

**Inventory of Records
of the
Department of Health**

August, 2004

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

DEPARTMENT OF HEALTH

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DEPARTMENT OF HEALTH

Administrative History

Established: The Department of Health is established under section 26-13 and specifically provided for in chapter 321, Hawaii Revised Statutes. It was established in 1960 by the Hawaii State Reorganization Act of 1959.

Predecessor Agencies: The Board of Health, 1851-1959, was established on May 8, 1851 by an act of the 1851 Legislature.

Functions: The Department of Health administers public health programs for the protection of the physical and mental well-being of the people of Hawaii. It enforces the Hawaii State public health laws as well as the Hawaii environmental health laws. It operates 13 medical facilities.

The Department is the successor agency to the Board of Health. Through its Director, it continues to carry out duties assigned to the Board: making rules and regulations relating to public health, appointing agents and physicians to enforce them, and through these agents taking preventive measures relating to the physical and mental health of the community. These measures include the removal of the sources of filth and causes of disease, the compulsory vaccination of children, the diagnosis of the incipient stages of communicable diseases, and the treatment and the elimination of their causes, quarantine, the isolation of patients suffering from tuberculosis and leprosy, and the care of those persons amenable to treatment. It also maintains hospitals for the indigent and the insane.

The initial duties and powers of the Board of Health were established by the ordinance of 1851, by which the Board acquired powers for the inspection of houses and other places for nuisances, the enforcement of port quarantine, and the selection of gravesites. The law also required physicians, masters of vessels and families to report instances of malignant disease. In 1859 the Board acquired the power to license physicians and to establish and supervise public hospitals on each of the islands.

The responsibilities of the Board continued to expand during the late nineteenth and early twentieth centuries. In 1862 it was required to establish hospitals for the treatment of leprosy patients, and an insane asylum. In 1896 the legislature assigned to it the registration of births, deaths and marriages. Between 1896 and 1951, the Board established a number of bureaus for the specialized treatment of certain communicable diseases. These included the bureaus of epidemiology, venereal disease, leprosy, cancer control, tuberculosis, maternal and child health (relating to rheumatic fever and infantile paralysis), mental health, and laboratories.

The bureaus provided specialized staff, including bacteriological and chemical analysis staff, pathologists, educational staff and, in the Territorial hospital, a psychiatrist, for the detection, diagnosis, and treatment of disease, for the inspection and testing of food, milk, water and drugs, and for public instruction in hygiene and other preventive measures.

In 1925 the law redefined the role of the President. It provided that he act as the Executive Officer of the Board, with full power to appoint staff, to enforce public health regulations and to enforce the directions of the Board, subject to the ratification of the Board at its regular meetings.

In 1951, the Board of Health integrated the specialized services of the bureaus into three overarching Divisions in order to coordinate, systematize and make uniform their services. The

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Divisions were Local Health Services, Preventive Medicine, and Sanitation.

In 1960, the reorganization act, which abolished the Board of Health, created the Department of Health. It also created a Director of the Department, under the supervision of the Governor, acting with the advice of the Board of Health.

The Department's powers have been augmented considerably since 1959 with the passage of legislation relating to industrial hygiene, chronic renal disease, mental health services, maternal and child health, infectious and communicable diseases and the inspection of food, drugs and cosmetics. Consequently in February 1989, the Department adopted a new organizational form, integrating the divisions into larger bodies called "administrations," each headed by a Deputy Director of Health. In 1996 these consisted of General Administration, and the Behavioral Health, Community Hospitals, Environmental Health, and Health Resources Administrations.

Subject access terms: Leprosy--Hawaii
Plague--Hawaii
Public Health--Hawaii
Public Health Administration--Hawaii

References:

Annual Reports of the Department of Health, 1865 ff.
Annual Reports of the Minister of the Interior, 1854-1862
Hawaii Revised Statutes (ss. 26-13, 321-1, and 321-11).
Hawaii State Constitution, Art. IX section 1
Legislative Reference Bureau, Guide to Government in Hawaii, 1996
Session Laws, 1851 (p. 12-15), 1854 (pp. 28, 29), 1905 (c. 42 s. 1);
1911 (c. 132 s. 2); 1945 (c. 71 s. 1; c. 116 s.1); 1951 (c. 42 s. 1)

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Division History

Board of Health

Division Name: Board of Health

Functions: The Board of Health was established on May 8, 1851 by an act of the 1851 Legislature to serve as the policy-making authority for public health measures in Hawaii. The board's function was to make rules and regulations relating to the prevention and treatment of the causes and conditions of malignant disease and other danger to public health.

The Board was appointed by the King in Privy Council upon nomination by the Minister of the Interior, with the Minister of the Interior serving as President of the Board. The Board was administratively attached to the Minister of Interior from 1851-1876, after which it became independent. At first, the Board numbered seven persons, but it has varied in membership from three to eleven. All members served without pay. The Board was authorized to employ agents to enforce its powers. In 1876 that power was expanded to permit it to employ "medical practitioners," that is, physicians, who acted to implement public health measures in the districts and localities. The Board also employed a Secretary who attended to the business matters of the Board. In 1893 at least three members of the board were required to be physicians, and three to be laypersons.

Beginning in fiscal year 1894 the Board appointed an Executive Officer to head the expanding staff. In 1903, due to increased responsibility and the desire for stability, the Presidency became a paid position and the required number of physicians on the Board was reduced to two.

In 1905, the granting of licenses to practice medicine became a function of the Board by Act 48, Session Laws of Hawaii. No person was allowed to practice medicine or surgery in the Territory of Hawaii without having a valid license obtained from the Board. Such license was granted upon the written recommendation of the Board of Medical Examiners. Boards of examiners of other medical disciplines such as osteopathy and naturopathy were established later and the Board of Health required their recommendations before granting licenses.

In 1911, a substantial amendment to the public health laws codified the subjects upon which the Board could make rules. This statute was amended again in 1913 and many times thereafter, and is now codified as HRS 321-11. The subjects of rule-making include, among other things the power to: isolate and confine lepers; manage an insane asylum; establish a public hospital on each island; institute quarantine on vessels or on land; vaccinate; regulate the sale of poisons and the manufacture of poi; issue licenses for the practice of medicine and pharmacy; and register births, deaths and marriages.

In 1925 the President of the Board became the Executive Officer of the Board, with power to enforce its direction, to enforce public health rules and regulations, and to appoint staff. In 1937,

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however, the Legislature amended the public health statutes to replace the President with a Territorial Commissioner of Health, who became the Executive Officer. The Commissioner did not sit on the Board. In 1943 the Board returned to the old system, with the President again serving as Executive Officer of the Board, and he continued in that position until the reorganization of the Board in 1959.

In 1959 the Hawaii State Reorganization Act created a Department of Health under a single head called the Director, under the supervision of the Governor, and limited the powers of the Board of Health to that of serving in an advisory capacity to the Director. The Board now serves only as an advisory body.

References:

Hawaii Revised Statutes (ss. 26-13, 321-11).

Revised Laws of 1915 (c. 64)

Penal Code of 1869 (c. 59, ss. 4-6)

Session Laws of 1851 (pp. 12-15); 1854 (pp. 28, 29); 1862 (p. 62); 1876 (c. 11 s. 2);
1888 (c. 17 s. 3); 1893-94 (c. 18 s. 1); 1896 (c. 64 s. 87); 1911 (c. 132 s. 2);
1925 (c. 34 s. 1); 1943 (c. 43 s. 1); 1951 (c. 292 s. 1); 1959, 2nd Sp. S. (c. 1)

DEPARTMENT OF HEALTH
RECORD SERIES DESCRIPTIONS

Series No.: 259

Series Title: Minutes of the Board of Health

Date Range: 1858-1983

Quantity of Records: 7.5 linear feet in 73 volumes

Creator of Records: Board of Health

Physical Characteristics: Bound, handwritten and typescript material in good condition.

Content Description: Documents the making of policy relating to public health by the Board of Health. Includes decisions relating to the licensing of physicians, construction of hospitals, establishment of quarantine, the carrying out of epidemiological and sanitation measures, and the appointment of staff and personnel.

Subjects: Public health--Hawaii
 Public health administration--Hawaii
 Quarantine--Hawaii
 Epidemiology--Hawaii

Arrangement: Chronologically by date of meeting.

Notes: (1) Volumes 6 to 53 (for the period 1895 to 1959) are indexed.
(2) Minutes lacking for August, 1867-July, 1868; June-August, 1981; July-October, December, 1982; and May-June, 1983.

For additional information, see:

Annual Reports of the Minister of the Interior [for 1854-1862, relating to Health]
Annual Reports of the Board of Health
Annual Reports of the Board of Hospitals and Settlement
Revised Laws for 1955 and earlier
Subject file, Department of the Interior [see headings relating to health, including Health, Board of; Hospitals; Insane Asylum; and Leper Settlement]

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Series No.: 331

Series Title: Outgoing Letters of the Board of Health

Date Range: 1865-1921

Quantity of Records: 16 linear feet in 133 volumes

Creator of Records: Board of Health

Physical Characteristics: Leatherbound letterbooks, containing copies of handwritten or typewritten letters impressed on vellum, linen or parchment tissue pages. Some letterbooks are fragile, and some pages in the letterbooks show damage from insects, bending and fading of the ink.

