

SERIES DESCRIPTION

Series Number: 318

Series Title: Reinecke Dismissal File

Date Range: 1947-1950.

Quantity: 1.25 cubic/linear feet in two 5-inch boxes and one card file box.

Creator: Superintendent of Education.

Physical Characteristics/Condition: Letter- and legal-size manuscript, and original, mimeograph and carbon copy typescript leaves, as well as some printed material, in fair to good condition, and nine spools of wire recordings, on metal spools in cardboard sleeves, in unknown condition.

Content Description: Documents the Department's 1947-1948 proceedings to dismiss John E. and Aiko (Tokimasa) Reinecke from their teaching positions and revoke their teaching certificates for alleged lack of democratic ideals due to their membership in the Communist Party. Consists of letters; charges against the Reineckes; decision and dismissal order of the Department of Public Instruction; recordings and transcripts of hearings (incomplete); petitions to reinstate the Reineckes; documents filed in U. S. District Court against the Department; and a collection of pamphlets and other material about communism in Hawaii and combating communism in education. The letters include correspondence of the Superintendent with the Commissioners of Education and others about the Department's proceedings in the case, copies of correspondence between third parties on the same subject, and letters from the public for and against the Reineckes. Includes transcripts of the proceedings on 17 of the 31 days of dismissal hearings held in August and September, 1948.

Arrangement: By type of material or subject in order: correspondence; departmental hearing documents, including transcripts; petitions for reinstatement; documents from U.S. District Court; and documents from "Keeff's desk" (Nathalie Keeff was a departmental employee) in the 5-inch boxes; and wire recordings in the card file box.

Access: Access is unrestricted; however, the Archives has no equipment to play the recordings.

Prepared by: Mary Ann Akao

Date Prepared: December 4, 1997

Revised by: A. Hoof

Date Revised: July 3, 2003

DEPARTMENT OF EDUCATION

SERIES DESCRIPTION

Series Number: 319

Series Title: Records of School Districts

Date Range: 1853-1882.

Quatity: 0.33 linear foot in one 5-inch box.

Creator: Department of Public Instruction.

Physical Characteristics/Condition: Five volumes, legal-size or smaller, with manuscript entries, in fair condition. One volume is separating from its binding and is missing its back cover.

Content Description: Documents some of the functions of school districts. Consists of financial records, a school agent's record book, and minutes of the Board of Directors of English schools in Honolulu. The financial records contain expenditures for individual schools. For example, one of the volumes is a journal for the District of Honolulu which contains records of tuition payments and names of pupils attending Keheluna School, Royal School, Miss Damon's School, Miss Cooke's School, Miss Fowler's School, and Miss Beckwith's School. The school agent's record book contains notes of school inspections, selection of teachers, and results of examinations. The minutes of the Board of Directors of English schools in Honolulu contains generally routine items dealing with conditions of schools and salaries of teachers; includes some tipped-in letters.

Arrangement: Alphabetical by island, thereunder chronological.

Access: Access is unrestricted.

Prepared by: Mary Ann Akao

Date Prepared: February 13, 1998

Revised by: A. Hoof

Date Revised: July 3, 2003

DEPARTMENT OF EDUCATION

SERIES DESCRIPTION

Series Number: 320

Series Title: Essays and Arithmetic Papers

Date Range: n.d., 1838-1872, 1889.

Quantity: 0.50 cubic foot in one 5-inch box and one 2.5-inch box.

Creator: Department of Public Instruction.

Physical Characteristics: Letter- and legal-size manuscript and original and carbon copy typescript leaves in poor to fair condition, plus two manuscript volumes, one with covers missing and one with covers separated. Some leaves are in mylar enclosures.

Content Description: Contains written exercises of both teachers and students. The teachers' material documents in-service training for teachers from the common schools (schools where instruction was conducted in Hawaiian) who attended quarterly training sessions called Ke Kula A'o Kumu (Teacher Instruction Sessions) on each island. The exercises consist of both essays and arithmetic work. The earliest essays are of unknown origin. The student materials consist of essays, other written work, and examples of arithmetic, geometry and algebra problems, all prepared in notebooks for display at the Paris Exhibition of 1889. The teachers' papers are in Hawaiian; approximately half have been translated. The student work is in English.

Arrangement: Teachers' papers in chronological order followed by student papers.

Access: Access is unrestricted.

Prepared by: Mary Ann Akao

Date Prepared: February 13, 1998

Revised by: G. White, A. Hoof

Date Last Revised: July 3, 2003

DEPARTMENT OF EDUCATION

SERIES DESCRIPTION

Series Number: 321 **Series Title:** Financial Journals

Date Range: 1855-1894.

Quantity: 1.00 linear foot in eight volumes.

Creator: Department of Public Instruction.

Physical Characteristics/Condition: Legal- and oversize volumes in poor to fair condition. Some lack covers, others have deteriorated covers and insect damage.

Content Description: Documents 19th century expenditures by the Department for public, secular education. Consists of journals maintained by the President or Secretary of the Board of Education, into which were entered debits and credits at the departmental level for common and select schools, including appropriations, fees and tuition collected, payment for books and supplies at individual schools, and payment for services, such as translations.

Arrangement: Chronological.

Access: Access is unrestricted.

Prepared by: Mary Ann Akao

Date Prepared: February 19, 1998

Revised by: A. Hoof

Date Last Revised: July 3, 2003

DEPARTMENT OF EDUCATION

SERIES DESCRIPTION

Series Number: 322

Series Title: Pratt-Jacobson Committee

Date Range: 1943-1949.

Quantity: 0.21 cubic foot in one 2.5-inch box.

Creator: Committee on the Educational Implications of the Pratt-Jacobson Reading Program.

Physical Characteristics/Condition: Letter- and legal-size manuscript and original, carbon copy and mimeograph typescript leaves in fair to good condition.

Content Description: Correspondence of the Department, including the Committee, relating to the Pratt-Jacobson program, which was used by the Department from 1943 to 1949 to improve the reading ability of slow-learners. Also contains reports, with journal reprints and other material as an appendix and references.

