

Inventory of Records
of the
Department of Human Services

April, 2003

**Hawaii State Archives
Iolani Palace Grounds
Honolulu, Hawaii 96813**

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DEPARTMENT OF HUMAN SERVICES

INTRODUCTION

The Department of Human Services was established in 1960 as the Department of Social Services. It was renamed the Department of Social Services and Housing in 1970 and received its current designation in 1987. Its records are organized into two sub-groups of one series each, Records of the Hawaii Youth Correctional Facility and Records of the Long Term Care Channeling Office/"Project Malama." Neither agency remains in the department. The Hawaii Youth Correction Facility was placed under the Office of Youth Services in 1991 and the Long Term Care Channeling Office was disestablished in 1995.

The records, which were transferred to the Archives when the affected agency left the department or was disestablished, are in numerous forms, but mainly consist of minutes, correspondence and memoranda.

Access is unrestricted.

ADMINISTRATIVE HISTORY

Established: As the Department of Social Services by Act 1, 2nd Spl SLH 1959, effectuated by Gubernatorial Executive Order No. 9, January 19, 1960.

Redesignated: Renamed Department of Social Services and Housing, June 19, 1970; renamed Department of Human Services, July 1, 1987.

Dates: January 19, 1960-[present].

Predecessor Agencies: Department of Institutions, from July 1, 1939. Disestablished and functions (except for Waimano Home and the State Hospital) transferred to the department.
Department of Public Welfare, from July 1, 1941. Disestablished and functions transferred to the department.
Board of Pardons and Paroles, from July 1, 1931. Incorporated into the department.
Board of Prison Inspectors, from April 18, 1905. Disestablished and functions transferred to the department.
Bureau of Sight Conservation and Work with the Blind, from July 1, 1945. Disestablished and functions transferred to the department.
Council on Veterans' Affairs, from May 14, 1945. Disestablished and functions transferred to the department.
Hawaii Housing Authority, from August 22, 1935. Incorporated into the department.

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Functions: The primary purpose of the department is to administer programs designed to improve the social well-being and productivity of the people of the State. It concerns itself with problems of human behavior, adjustment and daily living through the administration of programs of family, child and adult welfare, economic assistance, health care assistance, rehabilitation toward self-care and support, public housing and related programs. Its specific duties are to:

- Establish and administer programs and standards and adopt rules for all public assistance programs;
- Assist in preventing family breakdown by planning, establishing and directing family support programs;
- Establish, extend and strengthen services for the protection and care of neglected children and children in danger of becoming delinquent;
- Establish, maintain and operate suitable receiving homes for the care and custody of neglected children;
- Receive from the police or other agencies for care and custody any neglected child;
- Place or assist in placing neglected children in suitable private homes or institutions including suitable adoptive homes;
- Administer medical assistance programs for eligible public welfare and other medically needy individuals;
- Cooperate with the federal government in carrying out the purposes of the Social Security Act and other matters of mutual concern pertaining to public welfare, public assistance including food stamps and child welfare services;
- Conduct research and compile statistics relative to public and private welfare activities;
- Develop plans for the prevention and treatment of conditions giving rise to public welfare problems;
- Determine the appropriate level for the "Hawaii security net" by developing a tracking and monitoring system to determine what segments of the population are not able to afford the basic necessities of life and advise the legislature annually regarding the resources required to maintain the security net at the appropriate level;
- Plan, organize and direct programs for the vocational rehabilitation of persons with disabilities;
- Exercise administrative supervision over programs under the jurisdiction of the Office of Youth Services, including the care of children incarcerated by the courts of the State.

Successor Agency: None.

References: Revised Laws of Hawaii: Chapters 74, 83, 108, 109, 349 (1955).
Hawaii Revised Statutes: Title 20 and §26-14 (1968, 1976, 1985, 1993).
Session Laws of Hawaii: Act 41, SLH 1905; Act 129, SLH 1931; Act 190, SLH 1935; Act 296, SLH 1941; Acts 113 and 150, SLH 1945; Act 75, SLH 1951; Act 1, 2nd Spl SLH 1959; Act 105, SLH 1970; Acts 338 and 339, SLH 1987; Act 114, SLH 1991.

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Hawaii Administrative Rules: Title 17 (Department of Human Services).

Library Collection:

Governor, Report of the Governor of Hawaii to the Secretary of the Interior.

