Inventory of Records
of the
Department of Health

August, 2004

Hawaii State Archives
Iolani Palace Grounds
Honolulu, Hawaii 96813
# Table of Contents

**Department of Health** (Administrative History) .........................................................1

**Board of Health**

- Board of Health (History) ..................................................................................3

  **Record Series Descriptions**
  - Minutes, 1858-1983 (Series 259) ...........................................................5
    Container List .................................................................................................C-1
  - Outgoing Letters, 1865-1918 (Series 331) ...........................................6
    Container List .................................................................................................C-30
  - Incoming Letters, (1850-1904)-1937 (Series 334) .................................8
    Container List .................................................................................................C-35
  - Correspondence, (1905-1913)-1917 (Series 335) .................................9
    Container List .................................................................................................C-49
  - Correspondence of the Secretary, 1925-1980 (Series 324) ..................10
    Container List .................................................................................................C-15
  - Report on Hawaiian Herbs, 1917-ca. 1921 (Series 336) ......................11
    Container List .................................................................................................C-64
  - Physician’s Licensing Records, 1890-1969 (Series 502) .......................12
    Container List .................................................................................................C-75

**Office of the Director**

- Office of the Director (History) ...........................................................................15

  **Record Series Descriptions**
  - Director’s Correspondence, 1920-1985 (Series 325) ............................17
    Container List .................................................................................................C-15
  - Deputy Director’s Correspondence, 1947-1974 (Series 327) .............19
    Container List .................................................................................................C-26
  - Correspondence of the Deputy Director for Environmental Health
    Administration, 1980-1986 (Series 328) ...................................................20
    Container List .................................................................................................C-29
Office of the Director, continued
Minutes of the Ad Hoc Committees, Administrative Officers, Deputy Directors, and Division Chiefs, 1960-1983
(Series 515) .................................................................................................21
Container List ..................................................................................C-83

Communicable Disease Division
Communicable Disease Division (History) ..................................................23

Record Series Descriptions
Minutes of the Board of Hospitals and Settlement, 1931-1949
(Series 330) ...............................................................................................25
Container List ....................................................................................C-29

Records Relating to Hansen's Disease, 1866-1981
(Series 260) ...............................................................................................26
Container List ....................................................................................C-4

Environmental Health Services Division
Environmental Health Services Division (History) .........................................32

Records Series Description
Records of Special Vector Eradication Campaigns, 1901-1970...........33
(Series 501)
Container List ....................................................................................C-67

State Health Insurance Program (SHIP)
SHIP (History) ..........................................................................................29

Record Series Description
Records of the State Health Insurance Program (SHIP), 1989-1994
(Series 497) ...............................................................................................31
Container List ....................................................................................C-65
DEPARTMENT OF HEALTH

State Health Planning and Development Agency (SHPDA)

SHPDA (History) .............................................................................................................36

Record Series Description

Administrative Files of the of the State Health Planning and Development Agency (SHPDA), 1967-1988
(Series 525) .............................................................................................................38
Container List............................................................................................................C-84
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 leprous 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
DEPARTMENT OF HEALTH

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)
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,
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.

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]
DEPARTMENT OF HEALTH

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.
DEPARTMENT OF HEALTH

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]
DEPARTMENT OF HEALTH

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]
DEPARTMENT OF HEALTH

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
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
DEPARTMENT OF HEALTH

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
DEPARTMENT OF HEALTH

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.
DEPARTMENT OF HEALTH

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.
DEPARTMENT OF HEALTH

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
DEPARTMENT OF HEALTH

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.
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.
DEPARTMENT OF HEALTH

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

Series No. 327  Series Title: Deputy Director of Health Correspondence

Date Range: 1947-1974

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


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
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
DEPARTMENT OF HEALTH

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; Habilitat 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
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
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.
**DEPARTMENT OF HEALTH**

**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)
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-leprous 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
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 boxxed.

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
DEPARTMENT OF HEALTH

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]
STATE HEALTH INSURANCE PROGRAM (SHIP)


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.
Hawaii Administrative Rules: Title 11 (Department of Health), Chapter 6 (SHIP), 1992.
Library Collection:
   Call No. JK 9330 .H38 1993;
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
DEPARTMENT OF HEALTH

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.
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
Internet sources accessed on: April 23, 2003
  www.cdc.gov/epo/mmwr/preview/mmwrhtml/00056176.htm
  www.dhhs.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.nih.gov/factsheets/rabies.htm
  www.salvoblue.homestead.com/plague.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
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.
DEPARTMENT OF HEALTH

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.

Hawaii Administrative Rules: Title 11 (Department of Health), Chapter 185 (SHPDA), 1981.
Library Collection:
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)


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.
DEPARTMENT OF HEALTH

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

<table>
<thead>
<tr>
<th>Volume/Box</th>
<th>Contents</th>
</tr>
</thead>
<tbody>
<tr>
<td>259 vol 1, in box 1</td>
<td>January 1, 1858-August 30, 1867</td>
</tr>
<tr>
<td>259 vol 2 folio</td>
<td>July 1, 1868-June 25, 1881</td>
</tr>
<tr>
<td>259 vol 3 folio</td>
<td>June 25, 1881-December 31, 1888</td>
</tr>
<tr>
<td>259 vol 4 folio</td>
<td>January 1, 1889-December 31, 1892</td>
</tr>
<tr>
<td>259 vol 5 folio</td>
<td>January 1, 1893-August 7, 1895</td>
</tr>
<tr>
<td>259 vol 6</td>
<td>August 15, 1895-December 31, 1896</td>
</tr>
<tr>
<td>259 vol 7</td>
<td>January 15, 1897-December 31, 1898</td>
</tr>
<tr>
<td>259 vol 8</td>
<td>January 1, 1899-April 31, 1900</td>
</tr>
<tr>
<td>259 vol 9</td>
<td>May 2, 1900-June 26, 1901</td>
</tr>
<tr>
<td>259 vol 10</td>
<td>July 1, 1901-June 24, 1903</td>
</tr>
<tr>
<td>259 vol 11</td>
<td>July 8, 1903-December 31, 1903</td>
</tr>
<tr>
<td>259 vol 12</td>
<td>January 6, 1904-December 21, 1904</td>
</tr>
<tr>
<td>259 vol 13 folio</td>
<td>January 11, 1905-December 27, 1905</td>
</tr>
<tr>
<td>259 vol 14 folio</td>
<td>January 4, 1906-December 19, 1906</td>
</tr>
<tr>
<td>259 vol 15 folio</td>
<td>January 16, 1907-June 17, 1908</td>
</tr>
<tr>
<td>259 vol 16 folio</td>
<td>July 9, 1908-December 22, 1910</td>
</tr>
<tr>
<td>259 vol 17 folio</td>
<td>January 28, 1911-December 28, 1911</td>
</tr>
<tr>
<td>259 vol 18 folio</td>
<td>January 4, 1912-December 18, 1913</td>
</tr>
<tr>
<td>259 vol 19 folio</td>
<td>January 15, 1914-December 27, 1915</td>
</tr>
<tr>
<td>259 vol 20 folio</td>
<td>March 9, 1916-September 10, 1919</td>
</tr>
<tr>
<td>259 vol 21 folio</td>
<td>September 18, 1919-June 1, 1922</td>
</tr>
<tr>
<td>259 vol 22 folio</td>
<td>July 19, 1922-December 20, 1923</td>
</tr>
<tr>
<td>259 vol 23 folio</td>
<td>January 2, 1924-June 17, 1925</td>
</tr>
<tr>
<td>259 vol 24 folio</td>
<td>July 8, 1925-June 30, 1927</td>
</tr>
<tr>
<td>259 vol 25 folio</td>
<td>July 20, 1927-December 19, 1928</td>
</tr>
<tr>
<td>259 vol 26 folio</td>
<td>January 19, 1929-December 18, 1929</td>
</tr>
<tr>
<td>259 vol 27 folio</td>
<td>January 3, 1930-December 17, 1930</td>
</tr>
<tr>
<td>259 vol 28 folio</td>
<td>January 21, 1931-December 23, 1931</td>
</tr>
<tr>
<td>259 vol 29 folio</td>
<td>January 12, 1932-December 29, 1932</td>
</tr>
<tr>
<td>259 vol 30 folio</td>
<td>January 18, 1933-December 20, 1933</td>
</tr>
<tr>
<td>259 vol 31 folio</td>
<td>January 10, 1934-June 20, 1935</td>
</tr>
<tr>
<td>259 vol 32 folio</td>
<td>July 17, 1935-June 19, 1936</td>
</tr>
<tr>
<td>259 vol 33 folio</td>
<td>July 22, 1936-June 16, 1937</td>
</tr>
<tr>
<td>259 vol 34 folio</td>
<td>July 21, 1937-June 21, 1938</td>
</tr>
<tr>
<td>259 vol 35 folio</td>
<td>July 6, 1938-June 20, 1939</td>
</tr>
<tr>
<td>259 vol 36 folio</td>
<td>July 25, 1939-June 27, 1940</td>
</tr>
<tr>
<td>259 vol 37 folio</td>
<td>July 25, 1940-June 24, 1943</td>
</tr>
</tbody>
</table>
### DEPARTMENT OF HEALTH

#### RECORDS CONTAINER LIST

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

<table>
<thead>
<tr>
<th>Volume/Box</th>
<th>Contents</th>
</tr>
</thead>
<tbody>
<tr>
<td>259 vol 38 folio</td>
<td>July 1, 1943-June 22, 1944</td>
</tr>
<tr>
<td>259 vol 39 folio</td>
<td>July 6, 1944-June 21, 1945</td>
</tr>
<tr>
<td>259 vol 40 folio</td>
<td>July 5, 1945-June 20, 1946</td>
</tr>
<tr>
<td>259 vol 41 folio</td>
<td>July 11, 1946-June 26, 1947</td>
</tr>
<tr>
<td>259 vol 42 folio</td>
<td>July 17, 1947-June 10, 1948</td>
</tr>
<tr>
<td>259 vol 43 folio</td>
<td>July 1, 1948-June 30, 1949</td>
</tr>
<tr>
<td>259 vol 44 folio</td>
<td>July 1, 1949-June 30, 1950</td>
</tr>
<tr>
<td>259 vol 45 folio</td>
<td>July 1, 1950-June 30, 1951</td>
</tr>
<tr>
<td>259 vol 46 folio</td>
<td>July 1, 1951-June 30, 1952</td>
</tr>
<tr>
<td>259 vol 47 folio</td>
<td>July 1, 1952-June 30, 1953</td>
</tr>
<tr>
<td>259 vol 48 folio</td>
<td>July 1, 1953-June 30, 1954</td>
</tr>
<tr>
<td>259 vol 49 folio</td>
<td>July 1, 1954-June 30, 1955</td>
</tr>
<tr>
<td>259 vol 50 folio</td>
<td>July 28, 1955-June 30, 1956</td>
</tr>
<tr>
<td>259 vol 51 folio</td>
<td>July, 1956-June, 1957</td>
</tr>
<tr>
<td>259 vol 52 folio</td>
<td>July, 1957-June, 1958</td>
</tr>
<tr>
<td>259 vol 53 folio</td>
<td>July, 1958-June, 1959</td>
</tr>
<tr>
<td>259 vol 54 folio</td>
<td>July, 1959-June, 1960</td>
</tr>
<tr>
<td>259 vol 55 folio</td>
<td>July, 1960-June, 1961</td>
</tr>
<tr>
<td>259 vol 57 folio</td>
<td>July, 1962-June, 1963</td>
</tr>
<tr>
<td>259 vol 58 folio</td>
<td>July, 1963-June, 1964</td>
</tr>
<tr>
<td>259 vol 59 folio</td>
<td>July, 1964-June, 1965</td>
</tr>
<tr>
<td>259 vol 60 folio</td>
<td>July, 1965-June, 1966</td>
</tr>
<tr>
<td>259 vol 61 folio</td>
<td>July, 1966-June, 1967</td>
</tr>
<tr>
<td>259 vol 63 folio</td>
<td>July, 1968-May, 1969</td>
</tr>
<tr>
<td>259 vol 64 folio</td>
<td>July, 1969-June, 1970</td>
</tr>
<tr>
<td>259 vol 65 folio</td>
<td>July, 1970-June, 1971</td>
</tr>
<tr>
<td>259 vol 66 folio</td>
<td>July, 1971-June, 1972</td>
</tr>
<tr>
<td>259 vol 67 folio</td>
<td>July, 1972-June, 1973</td>
</tr>
<tr>
<td>259 vol 68 folio</td>
<td>July, 1973-June, 1974</td>
</tr>
<tr>
<td>259 vol 69 folio</td>
<td>July, 1974-June, 1975</td>
</tr>
<tr>
<td>259 vol 70 folio</td>
<td>July, 1975-June, 1976</td>
</tr>
<tr>
<td>259 vol 71 folio</td>
<td>July, 1976-June, 1977</td>
</tr>
<tr>
<td>259 vol 72 folio</td>
<td>July, 1977-June, 1978</td>
</tr>
<tr>
<td>259 vol 73 folio</td>
<td>July, 1978-June, 1979</td>
</tr>
</tbody>
</table>
Series 259: Minutes of the Board of Health, 1858-1983