Arrangement: Correspondence, followed by exhibits, an appendix and references.

Access: Access is unrestricted

Prepared by: G. White

Date Prepared: June 28, 2000

Revised by: A. Hoof

Date Revised: July 3, 2003

DEPARTMENT OF EDUCATION

SERIES DESCRIPTION

Series Number: 371

Series Title: Textbooks

Date Range: n.d., ca. 1873-1889.

Quantity: 0.21 linear foot in one 2.5-inch box.

Creator: Department of Public Instruction.

Physical Characteristics/Condition: Legal- and smaller-size manuscript printed leaves, including a printer's galley proof, and a published book in fair to good condition. The book has a small amount of acidification, water damage and a few torn pages. The manuscripts are in good condition.

Content Description: Contains a child's primer and two geography textbooks, all in Hawaiian. Also contains an elementary-level published geography text in English. These texts are evidence of the Department's program of translating English-language textbooks into Hawaiian for use in Hawaiian schools, ca. 1873-1889.

Arrangement: Chronological, with undated material first.

Access: Access is unrestricted.

For Additional Information, See:

Series 325, Minutes, Board of Education, September 25, 1873, for possible references to the manuscript geography (235 vol 2, p. 313);

Series 261, General Correspondence, for a reference to Barnes' Hawaiian Geography dated January 4, 1889 (261-23-3) and for the draft of an earlier geography dated September, 1873 (261-13-5); and

Department of Public Instruction, Annual Reports, 1874-1888, for references to textbooks.

Prepared by: G. White

Date Prepared: April 7, 1999

Revised by: G. White, A. Hoof

Date Last Revised: July 3, 2003

DEPARTMENT OF EDUCATION

DIVISION HISTORY

Division name: Office of the Superintendent

Predecessor agency: The present chief executive officer of the Department of Education, the Superintendent of Education, has been designated by several different titles since the origin of the department. These are as follows: Superintendent (1842-1845), Minister of Public Instruction (1845-1855), President of the Board of Public Instruction (1855-1865), and Minister of Public Instruction, 1896-1900. The title Superintendent of Public Instruction was reestablished in 1900, and changed to Superintendent of Education in 1959.

The Organic Act of 1900 provided for the appointment of the Superintendent by the Governor. In 1959, by the State Constitution, the power of appointment was transferred to the Board of Education. Act 89 of 1996 provided for an appointment term of four years.

Function: The Superintendent is the chief executive officer of the public school system, subordinate to the elected Board of Education. The Superintendent has jurisdiction over the organization and operation of the system, and administrative control of the programs of public instruction from preschool through secondary school (HRS 302A-1111). The Office of the Superintendent includes the Superintendent and the Deputy Superintendent. It also includes staff offices for Budget, Communications, and Management and Compliance. The duties of the Office of Communications relate to public relations and those of the Office of Management and Compliance relate to equal employment and affirmative action, administrative rule-making, and studies for the improvement of administrative organization, policy, and procedure.

References:

Hawaii. Session Laws. 1996.

Hawaii. Constitution of the State of Hawaii, as amended (Art. X, sect. 3).

Hawaii. Legislative Reference Bureau. Guide to Government in Hawaii, 1996.

United States. Organic Act, April 30, 1900 c 339, 31 Stat 141 (Organic Act, sect. 80).

Wist, Benjamin O. A Century of Public Education in Hawaii, Honolulu, 1940.

DEPARTMENT OF EDUCATION

SERIES DESCRIPTION

Series Number: 380

Series Title: Superintendent's Correspondence

Date Range: 1946-1994 (bulk 1970-1994).

Quantity: 30.82 cubic feet in 40 7.5-inch boxes and 14 5-inch boxes.

Creator: Superintendent of Education.

Physical Characteristics/Condition: Contains original and photocopied typescripts, and a small amount of manuscript and published material. The records are in good condition.

Content Description: Contains correspondence of the Superintendent with the Board of Education; offices within the department; and state, county, federal, and private agencies. Correspondence with the Board of Education contains reports and recommendations from the Superintendent to the BOE about the content of the curriculum and instructional programs; grading, promotion, and graduation requirements; extra-curricular participation requirements; implementation and monitoring of national standardized testing; the opening, closing and consolidation of schools; personnel issues; certain land acquisition and school construction issues; and federal aid. The intra-departmental correspondence primarily contains advice, evaluations, studies and reports submitted to the Superintendent by the District Superintendents and School Principals; the Offices of Business Services, Information Technology, Instructional Services, and Personnel Services; and the Planning and Evaluation Branch of the Superintendent's Office. Correspondence with state, county and federal agencies contains information on services provided by those agencies which are essential to the operation of the DOE, such as land acquisition, school construction, and federal aid. Correspondence with private agencies such as Kamehameha Schools, contains information relating to privately-sponsored programs in the schools or which used school facilities. For correspondence of the Superintendent prior to 1946, see Series 261, General Correspondence.

Arrangement:

Correspondence dated 1946 to 1977 has been interfiled and organized in six sub-series, thereunder alphabetically and in chronological order as follows:

- Board of Education;
- Intra-departmental;
- State agencies;
- County Agencies;
- United States Government Agencies; and
- Subjects.

DEPARTMENT OF EDUCATION

SERIES DESCRIPTION

Series Number: 380

Series Title: Superintendent's Correspondence

Correspondence from 1978 to 1994 is arranged in annual chronological increments by calendar or fiscal year with the following exceptions: 1983-1984 is a calendar biennium; 1985-June 1986 covers an 18-month transition to fiscal year filing; and July 1992-June 1994 is two fiscal years interfiled. Files are arranged alphabetically by agency name or by subject and generally in reverse chronological order therein.

Access: Access to some material is restricted under HRS §92F-14, as marked on the Container List. The restrictions are removed, under HRS §94-7, effective on different dates, as marked in the Container List. See the Reference Archivist for permission to use this material.

For Additional Information, See:

Governors of Hawaii: correspondence files relating to the Department of Public Instruction and the Department of Education;

Lieutenant Governor: Series 311, A+ (After-School Care) Records.