Call No. J 87 .H31 [1940-1959].

Legislative Reference Bureau, Guide to Government in Hawaii. Call No. JK 9330 .H38 [1961, 1963, 1964, 1966, 1973, 1978, 1980, 1984, 1989, 1993].

Department of Human Services [Department of Social Services, Department of Social Services and Housing], Annual Report. Call No. HV 85 .H38 [1961-1993].

Department of Institutions, Annual Report. Call No. HV 85 .H352 [1940-1959].

Department of Public Welfare. Report. [UH] Call No. HV 85 .H353 [1938-1960].

Government Records Collection:

Records of Governor Quinn (GOV12).

Records of Governor Burns (GOV13).

Records of Governor Ariyoshi: Series 234, Correspondence.

Records of Governor Waihee: Series 500, General Files of the First Term.

Record of the Lieutenant Governor:

Series 292, Organization Charts and Functional Statements:

2001, Department of Human Services.

Series 293, Superseded Administrative Rules and Regulations:

Department of Social Services and Housing.

Records in the collection.

DEPARTMENT OF HUMAN SERVICES

AGENCY HISTORY

HAWAII YOUTH CORRECTIONAL FACILITY

Established: By An Act Authorizing the Board of Education to Establish an Industrial and Reformatory School . . . , approved December 30, 1864.

Dates: December 30, 1864-present.

Predecessor Agency: None. From 1850 until the establishment of the first youth correctional institution in 1865, youthful offenders were indentured to "persons of good character" to learn morals and "the rudiments of knowledge and useful traits."

Chronology:

December 30, 1864	Authority to establish and operate Industrial and Reformatory Schools given to the Board of Education.
March, 1865	The first Industrial and Reformatory School is established by Board of Education at Keoneula, Kapalama, Oahu, for boys and girls.
1870	The girls' department of the Industrial and Reformatory School is discontinued.
1900	Management of the Industrial and Reformatory School is transferred from the Board of Education to the Superintendent of Education.
May, 1903	The [boys'] Industrial and Reformatory School is moved to Waialeale, Waialua, Oahu.
1904	An Industrial and Reformatory School for girls is established at the old Keoneula site.
1913	The girls' Industrial and Reformatory School is relocated to Moiliili;
January 1, 1916	Management of the Industrial and Reformatory Schools is transferred from the Superintendent of Public Instruction to the Board of Industrial Schools.
1929	The girls' Industrial and Reformatory School is relocated to a new facility in Maunawili, Koolaupoko, Oahu.
May 1, 1929	The two schools are formally named the "Waialeale Training School for Boys" and the "Maunawili Training School for Girls."
July 1, 1931	The Maunawili Training School for Girls is renamed the "Kawailoa Training School for Girls."
July 1, 1939	The Board of Industrial Schools is abolished and the training schools are incorporated into the new Department of Institutions.
September 15, 1950	The boys' training school is relocated from Waialeale to Kawailoa.
1951	Management of academic programs at the training schools is assigned to the Department of Public Instruction. The girls' program is called "Olomana School."

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- May 10, 1951 The boys' school is named the "Koolau Boys' Home" and the Kawaihoa Training School for Girls is renamed the "Kawaihoa Girls' Home."
- May 28, 1951 The two schools are consolidated into a new Division of Training Schools within the Department of Institutions.
- April 2, 1952 An additional boys' facility is opened on the Big Island and named the "Mauna Loa Forestry Camp."
- September, 1953 The academic programs conducted by the Department of Public Instruction are combined into a single co-educational program at Olomana School.
- September 30, 1953 The Mauna Loa Forestry Camp is closed.
- October 5, 1953 A new boys' facility, the Molokai Forestry Camp, is opened.
- June 5, 1957 The name "industrial and reformatory schools" is replaced in statute by the name "training schools."
- January 19, 1960 As a part of the reorganization of government concurrent with statehood, the Department of Institutions is abolished and the training schools are transferred into the Corrections Division of the new Department of Social Services.
- May 17, 1963 The training schools are renamed the "Hawaii Youth Correctional Facility."
- January 31, 1967 The Molokai Forestry Camp is closed.
- July 19, 1970 The Department of Social Services is renamed the "Department of Social Services and Housing."
- July 1, 1987 The Hawaii Youth Correctional Facility is transferred from the Department of Social Services and Housing to the newly-created Department of Corrections.
- July 1, 1987 The Department of Social Services and Housing is renamed "Department of Human Services."
- June 7, 1989 The Department of Corrections is disestablished and the Hawaii Youth Correctional Facility is transferred to the newly created Department of Public Safety.
- July 1, 1991 The Hawaii Youth Correctional Facility is transferred from the Department of Public Safety to the newly-created Office of Youth Services, which is attached for administrative purposes to the Department of Human Services.