<table>
<thead>
<tr>
<th>Volume/Box</th>
<th>Contents</th>
</tr>
</thead>
<tbody>
<tr>
<td>259-1</td>
<td>259 Volume 1: January 1, 1858- August 30, 1867</td>
</tr>
<tr>
<td></td>
<td>Minutes for July 20, 1979- April 22, 1983</td>
</tr>
</tbody>
</table>
DEPARTMENT OF HEALTH

Series 260: Records Relating to Hansen's Disease, 1866-1981

<table>
<thead>
<tr>
<th>Volume/Box/Folder</th>
<th>Contents</th>
</tr>
</thead>
<tbody>
<tr>
<td>260 vol 1, in box 1</td>
<td>Leper Index Book, 1901-1909 [Index to 260 vol HD-16]</td>
</tr>
<tr>
<td>260 vol 2, in box 1</td>
<td>*Honolulu - Persons Examined - No. 1 [Bk. I] - 1881-1885</td>
</tr>
<tr>
<td>260 vol 3 folio</td>
<td>*Honolulu - Persons Examined - No. 2 [Bk. II] - 1881-1900</td>
</tr>
<tr>
<td>260 vol HD-13, folio</td>
<td>Record of Inmates at Kalaupapa [Persons Examined], 1881-1899</td>
</tr>
<tr>
<td>260 vol HD-16, in box 1</td>
<td>Record of Inmates at Kalaupapa [Persons Examined], 1900-1906</td>
</tr>
<tr>
<td>260 vol HD-7 (map)</td>
<td>*Persons Apprehended and Examined for Leprosy, 1874-1932 [Restricted until December 31, 2012: HRS 92F-14]</td>
</tr>
<tr>
<td></td>
<td>Persons Examined</td>
</tr>
<tr>
<td></td>
<td>1874-1909 [pp. 1-20]</td>
</tr>
<tr>
<td></td>
<td>1909-1917 [pp. 20-40]</td>
</tr>
<tr>
<td></td>
<td>1917-1924 [pp. 40-60]</td>
</tr>
<tr>
<td></td>
<td>1924-1932 [pp. 60-81]</td>
</tr>
<tr>
<td></td>
<td>Statistical Summaries</td>
</tr>
<tr>
<td></td>
<td>1909-1912</td>
</tr>
<tr>
<td></td>
<td>1913-1920</td>
</tr>
<tr>
<td></td>
<td>1921-1931</td>
</tr>
<tr>
<td></td>
<td>Statistical Summary, Kalaupapa, 1909-1932</td>
</tr>
<tr>
<td>260 vol HD-15, in box 1</td>
<td>Record of Inmates at Kalaupapa, 1882-1883</td>
</tr>
<tr>
<td>260 vol 4, in box 2</td>
<td>Clinical Records</td>
</tr>
<tr>
<td>260 vol 5, in box 3</td>
<td>1895-1896</td>
</tr>
<tr>
<td>260 Box 4</td>
<td>1896-1897</td>
</tr>
<tr>
<td></td>
<td>Medical Examination Records, 1896-1910:</td>
</tr>
<tr>
<td></td>
<td>5000-5006, 5010-5012, 5014-5019, 5028-5033, 5042-5043, 5047-5053, 5055-5057, 5065a-5080, 5082, 5086-5087, 5089, 5095-5117, 5119, 5120, 5122-5124, 5126-5140 (1896-1898)</td>
</tr>
<tr>
<td></td>
<td>5141-5168, 5170-5192, 5194-5200 (1896-1898)</td>
</tr>
<tr>
<td></td>
<td>5201-5209, 5211-5219, 5221-5241, 5243-5250 (1898-99)</td>
</tr>
<tr>
<td></td>
<td>5251-5253, 5255-5261, 5263, 5265-5268, 5270-5278, 5280-5282, 5284, 5286-5300 (1897-1900)</td>
</tr>
<tr>
<td></td>
<td>5301-5322a, 5324-5325 (1900)</td>
</tr>
</tbody>
</table>

*Indexed; see Card Index B in Reference Room

C-4
Series 260: Records Relating to Hansen's Disease, 1866-1981

<table>
<thead>
<tr>
<th>Contents</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>BUREAU OF LEPROSY, 1866-1930:</strong></td>
</tr>
<tr>
<td>Kakaako and Kalihi Receiving Stations and Kalihi Hospital</td>
</tr>
<tr>
<td><strong>Medical Examination Records:</strong></td>
</tr>
<tr>
<td>Medical Examination Records, 1896-1910:</td>
</tr>
<tr>
<td>5326-5338a, 5341-5350 (1900)</td>
</tr>
<tr>
<td>5351-5375 (1900)</td>
</tr>
<tr>
<td>5376-5408a, 5416-5418, 5430 (1900)</td>
</tr>
<tr>
<td>1-7, 9-23, 25-50 (1901)</td>
</tr>
<tr>
<td>51-100 (1901)</td>
</tr>
<tr>
<td>101-146, 148-150 (1901-1902)</td>
</tr>
<tr>
<td>151-200 (1901-1902)</td>
</tr>
<tr>
<td>201-250 (1902-1903)</td>
</tr>
<tr>
<td>251-300 (1903)</td>
</tr>
<tr>
<td>301-350 (1903)</td>
</tr>
<tr>
<td>351-400 (1903-1904)</td>
</tr>
<tr>
<td>401-450 (1904)</td>
</tr>
<tr>
<td>451-500 (1904-1905)</td>
</tr>
<tr>
<td>501-550 (1905)</td>
</tr>
<tr>
<td>551-600 (1905-1906)</td>
</tr>
<tr>
<td>601-650 (1906-1907)</td>
</tr>
<tr>
<td>651-700 (1907)</td>
</tr>
<tr>
<td>701-750 (1907-1908)</td>
</tr>
<tr>
<td>751-793 (1909-1910)</td>
</tr>
<tr>
<td>Report on Person Believed to be a Lepro, 1910</td>
</tr>
<tr>
<td><strong>Medical Examination Photographs (Leprorsy Album)</strong></td>
</tr>
<tr>
<td>No. x1-x49, x51-x57, n.d.</td>
</tr>
<tr>
<td>No. x50, x59-x114, n.d.</td>
</tr>
<tr>
<td>Suspects Examined, Unofficially, 1918-1926</td>
</tr>
<tr>
<td><strong>Kalihi Boys' Home</strong></td>
</tr>
<tr>
<td>Non-Leprous Children Sent to Kalihi, 1890-1929</td>
</tr>
<tr>
<td>Kalihi Boys' Home, 1908 to Date [1934]</td>
</tr>
</tbody>
</table>

*Indexed; see Card Index B in Reference Room*
Series 260: Records Relating to Hansen's Disease, 1866-1981

**Volume/Box/Folder** | **Contents**
--- | ---
260 vol HD-12, in box 31 | Record of Inmates at Kalaupapa, 1866-1900 [Index to vol 22]
260 vol HD-14, in box 1 | Index of Inmates at Kalaupapa, 1897 [Index to vol HD-11]
260 vol HD-10, in box 31 | *Kalawao - Patients Admitted - 1879 to 1901*
260 vol HD-11 xfolio | *Kalawao - Patients Admitted - 1879 to 1912*
260 vol 8 xfolio | Record of Inmates at Kalaupapa, 1866-1899 [1903]
260 vol HD-1 folio | * Kalawao Deaths - Index - 1866-1876 [1890, “A-K” only]*
260 vol HD-2, in box 32 | *Kalawao Deaths - 1879 to 1890*
260 vol HD-3, in box 32 | *Record of Deaths in Leper Settlement [monthly], 1889-1923*

**Special Register:**
260 vol HD-9, in box 31 | Kalawao - Patients Admitted - 1884 to 1901 [men only]

**Registers of Non-Leprous Children**
260 vol HD-A (map) | *Children Residing in the Settlement, 1880-1925*
260 vol HD-B (map) | *Boys' Home, Honolulu, 1908-1934*
260 vol HD-Ba (map) | *Boys' Home, Honolulu, 1908-1935*
260 vol HD-C (map) | *Girls' Home, Honolulu, 1885-1935*
260 vol HD-Ca (map) | *Girls' Home, Honolulu, 1885-1935*

**Registers of Kokuas (volunteer Helpers)**
260 vol 9 xfolio | Record of Inmates (sic) at Kalaupapa - 1868-1899
260 vol 10 xfolio | Kalawao Kokuas - 1868-1929

**Kalawao County Vital Statistics Registrar's Records:**
260 vol HD-8, in box 31 | *Kalawao Marriages, 1909-1929*
260 vol HD-4, in box 33 | Kalawao Deaths, January 3, 1909-October 4, 1912
260 vol HD-5, in box 33 | Kalawao Deaths, September 1, 1914-October 5, 1917
260 vol HD-6, in box 33 | Kalawao Deaths, July 19, 1927-November 24, 1931

*Indexed; see Card Index B in Reference Room*
DEPARTMENT OF HEALTH

Series 260: Records Relating to Hansen's Disease, 1866-1981

Volume/Box/Folder | Contents
---|---
**BOARD OF HOSPITALS AND SETTLEMENT, 1931-1951**
Medical Director and the Administrator of Kalihi Hospital:

260 Box 30 | Monthly Narrative and Statistical Reports, January 1949-December, 1952
260 Box 30 | Annual Reports, 1932-1941

**Superintendent of the Leprosarium, Kalaupapa**

260 Box 30 | Monthly Narrative and Statistical Reports
- July, 1934-June, 1936
- July, 1936-June, 1939
- July, 1939-June, 1941
- July, 1941-August, 1944
- September, 1944-July, 1947
- August, 1947-June, 1948
- July, 1948-April, 1950
- May, 1950-December, 1951

260 Box 30 | Annual Reports
- 1932-1934
- 1937-1939
- 1940-1949

260 Box 30 | Census Reports, monthly
- July, 1934-1936
- June, 1946-January, 1949
- January 1949, December, 1951

Records of Inmates Paroled or Temporarily Released [monthly]
[Restricted until date indicated: HRS 92F-14]

260 vol 18 folio | July, 1931-June, 1936 [June 30, 2016]
260 vol 19 folio | March, 1937-September, 1944 [September 30, 2024]
260 vol 20, in box 30 | July, 1949-November, 1956 [November 30, 2036]
260 vol 21 | Reports of Patients on Temporary Release, 1912-1934
[Restricted until December 31, 2014: HRS 92F-14]
Communicable Disease & Mortality Reports, monthly

260 vol 11 xfolio | Communicable Diseases - Cases and Deaths, June 1, 1921 to June 30, 1930

*Indexed; see Card Index B in Reference Room

C-7
DEPARTMENT OF HEALTH

Series 260: Records Relating to Hansen's Disease, 1866-1981

Volume/Box/Folder | Contents
--- | ---
260 vol 12 xfolio, in box 34 | Reportable Disease Registered with the Board of Health, 1931-1936
260 vol 13 xfolio | Monthly Morbidity and Mortality Reports, July, 1936 to June, 1946
260 vol 14, in box 35 | Reportable Disease Registered with the Board of Health, 1946-1950
260 vol 17, in box 36 | Communicable Disease Register, October, 1949
260 vol 15 xfolio | Communicable Disease & Mortality Reports, [fiscal year]
260 Box 36 | Communicable Diseases - Cases and Deaths - 1885-1930
260 vol 16, in box 36 | Summary Statistics, Reportable Diseases Registered with the Board of Health [by disease], 1921-1948