Content Description: Documents the BOH President's administration and coordination of public health laws and policies. Contains the President's letters to the agents of the Board of Health and to non-Board of Health personnel, such as sheriffs and doctors. Subjects include sanitation, quarantine, testing for communicable diseases, medical aid to indigent persons, as well as various administrative matters.

Subjects: Epidemiology--Hawaii
 Public Health--Hawaii
 Public Health Administration--Hawaii
 Quarantine--Hawaii
 Sanitation--Hawaii

Arrangement: Chronologically by date of letter.

Notes: (1) This series lacks letterbooks numbered 2-6 (1869-1884) and 10 (March-August, 1888).
(2) Each letterbook is indexed individually by addressee at its front. In addition, most of the letters have been annotated with cross references to other letters to the same addressee in the same book.
(3) This series complements Series 334 (BOH incoming letters for 1850-1904).
(4) This series also overlaps with Series 335 (BOH correspondence for 1905-1913) for the period 1905-1913 so that outgoing letters will be found in both.
(5) Related material for the period 1925-1986 will be found in Series 325.
(6) Outgoing letters for the period 1918-1924 appear to be lacking in all of the BOH correspondence series.

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For additional information, see:

Annual Reports of the Board of Health

Subject file, Department of the Interior [see headings relating to health, including
Health, Board of; Hospitals; Insane Asylum; and Leper Settlement]

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Series No.: 334

Series Title: Incoming Letters of the Board of Health

Date Range: 1850-1941, bulk (1850-1904)

Quantity of Records: 14.8 linear feet in 37 5" boxes

Creator of Records: Board of Health

Physical Characteristics: Handwritten and typewritten material in good condition.

Content Description: Documents the Board of Health President's administration of public health regulations. Contains incoming reports and letters from the Government Physicians, Food and Fish Inspectors, the Superintendent of the Leper Settlement, and other persons (including Sister Marianne of Bishop Home at the Leper Settlement) to the President. Subjects of the reports include communicable disease outbreaks, sanitation conditions, immunization plans and results, and administrative matters. A subfile relating strictly to the care and treatment of Hansen's disease patients (reports and correspondence) is filed at the end of the series. The series contains some letters in Hawaiian.

Subjects: Epidemiology--Hawaii
Public health--Hawaii
Public health administration--Hawaii
Quarantine--Hawaii
Sanitation--Hawaii

Arrangement: Chronologically by date of letter.

Notes: (1) This series complements Series 331 (BOH outgoing letters for 1860-1917).
(2) Related material for the period 1905-1913 may be found in Series 335,
and for the period 1925-1986 may be found in Series 325.
(3) Incoming letters for the period 1918-1924 appear to be lacking in all of the
BOH correspondence series.

For additional information, see:

Annual Reports of the Board of Health
Annual Reports of the Minister of the Interior [for 1854-1862, relating to Health]
Subject file, Department of the Interior [see headings relating to health, including
Health, Board of; Hospitals; Insane Asylum; and Leper Settlement]

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Series No.: 335

Series Title: Correspondence of the Board of Health

Date Range: 1905-1917, bulk (1905-1913)

Quantity of Records: 7.6 linear feet in nineteen 5" boxes

Creator of Records: Board of Health

Physical Characteristics: Handwritten and typescript material in good condition.

Content Description: Documents the administration of the Board of Health by the President. Contains correspondence between the President, and the Secretary of the Board acting for the President, and the Government Physicians and Sanitary Agents in the districts. Subjects include the treatment of indigent persons (dispensing drugs, vaccinating and giving other treatment), the reporting of communicable disease outbreaks (such as bubonic plague, tuberculosis, and leprosy), the establishment of quarantine, and administrative matters.

Subjects: Epidemiology--Hawaii
Leprosy--Hawaii
Public health--Hawaii
Public health administration--Hawaii
Quarantine--Hawaii
Sanitation--Hawaii

Arrangement: Alphabetically by subject and thereunder chronologically.

Notes: (1) This series overlaps with Series 331 for the period 1905-1913 so that BOH outgoing letters for that period will be found in both series.
(2) Related material for the period 1850-1917 may be found in Series 331 and 334 and for the period 1925-1986 may be found in Series 325.
(3) Outgoing letters for the period 1918-1924 appear to be lacking in all of the BOH correspondence series.

For additional information, see: Annual Reports of the Board of Health

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Series No.: 324

Series Title: Correspondence of the Secretary of the Board of Health

Date Range: 1925-1980

Quantity of records: 1.2 linear feet in three 5" boxes

Creator of records: Secretary of the Board of Health

Physical Characteristics: Original and carbon copy typescript materials in good condition.

Content Description: Documents the Secretary's arrangements for the regular and special meetings of the Board of Health. Contains correspondence and membership records. The correspondence includes announcements and notices of meetings, agendas, and special invitations. The membership records include memoranda and notices of appointment to the Board. Contains very few lists of Board of Health members.

Subjects: Health boards--Hawaii
Public health--Hawaii

Arrangement: Alphabetically by subject and thereunder chronologically.

For additional information, see: Annual Reports of the Board of Health

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Series No. 336

Series Title: Report on Hawaiian Herbs

Date Range: n.d., 1917-ca. 1921

Quantity of records: 5 linear inches in one 5" box

Creator of records: Board of Health investigators in collaboration with the Department of Botany at the University of Hawaii

Physical characteristics: Handwritten and typescript material.

Content description: Documents the Board of Health's compilation of materials for a report to the Legislature on the medicinal value of Hawaiian herbs, in response to Act 195 of 1917. Contains two handwritten manuscripts by Hawaiian medicinal experts consulted by the Board, and a typescript list of Hawaiian herbs for further study and verification of their medicinal value. Letters in English; manuscripts in Hawaiian.

Subjects: Hawaiians--medicine
Herbs--therapeutic use
Medicinal plants--Hawaii

Arrangement: By record type: correspondence followed by draft manuscripts.

Note: The pagination of the two penciled, handwritten manuscripts is neither consistent nor complete.

For additional information, see: Annual Reports of the Board of Health

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Series No.: 502 **Series Name:** Physician's Licensing Records

Date Range: 1890-1979

Quantity: 2 linear ft in 20 volumes and 3.75 linear ft. of paper records

Physical Condition: The records are in good condition.

Content Description: The records include correspondence, letters of certification, osteopaths' hospital privileges, list of licensed osteopaths, list of physicians, registers of commissions, registers of licenses, register of temporary licenses, registration of osteopathic physicians and surgeons, registration of physicians and visiting consultants in medicine and surgery.

Chiropractors, List of Licensed, 1937-1965 includes the names and business addresses of chiropractors in Hawaii.

Correspondence, 1926-1979 concerns the issuance of licenses to chiropractors, osteopaths, podiatrists, naturopaths, and whether doctors of osteopathy and podiatry should have the right to apply for hospital medical staff membership, and whether a doctor of osteopathy meets the standards established for staff privileges.

Examinations Questions, 1948-1962 are sample board examination questions for chiropractors, naturopaths, and podiatrists.

Letters of Certifications, 1922-1965 are from the Board of Medical Examiners or the Boards of Chiropractic, Osteopathic, and Naturopathic Examiners, notifying the Board of Health that the listed physicians have met the requirements for licensing. May contain physician's date of birth, place of birth, educational background, and address.

Naturopaths, List of Licensed, 1937-1965 includes the names and business addresses of naturopaths in Hawaii.

Osteopaths, List of Licensed, 1931-1967 includes the names and business addresses of osteopaths in Hawaii.

Physicians, List of, 1967 includes names and business addresses of physicians in Hawaii.

Podiatry, License Renewals, 1961-1970 includes date of application, names of the applicants, home and business addresses, telephone numbers, and signatures of the applicants.

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Registers of Commissions, 1947-1959 includes date of the commission, name and title of the agent, district, county, effective date, salary, and date of revocation. The commissions are for positions such as government physician; registrar of vital statistics; food and drug inspector; county health officer; food commissioner; chief of the Bureau of Mosquito Control; sanitary inspector; and meat inspector. Most of the agents are physicians.

Registers of Licenses, 1890s-1958 contain licensing records: for chiropodists, 1947-1958; chiropractors, 1923-1954; maternity hospitals, 1948-1950; medicine and surgery, 1905-1946; naturopaths, 1927-1953; osteopaths, 1921-1955; physicians (active, retired or deceased), 1890s-1940s; and veterinarians, 1908-1948. The registers include the following information: license number, licensee's name, place of origin, age and residence; and date of issuance of license. In records of deceased, retired or active physicians are their name, nationality, date of birth, medical school attended, date of graduation, date of application, date of issuance of license, and remarks such as references, examination date(s), report of the board of examiners, office location, and date of death/date of departure.