Function: To provide for the care, security, punishment and redirection of children committed to terms of incarceration by the courts of the State. Includes coordinating with other agencies such as the Department of Education to facilitate operations and provide appropriate programs and services to wards [inmates].

Successor Agency: None.

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- References:** The Organic Act, Sec. 76.
Revised Laws of Hawaii: Chapter 30 (1925); Chapter 132 (1935); Chapter 67 (1945); Chapter 80 (1955).
Hawaii Revised Statutes: Chapter 346 (1985); Chapter 352 (1976, 1985, 1993); §26-14 (1985, 1990 Supp).
Session Laws of Hawaii: An Act Authorizing the Board of Education to Establish an Industrial and Reformatory School . . . , approved December 30, 1864, SLH, 1864; Act 41, SLH 1870; Act 81, SLH 1915; Act 186, SLH 1929; Act 108, SLH 1931; Act 203, SLH 1939; Acts 54 and 212, SLH 1951; Act 299, SLH 1957; Act 1, 2nd Spl SLH 1959; Act 41, SLH 1963; Act 105, SLH 1970; Act 303, SLH 1980; Act 156, SLH 1985; Acts 338 and 339, SLH 1987; Acts 211 and 375, SLH 1989; Act 114, SLH 1991.

Library Collection:

Governor, Report of the Governor of Hawaii to the Secretary of the Interior. Call No. J 87 .H31 [1909-1959]

Legislative Reference Bureau, Guide to Government in Hawaii. Call No. JK 9330 .H38 [1961, 1963, 1964, 1966, 1973, 1978, 1980, 1984, 1989, 1993];

Department of Human Services [Department of Social Services, Department of Social Services and Housing], Annual Report. Call No. HV 85 .H38 [1961-1993].

Department of Institutions, Annual Report. Call No. HV 85 .H352 [1940-1959].

Department of Public Instruction [Board of Education]. Report of the Minister of Public Instruction to the Hawaiian Legislature; Report of the President of the Board of Education to the Legislative Assembly; Report of the Superintendent of Public Instruction to the Governor of the Territory of Hawaii [title varies]. Call No. L 777 .B11 [1868, 1897, 1912, 1965].

Government Records Collection:

Record of the Lieutenant Governor:

Series 266, Gubernatorial Executive Orders Dealing with Subjects other than Land, 266 volume 2, p. 66, Executive Order No. 9, January 19, 1960, Organization of the Department of Social Services.

Series 292, Organization Charts and Functional Statements:
2001, Department of Human Services.

Records in the collection.

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SERIES DESCRIPTION

Series Number: 499 **Series Title:** Records of the Hawaii Youth Correctional Facility

Date Range: 1946-1980

Quantity: 2.08 cubic feet in three 7.5-inch boxes and one 2.5-inch box

Creator: Collected or created by the Hawaii Youth Correctional Facility (HYCF) and several predecessor agencies and component offices, including the Corrections Division of the Department of Social Services, the Division of Training Schools of the Department of Institutions, the Molokai Forestry Camp, the Koolau Boys Home, the Kawaihoa Girls Home, the Education Unit, the Correctional Care Unit and the Correctional Services Unit of the HYCF, and the Juvenile Parole Branch of the Corrections Division.

Physical Characteristics/Condition: Paper records: letter- and legal-size; original manuscript and typescript; carbon and xerographic copies; stencil and mimeograph reproductions; and a few published documents. Some materials have handwritten notes added. The records are in fair condition.