260 Box 30 | Recreation Department, Hale Mohalu, 1951-1965
260 Box 30 | Recreation Department, Kalaupapa, 1951-1965
260 vol 22, in box 36 | Kokuas and Parolees, 1934-1963

COMMUNICABLE DISEASE DIVISION, 1965-1981

Medical Records, Kalaupapa Hospital

260-37-1 | Name Index
260-37-2 | No. 64 (1965)
| [RESTRICTED: HRS 92F-14; exp. on 3/25/2045]
260-37-3 to 4 | No. 254 (1968)
| [RESTRICTED: HRS 92F-14; expires on 1/29/2048]
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]
260-37-11 | No. 1529 (1968)
| [RESTRICTED: HRS 92F-14; expires on 7/23/2048]

C-8
### DEPARTMENT OF HEALTH

**Series 260: Records Relating to Hansen's Disease, 1866-1981**

<table>
<thead>
<tr>
<th>Volume/Box/Folder</th>
<th>Contents</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>COMMUNICABLE DISEASE DIVISION, 1965-1981</strong></td>
<td></td>
</tr>
<tr>
<td>Medical Records, Kalaupapa Hospital</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Volume/Box/Folder</th>
<th>Contents</th>
</tr>
</thead>
</table>
| 260-37-12 | No. 1726 (1965)  
[RESTRICTED: HRS 92F-14; expires on 2/25/2045] |
| 260-37-13 | No. 2348 (1967)  
[RESTRICTED: HRS 92F-14; expires on 8/26/2047] |
| 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] |
| 260-39-2 to 3 | No. 2771 (1975)  
[RESTRICTED: HRS 92F-14; expires on 11/27/2055] |
[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] |
| 260-39-9 | No. 2940 (1966)  
[RESTRICTED: HRS 92F-14; expires on 6/14/2046] |
## DEPARTMENT OF HEALTH

Series 260: Records Relating to Hansen's Disease, 1866-1981

### Contents

**COMMUNICABLE DISEASE DIVISION, 1965-1981**

**Medical Records, Kalaupapa Hospital**

<table>
<thead>
<tr>
<th>Volume/Box/Folder</th>
<th>Contents</th>
</tr>
</thead>
<tbody>
<tr>
<td>260-39-10</td>
<td>No. 2956 (1964)  [RESTRICTED: HRS 92F-14; expires on 5/10/2044]</td>
</tr>
<tr>
<td>260-40-1</td>
<td>No. 2959 (1961)  [RESTRICTED: HRS 92F-14; expires on 2/1/2041]</td>
</tr>
<tr>
<td>260-40-2</td>
<td>No. 2987 (1958)  [RESTRICTED: HRS 92F-14; expires on 6/23/2038]</td>
</tr>
<tr>
<td>260-40-3</td>
<td>No. 3038 (1966)  [RESTRICTED: HRS 92F-14; expires on 10/10/2046]</td>
</tr>
<tr>
<td>260-40-4</td>
<td>No. 3077 (1969)  [RESTRICTED: HRS 92F-14; expires on 10/21/2051]</td>
</tr>
<tr>
<td>260-40-5 to 6</td>
<td>No. 3093 (1980)  [RESTRICTED: HRS 92F-14; expires on 3/1/2060]</td>
</tr>
<tr>
<td>260-40-7 to 8</td>
<td>No. 3117 (1967)  [RESTRICTED: HRS 92F-14; expires on 4/9/2047]</td>
</tr>
<tr>
<td>260-40-9 to 10</td>
<td>No. 3118 (1977)  [RESTRICTED: HRS 92F-14; expires on 7/9/2057]</td>
</tr>
<tr>
<td>260-40-11</td>
<td>No. 3156 (1964)  [RESTRICTED: HRS 92F-14; expires on 7/28/2044]</td>
</tr>
<tr>
<td>260-40-12</td>
<td>No. 3167 (1971)  [RESTRICTED: HRS 92F-14; expires on 12/1/2051]</td>
</tr>
<tr>
<td>260-40-13</td>
<td>No. 3187 (1980)  [RESTRICTED: HRS 92F-14; expires on 5/19/2060]</td>
</tr>
<tr>
<td>260-41-1</td>
<td>No. 3208 (1970)  [RESTRICTED: HRS 92F-14; expires on 7/7/2050]</td>
</tr>
<tr>
<td>260-41-2</td>
<td>No. 3212 (1957)  [RESTRICTED: HRS 92F-14; expires on 2/1/2037]</td>
</tr>
<tr>
<td>260-41-3</td>
<td>No. 3213 (1959)  [RESTRICTED: HRS 92F-14; expires on 2/6/2039]</td>
</tr>
<tr>
<td>260-41-4</td>
<td>No. 3227 (1968)  [RESTRICTED: HRS 92F-14; expires on 1/27/2048]</td>
</tr>
<tr>
<td>260-41-5</td>
<td>No. 3244 (1967)  [RESTRICTED: HRS 92F-14; expires on 5/22/2047]</td>
</tr>
<tr>
<td>260-41-6</td>
<td>No. 3339 (1976)  [RESTRICTED: HRS 92F-14; expires on 6/6/2056]</td>
</tr>
<tr>
<td>260-41-7</td>
<td>No. 3350 (1970)  [RESTRICTED: HRS 92F-14; expires on 12/12/2050]</td>
</tr>
<tr>
<td>260-41-8 to 9</td>
<td>No. 3381 (1959)  [RESTRICTED: HRS 92F-14; expires on 6/6/2039]</td>
</tr>
</tbody>
</table>
DEPARTMENT OF HEALTH

Series 260: Records Relating to Hansen's Disease, 1866-1981

Volume/Box/Folder  Contents

COMMUNICABLE DISEASE DIVISION, 1965-1981

Medical Records, Kalaupapa Hospital

260-41-10  No. 3387 (1965)  [RESTRICTED: HRS 92F-14; expires on 3/20/2045]
          No. 3394 (1979)  [RESTRICTED: HRS 92F-14; expires on 7/18/2059]
260-41-11 to 260-42-1  No. 3413 (1972)  [RESTRICTED: HRS 92F-14; expires on 11/3/2052]
          No. 3420 (1959)  [RESTRICTED: HRS 92F-14; expires on 5/29/2039]
260-42-2  No. 3445 (1959)  [RESTRICTED: HRS 92F-14; expires on 9/10/2039]
          No. 3446 (1958)  [RESTRICTED: HRS 92F-14; expires on 7/26/2038]
260-42-3  No. 3454 (1966)  [RESTRICTED: HRS 92F-14; expires on 3/31/2046]
260-42-4  No. 3460 (1980)  [RESTRICTED: HRS 92F-14; expires on 10/24/2060]
260-42-5  No. 3481 (1969)  [RESTRICTED: HRS 92F-14; expires on 6/30/2049]
260-42-6  No. 3491 (1944)  [RESTRICTED: HRS 92F-14; expires on 1/1/2051]
260-42-7 to 8  No. 3498 (1976)  [RESTRICTED: HRS 92F-14; expires on 8/23/2056]
260-42-9  No. 3500 (1976)  [RESTRICTED: HRS 92F-14; expires on 1/1/2056]
260-42-10 No. 3528 (1966)  [RESTRICTED: HRS 92F-14; expires on 12/31/2046]
260-42-11 No. 3533 (1963)  [RESTRICTED: HRS 92F-14; expires on 1/19/2043]
          No. 3534 (1975)  [RESTRICTED: HRS 92F-14; expires on 8/27/2055]
260-43-1  No. 3546 (1976)  [RESTRICTED: HRS 92F-14; expires on 9/13/2056]
260-43-2  No. 3560 (1970)  [RESTRICTED: HRS 92F-14; expires on 2/6/2055]
260-43-3  No. 3567 (1975)  [RESTRICTED: HRS 92F-14; expires on 2/6/2055]
260-43-4  No. 3574 (1971)  [RESTRICTED: HRS 92F-14; expires on 5/20/2051]
260-43-5  No. 3575 (1974)  [RESTRICTED: HRS 92F-14; expires on 5/20/2051]
<table>
<thead>
<tr>
<th>Volume/Box/Folder</th>
<th>Contents</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Communlicable Disease Division, 1965-1981</strong></td>
<td></td>
</tr>
<tr>
<td>Medical Records, Kalaupapa Hospital</td>
<td></td>
</tr>
<tr>
<td>260-44-1</td>
<td>No. 3611 (1969) [RESTRICTED: HRS 92F-14; expires on 2/21/2049]</td>
</tr>
<tr>
<td>260-44-3</td>
<td>No. 3654 (1963) [RESTRICTED: HRS 92F-14; expires on 6/12/2043]</td>
</tr>
<tr>
<td>260-44-4</td>
<td>No. 3663 (1967) [RESTRICTED: HRS 92F-14; expires on 4/9/2047]</td>
</tr>
<tr>
<td>260-44-5</td>
<td>No. 3664 (1949) [RESTRICTED: HRS 92F-14; expires on 7/5/2029]</td>
</tr>
<tr>
<td>260-44-6 to 7</td>
<td>No. 3671 (1964) [RESTRICTED: HRS 92F-14; exp. on 12/31/2044]</td>
</tr>
<tr>
<td>260-44-8</td>
<td>No. 3681 (1958) [RESTRICTED: HRS 92F-14; expires on 5/23/2038]</td>
</tr>
<tr>
<td>260-44-9</td>
<td>No. 3682 (1952) [RESTRICTED: HRS 92F-14; expires on 8/29/2032]</td>
</tr>
<tr>
<td>260-44-10</td>
<td>No. 3683 (1958) [RESTRICTED: HRS 92F-14; expires on 1/17/2038]</td>
</tr>
<tr>
<td>260-44-11</td>
<td>No. 3686 (1972) [RESTRICTED: HRS 92F-14; expires on 12/7/2052]</td>
</tr>
<tr>
<td>260-44-12</td>
<td>No. 3687 (1961) [RESTRICTED: HRS 92F-14; expires on 12/24/2041]</td>
</tr>
<tr>
<td>260-44-13 to 14</td>
<td>No. 3688 (1981) [RESTRICTED: HRS 92F-14; expires on 11/21/2061]</td>
</tr>
<tr>
<td>260-45-1</td>
<td>No. 3689 (1964) [RESTRICTED: HRS 92F-14; expires on 2/11/2044]</td>
</tr>
<tr>
<td>260-45-2</td>
<td>No. 3698 (1965) [RESTRICTED: HRS 92F-14; expires on 3/19/2045]</td>
</tr>
<tr>
<td>260-45-3</td>
<td>No. 3704 (1961) [RESTRICTED: HRS 92F-14; expires on 9/6/2041]</td>
</tr>
<tr>
<td>260-45-4 to 5</td>
<td>No. 3708 (1975) [RESTRICTED: HRS 92F-14; expires on 2/17/2055]</td>
</tr>
<tr>
<td>260-45-6 to 7</td>
<td>No. 3718 (1980) [RESTRICTED: HRS 92F-14; expires on 5/1/2060]</td>
</tr>
<tr>
<td>260-45-8 to 9</td>
<td>No. 3719 (1977) [RESTRICTED: HRS 92F-14; expires on 12/29/2057]</td>
</tr>
<tr>
<td>260-45-10</td>
<td>No. 3720 (1971) [RESTRICTED: HRS 92F-14; expires on 10/8/2051]</td>
</tr>
</tbody>
</table>
### COMMUNICABLE DISEASE DIVISION, 1965-1981