Executive departments:

Department of Education and Department of Public Instruction: publications, including annual reports;

Department of Health: publications, including sections of the annual reports, relating to school health programs;

Department of Land and Natural Resources: Series 269, Minutes and Submittals of the Board of Land and Natural Resources; and

Department of Accounting and General Services: Series 450, Comptroller's Files, 1946-1974, files relating to the Department of Education.

Processed by: G. White

Date completed: November 30, 2001

Described by: G. Vergara-Bautista

Date completed: August 31, 2002

Revised by: A. Hoof

Date revised: July 3, 2003

DEPARTMENT OF EDUCATION

SERIES DESCRIPTION

Series Number: 200

Series Title: Minutes of the Superintendent's Curriculum Council

Date Range: 1958-1963.

Quantity: 0.29 cubic foot in one 5-inch box.

Creator: Office of the Superintendent of Education for the Superintendent's Curriculum Council.

Physical Characteristics/Condition: Letter- and legal-size; typescript; primarily mimeograph. Some materials have handwritten notes added. The records are in good condition.

Content Description: The Superintendent's Curriculum Council was an internal DOE body whose members were appointed by the Superintendent and addressed issues such improvement of math and science instruction, more effective use of audio-visual materials and improving educational quality through team teaching. Explicit statements of council precepts and policies, once part of the minutes of the November 10, 1958 meeting, were not in file when the records were processed. A flow chart following the minutes of the May 18, 1959, meeting may be useful in determining the purpose of the council. A statement of "operational policies and procedures," also in the records at that point is a checklist documenting how the council was organized and operated. This series contains information that may be useful in studying efforts of DPI/DOE to improve the methodologies, and to a lesser extent the content, of public instruction in Hawaii. The records consists of minutes of council meetings, as well as agendas and appended materials related to agenda items. The latter include correspondence, memoranda, periodic and one-time reports, and statistical records, including lists and tabulated data.

Arrangement: Chronological by meeting date.

Access: Access is unrestricted.

Prepared by: A. Hoof

Date Completed: July 3, 2003

DEPARTMENT OF EDUCATION

RECORDS CONTAINER LIST

Box & Folder/Volume Contents/Title

Series No. 200 Title: Minutes of the Superintendent's Curriculum Council

200-1-1	1958
200-1-2	1959
200-1-3	1960
200-1-4	1961
200-1-5	1962, January-September
200-1-6	1962, October-December
200-1-7	1963