Content Description: Consists of minutes, agendas, correspondence, memoranda, notes, rules, regulations, bulletins, policies, procedures, plans, programs descriptions, inter- and intra-agency agreements, periodic and one-time reports, and statistical records, including lists and tabulated data. Contains information about the organization, organizational relations, functions, staffing and daily operations of the HYCF and some of its predecessor agencies, including the Corrections Division, the Division of Training Schools, the Koolau Boys Home, the Kawaihoa Girls Home and the Molokai Forestry Camp. Also includes records created by subordinate units, including the Correctional Care, Correctional Services, and Education units and the Juvenile Parole Branch of the Corrections Division, which was subsequently subordinated to the HYCF. The records contain information on a variety of subjects such as internal communications, staff training, mental health, ward [inmate] discipline and programs for ward rehabilitation. For example, the two files "Superintendent: Boys' Group Home" provide information about a pre-release residence program for wards; the file "Training Schools, Division of: Plans and Programs, 1955-1961" contains information on planning for summer programs, while the various files of minutes of staff meetings as well as files such as "Molokai Forestry Camp; Incident Reports, 1956-1958" are sources of information on daily life at the various HYCF sites. Finally, files such as "Health, Department of," and "Education, Department of," contain information about inter-agency involvement in HYCF plans and operations.

Arrangement: The records are filed alphabetically by agency/office and thereunder alphabetically by folder content.

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Series Number: 499 Series Title: Records of the Hawaii Youth Correctional Facility

Note: There are gaps in the records. For example, there are no minutes of Division of Training Schools' staff meetings for 1955-1956, nor are its semi-monthly reports for 1959 in file.

For Additional Information See: Records of the Department of Institutions; Correspondence of Governors Ingram Stainback (GOV9), Oren E. Long (GOV10), Samuel Wilder King (GOV11), William Quinn (GOV12), John A. Burns (GOV13) and George R. Ariyoshi [Series 236]. Records of the Legislature of the State of Hawaii, Records of the Standing and Special Committees of the House of Representatives, Joint Interim Committee on Juvenile Justice, 1975 (Series 305).

Access: Access is unrestricted.

Prepared by: A. Hoof

Date Completed: April 4, 2003

DEPARTMENT OF HUMAN SERVICES

AGENCY HISTORY

FAMILY AND ADULT SERVICES DIVISION

Established: As part of a reorganization approved by the Governor on October 12, 1988.

Dates: October 12, 1988-June 30, 1997.

Predecessor Agencies: Unemployment Work Relief Commission, July 1, 1933-May 31, 1937.
Board of Public Welfare, June 1, 1937-June 30, 1939.
Department of Social Security, July 1, 1939-June 30, 1941.
Department of Public Welfare. July 1, 1941-January 18, 1960.
[Public welfare functions were performed by four county divisions, coordinated by the Program Management Office, Department of Social Services, January 19, 1960-April 30, 1963].
Public Welfare Division. May 1, 1963-October 11, 1988.

Functions: Under the general direction of the Director of Human Services, the Family and Adult Services Division (FASD) provided social services, economic assistance and medical care assistance payments to eligible families and individuals. Its specific duties included:

- Formulating and implementing statewide social service and income maintenance programs;
- Developing and implementing plans for administration of federal programs, such as food stamps, and for expenditure of federal funds;
- Providing direction in the planning of community and volunteer services;
- Developing and implementing data processing and analysis systems to evaluate the effectiveness of division programs;
- Administering the Work Incentive Program and the Foster Grandparents Program;
- Contracting for and coordinating social welfare services with and among private and other public sector agencies;
- Developing and implementing a fraud prevention and recovery program; and
- Supervising the Long Term Care Channeling Office in its provision of case management services to the frail or disabled elderly living at home.

Successor Agency: FASD was disestablished, and its functions were divided between two new divisions, Social Services Division and Benefit Employment and Support Services Division, in a reorganization approved by the Governor effective July 1, 1997.

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- References:** Revised Laws of Hawaii: Chapter 259 (1935), Chapter 107 (1955).
Hawaii Revised Statutes: Title 20 (1985).
Session Laws of Hawaii: Act 209, SLH 1933; Act 242, SLH 1937; Act 238, SLH 1939; Act 296, SLH 1941; Act 264, SLH 1951; Act 278, SLH 1953; Act 1, 2nd Spl SLH 1959.
- Library Collection:**
Legislative Reference Bureau, Guide to Government in Hawaii. Call No. JK 9330 .H38 [1993];
Department of Human Services [Department of Social Services, Department of Social Services and Housing], Annual Report. Call No. HV 85 .H38 [1989-1993].
- Government Records Collection:**
Record of the Lieutenant Governor:
Series 266, Gubernatorial Executive Orders Dealing with Subjects other than Land, 266 volume 2, p. 66, Executive Order No. 9, January 19, 1960, Organization of the Department of Social Services.
Series 292, Organization Charts and Functional Statements: [various years], Department of Social Services and Housing [Department of Human Services].
- Records in the collection.