**Medical Records, Kalaupapa Hospital**

<table>
<thead>
<tr>
<th>Volume/Box/Folder</th>
<th>No.</th>
<th>Year</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>260-45-11</td>
<td>3733</td>
<td>1959</td>
<td>[RESTRICTED: HRS 92F-14; expires on 11/12/2039]</td>
</tr>
<tr>
<td>260-45-12</td>
<td>3737</td>
<td>1963</td>
<td>[RESTRICTED: HRS 92F-14; expires on 10/26/2043]</td>
</tr>
<tr>
<td>260-46-1 to 2</td>
<td>3746</td>
<td>1964</td>
<td>[RESTRICTED: HRS 92F-14; expires on 7/18/2044]</td>
</tr>
<tr>
<td>260-46-3</td>
<td>3761</td>
<td>1968</td>
<td>[RESTRICTED: HRS 92F-14; expires on 5/3/2048]</td>
</tr>
<tr>
<td>260-46-4</td>
<td>3765</td>
<td>1961</td>
<td>[RESTRICTED: HRS 92F-14; expires on 8/19/2041]</td>
</tr>
<tr>
<td>260-46-6</td>
<td>3793</td>
<td>1963</td>
<td>[RESTRICTED: HRS 92F-14; expires on 2/2/2043]</td>
</tr>
<tr>
<td>260-46-7</td>
<td>3805</td>
<td>1970</td>
<td>[RESTRICTED: HRS 92F-14; expires on 7/18/2050]</td>
</tr>
<tr>
<td>260-46-8</td>
<td>3812</td>
<td>1968</td>
<td>[RESTRICTED: HRS 92F-14; expires on 5/7/2048]</td>
</tr>
<tr>
<td>260-46-9</td>
<td>3825</td>
<td>1968</td>
<td>[RESTRICTED: HRS 92F-14; expires on 9/26/2068]</td>
</tr>
<tr>
<td>260-46-10</td>
<td>3844</td>
<td>1975</td>
<td>[RESTRICTED: HRS 92F-14; expires on 12/11/2055]</td>
</tr>
<tr>
<td>260-47-1</td>
<td>3855</td>
<td>1962</td>
<td>[RESTRICTED: HRS 92F-14; expires on 4/5/2042]</td>
</tr>
<tr>
<td>260-47-2</td>
<td>3871</td>
<td>1964</td>
<td>[RESTRICTED: HRS 92F-14; expires on 6/28/2044]</td>
</tr>
<tr>
<td>260-47-3</td>
<td>3893</td>
<td>1981</td>
<td>[RESTRICTED: HRS 92F-14; expires on 6/6/2061]</td>
</tr>
<tr>
<td>260-47-4</td>
<td>3910</td>
<td>1968</td>
<td>[RESTRICTED: HRS 92F-14; expires on 6/13/2048]</td>
</tr>
<tr>
<td>260-47-5</td>
<td>3913</td>
<td>1961</td>
<td>[RESTRICTED: HRS 92F-14; expires on 10/15/2041]</td>
</tr>
<tr>
<td>260-47-6</td>
<td>3939</td>
<td>1967</td>
<td>[RESTRICTED: HRS 92F-14; expires on 10/18/2047]</td>
</tr>
<tr>
<td>260-47-7 to 8</td>
<td>3985</td>
<td>1980</td>
<td>[RESTRICTED: HRS 92F-14; expires on 10/26/2060]</td>
</tr>
<tr>
<td>260-47-9</td>
<td>4017</td>
<td>1966</td>
<td>[RESTRICTED: HRS 92F-14; expires on 4/1/2046]</td>
</tr>
</tbody>
</table>

C-13
**DEPARTMENT OF HEALTH**

**Series 260: Records Relating to Hansen's Disease, 1866-1981**

<table>
<thead>
<tr>
<th>Volume/Box/Folder</th>
<th>Contents</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>COMMUNICABLE DISEASE DIVISION, 1965-1981</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Medical Records, Kalaupapa Hospital</strong></td>
<td></td>
</tr>
<tr>
<td>260-47-10</td>
<td>No. 4041 (1970) [RESTRICTED: HRS 92F-14; expires on 4/1/2050]</td>
</tr>
<tr>
<td>260-47-11</td>
<td>No. 4064 (1973) [RESTRICTED: HRS 92F-14; expires on 12/10/2053]</td>
</tr>
<tr>
<td>260-48-1 to 2</td>
<td>No. 4083 (1979) [RESTRICTED: HRS 92F-14; expires on 12/31/2059]</td>
</tr>
<tr>
<td>260-48-3</td>
<td>No. 4087 (1978) [RESTRICTED: HRS 92F-14; expires on 2/28/2058]</td>
</tr>
<tr>
<td>260-48-4</td>
<td>No. 4146 (1962) [RESTRICTED: HRS 92F-14; expires on 8/28/2042]</td>
</tr>
<tr>
<td>260-48-5 to 6</td>
<td>No. 4152 (1981) [RESTRICTED: HRS 92F-14; expires on 6/19/2061]</td>
</tr>
<tr>
<td>260-48-7</td>
<td>No. 4179 (1975) [RESTRICTED: HRS 92F-14; expires on 3/19/2055]</td>
</tr>
<tr>
<td>260-48-8</td>
<td>No. 4500 (1960) [RESTRICTED: HRS 92F-14; expires on 1/23/2040]</td>
</tr>
<tr>
<td>260-48-9</td>
<td>No. 4558 (1961) [RESTRICTED: HRS 92F-14; exp. on 6/19/2041]</td>
</tr>
<tr>
<td>260-48-10</td>
<td>No. 5097 (1962) [RESTRICTED: HRS 92F-14; expires on 9/8/2042]</td>
</tr>
<tr>
<td>260-48-11</td>
<td>No. 5418 (1961) [RESTRICTED: HRS 92F-14; expires on 7/8/2041]</td>
</tr>
</tbody>
</table>
### DEPARTMENT OF HEALTH

#### Series 324: Correspondence of the Secretary of the Board of Health, 1925-1980

<table>
<thead>
<tr>
<th>Box and Folder</th>
<th>Contents</th>
</tr>
</thead>
<tbody>
<tr>
<td>324-1-1</td>
<td>Meetings, activities, etc. 1957-1959</td>
</tr>
<tr>
<td>324-1-2</td>
<td>1962</td>
</tr>
<tr>
<td>324-1-3</td>
<td>1963</td>
</tr>
<tr>
<td>324-1-4</td>
<td>1964</td>
</tr>
<tr>
<td>324-1-5</td>
<td>1965-1966</td>
</tr>
<tr>
<td>324-1-6</td>
<td>1967-1968</td>
</tr>
<tr>
<td>324-1-7</td>
<td>1969-1970</td>
</tr>
<tr>
<td>324-2-1</td>
<td>1971-1972</td>
</tr>
<tr>
<td>324-2-2</td>
<td>1973-1974</td>
</tr>
<tr>
<td>324-2-3</td>
<td>1975-1976</td>
</tr>
<tr>
<td>324-2-4</td>
<td>1977-1978</td>
</tr>
<tr>
<td>324-2-5</td>
<td>Meetings-correspondence, 1935-1951 Members</td>
</tr>
<tr>
<td>324-2-6</td>
<td>1925-1952</td>
</tr>
<tr>
<td>324-3-1</td>
<td>1953-1960</td>
</tr>
<tr>
<td>324-3-2</td>
<td>1960-1961, 1980</td>
</tr>
<tr>
<td>324-3-3</td>
<td>Members, activities, meetings, etc., 1953-1960</td>
</tr>
<tr>
<td>324-3-4</td>
<td>Miscellaneous correspondence, 1927-1944</td>
</tr>
</tbody>
</table>

#### Series 325: Director's Correspondence, 1925-1985

**Intradepartmental**

<table>
<thead>
<tr>
<th>Box and Folder</th>
<th>Contents</th>
</tr>
</thead>
<tbody>
<tr>
<td>325-1-1</td>
<td>Board of Health, Advisory Committees to the BOH, 1948-1975</td>
</tr>
<tr>
<td>325-1-2</td>
<td>Board of Health, Licensing, Chiropodists, 1947-1972</td>
</tr>
<tr>
<td>325-1-3</td>
<td>Board of Health, Licensing, Physicians Licenses Issued, 1961-1967</td>
</tr>
<tr>
<td>325-1-4</td>
<td>Board of Health, Licensing, Physicians Licenses Issued, 1969-1975</td>
</tr>
<tr>
<td>325-1-5</td>
<td>Board of Health, Licensing, Physicians Licenses, Renewals, 1951-1963</td>
</tr>
<tr>
<td>325-1-6</td>
<td>Board of Health, Licensing, Physicians Licenses, Supplementary List, 1965-1971</td>
</tr>
<tr>
<td>325-1-7</td>
<td>Board of Health, Licensing, Podiatrists Renewals, 1959-1974</td>
</tr>
<tr>
<td>325-1-8</td>
<td>Board of Health, Personnel, 1933-1948</td>
</tr>
<tr>
<td>325-1-9</td>
<td>Board of Health, Rules and Regulations, 1927-1945</td>
</tr>
<tr>
<td>325-2-1</td>
<td>Board of Health, Rules and Regulations, Comments on, 1928-1975</td>
</tr>
<tr>
<td>325-2-2</td>
<td>Business Office: Policy, 1931-1959</td>
</tr>
<tr>
<td>325-2-3</td>
<td>Children's Health Services Division, 1964-1974</td>
</tr>
<tr>
<td>325-2-4</td>
<td>Communicable Disease Division, 1954-1974</td>
</tr>
</tbody>
</table>
## DEPARTMENT OF HEALTH

**Series 325: Director's Correspondence, 1925-1985**

<table>
<thead>
<tr>
<th>Box and Folder</th>
<th>Contents</th>
</tr>
</thead>
<tbody>
<tr>
<td>325-2-5</td>
<td>Intradepartmental, continued</td>
</tr>
</tbody>
</table>

- Communicable Disease Division, Epidemiology Branch, 1960-1970
  - [RESTRICTED: HRS 92F-14; expires in 2049]
- Communicable Disease Division, Hansen's Disease Branch, 1954-1968
- Communicable Disease Division, Tuberculosis Branch, 1958-1971
- Dental Health Division, 1955-1970
- District Health Offices, Hawaii, 1961-1974
- District Health Offices, Kauai, 1961-1973
- District Health Offices, Maui, 1961-1974
- District Health Offices, Molokai, 1972-1974
- Environmental Health Division, 1958-1963
- Environmental Health Division, 1963-1972 [RESTRICTED: HRS 92F-14; expires in 2048]
- Environmental Health Division, Food and Drug Branch, 1962-1973
- Environmental Health Division, Health Engineering Branch, 1962-1964
- Environmental Health Division, Vector Control (Mosquito and Rodent Branches), 1961-1971
- Executive Office on Aging, 1980-1981
- Executive Office on Aging, 1981
- Gerontology Network, 1981
- Gerontology Project, 1980
- Gerontology Project, 1981
- Gerontology Project, 1982
- Gerontology Unit, 1982-1983
- Government Physicians, 1928-1954
- Hansen's Disease Division, 1950
- Hansen's Disease Division, January-June, 1951 [RESTRICTED: HRS 92F-14; expires in 2031]
- Hansen's Disease Division, July-December, 1951
- Hansen's Disease Division, 1952-1953
- Hansen's Disease Division, 1954-1961
- Health Education, Office of, 1929-1960
- Health Statistics, Office of, 1929-1971
- Hospital Planning, Division of, 1949
- Hospital, Territorial, 1921-1938
- Hospital, Territorial, Hearing, 1928
- Kalihi Hospital, Report of Investigation, 1924 (1of 2)
- Kalihi Hospital, Report of Investigation, 1924 (2 of 2)
DEPARTMENT OF HEALTH