Register of Temporary Licenses, 1965-1969 includes name, basis of issuance of temporary license, effective date, expiration date, and comments.

Registration of Chiropractic Physicians, 1924-1931 contains the physician's name, place of birth, ethnic or racial descent, country of citizenship, college, date of graduation, other training, date of issue of license in Hawaii, license number, other state licensure, home address, business address, length of residency in Hawaii, physician's signature, license number, effective date of license and signature of the executive secretary of the Board of Chiropractic Examiners.

Registration of Naturopathic Physicians, 1926-1946 contains the physician's name, gender, place and date of birth, nationality, racial decent, citizenship information, name and location of the college attended, date of graduation, other training in the naturopathic field, date of license in Hawaii, license number, home and business address, length of residency in Hawaii, signature of the physician, and date of the registration.

Registration of Osteopathic Physicians or Osteopathic Physicians and Surgeons, and Physicians, 1931-1969 contains the physician's name, place of birth, ethnic or racial descent, country of citizenship, premedical school, medical school, date of graduation, internship information, residency, medical specialization, year certified, license information, address, signature, date of issue of license, effective date of the license, and signature of the executive secretary of the Board of Medical Examiners or Board of Osteopathic Medical Examiners.

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Roster of Physicians Licensed by Dept. of Health, 1940-1970 includes names and business addresses of physicians in Hawaii.

Visiting Consultants- Medicine and Surgery, 1965-1969 - include name, Hawaii address, length of stay and description of consultative activity in Hawaii, signature of sponsor and consultant

Arrangement: Records are arranged alphabetically and chronologically within.

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 on the Container List. See the Reference Archivist for permission to use restricted material.

Related records:

Licensing records, Regulatory Section, Dept. of Interior
Series 238, Minutes of the Board, Professional and Vocational Licensing
Division, Dept. of Commerce and Consumer Affairs.

Prepared by: G. Vergara-Bautista

Date Completed: October, 2003

Revised and enlarged: August, 2004

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Division History

Office of the Director

Division Name: Office of the Director of the Department of Health

Predecessor Agencies: The President and Executive Officer of the Board of Health (1943-1959). Previous executive officer titles include: President of the Board of Health (1850-1925), President and Executive Officer of the Board of Health (1925-1937), and Territorial Commissioner of Public Health (1937-1943).

In 1903, the President was made the presiding officer and only salaried member of the Board of Health, and required to be a licensed M.D. or doctor of osteopathy. In 1925 the President was also made the Executive Officer of the Board of Health, having the power to make appointments, enforce the regulations and directions of the Board, and carry out the wishes of the Board through his subordinates.

In 1943 the president acquired the power to appoint a deputy, called the Assistant Health Executive, subject to the approval of the Board, who became a part of the President's office. The Assistant Health Executive's duty was to attend to routine business matters, and at the same time to be director of the Division of Local Health Services. As the director of that division, he supervised the agents of the Board stationed in the various health districts of the Territory (the employees of the Bureau of Public Health Nursing and the Government Physicians). He also supervised the District Health Officers, who were under the County Health Officers. In that capacity his duty was to ensure the uniform provision of health care across the Territory.

In 1989 when the Department of Health reorganized into Administrations, the Deputy Directors of Health of each Administration were administratively located in the Office of the Director.

Functions: The Director, under the direction of the Governor and with the advice of the Board of Health, directs programs for the protection of the physical and mental health of the people of Hawaii. He supervises the licensing of physicians. He also supervises the Deputy Director of Health, and the Deputy Directors of the present four DOH Administrations (see the Department of Health Administrative History).

The Deputy Director of Health is the direct subordinate of the Director of the Department. Like his predecessor, the Assistant Health Executive, he directs the administrative staff offices for department-wide services (including budget, facilities, personnel management and public information), and oversees the three neighbor island District Health Offices for Hawaii, Maui, and Kauai, also, for the purpose of ensuring uniform health services throughout the state.

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References:

Annual Report of the Board of Health, 1950
DOH, General Description of the Departmental Mission (1960)
Legislative Reference Bureau, Guide to Government in Hawaii, 1996
Session Laws, 1903 (c. 57 s. 1); 1925 (c. 34 s. 1).

DEPARTMENT OF HEALTH
RECORD SERIES DESCRIPTIONS

Series No. 325

Series Title: Director's Correspondence

Date Range: 1920-1985

Quantity: 8.23 cubic feet

Creator: The Director of the Department of Health (1960-1985) and his predecessors, the President and Executive Officer of the Board of Health (1925-1937 and 1943-1959), and the Territorial Commissioner of Public Health (1937-1943).

Physical Characteristics/Condition: Letter- and legal-size typescript and carbon copies in good condition. Thermofax copies have been xeroxed to preserve information content.

Content Description: Contains the Director's correspondence with departmental divisions, branches and bureaus; other government agencies; and private organizations. Most is filed by addressee; some is filed by subject. The correspondence includes circular notices, copies of news releases, memoranda, minutes of official commissions and committees, blueprints and maps.

The series reflects the Director's implementation of legislative and Board of Health policy relating to public health, principally to prevent and control epidemic diseases. During the time span of these records, epidemic diseases included anthrax (human), bubonic plague, dengue fever, diphtheria, dysentery, Hansen's disease, malaria, polio, tuberculosis and others. The series includes information on such matters as laboratory identification of disease, surveying and testing selected population groups, immunization programs, hospitalization and isolation of chronic cases, and the implementation of sanitation measures. Sanitation measures included eradication programs against rodents and disease-transmitting mosquitoes, and inspection and regulation of food producers, restaurants, hospitals, cemeteries, and nursing homes.

The series also reveals departmental coordination with other agencies and private organizations to prevent and control epidemic disease. This coordination included the timely supply of information relating to best practices, and the establishment of uniform policies of public health education, immunization and sanitation across state-county jurisdictions and public-private boundary lines.

The subject file mainly contains information relating to departmental actions against disease, though it includes some information about actions taken in coordination with other agencies or organizations. The measures concerned included immunization, hospitalization, sanitation, and care of the indigent, as well as the regulation of food producers, restaurants, hospitals and nursing homes. The subject file also includes information relating to the activities of the Department during World War II.

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Arrangement: Organized into six subseries, as follows: 1) Intradepartmental, 2) territorial and state agencies, 3) County agencies, 4) Federal agencies, 5) Private organizations, and 6) subjects. Within subseries, arrangement is alphabetical by folder title; thereunder, within folders, in reverse chronological order.

Access: Some material is restricted by HRS 92F-14 (confidentiality and right to privacy). This material has been marked in the Container List. See the Reference Archivist for permission to use. All restrictions are removed 80 years after creation of the record or after the last entry on the record (HRS 94-7). The year in which restrictions expire is indicated on the Container List.

Note: Correspondence for the period 1918-1924 is generally lacking in all of the Board of Health correspondence series.

For additional information, see:

Department of Health. Annual Reports. (Archives call no.: RA386.B1 [year]).
Governors. Correspondence files relating to the Department of Health and other health-related subjects (1900-1993).

Legislature. Series 229, Records of the Standing and Special Committees, 1901-1959.

Series 304, Records of the Standing and Special Committees of the Senate, 1959-2000 (some records, dated 1959-1984, are unprocessed).

Series 305, Records of the Standing and Special Committees of the House of Representatives, 1959-2000 (some records, dated 1959-1983, are unprocessed).

These series of the Legislature contain testimony relating to health bills. See the Session Laws of Hawaii (Archives call no. KFH25.A28 [year]) for subject indexes and bill numbers for reference into Series 229, 304 and 305. Key committee names for health matters in both the Senate and the House include Health, Public Health, and Public Health and General Welfare.

Lieutenant Governor, Office of the. Series 293, Superseded Administrative Rules and Regulations, 1918-1920, 1922, 1927-1928, 1930-1981. Contains rules and regulations administered by the Department of Health.

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Series No. 327

Series Title: Deputy Director of Health Correspondence

Date Range: 1947-1974

Quantity: 2 linear feet in 5 5-inch boxes.

Creator: Deputy Director of Health (1962-1974). Previous title: Assistant Health Executive (1946-1962).

Physical Characteristics: Paper records in carbon copy and mimeo form, in good condition; little acid leak through and no water damage.

Content Description: Contains correspondence, reports and memoranda. Documents the Deputy Director's supervision of the County Health Officers and the Public Health Nursing program. Includes correspondence with the government physicians in the localities and districts. Subjects include policy and liaison with the County Health Officers, and departmental personnel and staff matters.

Arrangement: Divided into three subseries; Assistant Health Executive (1947-1954), Assistant Health Executive (1954-1964), and Deputy Director (1963-1974). Folders within each subseries are arranged alphabetically by subject, and the contents of each folder are usually arranged in reverse chronological order.

Access: One folder contains restricted material as defined by HRS 92F-14 (confidentiality and right to privacy). It is marked in the Container List. It may be seen only with the permission of the reference archivist.

For additional information, see:

Annual Reports of the Board of Health, 1947-1951

Annual Reports of the Department of Health, 1952-1974

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Series No.: 328

Series Title: Correspondence of the Deputy Director for
Environmental Health Administration

Date Range: 1980-1986

Quantity: 0.75 linear inch in one folder.