DEPARTMENT OF HUMAN SERVICES

AGENCY HISTORY

LONG TERM CARE CHANNELING OFFICE/PROJECT "MALAMA"

Established: As the Long Term Care Channeling Demonstration Project Office by departmental reorganization.

Dates: January, 1981-September 30, 1995.

Predecessor Agency: None.

Functions: The Long Term Care Channeling Demonstration Project Office (LTCCDPO) was established under the Director of Social Services and Housing to manage Hawaii's participation in a federal long term care channeling project which was funded from January, 1981 to May, 1984. The Hawaii demonstration project, integral to LTCCDPO, was named "Project Malama," and commenced operations on May 15, 1982. The project was intended to demonstrate that elderly who were at most risk of institutionalization could continue to live at home, or have their institutionalization delayed, if care was "channeled" to them. In practice, the distinction between LTCCDPO and Project Malama became blurred over time, and the two entities were often referred to as "LTCCDPO/Project Malama."

The project director was assisted by an advisory committee, appointed by the Director of Social Services and Housing, which made suggestions regarding goals and procedures; served as a link between the project and the health care community; assisted in inter-agency coordination; and recommended additional areas for study.

Hawaii was not selected to remain in the federal project beyond 1983, but Project Malama continued in existence, and continued to channel long term care, as a recipient of funds administered by the City and County of Honolulu's Elderly Affairs Division (EAD), creating an unusual situation where a State agency reported as a contractor to a City agency. Concurrently, because the federal demonstration project was over, LTCCDPO was renamed Long Term Care Channeling Project Office (LTCCPO). In July, 1987 LTCCPO was renamed Long Term Care Channeling Office (LTCCO) and placed (along with its operational component, Project Malama) in the Public Welfare Division (renamed Family and Adult Services Division (FASD) in 1988) of the Department of Human Services (DHS). At the same time, LTCCO began to receive funding under the DHS appropriation in the State budget. Despite this, Project Malama continued as a contractor to EAD through 1990. Throughout these changes in organizational relations and funding sources, up until its disestablishment the office remained responsible for providing case management services to eligible frail and disabled elderly living at home.

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The specific functions of LTCCO included:

- Establishing and maintaining relationships with all long term care providers in the community;
- Obtaining service agreements with provider agencies for the provision of services to channeling clients;
- Determining eligibility criteria for channeling services;
- Directing data collection activities for research purposes;
- Identifying persons appropriate for channeling services;
- Preparing care plans for clients which linked needs with services; and
- Monitoring services provided to clients.

Disestablished: The State Legislature declined to fund the project beyond September 30, 1995. Its functions were not explicitly reassigned, but elder care continued to be a responsibility of FASD, EAD and the Executive Office of Aging.

Successor Agency: None.

References: Library Collection:

Legislative Reference Bureau, Guide to Government in Hawaii. Call No. JK 9330 .H38 [1984, 1989, 1993];

Department of Human Services [Department of Social Services, Department of Social Services and Housing], Annual Report. Call No. HV 85 .H38 [1981-1993].

Government Records Collection:

Record of the Lieutenant Governor:

Series 292, Organization Charts and Functional Statements: [various years], Department of Social Services and Housing [Department of Human Services].

Records in the collection.

DEPARTMENT OF HUMAN SERVICES

SERIES DESCRIPTION

Series Number: 498 **Series Title:** Records of the Long Term Care Channeling Office/
Project "Malama"

Date Range: 1980-1995

Quantity: 0.42 cubic foot in one 7.5-inch box

Creator: Collected or created by the Long Term Care Channeling Office/Project Malama

Physical Characteristics/Condition: Paper records: letter- and legal-size; original and xerographic typescript; some have handwritten notes added. The records are in excellent condition.