Series 325: Director's Correspondence, 1925-1985

<table>
<thead>
<tr>
<th>Box and Folder</th>
<th>Contents</th>
</tr>
</thead>
<tbody>
<tr>
<td>325-4-6</td>
<td>Local Health Services Division, 1947-1960</td>
</tr>
<tr>
<td>325-4-7</td>
<td>Local Health Services Division, Bacteriological Laboratories, 1927-1949</td>
</tr>
<tr>
<td>325-4-8</td>
<td>Local Health Services Division, Public Health Nursing, 1948-1961</td>
</tr>
<tr>
<td>325-4-9</td>
<td>Medical Health Services Division, 1957-1965</td>
</tr>
<tr>
<td>325-4-10</td>
<td>Medical Health Services Division, Emergency Health Mobilization Branch, 1962-1968</td>
</tr>
<tr>
<td>325-4-11</td>
<td>Medical Health Services Division, Hospitals and Medical Facilities Branch, 1961-1970</td>
</tr>
<tr>
<td>325-4-12</td>
<td>Medical Health Services Division, Public Health Nursing Branch, 1966-1974</td>
</tr>
<tr>
<td>325-4-13</td>
<td>Mental Health and Hygiene Bureau, 1955-1961 [RESTRICTED: HRS 92F-14; expires in 2036]</td>
</tr>
<tr>
<td>325-4-14</td>
<td>Mental Health and Hygiene Bureau, Alcoholism Clinic, 1957-1958</td>
</tr>
<tr>
<td>325-4-15</td>
<td>Mental Health and Hygiene Bureau, Child Guidance Clinic, 1944-1947</td>
</tr>
<tr>
<td>325-5-1</td>
<td>Mental Health Division, 1961-1966 [RESTRICTED: HRS 92F-14; expires in 2041]</td>
</tr>
<tr>
<td>325-5-2</td>
<td>Mental Health Division, Hawaii State Hospital Branch, 1960-1976 [RESTRICTED: HRS 92F-14; expires in 2046]</td>
</tr>
<tr>
<td>325-5-3</td>
<td>Mental Health Division, Hawaii State Hospital Branch, Handling of Dangerous Patients, 1964-1965 [RESTRICTED: HRS 92F-14; expires in 2045]</td>
</tr>
<tr>
<td>325-5-4</td>
<td>Mental Retardation Division, 1960-1964</td>
</tr>
<tr>
<td>325-5-5</td>
<td>Preventive Medicine, Division of, 1958-1959</td>
</tr>
<tr>
<td>325-5-6</td>
<td>Preventive Medicine, Division of, Crippled Children Bureau, 1956-1960</td>
</tr>
<tr>
<td>325-5-7</td>
<td>Preventive Medicine, Division of, Epidemiology Bureau, 1934-1956</td>
</tr>
<tr>
<td>325-5-8</td>
<td>Preventive Medicine, Division of, Maternal and Child Health and Crippled Children Bureau, 1938-1957</td>
</tr>
<tr>
<td>325-5-9</td>
<td>Preventive Medicine, Division of, Maternal and Child Health and Crippled Children Bureau, Kauai Pregnancy Study, 1954-1960</td>
</tr>
<tr>
<td>325-5-10</td>
<td>Preventive Medicine, Division of, Nutrition Bureau, 1947-1955</td>
</tr>
<tr>
<td>325-5-11</td>
<td>Preventive Medicine, Division of, Tuberculosis Control Bureau, 1929-1956 [RESTRICTED: HRS 92F-14; expires in 2023]</td>
</tr>
<tr>
<td>325-5-12</td>
<td>Preventive Medicine, Division of, Venereal Disease and Cancer Control Bureaus, 1929-1957 [RESTRICTED: HRS 92F-14; expires in 2025]</td>
</tr>
<tr>
<td>325-6-1</td>
<td>Research, Planning and Statistics Office, 1963-1969 325-6-2 Sanitation, Division of, 1928-1949</td>
</tr>
<tr>
<td>Box and Folder</td>
<td>Contents</td>
</tr>
<tr>
<td>---------------</td>
<td>----------</td>
</tr>
<tr>
<td><strong>325-20-11</strong></td>
<td>Sanitation, Bureau of, Rural Sanitary Survey&lt;br&gt;Kauai, Zone 1, Sections 2,4,6,9, October 1937</td>
</tr>
<tr>
<td><strong>325-20-12</strong></td>
<td>Kauai, Zone 2, Sections 3-8, August 1937</td>
</tr>
<tr>
<td><strong>325-20-13</strong></td>
<td>Kauai, Zone 3, Sections 2-7, June 1937</td>
</tr>
<tr>
<td><strong>325-20-14</strong></td>
<td>Kauai, Zone 4, Sections 1-9, April 1937</td>
</tr>
<tr>
<td><strong>325-20-15</strong></td>
<td>Kauai, Zone 5, Sections 1-9, February 1937</td>
</tr>
<tr>
<td><strong>325-20-16</strong></td>
<td>Libby McNeill and Libby Company, Oahu, March 1938</td>
</tr>
<tr>
<td><strong>325-20-17</strong></td>
<td>Maui, Zone 2, Sections 1-9, August 1937</td>
</tr>
<tr>
<td><strong>325-21-1</strong></td>
<td>Maui, Zone 3, Sections 1-9, March 1937</td>
</tr>
<tr>
<td><strong>325-21-2</strong></td>
<td>Maui, Zone 4, Sections 1,2,3,4,5,6,8, October 1937</td>
</tr>
<tr>
<td><strong>325-21-3</strong></td>
<td>Oahu, Zone 4, Sections 1,3,4 (incomplete),5, December 1937</td>
</tr>
<tr>
<td><strong>325-21-4</strong></td>
<td>Pakala Plantation Camp, Kauai, September 1937 (with photographs)</td>
</tr>
<tr>
<td><strong>325-21-5</strong></td>
<td>Waimanalo Sugar Company, Oahu, May and June 1938</td>
</tr>
<tr>
<td><strong>325-6-3</strong></td>
<td>Sanitation, Division of, 1950-1960</td>
</tr>
<tr>
<td><strong>325-6-4</strong></td>
<td>Sanitation, Division of, Food Commissioner, 1943-1950</td>
</tr>
<tr>
<td><strong>325-6-5</strong></td>
<td>Sanitation, Division of, Housing Bureau, 1954-1957</td>
</tr>
<tr>
<td><strong>325-6-6</strong></td>
<td>Sanitation, Division of, Industrial Hygiene Bureau, 1951-1959</td>
</tr>
<tr>
<td><strong>325-6-7</strong></td>
<td>Sanitation, Division of, Mosquito Control Bureau, 1943-1960</td>
</tr>
<tr>
<td><strong>325-6-8</strong></td>
<td>Sanitation, Division of, Pure Food &amp; Drugs Bureau, 1943-1960</td>
</tr>
<tr>
<td><strong>325-6-9</strong></td>
<td>Sanitation, Division of, Rodent Control Bureau, 1936-1957</td>
</tr>
<tr>
<td><strong>325-6-10</strong></td>
<td>Sanitation, Division of, Rodent Control Bureau, Plague Campaign, 1943-1946</td>
</tr>
<tr>
<td><strong>325-6-11</strong></td>
<td>Sanitation, Division of, Rodent Control Bureau, Plague Campaign, Maui, 1934-1952</td>
</tr>
<tr>
<td><strong>325-6-12</strong></td>
<td>Sanitation, Division of, Sewage Disposal, 1949-1956</td>
</tr>
<tr>
<td><strong>325-6-13</strong></td>
<td>Special Health Services Division, Laboratories Branch, 1955-1964</td>
</tr>
<tr>
<td><strong>325-6-14</strong></td>
<td>Waimano Training School &amp; Hospital Division, 1960-1975</td>
</tr>
<tr>
<td><strong>325-21-6</strong></td>
<td>Waimano Training School &amp; Hospital, Final Report, 1967</td>
</tr>
</tbody>
</table>

**Territorial and State Agencies**

<table>
<thead>
<tr>
<th>Box and Folder</th>
<th>Contents</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>325-7-1</strong></td>
<td>Agriculture and Forestry, Board of, 1927-1954</td>
</tr>
<tr>
<td><strong>325-7-2</strong></td>
<td>Attorney-General, Department of, 1922-1937</td>
</tr>
<tr>
<td><strong>325-7-3</strong></td>
<td>Attorney-General, Department of, 1971-1985</td>
</tr>
<tr>
<td><strong>325-7-4</strong></td>
<td>Auditing, Department of, 1953-1954</td>
</tr>
</tbody>
</table>
Series 325: Director's Correspondence, 1925-1985

Box and Folder  | Contents
---|---
325-7-5  | Budget, Bureau of, 1953-1965
325-7-6  | Child Health & Protection, Governor's Advisory Committee on, 1929-1932
325-7-7  | Children and Youth, Territorial Commission on, 1949-1960
325-7-8  | Children in a Democracy, Governor's Committee on, 1939
325-7-9  | Dental Health, Advisory Committee on, 1952
325-7-10 | Education, Department of, 1985
325-7-11 | Feeble-minded, Governor's Committee on the, 1931
325-7-12 | Governor, 1938-1974
325-7-13 | Hansen's Disease Advisory Committee, 1950-1959
325-7-14 | Harbor Commissioners, Board of, 1931-1945
325-7-15 | Hawaii Employment Program Committee, 1954
325-7-16 | Hawaii Medical Plague Commission, 1944-1949
325-7-17 | Hawaiian Home Lands Commission, 1929-1947
325-8-1  | Hospital Advisory Council, Governor's, 1969
325-8-2  | Hospital Survey and Construction Act, Advisory Council on, 1947-1950
325-8-3  | Hospitalization of Sick and Injured, Committee on, 1950-1951
325-8-4  | Hospitals and Medical Care, Territorial Advisory Commission on, 1948-1956
325-8-5  | Hospitals and Medical Care, Territorial Advisory Commission on, 1957-1961
325-8-6  | Hospitals and Medical Facilities, Advisory Commission on, 1962-1967
325-8-7  | Hospitals and Settlement, Board of, 1931-August, 1949 [RESTRICTED: HRS 92F-14; expires in 2029]
325-8-8  | Hospitals and Settlement, Board of, September-December, 1949
325-8-9  | Hospitals and Settlement, Board of, 1950
325-21-7 | Hospitals, County and State, 1981-1984
325-8-10 | Industrial Wastes Disposal Study Commission, 1953-1955
325-8-11 | Institutions, Department of, 1940-1956
325-8-12 | Joint Health Committee of Public Health and Education, 1930-1936
325-9-1  | Legislature, 1936-1974
325-9-2  | Nurses, Board of Registration of, 1930-1944
325-9-3  | Public Health, Governor's Advisory Committee on, 1929-February, 1930
325-9-4  | Public Health, Governor's Advisory Committee on, March-October, 1930
325-9-5  | Public Instruction, Department of, 1927-1957
325-9-6  | Public Lands, Commissioner of, 1937-1945

C-19
### Territorial and State Agencies, continued

<table>
<thead>
<tr>
<th>Box and Folder</th>
<th>Contents</th>
</tr>
</thead>
<tbody>
<tr>
<td>325-9-7</td>
<td>Public Welfare, Department of, 1950-1959</td>
</tr>
<tr>
<td>325-9-8</td>
<td>School Health Coordinating Committee, 1933-1957</td>
</tr>
<tr>
<td>325-9-9</td>
<td>School Health Coordinating Committee, 1958-1972</td>
</tr>
<tr>
<td>325-9-10</td>
<td>Secretary of Hawaii, 1947</td>
</tr>
<tr>
<td>325-9-11</td>
<td>Sight Conservation &amp; Work with Blind, Governor's Committee on, 1935-1937</td>
</tr>
<tr>
<td>325-9-12</td>
<td>Social Services, Department of, 1960-1962</td>
</tr>
<tr>
<td>325-9-13</td>
<td>Tuberculosis Advisory Committee, 1942-1951</td>
</tr>
<tr>
<td>325-9-14</td>
<td>Tuberculosis Sanitoria Advisory Committee, 1942-1952</td>
</tr>
<tr>
<td>325-9-15</td>
<td>University of Hawaii, 1936-1951</td>
</tr>
</tbody>
</table>

### County Agencies

<table>
<thead>
<tr>
<th>Box and Folder</th>
<th>Contents</th>
</tr>
</thead>
<tbody>
<tr>
<td>325-10-1</td>
<td>Honolulu, City and County of, 1937-1950</td>
</tr>
<tr>
<td>325-10-2</td>
<td>Hospitals, 1929-1948</td>
</tr>
<tr>
<td>325-21-7</td>
<td>Hospitals, County and State, 1981-1984</td>
</tr>
<tr>
<td>325-10-3</td>
<td>Hospitals, Pumuiaie Hospital, 1936-1947</td>
</tr>
<tr>
<td>325-10-4</td>
<td>Public Health Advisory Councils, County, 1947-1952</td>
</tr>
</tbody>
</table>