Series No. 235 Title: Minutes, Board of Education

235 vol 1	July 3, 1855 - November 15, 1864
235-12-1	Informal minutes, n.d., January 24 - March 4, 1865
235 vol 2	March 10, 1865 - July 1, 1879
235 vol 3	January 2, 1880 - August 12, 1890
235 vol 4	September 2, 1890 - September 30, 1896
235 vol 5	October 14, 1896 - April 14, 1898
235 vol 6	May 5, 1898 - March 22, 1900
235 vol 7	April 5, 1900 - February 13, 1904
235 vol 8	February 19, 1904 - December 31, 1906
235 vol 9	January 14, 1907 - June 10, 1907
235 vol 10	July 1, 1907 - December 19, 1918
235 vol 11	May 12, 1919 - June 1, 1925
235 vol 12	August 17, 1925 - October 26, 1931
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235-10-32	January 6, 1983
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261-3-14	1852, Kauai, January-April
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261-4-4	1852, Maui, April-May
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261-4-14	1853, Hawaii, November-December
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261-4-16	1853, Kauai, August-December
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261-9-11	1865, Oahu and General, September-December
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261-10-17	1868, Kauai, n. d., January
261-10-18	1868, Kauai, March-December
261-10-19	1868, Maui, n. d., January-February
261-11-1	1868, Maui, March-July
261-11-2	1868, Maui, August-December
261-11-3	1868, Oahu and General, n.d., January-April
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261-11-11	1869, Oahu and General, May-December
261-11-12	1870, Hawaii, n.d., January-April
261-11-12	1870, Hawaii, n. d., January-April
261-11-13	1870, Hawaii, May-December
261-11-14	1870, Kauai
261-11-15	1870, Maui, January-April
261-11-16	1870, Maui, May-December
261-11-17	1870, Oahu and General, January-May
261-11-18	1870, Oahu and General, June-December
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261-12-2	1871, Kauai
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261-12-11	1872, Maui, June-December
261-12-12	1872, Oahu
261-13-1	1873, Hawaii
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261-13-3	1873, Maui, January-June
261-13-4	1873, Maui, July-December
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261-13-7	1874, Kauai
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261-13-9	1874, Maui, June-December
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261-13-12	1875, Hawaii, July-December
261-14-1	1875, Kauai
261-14-2	1875, Maui, January-March
261-14-3	1875, Maui, April-December
261-14-4	1875, Oahu
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261-14-7	1876, Kauai
261-14-8	1876, Maui
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261-14-10	1877, Hawaii
261-14-11	1877, Kauai
261-14-12	1877, Maui
261-14-13	1877, Oahu, n.d., January-May
261-14-14	1877, Oahu, June-December
261-14-15	1878, Hawaii, January-June
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261-15-9	1879, Maui, January-July
261-15-10	1879, Maui, August-December
261-15-11	1879, Oahu, January-June
261-15-12	1879, Oahu, July-December
261-15-13	1880, Hawaii
261-15-14	1880, Kauai
261-15-15	1880, Maui, January-April
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261-15-17	1880, Maui, August-December
261-16-1	1880, Oahu, January-June
261-16-2	1880, Oahu, July-December
261-16-3	1881, Hawaii, January-June
261-16-4	1881, Hawaii, July-December
261-16-5	1881, Kauai
261-16-6	1881, Maui, January-March
261-16-7	1881, Maui, April-June
261-16-8	1881, Maui, July-September
261-16-9	1881, Maui, October-December
261-16-10	1881, Oahu, January-February
261-16-11	1881, Oahu, March-June
261-16-12	1881, Oahu, July-December
261-16-13	1882, Hawaii, January-June
261-16-14	1882, Hawaii, July-September
261-16-15	1882, Hawaii, October-December
261-16-16	1882, Kauai, January-June
261-16-17	1882, Kauai, July-December
261-17-1	1882, Maui, January-June
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261-17-9	1883, Maui, July-December
261-17-10	1883, Oahu, January-June
261-17-11	1883, Oahu, July-December
261-18-1	1884, Hawaii, January-June
261-18-2	1884, Hawaii, July-December
261-18-3	1884, Kauai
261-18-4	1884, Maui, January-June
261-18-5	1884, Maui, July-December
261-18-6	1884, Oahu, January-May
261-18-7	1884, Oahu, June-December
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261-18-9	1885, Hawaii, January-June
261-18-10	1885, Kauai
261-19-1	1885, Maui, January-June
261-19-2	1885, Maui, July-December
261-19-3	1885, Oahu, January-June
261-19-4	1885, Oahu, July-December
261-19-5	1886, Hawaii, January-May
261-19-6	1886, Hawaii, June-August
261-19-7	1886, Hawaii, September-December
261-19-8	1886, Kauai, January-June
261-19-9	1886, Kauai, July-December
261-19-10	1886, Maui, January-June
261-19-11	1886, Maui, July-December
261-20-1	1886, Oahu, January-March
261-20-2	1886, Oahu, April-August
261-20-3	1886, Oahu, September-December
261-20-4	1887, Hawaii, January-May
261-20-5	1887, Hawaii, June-July
261-20-6	1887, Hawaii, August-September
261-20-7	1887, Hawaii, October-December
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261-21-2	1887, Oahu, July-December
261-21-3	1888, Hawaii, January-March
261-21-4	1888, Hawaii, April-July
261-21-5	1888, Hawaii, August-December
261-21-6	1888, Kauai, January-June
261-21-7	1888, Kauai, July-December
261-21-8	1888, Maui, January-March
261-21-9	1888, Maui, April-July
261-21-10	1888, Maui, August-December
261-22-1	1888, Oahu, January-March
261-22-2	1888, Oahu, April-June
261-22-3	1888, Oahu, July-September
261-22-4	1888, Oahu, October-December
261-22-5	1889, Hawaii, January-February
261-22-6	1889, Hawaii, March-May
261-22-7	1889, Hawaii, June-August
261-22-8	1889, Hawaii, September-December
261-22-9	1889, Kauai, January-June
261-22-10	1889, Kauai, July-December
261-23-1	1889, Maui, n.d., January-May
261-23-2	1889, Maui, June-December
261-23-3	1889, Oahu, January-February
261-23-4	1889, Oahu, March-April
261-23-5	1889, Oahu, May-July
261-23-6	1889, Oahu, August-September
261-23-7	1889, Oahu, October-December
261-23-8	1890, Hawaii, January-March
261-23-9	1890, Hawaii, April-July
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261-24-5	1890, Maui, April-June
261-24-6	1890, Maui, July-September
261-24-7	1890, Maui, October-December
261-24-8	1890, Maui, Census of 1890
261-24-9	1890, Oahu, January-March
261-24-10	1890, Oahu, April-June
261-24-11	1890, Oahu, July-September
261-15-1	1890, Oahu, October-November
261-15-2	1890, Oahu, December
261-15-3	1890, Oahu, Census of 1890
261-25-4	1891, Hawaii, January-March
261-25-5	1891, Hawaii, April-June
261-25-6	1891, Hawaii, July-August
261-25-7	1891, Hawaii, September-December
261-25-8	1891, Kauai, January-July
261-25-9	1891, Kauai, August-December
261-25-10	1891, Maui, January-March
261-26-1	1891, Maui, April-July
261-26-2	1891, Maui, August-October
261-26-3	1891, Maui, November-December
261-26-4	1891, Oahu, January-March
261-26-5	1891, Oahu, April-May
261-26-6	1891, Oahu, June-July
261-26-7	1891, Oahu, August-September
261-26-8	1891, Oahu, October-December
261-26-9	1892, Hawaii, January-March
261-26-10	1892, Hawaii, April-July
261-27-1	1892, Hawaii, August-December
261-27-2	1892, Kauai, January-June
261-27-3	1892, Kauai, July-December
261-27-4	1892, Maui, January-March
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261-24-5	1890, Maui, April-June
261-24-6	1890, Maui, July-September
261-24-7	1890, Maui, October-December
261-24-8	1890, Maui, Census of 1890
261-24-9	1890, Oahu, January-March
261-24-10	1890, Oahu, April-June
261-24-11	1890, Oahu, July-September
261-25-1	1890, Oahu, October-November
261-25-2	1890, Oahu, December
261-25-3	1890, Oahu, Census of 1890
261-25-4	1891, Hawaii, January-March
261-25-5	1891, Hawaii, April-June
261-25-6	1891, Hawaii, July-August
261-25-7	1891, Hawaii, September-December
261-25-8	1891, Kauai, January-July
261-25-9	1891, Kauai, August-December
261-25-10	1891, Maui, January-March
261-26-1	1891, Maui, April-July
261-26-2	1891, Maui, August-October
261-26-3	1891, Maui, November-December
261-26-4	1891, Oahu, January-March
261-26-5	1891, Oahu, April-May
261-26-6	1891, Oahu, June-July
261-26-7	1891, Oahu, August-September
261-26-8	1891, Oahu, October-December
261-26-9	1892, Hawaii, January-March
261-26-10	1892, Hawaii, April-July
261-27-1	1892, Hawaii, August-December
261-27-2	1892, Kauai, January-June
261-27-3	1892, Kauai, July-December
261-27-4	1892, Maui, January-March
261-27-5	1892, Maui, April-May
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261-27-9	1892, Oahu, April-July
261-27-10	1892, Oahu, August-December
261-28-1	1893, Hawaii, January-March
261-28-2	1893, Hawaii, April-July
261-28-3	1893, Hawaii, August-December
261-28-4	1893, Kauai, January-May
261-28-5	1893, Kauai, June-December
261-28-6	1893, Maui, January-March
261-28-7	1893, Maui, April-July
261-28-8	1893, Maui, August-December
261-28-9	1893, Oahu, January-April
261-28-10	1893, Oahu, May-December
261-29-1	1894, Hawaii, January-April
261-29-2	1894, Hawaii, May-July
261-29-3	1894, Hawaii, August
261-29-4	1894, Hawaii, September-October
261-29-5	1894, Hawaii, November-December
261-29-6	1894, Kauai, January-May
261-29-7	1894, Kauai, June-October
261-29-8	1894, Kauai, November-December
261-29-9	1894, Maui, January-May
261-29-10	1894, Maui, June-August
261-29-11	1894, Maui, September-October
261-29-12	1894, Maui, November-December
261-30-1	1894, Oahu, January-May
261-30-2	1894, Oahu, June-July
261-30-3	1894, Oahu, August-September
261-30-4	1894, Oahu, October-December
261-30-5	1895, Hawaii, January-March
261-30-6	1895, Hawaii, April-June
261-30-7	1895, Hawaii, July-August
261-30-8	1895, Hawaii, September-October
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261-31-2	1895, Maui, March-June
261-31-3	1895, Maui, July-September
261-31-4	1895, Maui, October-December
261-31-5	1895, Oahu, n.d., January-February
261-31-6	1895, Oahu, March-April
261-31-7	1895, Oahu, May-June
261-31-8	1895, Oahu, July-August
261-31-9	1895, Oahu, September-December
261-32-1	1896, Hawaii, January-February
261-32-2	1896, Hawaii, March-April
261-32-3	1896, Hawaii, May-June
261-32-4	1896, Hawaii, July-August
261-32-5	1896, Hawaii, September
261-32-6	1896, Hawaii, October-November
261-32-7	1896, Hawaii, December
261-32-8	1896, Kauai, January-June
261-32-9	1896, Kauai, July-September
261-32-10	1896, Kauai, October-December
261-33-1	1896, Maui, January-May
261-33-2	1896, Maui, June-August
261-33-3	1896, Maui, September
261-33-4	1896, Maui, October
261-33-5	1896, Maui, November-December
261-33-6	1896, Oahu, January-February
261-33-7	1896, Oahu, March-April
261-33-8	1896, Oahu, May-June
261-33-9	1896, Oahu, July
261-33-10	1896, Oahu, August
261-33-11	1896, Oahu, September-October
261-34-1	1896, Oahu, November-December
261-34-2	1897, Hawaii, January-February
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261-34-8	1897, Kauai, January-March
261-34-9	1897, Kauai, April-June
261-34-10	1897, Kauai, July-December
261-35-1	1897, Maui, January-March
261-35-2	1897, Maui, April-June
261-35-3	1897, Maui, July-September
261-35-4	1897, Maui, October-December
261-35-5	1897, Oahu, January-February
261-35-6	1897, Oahu, March-April
261-35-7	1897, Oahu, May-June
261-35-8	1897, Oahu, July-August
261-36-1	1897, Oahu, September-October
261-36-2	1897, Oahu, November-December
261-36-3	1898, Hawaii, January-March
261-36-4	1898, Hawaii, April-June
261-36-5	1898, Hawaii, July-October
261-36-6	1898, Hawaii, November-December
261-36-7	1898, Kauai, January-June
261-36-8	1898, Kauai, July-December
261-36-9	1898, Maui, January-April
261-36-10	1898, Maui, May-September
261-36-11	1898, Maui, October-December
261-37-1	1898, Oahu, January
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261-37-4	1898, Oahu, June
261-37-5	1898, Oahu, July 1-15
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261-37-7	1898, Oahu, August
261-37-8	1898, Oahu, September-October
261-37-9	1898, Oahu, November-December
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261-38-6	1899, Kauai, January-August
261-38-7	1899, Kauai, September-December
261-38-8	1899, Maui, January-July
261-38-9	1899, Maui, August-December
261-39-1	1899, Oahu, January
261-39-2	1899, Oahu, February
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261-39-4	1899, Oahu, April-May
261-39-5	1899, Oahu, June
261-39-6	1899, Oahu, July
261-39-7	1899, Oahu, August
261-39-8	1899, Oahu, September
261-39-9	1899, Oahu, October-November
261-39-10	1899, Oahu, December
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261-40-4	1900, Hawaii, September-October
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261-40-6	1900, Kauai, January-June
261-40-7	1900, Kauai, July-December
261-40-8	1900, Maui, January-June
261-40-9	1900, Maui, July-September
261-40-10	1900, Maui, October-December
261-41-1	1900, Oahu, January-February
261-41-2	1900, Oahu, March-April
261-41-3	1900, Oahu, May-June
261-41-4	1900, Oahu, July
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261-42-7	Withdrawn Documents, n.d.
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261-42-10	Withdrawn Documents, 1850
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261 vol 2 [in Box 43]	January 1-June 11, 1847 (typescript translation)
261 vol 3 [in Box 43]	June 11-July 29, 1847 (in Hawaiian)
261 vol 4 [in Box 43]	June 11-July 29, 1847 (typescript translation)
261 vol 5 [in Box 43]	December 13, 1847-June 25, 1854 (in Hawaiian)
261 vol 6 [in Box 43]	December 13, 1847-June 25, 1854 (typescript translation)
261 vol 7 [in Box 44]	January 1, 1855-November 24, 1856 (partly in Hawaiian, no translation)
261 vol 8 [in Box 44]	December 1, 1856-October 7, 1859 (partly in Hawaiian, no translation)
261 vol 9	October 8, 1859-July 15, 1863
261 vol 10 [in Box 44]	July 18, 1863-December 21, 1893 (letterpress copy--fragile)
261 vol 11	July 18, 1863-December 21, 1893 (typescript copy)
261 vol 12 [in Box 44]	March 28, 1865-August 26, 1872 (letterpress copy--fragile)
261 vol 13	March 28, 1865-August 26, 1872 (typescript copy)
261 vol 14 [in Box 45]	August 26, 1872-April 21, 1877 (letterpress copy--fragile)
261 vol 15	August 26, 1872-April 21, 1877 (typescript copy)
261 vol 16 [in Box 45]	May 3, 1877-December 2, 1879 (letterpress copy--fragile)
261 vol 17	May 3, 1877-December 2, 1879 (typescript copy)
261 vol 18 [in Box 45]	December 4, 1879-November 10, 1881 (letterpress copy--fragile)