Creator: Deputy Director of Health for Environmental Health Administration

Physical Characteristics: Paper records in good condition.

Content Description: Documents the Deputy Director's administration of environmental law and policy. Contains correspondence and memoranda reflecting the origins of the office and the monitoring of a limited number of cases of environmental health problems, including cases of animal feed contamination, pesticide approval and air pollution cases.

Arrangement: In the folder, in reverse chronological order.

For additional information, see:

Annual Reports of the Department of Health

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Series No.: 515 **Series Title:** Minutes of the Ad Hoc Committees, Administrative Officers, Deputy Directors, and Division Chiefs

Date Range: 1960-1981

Quantity: 0.25 cu. ft.

Creators: Ad Hoc Committees, Administrative Officers, Deputy Directors, and Division Chiefs of the Department of Health.

Physical Characteristics: Paper records are in good condition.

Content Description: The records include minutes of the following committees: Ad Hoc Committee on Organization Structure, Administrative Officers, Deputy Directors, and Division Chiefs.

Minutes of the Ad Hoc Committee on Organization Structure document policy and decisions relating to the structure of the department. Some of the issues discussed during the meetings are: delegation of authority and pinpointing accountability; strengthening administration and removal of duplication/overlap of duties and responsibilities of administrative personnel; effectively coordinating the state/county hospital system; determining if the Communicable Disease Division should be made part of another division; enhancing public image of the department; exploring the extent of autonomy and authority of the district health office; centralizing or decentralizing personnel matters; reorganizing the department into two departments such as environmental health and personal health care; delineating the roles of deputies; and planning to meet space needs more adequately.

Minutes of Meetings of Administrative Officers document policy and decisions relating to the administration of the department. Some of the subjects discussed during the meetings are: the energy crisis; status of the budget; collective bargaining status; progress report of task force on mental health and community hospitals; family planning task force; public services careers and work incentive programs; Hawaii Public Health Association membership; inducing societal and attitudinal changes; district program priorities; task force on administrative relationships; legislative action; equal employment opportunity act; federal grant applications; and fluoridation of the water supply.

Minutes of Meetings of the Deputy Directors document policy and decisions relating to the functions of the deputy directors. Some of the subjects discussed during the meetings are: the Heptaclor problem; the state functional plan; the federal grants coordinator, milk testing; implementation of the state plan; job specifications; drug enforcement problems with the attorney general; the Hanalei cesspool; ambulance stations; Habitat eviction; union representatives; the budget; staffing; conflict of interest; use of pesticides; the problems in Medical Health Services; geothermal wells; non-medical doctors as district

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health officers; Kona Hospital; and the Hawaii Medical Library.

Minutes of Meetings of the Division Chiefs document policy and decisions relating to the administration of the various divisions within Department of Health. Some of the subjects discussed during the meetings are: status of legislative proposals; weekly reports to the governor; county/state hospitals; health education; dental care; research and statistics; family health services; litter control; mental health; communicable diseases; the Waimano Training School and Hospital; and personnel matters.

Arrangement: The minutes are arranged into four subseries: (1) Ad Hoc Committee on Organization Structure, (2) Administrative Officers, (3) Deputy Directors, and (4) Division Chiefs. Within each subseries, the arrangement is chronological; thereunder within folders, in reverse chronological order.

Prepared by: G. Vergara-Bautista

Date Completed: August, 2004

DEPARTMENT OF HEALTH

Division History

Communicable Disease Division of the Health Resources Administration

Division Name: Communicable Disease Division

Predecessor Agencies: Predecessor agencies include the agents, bureaus and divisions of the Board of Health to which at various times the Board has assigned duties relating to the prevention and treatment of communicable diseases.

In 1851 the Board or its "authorized officer" was required to remove the causes of contagious diseases in Honolulu, and to remove, isolate and hospitalize, or to quarantine, persons suffering from such diseases. In ca. 1859 compulsory immunization of school children by specially commissioned vaccinating officers was added. In 1862 special facilities for the isolation and treatment of leprosy patients were established. Then in 1876 "medical practitioners," that is, physicians were added to the staff of "authorized agents" who acted for the Board in the localities.

In 1911 communicable diseases, which had hitherto been called nothing more specific than malignant or contagious diseases, were identified individually by statute. They included smallpox, leprosy, tuberculosis, typhoid fever and 18 other diseases, although the statute allowed the treatment of others not named. The definition of a communicable disease is now governed by section 325-1 of the Hawaii Revised Statutes.

In ca. 1920 the Board began to assist the Government Physicians in the prevention, diagnosis, detection and treatment of contagious diseases with a staff of specialists trained in laboratory, education and other specialized work. Separate bureaus of communicable disease, leprosy, tuberculosis, venereal disease, cancer control, maternal and child health (relating to rheumatic fever and infantile paralysis), and laboratories were established. In addition, in 1931 the Board of Hospitals and Settlement replaced the bureau of leprosy to operate the receiving stations, hospitals, boys' and girls' homes, and the Kalaupapa Settlement of the bureau for the treatment of leprosy.

Between 1947 and 1951 the separate bureaus for the treatment of various infectious diseases were brought under the Division of Preventive Medicine, along with other bureaus, for the better coordination of resources. The treatment of leprosy remained separated under an independent board. In 1949, however, the Board of Hospitals and Settlement was reintegrated into the Board of Health, and it was renamed the Hansen's Disease Division in 1951.

In 1961 all communicable disease functions, including epidemiology and the treatment of tuberculosis and Hansen's disease were combined into one Communicable Disease Division. In February 1989, the Division was placed under the Health Promotion and Disease Prevention Administration. A branch for the prevention and treatment of STD/AIDS was added to the Division in October 1989, and finally, during another reorganization, the Communicable Disease Division was placed under the Health Resources Administration.

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Function: The Communicable Disease Division directs the prevention and control of all communicable diseases, including Hansens's disease, STD/AIDS, and tuberculosis infection. Its powers for this purpose include the isolation and removal, and the quarantine and immunization of the person or persons involved, and other preventive measures.

References:

Civil Code of 1859 (s. 309)
Hawaii Revised Statutes (c. 325 and 326, especially ss. 325-8 and 325-9)
Legislative Reference Bureau, Guide to Government in Hawaii, 1996
Lieutenant Governor, Series 292, Organization Charts and Functional Charts
(for Health), 1989, 1990
Penal Code 1869 (c. 59 s. 26)
Revised Laws, 1955 (s. 49-1)
Session Laws of 1851 (pp. 12-15); 1855 (p. 36); 1862 (p. 62);
1911 (c. 125 s. 3); 1931 (c. 139); 1949 (c. 53 s. 29; c. 109 s. 1);
1951 (c. 42).

DEPARTMENT OF HEALTH
RECORD SERIES DESCRIPTIONS

Series No.: 330

Series Title: Minutes of the Board of Hospitals and Settlement

Date Range: 1931-1949

Quantity of Records: 6 linear inches in 4 volumes

Creator of Records: Board of Hospitals and Settlement

Physical Characteristics: Bound, typescript material in good condition.

Content Description: Documents Board policy and decisions relating to the care and treatment of persons suffering from Hansen's disease. Includes decisions relating to the appointment of a Superintendent and other staff; the care and treatment of patients; the construction and improvement of facilities; and the supervision of expenditures.

Subjects: Lepers--Hawaii
 Leprosy--Hawaii
 Leprosy--Hospitals--Hawaii

Arrangement: Chronologically by the date of meeting.

For additional information, see:

Annual Reports of the Board of Hospitals and Settlement, 1932-1940
(RC154.A1 A22)

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Series No.: 260

Series Title: Records Relating to Hansen's Disease

Date Range: 1866-1981

Quantity of Records: 25.9 linear feet, including 43 volumes

Creator of Records: The Superintendent of the Settlement and the Administrator and the Medical Directors of the Kakaako and Kalihi Receiving Stations, and the Kalihi Hospital.

Physical Characteristics: Handwritten, typewritten and bound material. Acidification, discoloration and bending have damaged some of the material and some volumes contain loose pages.

Content Description: Documents the chief executive officer's administration of the Kakaako and Kalihi Receiving Stations and Kalihi Hospital in Honolulu, Kalihi Boy's Home, and of the Kalaupapa Settlement on Molokai. Includes patient registers, medical examination records, and the monthly reports of the Administrators of Kalihi Hospital and the Superintendents of Kalaupapa Settlement.

The patient registers for the Honolulu facilities begin in 1881 at the time of the establishment of a branch hospital in Kakaako for the examination of persons suspected of having leprosy. These registers record medical diagnoses and the subsequent treatment, transfer or discharge of the persons. Specifically, they contain the name of the patient, date of entry, medical diagnosis, and date of transfer or discharge. The registry numbers of the Kalihi Hospital patient registers do not match the Kalihi Hospital medical examination record numbers. The patient registers of the Kalaupapa Settlement similarly contain diagnostic information, until 1881. After that date they contain only the name, date of entry and date of death of the patient. The Kalaupapa registers also include special registers listing deaths occurring in the Settlement, men living in the Baldwin Home, non-leprosy children born in the Settlement, and the "kokuas," or volunteer helpers, living at the Settlement.