### United States Government Agencies

<table>
<thead>
<tr>
<th>Box and Folder</th>
<th>Contents</th>
</tr>
</thead>
<tbody>
<tr>
<td>325-10-5</td>
<td>Congress, 1949-1971</td>
</tr>
<tr>
<td>325-21-9</td>
<td>Congress, 1984</td>
</tr>
<tr>
<td>325-10-6</td>
<td>Federal Emergency Relief Administration, Typhus Fever Control Project, 1934</td>
</tr>
<tr>
<td>325-10-7</td>
<td>Federal Housing Administration, 1950</td>
</tr>
<tr>
<td>325-21-10</td>
<td>Health, Department, 1976-1978</td>
</tr>
<tr>
<td>325-10-10</td>
<td>President, Executive Office of the, Office of Economic Opportunity (Head Start Program), 1964-1967</td>
</tr>
<tr>
<td>325-10-11</td>
<td>Veterans' Administration, 1926-1938</td>
</tr>
<tr>
<td>325-10-12</td>
<td>War Department, 1932-1942</td>
</tr>
</tbody>
</table>

C-20
<table>
<thead>
<tr>
<th>Box and Folder</th>
<th>Contents</th>
</tr>
</thead>
<tbody>
<tr>
<td>325-10-13</td>
<td>Works Progress Administration, 1933-1939</td>
</tr>
<tr>
<td></td>
<td><strong>Private Organizations</strong></td>
</tr>
<tr>
<td>325-10-14</td>
<td>Air Pollution Control Advisory Association (Honolulu), 1957-1959</td>
</tr>
<tr>
<td>325-10-15</td>
<td>American Public Health Association, 1932-1970</td>
</tr>
<tr>
<td>325-10-16</td>
<td>American Social Hygiene Association, 1931-1944</td>
</tr>
<tr>
<td>325-10-17</td>
<td>Cemeteries, 1928-1954</td>
</tr>
<tr>
<td>325-11-1</td>
<td>Chambers of Commerce, 1933-1941</td>
</tr>
<tr>
<td>325-11-2</td>
<td>Father Louis Boys' Home, 1928-1945</td>
</tr>
<tr>
<td>325-11-3</td>
<td>Hawaii Dairy, 1933-1937</td>
</tr>
<tr>
<td>325-11-4</td>
<td>Hawaii Medical Association, 1928-1940</td>
</tr>
<tr>
<td>325-11-5</td>
<td>Hawaii Medical Association, 1937-1965</td>
</tr>
<tr>
<td>325-21-11</td>
<td>Hawaiian Herbalist, 1940-1950</td>
</tr>
<tr>
<td>325-21-12</td>
<td>Hawaiian Herbalist, 1948</td>
</tr>
<tr>
<td>325-11-6</td>
<td>Hawaiian Herbalist Businesses, 1935-1948</td>
</tr>
<tr>
<td>325-11-7</td>
<td>Hawaiian Humane Society, 1929-1931</td>
</tr>
<tr>
<td>325-11-8</td>
<td>Hog Raising Businesses, 1931-1948</td>
</tr>
<tr>
<td>325-11-9</td>
<td>Honolulu Council of Social Agencies, 1938-1969</td>
</tr>
<tr>
<td>325-11-10</td>
<td>Honolulu County Medical Society, Medical Milk Commission, 1928-1930</td>
</tr>
<tr>
<td>325-11-11</td>
<td>Hospitals, 1946-1967</td>
</tr>
<tr>
<td>325-11-12</td>
<td>Hospitals, Leahi Hospital, 1937-1969</td>
</tr>
<tr>
<td>325-11-13</td>
<td>Hospitals, Maternity and Maternity Homes, 1938-1945</td>
</tr>
<tr>
<td>325-11-14</td>
<td>International Society of Mental Health Officers, 1932-1935</td>
</tr>
<tr>
<td>325-11-16</td>
<td>Laboratories, 1928-1948</td>
</tr>
<tr>
<td>325-12-1</td>
<td>Mental Health Association of Hawaii, 1951-1959</td>
</tr>
<tr>
<td>325-12-2</td>
<td>Midwife Businesses, 1930-1939</td>
</tr>
<tr>
<td>325-12-3</td>
<td>Milk Council of Hawaii, 1934-1937</td>
</tr>
<tr>
<td>325-12-4</td>
<td>National Foundation for Infantile Paralysis, 1945-1958</td>
</tr>
<tr>
<td>325-12-5</td>
<td>National Society for the Prevention of Blindness, 1929-1932</td>
</tr>
<tr>
<td>325-12-6</td>
<td>Pacific Epidemiological Center, 1950-1951</td>
</tr>
<tr>
<td>325-12-7</td>
<td>Plantations, 1936-1939</td>
</tr>
<tr>
<td>325-12-8</td>
<td>Restaurants, 1945</td>
</tr>
<tr>
<td>325-12-9</td>
<td>Tattooing Shops, 1945-1953</td>
</tr>
<tr>
<td>325-12-10</td>
<td>Tuberculosis Associations, 1925-1957</td>
</tr>
</tbody>
</table>
### DEPARTMENT OF HEALTH

#### Series 325: Director's Correspondence, 1925-1985

**Box and Folder** | **Contents**
--- | ---
325-12-11 | Abortion, 1937, 1967
325-12-12 | Addresses and Talks by BOH Staff, 1939-1954
325-12-13 | Addresses and Talks by BOH Staff, 1955-1971
325-12-14 | Air Pollution, 1955-1956
325-12-15 | Alcoholism, 1956-1969
325-12-16 | Birth Control and Eugenics, 1932
325-12-17 | Blindness, Prevention of in Newborns, 1953
325-12-18 | Blood and Plasma Bank, 1942-1946
325-12-19 | Building Construction for BOH, 1956-1971
325-12-20 | Civil Defense, 1949-1963
325-12-21 | Clean Up and Fire Prevention Week, 1928-1945
325-12-22 | Deaf, Medical Care for, 1945-1952
325-13-1 | Dengue Fever, 1943-1945
325-13-2 | Dengue Fever Cases, 1943-1946 [RESTRICTED: HRS 92F-14; expires in 2023]
325-13-3 | Dentistry, 1928-1947
325-13-4 | Diseases, 1926-1942, 1966 [RESTRICTED: HRS 92F-14; expires in 2022] See also diseases by name, and "Immunization."
325-13-5 | Dogs, 1927-1957
325-13-6 | Drugs, 1937-1948
325-13-7 | Dysentery, 1937-1950 [RESTRICTED: HRS 92F-14; expires in 2024]
325-21-13 | Family Planning, 1965-1980
325-13-8 | Foreign Training by BOH, 1955
325-13-9 | Fumigation, 1937-1948
325-13-10 | Hansen's Disease, 1929-1968 [RESTRICTED: HRS 92F-14; expires in 2026]
325-13-11 | Health Examinations, 1928-1945
325-13-12 | Health in Hawaii, 1939-1952
325-13-13 | Housing, 1943-1958
325-14-1 | Immunization, 1928-1954 [RESTRICTED: HRS 92F-14; expires in 2018]
325-14-2 | Immunization, Diphtheria, 1926-1942
325-14-3 | Immunization, Diphtheria, Oahu, 1933-1941
325-14-4 | Immunization, Measles, 1945-1946
325-14-5 | Immunization, Plague, 1940-1947
325-14-6 | Immunization, Polio, 1955

C-22
<table>
<thead>
<tr>
<th>Box and Folder</th>
<th>Contents</th>
</tr>
</thead>
<tbody>
<tr>
<td>325-14-7</td>
<td>Immunization, Polio, 1955-1963</td>
</tr>
<tr>
<td>325-14-8</td>
<td>Immunization, Typhoid Fever, 1943-1947</td>
</tr>
<tr>
<td>325-14-9</td>
<td>Immunization Program, Oahu, 1942 [RESTRICTED: HRS 92F-14; expires in 2022]</td>
</tr>
<tr>
<td>325-15-1</td>
<td>Immunization Program, Outside Islands, 1942</td>
</tr>
<tr>
<td>325-15-2</td>
<td>Incinerators, 1929-1945</td>
</tr>
<tr>
<td>325-15-3</td>
<td>Indigent, Medical Care for, 1928-1952 [RESTRICTED: HRS 92F-14; expires 2018]</td>
</tr>
<tr>
<td>325-15-4</td>
<td>Industrial Hygiene, 1934-1944</td>
</tr>
<tr>
<td>325-15-5</td>
<td>Influenza-Pneumonia, 1920-1949</td>
</tr>
<tr>
<td>325-15-6</td>
<td>Insects, 1928-1947</td>
</tr>
<tr>
<td>325-15-7</td>
<td>Intestinal Fluke, 1927-1937</td>
</tr>
<tr>
<td>325-21-14</td>
<td>Investigation, D.S. Bowman, 1919 (1 of 2)</td>
</tr>
<tr>
<td>325-21-15</td>
<td>Investigation, D.S. Bowman, 1919 (2 of 2)</td>
</tr>
<tr>
<td>325-15-8</td>
<td>Juvenile Delinquency, 1943-1949</td>
</tr>
<tr>
<td>325-15-9</td>
<td>Malaria, 1945 [RESTRICTED: HRS 92F-14; expires in 2025]</td>
</tr>
<tr>
<td>325-15-10</td>
<td>Marriage Laws, 1938</td>
</tr>
<tr>
<td>325-15-11</td>
<td>Maternity and Infancy, 1928-1947</td>
</tr>
<tr>
<td>325-16-1</td>
<td>Meat Inspection, 1939-1954</td>
</tr>
<tr>
<td>325-16-2</td>
<td>Meningitis, 1929-1942 [RESTRICTED: HRS 92F-14; expires in 2016]</td>
</tr>
<tr>
<td>325-16-3</td>
<td>Mental Health, 1933-1959</td>
</tr>
<tr>
<td>325-16-4</td>
<td>Molokai, Public Health Services on, 1929-1945</td>
</tr>
<tr>
<td>325-16-5</td>
<td>Pacific Islands, 1949-1957</td>
</tr>
<tr>
<td>325-16-6</td>
<td>Pertussis (Whooping Cough), 1933-1939</td>
</tr>
<tr>
<td>325-16-7</td>
<td>Plague, Bacteriological Detection of, 1944-1945</td>
</tr>
<tr>
<td>325-16-8</td>
<td>Plague, Human, 1943-1953 [RESTRICTED: HRS 92F-14; expires in 2025]</td>
</tr>
<tr>
<td>325-16-9</td>
<td>Plague, Rodent, 1935-1944</td>
</tr>
<tr>
<td>325-16-10</td>
<td>Poisoning, Food, 1956</td>
</tr>
<tr>
<td>325-16-11</td>
<td>Poliomyelitis, 1927-1942 [RESTRICTED: HRS 92F-14; expires in 2022]</td>
</tr>
<tr>
<td>325-16-12</td>
<td>Poliomyelitis, 1943-1953 [RESTRICTED: HRS 92F-14; expires in 2026]</td>
</tr>
<tr>
<td>325-17-1</td>
<td>Poliomyelitis, 1958-1964</td>
</tr>
</tbody>
</table>
### Series 325: Director's Correspondence, 1925-1985