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261 vol 20 [in Box 47]	November 11, 1881-September 18, 1883 (letterpress copy--fragile)
261 vol 21	November 11, 1881-September 18, 1883 (typescript copy)
261 vol 22 [in Box 47]	September 21, 1883-January 11, 1886 (letterpress copy--fragile)
261 vol 23	September 21, 1883-January 11, 1886 (typescript copy)
261 vol 24 [in Box 47]	January 12, 1886-June 18, 1887 (letterpress copy--fragile)
261 vol 25	January 12, 1886-June 18, 1887 (typescript copy)
261 vol 26	June 18, 1887-March 23, 1888 (letterpress copy--fragile)
261 vol 27	June 18, 1887-March 23, 1888 (typescript copy)
261 vol 28	8 March 7, 1888-January 17, 1890 (letterpress copy--fragile)
261 vol 29	March 7, 1888-January 17, 1890 (typescript copy)
261 vol 30	November 8, 1888-June 4, 1889 (letterpress copy--fragile)
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261 vol 32	June 4, 1889-February 10, 1890 (letterpress copy--fragile)
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261 vol 35	January 10-December 17, 1890 (typescript copy)
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261-62-23	Crevey, Allen E., 1915-1917
261-62-24	Creighton, Isabella L., 1912-1920
261-62-25	Crickard, Lida, 1910-1913
261-62-26	Curtis, Henry S., 1919-1920
261-62-27	"D," 1901-1902
261-62-28	"D," 1903-1905
261-63-1	"D," 1906-1912
261-63-2	"D," 1913-1915
261-63-3	"D," 1916-1918
261-63-4	"D," 1919-1920
261-63-5	Damon, S.M., 1909
261-63-6	Davis, James C., 1908-1915
261-63-7	Davis, James C., 1916
261-63-8	Davis, James C., 1917
261-63-9	Davis, James C., 1918
261-63-10	Davis, James C., 1919-1920
261-63-11	Dawson, Maude and Davis, Etta, 1912-1913
261-63-12	Deverill, Florence, 1908-1909
261-63-13	Deyo, Josephine, 1905-1912
261-63-14	Deyo, Josephine, 1913-1914
261-63-15	Deyo, Josephine, 1915-1916
261-63-16	Deyo, Josephine, 1917-1918
261-63-17	Deyo, Josephine, 1919-1920
261-63-18	District Magistrate, 1905-1909
261-63-19	Dillon, Percy R., 1905-1909
261-63-20	Dowdle, Sam R., 1905-1909
261-63-21	Duncan, Oma L., 1913-1915
261-63-22	"E," 1901-1909
261-63-23	"E," 1910-1918
261-64-1	Estep, Evan W., 1905-1907
261-64-2	Evensen, A., 1907
261-64-3	Ewaliko, Kalei, 1907
261-64-4	"F," 1901-1911
261-64-5	"F," 1912-1916
261-64-6	"F," 1917-1920