Content Description: Contains information related to the Long Term Care Channeling Office (LTCCO)/Project Malama, which was created in 1983 to conduct a project, using federal funds, to demonstrate the feasibility and cost-effectiveness of "channeling" long term care to elderly in their homes rather than hospitalizing or institutionalizing them. Includes information on the development and implementation of public policy on elder care, the factors involved in design and establishment of LTCCO/Project Malama, e.g.: defining and identifying the target population; establishing measures of effectiveness; coordinating with other elder-care programs; and developing the required administrative rules and procedures. The types of records include agenda and minutes of meetings of the project Advisory Committee; reports of the State's Long Term Care Planning Group; and monthly and annual reports, contracts, memoranda of understanding, and correspondence of LTCCO/Project Malama with other state and federal agencies. The records from 1980-1983 document the period of the federal demonstration project, including correspondence with the U.S. Department of Health and Human Services and contractors at Temple University who assisted the State in developing Project Malama. The records from 1983-1990 document the operations of LTCCO/Project Malama during the time it was under contract to the City and County of Honolulu's Office of Human Resources/Elderly Affairs Division (EAD); the annual reports to EAD provide interesting detail. The records from 1991-1995 cover the period when LTCCO reported the Family and Adult Services Division (FASD) and include information on the phase out and disestablishment of LTCCO in the Advisory Committee minutes and the monthly reports to FASD.

Arrangement: The records are filed in a single alphabetical arrangement by file folder title.

For Additional Information See: Correspondence of Governor George R. Ariyoshi [Series 236] and General Files of the First Term of Governor John D. Waihee III [Series 500].

Access: Access is unrestricted.

Prepared by: A. Hoof

Date Completed: February 27, 2003

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RECORDS CONTAINER LIST

Series Number: 498 Series Title: Records of the Long Term Care Channeling Office
(LTCCO)/Project "Malama"

<u>Box & Folder</u>	<u>Contents</u>
498-1-1	Advisory Committee Meetings, 1986-1990
498-1-2	Advisory Committee Meetings, 1991-1995
	City and County of Honolulu, Office of Human Resources, Elderly Affairs Division
498-1-3	Annual Reports to, 1984-1990
498-1-4	Discussion of Elder Needs, 1990
498-1-5	Living-at-Home Program, 1985-1986
498-1-6	Project Assessments, 1987-1990
498-1-7	Project Contract, 1983
498-1-8	Draft Administrative Rules, 1982
498-1-9	Family and Adult Services Division, Monthly Reports to, 1991-1995
498-1-10	Long Term Care, State Policy on (Draft), 1982
498-1-11	Long Term Care Planning Group, Report, 1981
498-1-12	Long Term Care Planning Group, Report, 1983
498-1-13	National Recognition, 1986
498-1-14 & 15	Procedures Manual, 1987-1994
498-1-16	Senior Companion Program, 1988-1990
498-1-17	Single Access System for Long Term Care, 1986-1988
498-1-18	State Legislature, National Demonstration Project, 1981
498-1-19	Temple University, Consultant Contract, 1982-1983
498-1-20	Transition from Federal Demonstration to Local Project, 1983
	U.S. Department of Health and Human Services
498-1-21	National Demonstration Project, 1980
498-1-22	National Demonstration Project, 1981
498-1-23	National Demonstration Project, 1982

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RECORDS CONTAINER LIST

Series Number: 499 Series Title: Records of the Hawaii Youth Correctional Facility