<table>
<thead>
<tr>
<th>Box and Folder</th>
<th>Contents</th>
</tr>
</thead>
<tbody>
<tr>
<td>325-17-2</td>
<td>Public Health Worldwide, 1953</td>
</tr>
<tr>
<td>325-17-3</td>
<td>Publicity, 1923-1969</td>
</tr>
<tr>
<td>325-17-4</td>
<td>Rabies, 1967-1973</td>
</tr>
<tr>
<td>325-17-5</td>
<td>Radio Scripts, 1934-1955</td>
</tr>
<tr>
<td>325-17-6</td>
<td>Radium, 1934-1966</td>
</tr>
<tr>
<td>325-17-7</td>
<td>Rehabilitation, 1955</td>
</tr>
<tr>
<td>325-17-8</td>
<td>Repatriation, 1929-1939 [RESTRICTED: HRS 92F-14; expires in 2018]</td>
</tr>
<tr>
<td>325-17-9</td>
<td>Rheumatic Fever Program, 1952-1954</td>
</tr>
<tr>
<td>325-17-10</td>
<td>School Health Policy, 1928-1948</td>
</tr>
<tr>
<td>325-17-11</td>
<td>Selective Service Referral Program, 1951-1952</td>
</tr>
<tr>
<td>325-17-12</td>
<td>Sewage Disposal, Honolulu, 1925-1948</td>
</tr>
<tr>
<td>325-18-1</td>
<td>Slum Clearance, 1934-1940</td>
</tr>
<tr>
<td>325-18-2</td>
<td>Smyth Memorial, 1937-1938</td>
</tr>
<tr>
<td>325-18-3</td>
<td>Strikes, 1946-1954</td>
</tr>
<tr>
<td>325-18-4</td>
<td>Surveys, 1930-1944 [RESTRICTED: HRS 92F-14; expires in 2013]</td>
</tr>
<tr>
<td>325-18-5</td>
<td>Swimming, 1929-1945</td>
</tr>
<tr>
<td>325-18-6</td>
<td>Tidal Wave of April 1, 1946, Hilo, 1946</td>
</tr>
<tr>
<td>325-18-7</td>
<td>Trichinosis, 1936</td>
</tr>
<tr>
<td>325-18-8</td>
<td>Tuberculosis, 1930-1960 [RESTRICTED: HRS 92F-14; expires in 2024]</td>
</tr>
<tr>
<td>325-18-10</td>
<td>Typhoid Fever, 1934-1946 [RESTRICTED: HRS 92F-14; expires in 2026]</td>
</tr>
<tr>
<td>325-18-11</td>
<td>Venereal Disease, 1928-1946 [RESTRICTED: HRS 92F-14; expires in 2025]</td>
</tr>
<tr>
<td>325-18-12</td>
<td>Venereal Disease, Surveys for, 1942-1948 [RESTRICTED: HRS 92F-14; expires in 2023]</td>
</tr>
<tr>
<td>325-19-1</td>
<td>Veterans, 1939-1948</td>
</tr>
<tr>
<td>325-19-2</td>
<td>Waikiki Beach, 1920-1938</td>
</tr>
<tr>
<td>325-19-3</td>
<td>Water, Chlorination of, 1945</td>
</tr>
<tr>
<td>325-19-4</td>
<td>Water, Fluoridation of, 1950-1953</td>
</tr>
<tr>
<td>325-19-5</td>
<td>Water Pollution, 1928-1947</td>
</tr>
<tr>
<td>325-19-6</td>
<td>Waters, Pollution of Offshore, 1943-1951</td>
</tr>
<tr>
<td>325-19-7</td>
<td>World War II, 1941-1944</td>
</tr>
<tr>
<td>325-19-8</td>
<td>World War II, News Releases, 1941-1942</td>
</tr>
</tbody>
</table>
## Series 325: Director's Correspondence, 1925-1985

<table>
<thead>
<tr>
<th>Box and Folder</th>
<th>Contents</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Subject File</td>
</tr>
<tr>
<td>325-19-9</td>
<td>World War II, Outside Islands During Emergency, 1941-1942</td>
</tr>
<tr>
<td>325-19-10</td>
<td>World War II, Public Works Projects (Lanham Act), 1941-1945</td>
</tr>
<tr>
<td>325-19-11</td>
<td>World War II, Relationship with U.S. Authorities, 1940-1945</td>
</tr>
<tr>
<td>325-19-12</td>
<td>World War II, Reports of Activities During Emergency, 1941-1943</td>
</tr>
<tr>
<td></td>
<td>[RESTRICTED: HRS 92F-14; expires in 2022]</td>
</tr>
</tbody>
</table>
Box | Contents
--- | ---
327-1 | ASSISTANT HEALTH EXECUTIVE, 1947-1954

County Health Officer, Maui
- 1947
- 1948
- 1949-1950
- 1951
- 1952
- 1953
- 1954

Public Health Nursing, Division of
- 1947-1949
- 1950
- 1951
- 1952-1954

Reports, Local Health Services
- Annual
  - Fiscal Year 1947-1948
  - Calendar Year
    - 1948-1949
    - 1950-1953
- Monthly
  - 1949-1950
  - 1951-1953
  - 1954-1955

327-2 | 1956
- 1957
- 1958
- 1959
- 1960

ASSISTANT HEALTH EXECUTIVE, 1954-1964
- Accident Prevention, 1958
- Aerial Spraying of Chemicals, 1959-1961
- Aging
  - Correspondence, 1954-1960
  - Housing for, 1960
DEPARTMENT OF HEALTH

Series 327: Deputy Director of Health Correspondence, 1947-1974

Contents

ASSISTANT HEALTH EXECUTIVE, 1954-1964 (continued)

327-2

Assistant Health Executive, 1954-1964 (continued)

Asian Influenza
  January-August, 1957
  September, 1957
  October, 1957-January, 1958
Building, Health Department (new)
  August, 1955-1956
  1957-1958
  1959
  1960
Committees
  Aging and Chronic Disease
    1958
    1959-1960

327-3

Emergency Medical Services, 1960-1961
Hilo Shippers Wharf Committee Funds
  1953-1954
  1955-1958
  1959-1964
Independent Living Project: General Advisory Committee, 1960-1963
Medical Practice Act, 1958-1961
Oahu Health Council, Review and Appraisals Committee, 1959-1962
Oahu TB and Health Association, Program Committee, 1956-1957
School Health Coordinating Committee
  1959
  1960-1961
Staff Committees: Health Department, 1954-1956
Tuberculosis: Sanatorial Advisory Committee, 1955-1957
Drugs, Psychedelic (Confidential), 1962-1964 [RESTRICTED PER HRS 92F-14]
Employment Program (Governor's) 1954-1955
Flood, 1954-1956
Fluoridation, 1954-1956
Henriques, Lucy K., Estate of, 1951-1960
Malpractice Insurance, 1958-1959

C-27
ASSISTANT HEALTH EXECUTIVE, 1954-1964 (continued)

327-3

Management Study
  March-September, 1954
  October-December, 1954
  1955-1958
Narcotics, 1955-1956
Nursing, 1954-1956
Oahu TB and Health Association, 1956-1958
Organization Charts, 1955-1956
Oxygen-Aire Bar, 1954
Physical Examinations of Seventh Graders, 1962
Physical Fitness, 1962
Plague Vaccine, 1957-1961
Poliomyelitis Vaccine Program
  Correspondence
    April, 1954-April, 1955
    May-September, 1955
    October-December, 1955
    1956
    1957
    1958
    1961-1962
Minutes, 1955
Psychologists, Telephone Listing, 1961-1962
Redevelopment Agency (Honolulu), 1954
Rehabilitation, 1954-1961
Rehabilitation Project: Kauai, Maui, 1957
Reorganization of Government
  1954-September, 1955
  October, 1955-1960
School Health, 1954-1956
Social Work Study, Medical
  1956-1957
  February-April, 1958
  July-December, 1958
  1959
State TB and Health Association, 1957-1960
DEPARTMENT OF HEALTH

Series 327: Deputy Director of Health Correspondence, 1947-1974

Box 327-4

Contents

ASSISTANT HEALTH EXECUTIVE, 1954-1964 (continued)

Study of Health, Hospital and Medical Care, 1956
Tuberculosis X-Ray Survey, 1955-1956
Watercress Sanitation, 1953-1955

DEPUTY DIRECTOR OF HEALTH, 1963-1983

Briefs, 1963-1966 [Recommendations to Director of Department for action relating to public health measures]
Committees: Hawaii State Vocational Rehabilitation Plan, 1966-1967
Committees: Mental Retardation Law, 1976-1977
Committees: Staff, 1958-1961
Deputy Health Officer, Kauai
  Correspondence, 1971-1973
Deputy Health Officer, Kauai (continued)

327-5

  Monthly Reports, 1974
  Mainland Trips
    1967
    1968-1972
  Speeches
    1964-June, 1965
    August, 1965-1971
    1972-1974

Series 328: Correspondence of the Deputy Director for Environmental Health Administration

328-1

  Correspondence, 1980-1986

Series 330: Minutes of the Board of Hospitals and Settlement, 1931-1949

Volume

330 vol 1 folio May 26, 1931-April 11, 1934
330 vol 2 folio May 9, 1934-June 20, 1939
330 vol 3 folio July 11, 1939-January 21, 1947
330 vol 4 folio February 26, 1947-April 26, 1949
DEPARTMENT OF HEALTH

Series 331: Outgoing Letters of the Board of Health, 1865-1981

<table>
<thead>
<tr>
<th>Volume</th>
<th>Contents</th>
</tr>
</thead>
<tbody>
<tr>
<td>331 vol 1</td>
<td>Board of Health Letterbooks (Outgoing Letters)</td>
</tr>
<tr>
<td></td>
<td>1865-1868 (No. 1)</td>
</tr>
<tr>
<td>331 vol 2</td>
<td>September 10, 1884-March 12, 1887 (No. 7)</td>
</tr>
<tr>
<td>331 vol 3</td>
<td>March 12, 1887-October 26, 1887 (No. 8)</td>
</tr>
<tr>
<td>331 vol 4</td>
<td>October 26, 1887-March 17, 1888 (No. 9)</td>
</tr>
<tr>
<td>331 vol 5</td>
<td>August 29, 1888-June 10, 1889 (No. 11)</td>
</tr>
<tr>
<td>331 vol 6</td>
<td>June 12, 1889-July 22, 1890 (No. 12)</td>
</tr>
<tr>
<td>331 vol 7</td>
<td>July 23, 1890-October 13, 1891 (No. 13)</td>
</tr>
<tr>
<td>331 vol 8</td>
<td>October 13, 1891-September 10, 1892 (No. 14)</td>
</tr>
<tr>
<td>331 vol 9</td>
<td>September 12, 1892-July 24, 1893 (No. 15)</td>
</tr>
<tr>
<td>331 vol 10</td>
<td>July 24, 1893-July 24, 1894 (No. 16)</td>
</tr>
<tr>
<td>331 vol 11</td>
<td>July 24, 1894-April 11, 1895 (No. 17)</td>
</tr>
<tr>
<td>331 vol 12</td>
<td>April 11, 1895-October 10, 1895 (No. 18)</td>
</tr>
<tr>
<td>331 vol 13</td>
<td>October 11, 1895-November 2, 1896 (No. 19)</td>
</tr>
<tr>
<td>331 vol 14</td>
<td>November 5, 1896-December 27, 1897 (No. 20)</td>
</tr>
<tr>
<td>331 vol 15</td>
<td>December 27, 1897-December 5, 1898 (No. 21)</td>
</tr>
<tr>
<td>331 vol 16</td>
<td>December 6, 1898-October 9, 1899 (No. 22)</td>
</tr>
<tr>
<td>331 vol 17</td>
<td>January 1, 1900-December 14, 1900 (No. 23)</td>
</tr>
<tr>
<td>331 vol 18</td>
<td>August 18, 1898-August 24, 1901 (No. 24)</td>
</tr>
<tr>
<td>331 vol 19</td>
<td>August 26, 1901-April 3, 1902 (No. 25)</td>
</tr>
<tr>
<td>331 vol 20</td>
<td>BOH Letterbooks: &quot;Secretary&quot;</td>
</tr>
<tr>
<td></td>
<td>April 7, 1902-March 19, 1903 (No. 26)</td>
</tr>
<tr>
<td>331 vol 21</td>
<td>March 20, 1903-June 30, 1903 (No. 27)</td>
</tr>
<tr>
<td></td>
<td>[See also &quot;BOH Letterbooks: President&quot;]</td>
</tr>
<tr>
<td>331 vol 22</td>
<td>July 1, 1903-September 35, 1903 (No. 28)</td>
</tr>
<tr>
<td>331 vol 23</td>
<td>September 26, 1903-January 29, 1904 (No. 29)</td>
</tr>
<tr>
<td>331 vol 24</td>
<td>January 29, 1904-June 18, 1904 (No. 30)</td>
</tr>
<tr>
<td>331 vol 25</td>
<td>June 18, 1904-December 13, 1904 (No. 31)</td>
</tr>
<tr>
<td>331 vol 26</td>
<td>December 15, 1904-June 26, 1905 (No. 32)</td>
</tr>
<tr>
<td>331 vol 27</td>
<td>BOH Letterbooks: &quot;President and Secretary&quot;</td>
</tr>
<tr>
<td></td>
<td>June 26, 1905-August 31, 1905 (No. 33)</td>
</tr>
<tr>
<td>331 vol 28</td>
<td>August 31, 1905-October 16, 1905 (No. 34)</td>
</tr>
<tr>
<td>331 vol 29</td>
<td>October 17, 1905-November 25, 1905 (No. 35)</td>
</tr>
<tr>
<td>331 vol 30</td>
<td>November 27, 1905-January 10, 1906 (No. 36)</td>
</tr>
<tr>
<td>331 vol 31</td>
<td>January 10, 1906-March 22, 1906 (No. 37)</td>
</tr>
<tr>
<td>331 vol 32</td>
<td>March 22, 1906-April 30, 1906 (No. 38)</td>
</tr>
<tr>
<td>331 vol 33</td>
<td>April 30, 1906-June 21, 1906 (No. 39)</td>
</tr>
<tr>
<td>331 vol 34</td>
<td>June 22, 1906-September 11, 1906 (No. 40)</td>
</tr>
</tbody>
</table>
## Series 331: Outgoing Letters of the Board of Health, 1865-1981