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261-64-8	Felker, Alice M., 1905-1909
261-64-9	Ferreira, Mary, 1902
261-64-10	Fleming, Mary E., 1910-1915
261-64-11	Frain, Louise C., 1910-1915
261-64-12	Franca, Adeline, 1908
261-64-13	Fraser, Nina L.D., 1905-1909
261-64-14	Fraser, Nina L.D., 1910-1915
261-64-15	"G," 1901-1908
261-64-16	"G," 1909-1916
261-64-17	"G," 1917-1920
261-64-18	Gault, A.J., 1905-1907
261-64-19	Gay, Francis, 1907
261-64-20	Gibson, T.H., 1912
261-64-21	Gibson, T.H., 1915-1920
261-64-22	Gilman, I. Atherton, 1921-1923
261-64-23	Gora, Koa and Hoopii, Frank, 1914
261-64-24	Greene, Sarah, 1908-1909
261-64-25	Griffiths, A.F., 1908-1909
261-64-26	Groves, George, 1905, 1907
261-64-27	Gunn, Mary, 1907-1915
261-64-28	Gurney, Clara M., 1906-1907
261-64-29	"H," 1901-1902
261-64-30	"H," 1903-1905
261-64-31	"H," 1905
261-65-1	"H," 1906-1913
261-65-2	"H," 1914-1915
261-65-3	"H," 1916-1917
261-65-4	"H," 1918
261-65-5	"H," 1919
261-65-6	"H," 1920-1921
261-65-7	Hall, W.J., 1905
261-65-8	Hardy, Fred W., 1907-1915
261-65-9	Hendry, E.R., 1908
261-65-10	Hodgson, Casper W., 1901
261-65-11	Hofgaard, B.K., 1905-1906