The medical examination records (1896-1910) of Kalihi Hospital contain the written observations (i.e., diagnoses) of physicians, with photographs, of persons suspected of having contracted leprosy, and usually record the subsequent action taken (discharge or transfer of the patients to Kalaupapa Settlement). The medical examination records for Kalihi Hospital include only record numbers 5000-5430 and 1-793.

The Administrator's annual reports (1931-1951) for Kalihi Hospital similarly contain medical diagnostic information for each person named and the subsequent action taken (specifically, name, date of entry, diagnosis, and date of transfer, discharge or death of the patient). The monthly reports of the Superintendent of Kalaupapa contain narrative descriptions of conditions at the Settlement for the time period 1934-1951.

The medical records (1949-1981) of Kalaupapa Hospital are of deceased residents including kokuas (resident employees not suffering from leprosy). The files include

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admission records, nurses notes, doctor's notes, special examination, laboratory and pathology reports, progress reports, death certificates and correspondence with insurance companies and family. The collection consists of a sampling of records from the department. Sampling is a technique used to reduce bulk in records wherein a systematic method is applied to select records/items for retention. The purpose is to retain a random cross-section. For example, every 5th or 20th (or other criteria) record is retained, without attention to content. The criteria used for sampling of these records is not known.

Arrangement: By agency and thereunder chronologically.

Access: Some records contain material restricted by HRS 92F. Restrictions are indicated on the container list. Screening by an archivist of material less than 80 years old is necessary to permit identification of restricted material.

- Notes:** (1) The correspondence and narrative reports of the Superintendent and resident physicians of Kalaupapa Settlement for the period 1867-1900 are contained in the subseries "Hansen's Disease" in Series 334, Incoming Letters of the Board of Health, 1850-1904.
- (2) No original registers of Hansen's disease patients residing either at the Honolulu or the Kalaupapa facilities survive for the period 1866 to 1878. However, information from that period was incorporated into later registers from records which appear no longer to exist.
- (3) Between 1879 and 1931 the patient registers at both the Honolulu and Kalaupapa facilities were periodically recompiled; that is, when space ran out or the physical condition of the book had deteriorated due to normal use, the staff started a new register. They copied the whole of the old register into a new book, and at the end of those entries, began entering the new information. As many as three registers, therefore, may have the same title and start at the same date, but will end at different dates.
- (4) Some volumes in the series have been unbound and boxed.
- (5) The series itself contains three index volumes to the bound material as noted on the container list, pp. C-4 and C-5. Archives' staff have indexed other volumes. These indexes are in the reference room. The volumes which the staff have indexed are:

260 Vol HD-1	Kalawao Deaths - Index - 1866-1876 [1890, "A-K" only]
260 Vol HD-2	Kalawao Deaths - 1879 to 1890
260 Vol HD-3	Record of Deaths in Leper Settlement [monthly], 1889-1923
260 Vol HD-8	Kalawao Marriages, 1909-1929
260 Vol 2	Honolulu - Persons Examined - No. 1 [Bk. I] - 1881-1885
260 Vol 3	Honolulu - Persons Examined - No. 2 [Bk. II] - 1881-1900
260 Vol HD-10	Kalawao - Patients Admitted - 1879 to 1901
260 Vol HD-11	Kalawao - Patients Admitted - 1879 to 1912
260 Vol HD-7	Persons Apprehended and Examined for Leprosy, 1874-1932

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260 Vol HD-A	Children Residing in the Settlement, 1880-1935
260 Vol HD-B	Boys' Home, Honolulu, 1908-1934
260 Vol HD-Ba	Boys' Home, Honolulu, 1908-1935
260 Vol HD-C	Girls' Home, Honolulu, 1885-1935
260 Vol HD-Ca	Girls' Home, Honolulu, 1885-1935

For additional information, see:

Annual Reports of the Board of Health
Annual Reports of the Board of Hospitals and Settlement
Subject file, Department of the Interior [see headings relating to health, including
Health, Board of; Hospitals; Insane Asylum; and Leper Settlement]

DEPARTMENT OF HEALTH

AGENCY HISTORY

STATE HEALTH INSURANCE PROGRAM (SHIP)

Established: By Act 378, SLH 1989.

Dates: June 26, 1989-June 30, 1994.

Predecessor Agencies: None.

Organization: A distinct entity with its own administrator and administrative rules in the Health Resources Administration of the Department of Health. Interestingly, the only reference, outside its own records, to its place in the organization is the 1993 “Guide to Government” published by the Legislative Reference Bureau. No record of a formal reorganization has been located.

Functions: The primary purpose of SHIP was to provide basic health insurance to Hawaii residents who were uninsured, i.e., “gap group individuals.” Its specific goals were to:

- Subsidize health care coverage for gap group individuals, including outpatient primary and preventive care;
- Encourage uninsured individuals who could afford existing health plans to seek coverage thereunder;
- Discourage individuals who were already adequately insured from seeking benefits under SHIP;
- Assure that those persons who had the ability to pay for all or part of their coverage were appropriately assessed; and
- Ensure that SHIP was affordable to gap group individuals.

Operations: To suggest whom SHIP would cover, by what means, and for which medical procedures, SHIP established a volunteer Advisory Committee and the Department of Health hired consultants to develop models for the internal organization of SHIP, eligibility criteria for its clientele, and its administrative rules and procedures. SHIP was organized and staffed based on the models and became operational in May, 1990. It entered into contracts with medical insurance providers such as HMSA and Kaiser, and marketed its services to the public via multimedia advertising. By the time that its functions were transferred to the Department of Human Services (DHS) in 1994, it had enrolled in excess of 21,000 members.

Successor Agency: None. Although the enabling legislation was not repealed, funding for SHIP ended effective July 1, 1994, and the source of health insurance coverage for SHIP clients became the “Quality of Care, Universal Access, Efficient Utilization, Stable Cost, Transformation” (QUEST) program, a five-year statewide Medicaid “Federal waiver” demonstration program managed by the Department of Human Services.

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- References:** Hawaii Revised Statutes: Chapter 431N (1993).
Session Laws of Hawaii: Act 378, SLH 1989; Act 335, SLH 1991; Acts 6 and 289, SLH 1993; Act 190, SLH 1997.
Hawaii Administrative Rules: Title 11 (Department of Health), Chapter 6 (SHIP), 1992.
- Library Collection:
Legislative Reference Bureau, Guide to Government in Hawaii, 1993.
Call No. JK 9330 .H38 1993;
Department of Health, Annual Report, 1990, 1991. Call No. RA 386 .B1 [year].
- Government Records Collection:
Records of the Legislature of the State of Hawaii:
Series 302, Records of the Clerk of the Senate:
Senate Standing Committee Report No. 2940 on House Bill 2500;
Record of the Lieutenant Governor:
Series 292, Organization Charts and Functional Statements:
1994, Department of Human Services.
Records in the collection.

DEPARTMENT OF HEALTH
RECORD SERIES DESCRIPTION

Series No.: 497 **Series Title:** Records of the State Health Insurance Program (SHIP)

Date Range: 1989-1994

Quantity: 1.54 cubic feet in two 7.5-inch boxes and one 5-inch box

Creator: Collected or created by SHIP

Physical Characteristics/Condition: Paper records: letter-, legal- and folded oversize; manuscript; original and xerographic (including facsimile) typescript. Includes a small quantity of published material and one bound volume. The records are in excellent condition. Acidic newspaper clippings have been copied onto archival (alkaline) paper.

Content Description: Consists of records assembled by SHIP, including those of its Advisory Committee. Contains information on the issues considered during its design, such as identification of uninsured persons and determination of the criteria to apply for SHIP. Also contains information on the activities in which it engaged, including both continuing operations, such as soliciting and processing applications for SHIP, and special operations, such as involvement in Hurricane Iniki relief. Finally, contains information on the disestablishment of SHIP and the transfer of its functions to the Health QUEST program of the Department of Human Services. The types of records in this series include correspondence, memoranda, minutes and agenda of the Advisory Committee and its subcommittees, press releases, flyers and brochures, contracts, plans, reports, studies, proposals, administrative rules, testimony at public hearings, and statistical tabulations containing actuarial, medical and fiscal information. Record types also includes memoranda of agreement or understanding, such as those used to define the duties of agencies whose health care responsibilities overlapped those of SHIP. The series is valuable for the insights it provides into the implementation of public policy on the availability of health care and health insurance for all residents of the state as well as for the examples it provides of the detail involved in managing a program of this nature.

Arrangement: The records are in a single alphabetical arrangement of agency names, record types and subject.

For Additional Information See: General Files of the First Term of Governor John D. Waihee III [Series 500].

Access: Access to information on individual applicants is restricted until September 15, 2073 by HRS §92F-14(b)(1) as indicated on the Container List. Access to the remaining records is unrestricted.