<u>Box & Folder</u>	<u>Contents</u>
499-1-1	Citizens' Advisory Council: Minutes, Correspondence and Memos, 1965-1973
499-1-2	Correctional Care Unit: Minutes, Procedures and Memos, n.d., 1963-1970
499-1-3	Correctional Services Unit: Conference, Trip and Training Reports, 1964-1971
499-1-4	Correctional Services Unit: Minutes, Procedures and Memos, 1962-1970
499-1-5	Corrections Division: Administrator's Directives, 1962-1969
499-1-6	Corrections Division: Correspondence and Memos, 1961-1965
499-1-7	Corrections Division: Correspondence and Memos, 1966-1973
499-1-8	Corrections Division: Minutes of Staff Meetings, 1961-1970
499-1-9	Corrections Division: Organization and Functions, n.d., 1961-1968
499-1-10	Corrections Division: Plans and Programs, 1963-1969
499-1-11	Corrections Division: Policies and Procedures, 1963-1976
499-1-12	Corrections Division: Rules and Regulations, 1964
499-1-13	Corrections, Institution of, Task Force: Agendas, Minutes and Correspondence, 1969-1973
499-1-14	Education, Department of: Procedures, Plans and Programs, 1955-1969
499-1-15	Education, Department of: Procedures, Plans and Programs, 1970-1972
499-1-16	Education Unit: Correspondence and Memos, 1963-1965
499-1-17	Health, Department of: Reports, Correspondence and Memos, 1965-1976
499-1-18	Institutions, Department of: Abstract of Title, Girls School, 1947
499-1-19	Institutions, Department of: Correspondence and Memos, 1953-1954
499-1-20	Institutions, Department of: Correspondence and Memos, 1955-1960
499-2-1	Institutions, Department of: Policies and Procedures, 1954-1959
499-2-2	Juvenile Court: Correspondence and Memos, 1951-1964
499-2-3	Juvenile Parole Branch: Continuing Jurisdiction Study, 1975-1976
499-2-4	Juvenile Parole Branch: Minutes, Correspondence and Memos, 1963-1977
499-2-5	Juvenile Parole Branch: State Vocational Rehabilitation Plan, 1967
499-2-6	Kawailoa Girls Home: Minutes, Reports, Regulations and Procedures, 1956-1961
499-2-7	Koolau Boys Home: Minutes of Staff Meetings, 1961-1962
499-2-8	Koolau Boys Home: Rules, Regulations and Procedures, 1952-1961
499-2-9	Molokai Forestry Camp: Incident Reports, 1956-1958
499-2-10	Molokai Forestry Camp: Minutes of Meetings with Wards, 1955-1957
499-2-11	Molokai Forestry Camp: Minutes of Staff Meetings, 1955-1958
499-2-12	Molokai Forestry Camp: Policies, Correspondence and Memos, 1955-1967
499-2-13	Parole and Home Placement Division: Policies and Procedures, 1955-1958

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RECORDS CONTAINER LIST

Series Number: 499 Series Title: Records of the Hawaii Youth Correctional Facility

<u>Box & Folder</u>	<u>Contents</u>
499-2-14	Social Services, Department of: Minutes of the Advisory Board, 1960-1975
499-2-15	Social Services, Department of: Organization and Functions, 1960-1963
499-2-16	Social Services, Department of: Policies, Procedures and Memos, 1962-1975
499-2-17	Superintendent: Boys' Group Home Program, 1975-1978
499-2-18	Superintendent: Boys' Group Home Program, 1979-1980
499-2-19	Superintendent: Bulletins, 1962-1969
499-2-20	Superintendent: Conference, Trip and Training Reports, 1965-1975
499-2-21	Superintendent: Household Arts Program, 1964-1967
499-2-22	Superintendent: Maluhia Opportunity Demonstration Project, 1967-1968
499-2-23	Superintendent: Minutes of Meetings, 1961-1964
499-3-1	Superintendent: Minutes of Meetings, 1965-1970
499-3-2	Superintendent: Minutes of Meetings, 1971-1975
499-3-3	Superintendent: Organization and Functions, n.d., 1964-1975
499-3-4	Superintendent: Plans and Programs, n.d., 1961-1966
499-3-5	Superintendent: Plans and Programs, 1967-1975
499-3-6	Superintendent: Policies and Procedures, n.d., 1961-1976
499-3-7	Training Schools, Division of: Annual Reports, 1957-1960
499-3-8	Training Schools, Division of: Conference, Trip and Training Reports, 1957-1960
499-3-9	Training Schools, Division of: Correspondence, Memos and Reports, 1952-1960
499-3-10	Training Schools, Division of: Functions, Plans and Programs, 1954-1962
499-3-11	Training Schools, Division of: Minutes of Staff Meetings, 1946-1954
499-3-12	Training Schools, Division of: Minutes of Staff Meetings, 1957-1958
499-3-13	Training Schools, Division of: Minutes of Staff Meetings, 1959
499-3-14	Training Schools, Division of: Minutes of Staff Meetings, 1960-1961
499-3-15	Training Schools, Division of: Rules, Regulations and Procedures 1951-1961
499-4-1	Training Schools, Division of: Semi-Monthly Reports, January-June, 1958
499-4-2	Training Schools, Division of: Semi-Monthly Reports, July-December, 1958
499-4-3	Training Schools, Division of: Semi-Monthly Reports, January-June, 1960
499-4-4	Training Schools, Division of: Semi-Monthly Reports, July-December, 1960
499-4-5	Ward Training and Education Policy Committee: Minutes and Memos, 1966-1967

THE UNIVERSITY OF CHICAGO

PHYSICS DEPARTMENT

PHYSICS 311

LECTURE 1

MECHANICS

1.1 Kinematics

1.2 Dynamics