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261-65-13	Hoopii, William K., 1908-1914
261-65-14	Horner, Eugene, 1909-1912
261-65-15	Horner, Eugene, 1913-1914
261-65-16	Horner, Eugene, 1915
261-65-17	Horner, Eugene, 1916
261-65-18	Horner, Eugene, 1917
261-65-19	Horner, Eugene, 1918
261-65-20	Horner, Eugene, 1919-1920
261-65-21	Howell, Hugh, 1909
261-65-22	Hoyt, Simes T., 1914
261-65-23	Hundley, Bernice, 1915-1916
261-65-24	Hundley, Bernice, 1917
261-66-1	Hundley, Bernice, 1918, January-June
261-66-2	Hundley, Bernice, 1918, July-December
261-66-3	Hundley, Bernice, 1919, January-July
261-66-4	Hundley, Bernice, 1919, August-December
261-66-5	Hundley, Bernice, 1920
261-66-6	"I," 1901-1917
261-66-7	Iaukea, Curtis P., 1908
261-66-8	Ignacio, Amos I., 1908-1909
261-66-9	Ignacio, Amos I., 1920-1921
261-66-10	"J," 1901-1912
261-66-11	"J," 1903-1917
261-66-12	Jernegan, Prescott F., 1911-1912
261-66-13	Jernegan, Prescott F., 1913
261-66-14	Jernegan, Prescott F., 1914
261-66-15	Jernegan, Prescott F., 1915
261-66-16	Jernegan, Prescott F., 1916-1917
261-66-17	Jernegan, Prescott F., 1918-1919
261-66-18	Johnson, Marshall N., 1912-1915
261-66-19	Judd, Alfred, 1908
261-66-20	"K," 1901-1902
261-66-21	"K," 1903-1904
261-66-22	"K," 1905-1906
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261-67-3	"K," 1918-1921
261-67-4	Kaaha, John, 1906-1914
261-67-5	Kahale, Ed, 1907-1909
261-67-6	Kaipu, Emma, 1908-1909
261-67-7	Kalaniana'ole, Jonah, 1908-1909
261-67-8	Kalino, Hattie & Lizzie, 1908-1909
261-67-9	Kapohakimohewa, David, 1908
261-67-10	Kauwe, Lot K., 1910-1914
261-67-11	Kawaiaea, Samuel, 1910-1915
261-67-12	Keanu, Hannah, 1909
261-67-13	Keauhou School, 1900
261-67-14	Keliinoi, S., 1902
261-67-15	Kenway, Ellen, 1908
261-67-16	King, Charles E., 1909-1910
261-67-17	King, Charles E., 1911
261-67-18	King, Charles E., 1912-1913
261-67-19	King, Mabel, 1910
261-67-20	Knudsen, E.A., 1916
261-67-21	Koko, J.D., 1908
261-67-22	"L," 1901-1903
261-67-23	"L," 1904-1909
261-67-24	"L," 1910-1915
261-67-25	"L," 1916-1917
261-67-26	"L," 1918
261-67-27	"L," 1919
261-67-28	"L," 1920-1921 (1920 - March 1921)
261-67-29	Law, Robert, 1908-1910
261-67-30	Leggett, Myrtice, 1918
261-67-31	Lima, Violet, 1907-1908
261-67-32	Lindsay, D.C., 1906, 1914-1915
261-68-1	Lindsay, D.C. 1916
261-68-2	Lindsay, D.C. 1917, January-June
261-68-3	Lindsay, D.C. 1917, July-December
261-68-4	Lindsay, D.C. 1918, January-July

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261-68-6	Lindsay, D.C. 1919, January-May
261-68-7	Lindsay, D.C. 1919, June-1920
261-68-8	Looney, J.P., 1902-1903
261-68-9	Lucas, Louisa, 1908-1909
261-68-10	Lufkin, C.D., 1909
261-68-11	"M," 1901-1902
261-68-12	"M," 1903-1904
261-68-13	"M," 1905-1906
261-68-14	"M," 1907-1911
261-68-15	"M," 1912-1913
261-68-16	"M," 1914
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261-68-19	"M," 1916
261-68-20	"M," 1917
261-68-21	"M," 1918
261-69-1	"M," 1919
261-69-2	"M," 1920-1921
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261-69-4	MacDonald, C.A., 1905-1906
261-69-5	MacDonald, C.A., 1907
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261-69-9	MacDonald, C.A., 1914-1915
261-69-10	MacDonald, C.A., 1916-1917
261-69-11	Makekau, Abel, 1910-1917
261-69-12	Makena School Lot, 1910
261-69-13	Malterre, L., 1908
261-69-14	Marciel, John V., 1908-1913
261-69-15	Marciel, John V., 1914-1919, 1922
261-69-16	Marciel, Lily Aki, 1908-1909
261-69-17	Maroni, M.F., 1903
261-69-18	Maydwell, Isabella, 1907-1909
261-69-19	McClusky, William, 1908-1910

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261-69-21	McClusky, William, 1912-1913
261-69-22	McClusky, William, 1915
261-70-1	McClusky, William, 1916
261-70-2	McClusky, William, 1917
261-70-3	McClusky, William, 1918-1920
261-70-4	McGregor, Louisa & Daniel, 1907-1909
261-70-5	McGuire, Emma, 1915
261-70-6	McKay, Catherine, 1910-1912
261-70-7	McKeague, Zach, 1908-1915
261-70-8	McLoughlin, Joseph J., 1921
261-70-9	McVeigh, J.D., 1906-1909
261-70-10	Medeiros, John A., 1912
261-70-11	Mesick, Lillian S., 1908-1915
261-70-12	Meyer, Henry, 1908
261-70-13	Moir, John T., 1910-1912
261-70-14	Mokumaia, Clara, 1909
261-70-15	Moore, Edwin C., 1913-1914
261-70-16	Morrill, Marion P., 1911-1915
261-70-17	Morse, C.B., 1911-1915
261-70-18	Mossman, Margaret, 1906-1908
261-70-19	Mudge, Alice E., 1908-1915
261-70-20	Muller, Alice, 1908-1909
261-70-21	Mumford, Miss C.A., 1910-1913
261-70-22	Mumford, Miss C.A., 1914-1917
261-70-23	"N," 1901-1910
261-70-24	"N," 1911-1916
261-70-25	"N," 1917-1920
261-70-26	Nahiwa, Thomas, 1906-1909
261-70-27	Needham, Harriet, 1908-1914
261-70-28	Newman, M.V., 1911-1912
261-70-29	"O," 1901-1912
261-70-30	"O," 1913-1917
261-70-31	Ogilvie, R.L. 1905-1908
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261-70-35	Osorio, Elvira, 1907, 1909
261-70-36	Overend, Sophie, 1908-1914
261-70-37	"P," 1901-1905
261-70-38	"P," 1906-1914
261-71-1	"P," 1915-1916
261-71-2	"P," 1917-1920
261-71-3	Pascal, Peter, 1905-1906
261-71-4	Pavao, John J., 1911-1915
261-71-5	Payne, Marie, 1911-1915
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261-71-7	Pope, Willie J., 1911-1913
261-71-8	"Q," 1907
261-71-9	"R," 1901-1902
261-71-10	"R," 1903-1906
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261-71-12	"R," 1914-1917
261-71-13	"R," 1918-1920
261-71-14	Rath, James A., 1908-1915
261-71-15	Raymond, George S., 1911-1913
261-71-16	Raymond, George S., 1914
261-71-17	Raymond, George S., 1915
261-71-18	Raymond, George S., 1916
261-71-19	Raymond, George S., 1917
261-71-20	Raymond, George S., 1918
261-71-21	Rice, William Henry, 1908
261-71-22	Richards, Mary A., 1916
261-71-23	Richmond, Frank, 1905-1911
261-71-24	Robertson, Mrs. Archie, 1908
261-72-1	"S," 1900-1901
261-72-2	"S," 1902-1903
261-72-3	"S," 1904-1905
261-72-4	"S," 1906-1908
261-72-5	"S," 1909-1913
261-72-6	"S," 1914
261-72-7	"S," 1915, January-July