Prepared by: A. Hoof

Date Completed: January 13, 2003

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Division History Environmental Health Services Division

Division Name: Environmental Health Services Division

Predecessor Agencies:

Bureau of Sanitation and Pure Foods, 1915

The Territorial Division of Sanitation, Bureau of Industrial Hygiene, Bureau of Pure Foods and Drugs, Bureau of Rodent Control, and Bureau of Mosquito Control.

Function: The Environmental Health Services Division is responsible for implementing and maintaining statewide programs to assure safety of food and drugs, control noise and radiation, and improve indoor air quality. The division is also responsible for lead abatement, sanitation, and vector control (rats, mosquitoes, and other public health threats). The following are branches within the Division: Food and Drug Branch; Noise, Radiation and Indoor Air Quality Branch; Sanitation Branch; and Vector Control Branch. Only records from the Vector Control Branch have been accessioned and described in this finding aid.

The Vector Control Branch prevents or suppresses outbreaks of vector borne diseases and vector nuisance by maintaining vector (principally rodents and mosquitoes) populations below disease-transmitting or nuisance-causing levels. In the early 1900s, the control of vectors was financed by public-spirited private efforts; principally through fund-raising by the respective island chambers of commerce. These problems were assumed as territorial functions by the Board of Health under two separate bureaus in the 1950s, Rodent Control and Mosquito Control. In 1970, the two separate bureaus were merged into a single state Vector Control Branch. This merge facilitated program and economic efficiency in the protection and prevention of vector borne diseases.

DEPARTMENT OF HEALTH
RECORD SERIES DESCRIPTION

Series No.: 501 **Series Title:** Records of Special Vector Eradication Campaigns

Date Range: 1901-1970

Quantity of Records: 6.25 cu. ft. and 0.33 lin. ft. in 3 oversize volumes

Creator of Records: Bureau of Mosquito Control and Bureau of Rodent Control and their predecessor agencies.

Physical Characteristics: Paper records generally in good condition. Photographs and photocopies of newspaper clippings are included in the records.

Content Description: Contains records of the Bureau of Mosquito Control and Bureau of Rodent Control.

Bureau of Mosquito Control records include correspondence, statistical data about breeding and control of Aedes mosquitoes, a lecture about diseases carried by mosquitoes, summaries of dengue fever cases, statistical data on breeding of dengue fever-carrying mosquitoes, reports by the U.S. Public Health Service on malaria and dengue control in war areas (Honolulu) and photographs of termite damage and mosquito control activities in military bases. Dengue fever is a viral illness spread by certain types of mosquitoes. It was first diagnosed in Hawaii in 1903. It appeared again in Hawaii in 1943 and in 2002.

Bureau of Rodent Control records document eradication campaigns for bubonic plague, rabies, trichinosis, typhus, and Weil's disease. They also include flea data for Hawaii and Maui, photographs of eradication activities, and education campaign activities such as Sanitation Week.

Bubonic plague records include: human and rodent cases in Hamakua, other parts of the Island of Hawaii, and Maui; correspondence; laboratory diagnosis; monthly reports; a project report; a report of plague campaign activities; a report on focus of plague infection; rodent control survey in the Island of Hawaii; sanitation activities in Hamakua, Hawaii; and studies of the plague and rat proofing. Bubonic plague is a bacterial illness spread by rodents and transmitted to humans by fleas. Its occurrence was first recorded in Hawaii in 1899 in the Chinese section of Honolulu. A year later, in 1900, the disease spread to the island of Hawaii and Maui and in 1901 it appeared on Kauai. The Oahu and Maui plague control campaign was a joint cooperative effort of the Territorial Board of Health and the Federal Public Health System.

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Other records in the collection include flea data for Hamakua, Hawaii (1948-1963) and for Maui (1948-1963), and photographs of human and rodent inoculation, pig farms, eradication activities, and staff of the Rodent Control Bureau.

Records of the Joint Rabies Control Program include information about the program's activities, statistics on animal retrievals, health education activities, a plan for control of small mammals, public information materials, reports, and task force minutes. Rabies is a viral infection transmitted in the saliva of infected mammals. It was first diagnosed in a rat on Oahu on October 3, 1967 and after a period of testing the conclusion that no evidence of rabies existed was reached in mid-January, 1968. In 1967 the Joint Rabies Control Project was organized to determine the extent of the problem and to direct activities required for an effective control program cutting across departmental and governmental jurisdictions. Rodent, mongoose and animal trapping or pick-up was conducted through several cooperating state and city and county departments, and the military.

Other records in the collection include rodent species composition in Hamakua, Hawaii, 1949-1963 and Sanitation Week records which include public service announcements, correspondence, statistical data, meeting minutes, informational brochures and a photograph of the clean-up campaign.

Trichinosis records include statistical data on infested domestic pigs, rats, wild pigs, and mongoose on the Island of Hawaii in 1936. Trichinosis is a food borne disease caused by a tiny parasitic worm, *Trichinella spiralis*. Trichinosis may develop from consuming undercooked meat of infected animals.

Typhus records include case files; control activities in Honolulu including photographs; correspondence from the Island of Hawaii including photographs; monthly reports for Oahu, 1935-1937; and statistical data, 1933-1970. Typhus is a bacterial infection spread by fleas that bite infected rodents and then bite humans. It can be treated with antibiotics and is seldom fatal.

Weil's disease or Leptospirosis records consist of statistical data from 1921-1970. The disease is bacterial and associated with wild and domestic animals. It causes severe systemic symptoms including jaundice. It is primarily an occupational disease that affects farmers, sewer workers or others whose occupation involves contact with animals, especially rats. It is spread mainly by the urine of infected animals and is generally not transmitted from person to person.

Arrangement: The records are arranged into two subseries, Mosquito Control and Rodent Control, and alphabetically and chronologically thereunder.

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.

DEPARTMENT OF HEALTH

Sources:

Guide to Government in Hawaii

Narrative Report, Joint Rabies Control Project, State of Hawaii.

Public Health in Hawaii: a historical perspective, Dept. of Health, 1960.

Internet sources accessed on: April 23, 2003

www.cancer-info.com/med/28.htm

www.cdc.gov/epo/mmwr/preview/mmwrhtml/00056176.htm

www.dhrs.state.wi.us/healthtips/BCD/Trichinosis.htm

www.hawaii.gov/doh/eh/vector/

www.hawaii.gov/doh/resource/comm_dis/cdddengu.htm

www.hawaii.gov/doh/resource/comm_dis/cddlepo.htm

www.niaid.him.gov/factsheets/rabies.htm

www.salvoblue.homestead.com/plague.html

www.starbulletin.com/2002/08/10/news/story3.html

Prepared by: G. Vergara-Bautista

Date Completed: June 18, 2003

Revised and enlarged: August, 2004

DEPARTMENT OF HEALTH

AGENCY HISTORY

STATE HEALTH PLANNING AND DEVELOPMENT AGENCY (SHPDA)

Established: By Act 159, SLH 1975.

Dates: July 1, 1976 -

Predecessor Agencies:

Comprehensive Health Planning (CHP) Office of the Department of Health (DOH) (1967-1974);

CHP Agency (administratively attached to DOH) (1974-1976);

CHP Advisory Council and subordinate local committees (1967-1976); and

[the Governor's] Molokai Health Planning Task Force (1971-1972).

In addition, the Governor's Ad Hoc Committee on the Implementation of the National Health Planning and Resources Development Act of 1974 in Hawaii (1976), administratively assisted by the CHP Agency, planned the organizational transition from the CHP Agency to SHPDA.

Organization: SHPDA is attached for administrative purposes to the Department of Health. SHPDA includes an advisory body, the Hawaii Statewide Health Coordinating Council (HSHCC), and several subarea (i.e., local) health planning councils.

Functions:

The primary purpose of SHPDA is to promote accessibility to quality health care services at reasonable cost to all the people of Hawaii by guiding the development of the state's health care industry. Specifically, it is to:

- Conduct studies and investigations into the causes of health care costs;
- Administer the state certificate of need program by reviewing applications of health care providers to initiate, construct, develop, expand or alter health care facilities or services and by issuing certificates of need in cases of approved applications (pursuant to a requirement in federal law that health care projects costing in excess of \$100,000 be subject to local review);
- Provide technical assistance and advice to the statewide council and subarea councils in the preparation, review and revision of the state health services and facilities plan; and
- Conduct the health planning activities of the state in coordination with subarea councils, determine statewide health needs after consultation with the statewide council and implement the state health services and facilities plan.

The functions of the HSHCC are to:

- Prepare and revise as necessary the state health services and facilities plan;
- Advise SHPDA; and
- Review and comment on findings as to applications for certificates of need and on findings as to the appropriateness of health services offered in the state.

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The functions of each subarea health planning council include, for its geographic area, to:

- Review, seek public input, and make recommendations relating to health planning;
- Identify and recommend concerns and priorities with respect to the state health services and facilities plan; and
- Advise with respect to the certificate of need program.

Operations: Most of the frontline work of “partnering” with the health care industry and the community has been carried on by the subarea health planning councils. It has been these entities which have conducted public meetings, received professional and community input, reviewed the draft the state health services and facilities plan, evaluated health care initiatives through the proposed use of federal funds (PUFF) and the certificate of need (CON) review processes. The SHPDA itself provides staff support to and acts as a coordinator of the subarea councils. It also serves as an intermediary with the U.S. Department of Health and Human Services, the Governor, other state agencies and the legislature in the overall management of the program, much of which is supported with federal funds.

Note: The federal mandate for state agencies such as HSPDA was repealed in 1987, because there was no evidence that such agencies had any effect on health care costs as was intended, a finding sustained locally by the State Auditor in 1991. However, Hawaii, which never met a bureaucracy it didn’t like, has retained SHPDA and its programs as hoops, which health care providers must jump through to no purpose.

References: U. S. Law: P. L. 89-749; P. L. 92-603; P. L. 93-641.
Hawaii Revised Statutes: Chapter 323D (1993, supp 2004).
Session Laws of Hawaii: Act 209, SLH 1974; Act 159, SLH 1975; Act 178, SLH 1977; Act 75, SLH 1980; Act 245, SLH 1982; Act 267, SLH, 1984; Act 270, SLH 1987; Act 336, SLH 1997.
Hawaii Administrative Rules: Title 11 (Department of Health), Chapter 185 (SHPDA), 1981.
Library Collection:
Legislative Reference Bureau, Guide to Government in Hawaii, 1993. Call No. JK 9330 .H38 1993;
Department of Health, Annual Report, 1975, 1976, 1977, 2001. Call No. RA 386 .B1 [year].
Auditor, State of Hawaii. Review of the State Health Planning and Development Agency. Call No. HJ 9840.5 .A26a no. 92-5.
Records in the collection.

DEPARTMENT OF HEALTH
RECORD SERIES DESCRIPTION

Series Number: 525 **Series Title:** Administrative Files of the State Health Planning and Development Agency (SHPDA)

Date Range: 1967-1988.

Quantity: 3.75 cubic feet in 6 7.5-inch boxes.

Creator: Collected or created by SHPDA.

Physical Characteristics/Condition: Paper records: letter- and legal-size, mostly xerographic typescript. Includes a small number of photographs and some published material. The records are in excellent condition. Acidic newspaper clippings have been copied onto archival paper.

Content Description: Consists of records from the SHPDA, including records of their advisory body, the Hawaii Statewide Health Coordinating Council (HSHCC), several technical advisory committees and local subarea health planning councils, records of predecessor agencies such as the Maui County Committee of the State Comprehensive Health Planning (CHP) Advisory Council (1968-1972), its independent successor the Tri-Isle Comprehensive Health Planning Council (1972-1976) and the separate Molokai Task Force (1971-1972), an initiative of the Governor to investigate the health care situation on that island. Also includes agenda and minutes of the Governor's Ad Hoc Committee on the Implementation of P. L. 93-641 (National Health Planning and Resources Development Act of 1974) in Hawaii (1976), which planned for the transition from the predecessor CHP Agency to the SHPDA and HSHCC, a change required to bring Hawaii into compliance with federal law.

The records document administration of the certificate of need (CON) and proposed use of federal funds (PUFF) processes in the HSHCC, the Oahu-Wide CON Review Committee and the several subarea councils. They also document the processes and issues considered during the development of the state health services and facilities plan (SHSFP). The types of records in this series include agendas and minutes of council and committee meetings, including background materials and follow-up reports; testimonies presented at public hearing on elements of the draft SHSFP; correspondence, studies and press releases.

The series is valuable for the detail it provides of the process of turning a legislative declaration of public policy into programs for implementing that policy, including identification of specific issues involved, from manpower and facilities requirements to aspects of health care such as wellness, mental health and long term care.

Arrangement: The records are filed as follows: predecessors, transition planning and SHPDA and thereunder by Administrator, HSHCC and its committees and task forces, subarea health planning councils in alphabetical order, and technical advisory committees.

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See Also: Records of Governor Ariyoshi [Series 236]; records of the First Term of Governor Waihee [Series 500]; and the records of the Long Term Care Channeling Office/Project Malama [Series 498].

Access: Access is unrestricted.

Prepared by: A. Hoof

Date Completed: April 29, 2005

DEPARTMENT OF HEALTH

RECORDS CONTAINER LIST

Series 259: Minutes of the Board of Health, 1858-1983

<u>Volume/Box</u>	<u>Contents</u>
259 vol 1, in box 1	January 1, 1858-August 30, 1867
259 vol 2 folio	July 1, 1868-June 25, 1881
259 vol 3 folio	June 25, 1881-December 31, 1888
259 vol 4 folio	January 1, 1889-December 31, 1892
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259 vol 6	August 15, 1895-December 31, 1896
259 vol 7	January 15, 1897-December 31, 1898
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259 vol 30 folio	January 18, 1933-December 20, 1933
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260 Box 5	5141-5168, 5170-5192, 5194-5200 (1896-1898)
260 Box 6	5201-5209, 5211-5219, 5221-5241, 5243-5250 (1898-99)
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260 vol 6 xfolio	Suspects Examined, Unofficially, 1918-1926
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260 vol HD-8, in box 31	*Kalawao Marriages, 1909-1929
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260 Box 30	Annual Reports, 1932-1941
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260 Box 30	Recreation Department, Hale Mohalu, 1951-1965
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260-37-5 to 6	No. 707 (1963) [RESTRICTED: HRS 92F-14; expires on 3/7/2043]
260-37-7 to 8	No. 989 (1974) [RESTRICTED: HRS 92F-14; expires on 10/13/2054]
260-37-9	No. 1147 (1969) [RESTRICTED: HRS 92F-14; expires on 7/14/2049]
260-37-10	No. 1302 (1959) [RESTRICTED: HRS 92F-14; expires on 4/4/2039]
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260-37-14	No. 2435 (1972) [RESTRICTED: HRS 92F-14; expires on 11/18/2052]
260-38-1	No. 2542 (1969) [RESTRICTED: HRS 92F-14; expires on 5/21/2049]
260-38-2	No. 2551 (1969) [RESTRICTED: HRS 92F-14; expires on 8/4/2049]
260-38-3	No. 2563 (1970) [RESTRICTED: HRS 92F-14; expires on 9/22/2050]
260-38-4	No. 2606 (1970) [RESTRICTED: HRS 92F-14; expires on 4/8/2050]
260-38-5	No. 2607 (1976) [RESTRICTED: HRS 92F-14; expires on 5/21/2056]
260-38-6	No. 2675 (1959) [RESTRICTED: HRS 92F-14; expires on 6/28/2039]
260-38-7	No. 2716 (1977) [RESTRICTED: HRS 92F-14; expires on 9/25/2057]
260-38-8	No. 2720 (1973) [RESTRICTED: HRS 92F-14; expires on 11/16/2053]
260-38-9	No. 2729 (1959) [RESTRICTED: HRS 92F-14; expires on 3/18/2039]
260-39-1	No. 2735 (1973) [RESTRICTED: HRS 92F-14; expires on 2/22/2053]
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260-39-4 to 5	No. 2896 (1981) [RESTRICTED: HRS 92F-14; expires on 4/21/2061]
260-39-6	No. 2898 (1968) [RESTRICTED: HRS 92F-14; expires on 1/17/2048]
260-39-7	No. 2914 (1962) [RESTRICTED: HRS 92F-14; expires on 9/12/2042]
260-39-8	No. 2932 (1959) [RESTRICTED: HRS 92F-14; expires on 10/31/2039]
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260-40-1	No. 2959 (1961) [RESTRICTED: HRS 92F-14; expires on 2/1/2041]
260-40-2	No. 2987 (1958) [RESTRICTED: HRS 92F-14; expires on 6/23/2038]
260-40-3	No. 3038 (1966) [RESTRICTED: HRS 92F-14; expires on 10/10/2046]
260-40-4	No. 3077 (1969) [RESTRICTED: HRS 92F-14; expires on 2/15/2049]
260-40-5 to 6	No. 3093 (1980) [RESTRICTED: HRS 92F-14; expires on 3/1/2060]
260-40-7 to 8	No. 3117 (1967) [RESTRICTED: HRS 92F-14; expires on 4/9/2047]
260-40-9 to 10	No. 3118 (1977) [RESTRICTED: HRS 92F-14; expires on 7/9/2057]
260-40-11	No. 3156 (1964) [RESTRICTED: HRS 92F-14; expires on 7/28/2044]
260-40-12	No. 3167 (1971) [RESTRICTED: HRS 92F-14; expires on 12/21/2051]
260-40-13	No. 3187 (1980) [RESTRICTED: HRS 92F-14; expires on 5/19/2060]
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260-41-2	No. 3212 (1957) [RESTRICTED: HRS 92F-14; expires on 2/1/2037]
260-41-3	No. 3213 (1959) [RESTRICTED: HRS 92F-14; expires on 2/6/2039]
260-41-4	No. 3227 (1968) [RESTRICTED: HRS 92F-14; expires on 1/27/2048]
260-41-5	No. 3244 (1967) [RESTRICTED: HRS 92F-14; expires on 5/22/2047]
260-41-6	No. 3339 (1976) [RESTRICTED: HRS 92F-14; expires on 6/6/2056]
260-41-7	No. 3350 (1970) [RESTRICTED: HRS 92F-14; expires on 12/12/2050]
260-41-8 to 9	No. 3381 (1959) [RESTRICTED: HRS 92F-14; expires on 6/6/2039]