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261-72-10	"S," 1917
261-72-11	"S," 1918
261-72-12	"S," 1919
261-72-13	"S," 1920-1921
261-72-14	Saffery, Hattie, 1911-1914
261-72-15	Scott, Nettie L., 1906-1909
261-72-16	Silva, Joseph de, 1908
261-72-17	Smith, Alice M., 1905-1907
261-72-18	Smith, Cyril O., 1908-1911
261-72-19	Smith, Cyril O., 1912-1913
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261-72-23	Smythe, E.J., 1909
261-72-24	Sobey, Ellen, 1908-1909
261-72-25	Soong, Lingtar and Akeo, Eliza, 1914
261-72-26	Stewart, Carlotta, 1909-1913
261-72-27	Swain, Charles H., 1905-1906
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261-73-3	"T," 1913-1917
261-73-4	"T," 1917-1920
261-73-5	Taggard, J.N., 1908-1914
261-73-6	Taylor, Bertha Ben, 1911
261-73-7	Taylor, Bertha Ben, 1912
261-73-8	Taylor, Bertha Ben, 1913
261-73-9	Taylor, Bertha Ben, 1914
261-73-10	Taylor, Bertha Ben, 1915
261-73-11	Taylor, Bertha Ben, 1916
261-73-12	Taylor, Bertha Ben, 1917
261-73-13	Taylor, Bertha Ben, 1918
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261-73-16	Taylor, W.W., 1909-1913

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261-73-19	Toomey, Sam, 1909
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261-73-21	Tople, Prince L. & Carrie E., 1903
261-73-22	Tucker, Anna B., 1905-1909
261-73-23	Tucker, H.M., 1915
261-73-24	Tulloch, Clara, 1909
261-73-25	Turner, Elizabeth A., 1912-1916
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261-74-3	Vroom, Emma A., 1910-1912
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261-74-12	Wakefield, Mrs. F.M., 1910-1913
261-74-13	Wells, H.M., 1910
261-74-14	Wells, H.M., 1911
261-74-15	Wells, H.M., 1912-1913
261-74-16	Wells, H.M., 1919
261-74-17	Wilson, H.E., 1914-1918
261-74-18	Wist, Benjamin O., 1912-1915, in re 1921
261-74-19	Wong, Elsie, in re, 1921
261-74-20	Wongkong, L., 1905
261-74-21	Woods, Edgar, 1905-1920
261-74-22	Woods, Maude, 1910-1915
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 261-75-8 Maui and Molokai, 1905
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 261-75-10 Maui and Molokai, 1907
 261-75-11 Maui, 1908
 261-75-12 Maui and Molokai, 1909
 261-75-13 Oahu, 1908

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261-75-14 All Islands, 1898, January-June
 261-75-15 All Islands, 1898, July-September
 261-75-16 All Islands, 1898, October-November
 261-75-17 All Islands, 1898, December
 261-75-18 All Islands, 1899, January-February
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 261-76-9 Hawaii, 1901-1904, Honokaa
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261-76-19	Hawaii, 1905, January-June, All Districts
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261-77-4	Kauai, 1901-1904, Hanalei
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261-77-11	Kauai, 1905, July-1909, Koloa
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261-77-20	Maui, 1905, July-1909, Hana
261-77-21	Maui, 1905, July-1909, Lahaina
261-77-22	Maui, 1905, July-1907, Makawao
261-77-23	Maui, 1908-1909, Makawao
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261-77-25	Molokai, 1901-1904
261-77-26	Molokai, 1905-1909
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 261-77-32 Oahu, 1905, January-June, All Districts
 261-77-33 Oahu, 1905, July-1906, All Districts
 261-77-34 Oahu, 1907-1908, All Districts

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261 vol 51 Outgoing letters, August 15, 1887-May 30, 1892 (letterpress copybook)
 261 vol 52 [in Box 78] Outgoing letters, August 15, 1887-May 30, 1892 (typescript copy)
 261 vol 53 Outgoing letters, May 2, 1892-November 22, 1895 (letterpress copybook)
 261 vol 54 [in Box 78] Outgoing letters, May 2, 1892-November 22, 1895 (typescript copy)
 261 vol 55 Outgoing letters, July 24, 1894-May 4, 1896 (letterpress copybook)
 261 vol 56 [in Box 78] Outgoing letters, July 24, 1894-May 4, 1896 (typescript copy)
 261 vol 57 Outgoing letters, May 1, 1896-May 6, 1898 (letterpress copybook)
 261 vol 58 [in Box 78] Outgoing letters, May 1, 1896-May 6, 1898 (typescript copy)
 261-78-1 Outgoing letters, 1901-1901
 261-78-2 "A," 1912-1919
 261-78-3 "B," 1912-1914
 261-78-4 "B," 1915-1919
 261-78-5 "C," 1913-1915
 261-78-6 "C," 1916-1918
 261-78-7 Creevey, Allen E., 1917-1920
 261-79-1 "D," 1913-1918
 261-79-2 "F," 1913-1918
 261-79-3 "G," 1912-1918
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 261-79-11 "N," 1912-1918
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261-79-23	Letters, Incoming, 1900-1902
261-79-24	Letters, Incoming, 1904-1906
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