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260-42-7 to 8	No. 3460 (1980) [RESTRICTED: HRS 92F-14; expires on 10/24/2060]
260-42-9	No. 3481 (1969) [RESTRICTED: HRS 92F-14; expires on 6/30/2049]
260-42-10	No. 3491 (1944) [RESTRICTED: HRS 92F-14; expires on 1/24/2024]
260-42-11	No. 3498 (1976) [RESTRICTED: HRS 92F-14; expires on 8/23/2056]
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260-43-2	No. 3528 (1966) [RESTRICTED: HRS 92F-14; expires on 12/31/2046]
260-43-3	No. 3533 (1963) [RESTRICTED: HRS 92F-14; expires on 1/19/2043]
260-43-4	No. 3534 (1975) [RESTRICTED: HRS 92F-14; expires on 8/27/2055]
260-43-5	No. 3546 (1976) [RESTRICTED: HRS 92F-14; expires on 9/13/2056]
260-43-6	No. 3557 (1975) [RESTRICTED: HRS 92F-14; expires on 2/6/2055]
260-43-7	No. 3560 (1970) [RESTRICTED: HRS 92F-14; expires on 7/25/2050]
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260-44-4	No. 3663 (1967) [RESTRICTED: HRS 92F-14; expires on 4/9/2047]
260-44-5	No. 3664 (1949) [RESTRICTED: HRS 92F-14; expires on 7/5/2029]
260-44-6 to 7	No. 3671 (1964) [RESTRICTED: HRS 92F-14; exp. on [12/31/2044]
260-44-8	No. 3681 (1958) [RESTRICTED: HRS 92F-14; expires on 5/23/2038]
260-44-9	No. 3682 (1952) [RESTRICTED: HRS 92F-14; expires on 8/29/2032]
260-44-10	No. 3683 (1958) [RESTRICTED: HRS 92F-14; expires on 1/17/2038]
260-44-11	No. 3686 (1972) [RESTRICTED: HRS 92F-14; expires on 12/7/2052]
260-44-12	No. 3687 (1961) [RESTRICTED: HRS 92F-14; expires on 12/24/2041]
260-44-13 to 14	No. 3688 (1981) [RESTRICTED: HRS 92F-14; expires on 11/21/2061]
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260-45-6 to 7	No. 3718 (1980) [RESTRICTED: HRS 92F-14; expires on 5/1/2060]
260-45-8 to 9	No. 3719 (1977) [RESTRICTED: HRS 92F-14; expires on 12/29/2057]
260-45-10	No. 3720 (1971) [RESTRICTED: HRS 92F-14; expires on 10/8/2051]

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260-46-3	No. 3761 (1968) [RESTRICTED: HRS 92F-14; expires on 5/3/2048]
260-46-4	No. 3765 (1961) [RESTRICTED: HRS 92F-14; expires on 8/19/2041]
260-46-5	No. 3778 (1974) [RESTRICTED: HRS 92F-14; expires on 9/3/2054]
260-46-6	No. 3793 (1963) [RESTRICTED: HRS 92F-14; expires on 2/2/2043]
260-46-7	No. 3805 (1970) [RESTRICTED: HRS 92F-14; expires on 7/18/2050]
260-46-8	No. 3812 (1968) [RESTRICTED: HRS 92F-14; expires on 5/7/2048]
260-46-9	No. 3825 (1968) [RESTRICTED: HRS 92F-14; expires on 9/26/2068]
260-46-10	No. 3844 (1975) [RESTRICTED: HRS 92F-14; expires on 12/11/2055]
260-47-1	No. 3855 (1962) [RESTRICTED: HRS 92F-14; expires on 4/5/2042]
260-47-2	No. 3871 (1964) [RESTRICTED: HRS 92F-14; expires on 6/28/2044]
260-47-3	No. 3893 (1981) [RESTRICTED: HRS 92F-14; expires on 6/6/2061]
260-47-4	No. 3910 (1968) [RESTRICTED: HRS 92F-14; expires on 6/13/2048]
260-47-5	No. 3913 (1961) [RESTRICTED: HRS 92F-14; expires on 10/15/2041]
260-47-6	No. 3939 (1967) [RESTRICTED: HRS 92F-14; expires on 10/18/2047]
260-47-7 to 8	No. 3985 (1980) [RESTRICTED: HRS 92F-14; expires on 10/26/2060]
260-47-9	No. 4017 (1966) [RESTRICTED: HRS 92F-14; expires on 4/1/2046]

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501-14-15	Cases, Oahu, Jul. 1945-Jun. 1947 RESTRICTED per HRS 92F-14; expires on Jan. 1, 2028

DEPARTMENT OF HEALTH

Series 501 Records of Special Vector Eradication Campaigns

Series & Box No. Description

Rodent Control

Typus

- | | |
|-----------|-----------------------------------------------------------------------------------------------------------------------|
| 501-15-1 | Cases, Kauai, 1943-1961
RESTRICTED per HRS 92F-14; expires on Jan. 1, 2042 |
| 501-15-2 | Cases, Occupations of Patients, Honolulu, 1940-1960 |
| 501-15-3 | Cases per Month, All Islands, 1933-1969 |
| 501-15-4 | Cases, Rat Proofing Summary, Honolulu, 1946-1948 |
| 501-15-5 | Control in Honolulu: an Album of Photographs, n.d. (1) |
| 501-15-6 | Control in Honolulu: an Album of Photographs, n.d. (2) |
| 501-15-7 | Correspondence, Hawaii, 1947-1949 (includes one photograph) |
| 501-15-8 | Monthly Reports, Works Progress Administration, Oahu
Jul. 1935-Mar. 4, 1936 |
| 501-15-9 | Monthly Reports, Works Progress Administration, Oahu
Feb.-Jun. 1936 |
| 501-15-10 | Jul.1-Nov. 1936 |
| 501-15-11 | Dec. 1936-Jun. 30,1937 |
| 501-15-12 | Statistical Data, All Islands, 1933-1970
RESTRICTED per HRS 92F-14; expires on Jan. 1, 2051 |
| 501-15-13 | Weil's Disease, Statistical Data, All Islands, 1921-1970
RESTRICTED per HRS 92F-14; expires on Jan. 1, 2051 |

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502-5-2	Correspondence American Federation of Podiatry Board, 1954-1973
502-5-3	American Podiatry Association, 1947-1973
502-5-4	Board of Chiropractic Examiners, 1967-1969
502-1-1	Board of Osteopathic Examiners, 1931-1969
502-5-5	Board of Podiatry Examiners, 1963-1979
502-5-6	Chiropractic Association, 1924-1959
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502-5-9	Naturopathy, Rules and Regulations, 1937-1956
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502-5-11	Podiatry, Authority to Prescribe Drugs, 1964
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502-1-5	Physicians, 1947-1966
	Examination Questions
502-5-16	Chiropractic, 1948-1962
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502-6-4	Letters of Certification, Naturopathic Physicians, 1925-1962 RESTRICTED per HRS 92F-14; expires on Jan. 1, 2043
502-1-6	Letters of Certification, Osteopathic Physicians, 1922-1962 RESTRICTED per HRS 92F-14; expires on Jan. 1, 2043
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502-1-8	1925-1926 RESTRICTED per HRS 92F-14; expires on Jan. 1, 2007
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502-1-10	1928 RESTRICTED per HRS 92F-14; expires on Jan. 1, 2009
502-1-11	1929-April 1930 RESTRICTED per HRS 92F-14; expires on Jan. 1, 2011
502-1-12	April 1930-May 1931 RESTRICTED per HRS 92F-14; expires on Jun. 1, 2011
502-1-13	August 1931-January 1932 RESTRICTED per HRS 92F-14; expires on Feb. 1, 2012
502-1-14	February 1932-February 1933 RESTRICTED per HRS 92F-14; expires on Mar. 1, 2013
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502-2-1	February 1934-June 1935 RESTRICTED per HRS 92F-14; expires on Jul. 1, 2015
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515-1-10	January 1979 - January 1980
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Finding aid prepared by J. Nakamatsu, February, 1994 [Records Relating to Hansen's Disease had been previously arranged by Archives Staff]

Additions and revisions by G. White, October, 1998 and June, 2001

Additions and revisions by A. Hoof, October, 2002 and January, 2003

Additions by G. Vergara-Bautista, June, 2003; October, 2003, April 2004, August 2004

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and Development Agency (SHPDA)

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Series Number: 525

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Finding aid prepared by J. Nakamatsu, February, 1994 [Records Relating to Hansen's Disease
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