<table>
<thead>
<tr>
<th>Volume</th>
<th>Contents</th>
</tr>
</thead>
<tbody>
<tr>
<td>331 vol 35</td>
<td>September 11, 1906-December 7, 1906 (No. 41)</td>
</tr>
<tr>
<td>331 vol 36</td>
<td>December 6, 1906-February 13, 1907 (No. 42)</td>
</tr>
<tr>
<td>331 vol 37</td>
<td>February 13, 1907-April 4, 1907 (No. 43)</td>
</tr>
<tr>
<td>331 vol 38</td>
<td>April 4, 1907-May 7, 1907 (No. 44)</td>
</tr>
<tr>
<td>331 vol 39</td>
<td>May 7, 1907-June 10, 1907 (No. 45)</td>
</tr>
<tr>
<td>331 vol 40</td>
<td>June 10, 1907-August 5, 1907 (No. 46)</td>
</tr>
<tr>
<td>331 vol 41</td>
<td>August 5, 1907-September 30, 1907 (No. 47)</td>
</tr>
<tr>
<td>331 vol 42</td>
<td>October 1, 1907-December 17, 1907 (No. 48)</td>
</tr>
<tr>
<td>331 vol 43</td>
<td>December 17, 1907-March 9, 1908 (No. 49)</td>
</tr>
<tr>
<td>331 vol 44</td>
<td>March 9, 1908-June 2, 1908 (No. 50)</td>
</tr>
<tr>
<td>331 vol 45</td>
<td>June 2, 1908-September 22, 1908 (No. 51)</td>
</tr>
<tr>
<td>331 vol 46</td>
<td>September 22, 1908-January 11, 1909 (No. 52)</td>
</tr>
<tr>
<td>331 vol 47</td>
<td>January 11, 1909-May 7, 1909 (No. 53)</td>
</tr>
<tr>
<td>331 vol 48</td>
<td>May 7, 1909-August 10, 1909 (No. 54)</td>
</tr>
<tr>
<td>331 vol 49</td>
<td>August 10, 1909-December 23, 1909 (No. 55)</td>
</tr>
<tr>
<td>331 vol 50</td>
<td>December 24, 1909-April 11, 1910 (No. 56)</td>
</tr>
<tr>
<td>331 vol 51</td>
<td>April 11, 1910-July 25, 1910 (No. 57)</td>
</tr>
<tr>
<td>331 vol 52</td>
<td>July 25, 1910-November 15, 1910 (No. 58)</td>
</tr>
<tr>
<td>331 vol 53</td>
<td>November 14, 1910-January 30, 1911 (No. 59)</td>
</tr>
<tr>
<td>331 vol 54</td>
<td>January 30, 1911-April 4, 1911 (No. 60)</td>
</tr>
<tr>
<td>331 vol 55</td>
<td>April 4, 1911-June 23, 1911 (No. 61)</td>
</tr>
<tr>
<td>331 vol 56</td>
<td>June 23, 1911-September 7, 1911 (No. 62)</td>
</tr>
<tr>
<td>331 vol 57</td>
<td>September 7, 1911-November 24, 1911 (No. 63)</td>
</tr>
<tr>
<td>331 vol 58</td>
<td>November 24, 1911-January 9, 1912 (No. 64)</td>
</tr>
<tr>
<td>331 vol 59</td>
<td>January 9, 1912-February 19, 1912 (No. 65)</td>
</tr>
<tr>
<td>331 vol 60</td>
<td>February 20, 1912-April 22, 1912 (No. 66)</td>
</tr>
<tr>
<td>331 vol 61</td>
<td>April 22, 1912-August 27, 1912 (No. 67)</td>
</tr>
<tr>
<td>331 vol 62</td>
<td>August 27, 1912-January 15, 1913 (No. 68)</td>
</tr>
<tr>
<td>331 vol 63</td>
<td>January 16, 1913-April 23, 1913 (No. 69)</td>
</tr>
<tr>
<td>331 vol 64</td>
<td>April 23, 1913-July 17, 1913 (No. 70)</td>
</tr>
<tr>
<td>331 vol 65</td>
<td>July 17, 1913-October 29, 1913 (No. 71)</td>
</tr>
<tr>
<td>331 vol 66</td>
<td>October 29, 1913-February 6, 1914 (No. 72)</td>
</tr>
<tr>
<td>331 vol 67</td>
<td>February 6, 1914-April 22, 1914 (No. 73)</td>
</tr>
<tr>
<td>331 vol 68</td>
<td>April 22, 1914-June 27, 1914 (No. 74)</td>
</tr>
<tr>
<td>331 vol 69</td>
<td>June 27, 1914-September 15, 1914 (No. 75)</td>
</tr>
<tr>
<td>331 vol 70</td>
<td>September 16, 1914-November 19, 1914 (No. 76)</td>
</tr>
</tbody>
</table>
## Series 331: Outgoing Letters of the Board of Health, 1865-1981

<table>
<thead>
<tr>
<th>Volume</th>
<th>Contents</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>BOH Letterbooks: &quot;President and Secretary&quot;</strong> (continued)</td>
<td></td>
</tr>
<tr>
<td>331 vol 71</td>
<td>November 18, 1914-February 3, 1915 (No. 77)</td>
</tr>
<tr>
<td>331 vol 72</td>
<td>February 5, 1915-April 27, 1915 (No. 78)</td>
</tr>
<tr>
<td>331 vol 73</td>
<td>April 27, 1915-June 29, 1915 (No. 79)</td>
</tr>
<tr>
<td>331 vol 74</td>
<td>June 29, 1915-September 15, 1915 (No. 80)</td>
</tr>
<tr>
<td>331 vol 75</td>
<td>September 15, 1915-November 29, 1915 (No. 81)</td>
</tr>
<tr>
<td>331 vol 76</td>
<td>November 29, 1915-February 10, 1916 (No. 82)</td>
</tr>
<tr>
<td>331 vol 77</td>
<td>February 11, 1916-April 18, 1916 (No. 83)</td>
</tr>
<tr>
<td>331 vol 78</td>
<td>April 19, 1916-July 10, 1916 (No. 84)</td>
</tr>
<tr>
<td>331 vol 79</td>
<td>July 10, 1916-October 5, 1916 (No. 85)</td>
</tr>
<tr>
<td>331 vol 80</td>
<td>October 5, 1916-January 5, 1917 (No. 86)</td>
</tr>
<tr>
<td>331 vol 81</td>
<td>January 5, 1917-March 31, 1917 (No. 87)</td>
</tr>
<tr>
<td>331 vol 82</td>
<td>April 2, 1917-June 12, 1917 (No. 88)</td>
</tr>
<tr>
<td>331 vol 83</td>
<td>June 12, 1917-September 1, 1917 (No. 89)</td>
</tr>
<tr>
<td>331 vol 84</td>
<td>September 3, 1917-October 22, 1917 (No. 90)</td>
</tr>
<tr>
<td>331 vol 85</td>
<td>October 27, 1917-December 18, 1917 (No. 91)</td>
</tr>
<tr>
<td><strong>BOH Letterbooks: &quot;President&quot;</strong></td>
<td></td>
</tr>
<tr>
<td>331 vol 86</td>
<td>May 31, 1898-January 22, 1899 [No title or volume no.]</td>
</tr>
<tr>
<td>331 vol 87</td>
<td>May 25, 1903-May 2, 1904 (No. 1)</td>
</tr>
<tr>
<td>331 vol 88</td>
<td>May 2, 1904-August 4, 1904 (No. 2)</td>
</tr>
<tr>
<td>331 vol 89</td>
<td>August 4, 1904-March 4, 1905 (No. 3)</td>
</tr>
<tr>
<td>331 vol 90</td>
<td>March 14, 1905-June 30, 1905 (No. 4)</td>
</tr>
<tr>
<td><strong>BOH Letterbooks: &quot;Executive Officer&quot;</strong></td>
<td></td>
</tr>
<tr>
<td>331 vol 91</td>
<td>December 24, 1900-June 25, 1901 (No. 8)</td>
</tr>
<tr>
<td>331 vol 92</td>
<td>June 26, 1901-December 30, 1901 (No. 9)</td>
</tr>
<tr>
<td>331 vol 93</td>
<td>December 30, 1901-April 22, 1902 (No. 10)</td>
</tr>
<tr>
<td>331 vol 94</td>
<td>April 22, 1902-October 13, 1902 (No. 11)</td>
</tr>
<tr>
<td>331 vol 95</td>
<td>October 14, 1902-February 12, 1903 (No. 12)</td>
</tr>
<tr>
<td>331 vol 96</td>
<td>February 12, 1903-August 5, 1903 (No. 13)</td>
</tr>
<tr>
<td>331 vol 97</td>
<td>August 5, 1903-December 2, 1903 (No. 14)</td>
</tr>
<tr>
<td><strong>BOH Letterbooks: &quot;City Sanitary Officer&quot;</strong></td>
<td></td>
</tr>
<tr>
<td>331 vol 98</td>
<td>March 15, 1900-June 1, 1901 (No. 1)</td>
</tr>
<tr>
<td>331 vol 99</td>
<td>June 25, 1900-February 4, 1902 (No. 2)</td>
</tr>
<tr>
<td>331 vol 100</td>
<td>February 7, 1902-September 10, 1902 (No. 3)</td>
</tr>
<tr>
<td>331 vol 101</td>
<td>September 10, 1902-January 23, 1904 (No. 4)</td>
</tr>
<tr>
<td>331 vol 102</td>
<td>January 28, 1904-September 17, 1907 (No. 5)</td>
</tr>
</tbody>
</table>
DEPARTMENT OF HEALTH

Series 331: Outgoing Letters of the Board of Health, 1865-1981

<table>
<thead>
<tr>
<th>Volume</th>
<th>Contents</th>
</tr>
</thead>
</table>
| 331 vol 103 | BOH Letterbooks: Other agents and officers  
General Health Officer (No. 1) [series discontinued thereafter; for continuation by date see next volume], July 24, 1907-September 30, 1907 |
| 331 vol 104 | Chief Sanitary Officer, Dispenser, Food Commissioner, General Health Officer, Plumbing Inspector, no. 1 [series discontinued thereafter; for continuation by date see next volume], October 1, 1907-November 11, 1909 |
| 331 vol 105 | General Health and Sanitary Officer, Inspector of Sewers and Sanitation, November 12, 1909-April 30, 1915 |
| 331 vol 106 | Sanitary Engineer (No. 1), August 21, 1913-February 11, 1918 |
| 331 vol 107 | Food Inspector, December 5, 1900-March 20, 1905 |
| 331 vol 108 | Food Commissioner, November 30, 1909-May 26, 1913 |
| 331 vol 109 | Plumbing Inspector (No. 1), May 4, 1900-July 6, 1905 |
| 331 vol 110 | Plumbing Inspector (No. 2), July 10, 1905-September 30, 1907 |
| 331 vol 111 | Dispenser (No. 1) [series discontinued thereafter] February 11, 1913-September 30, 1907 |
| 331 vol 112 | Superintendent of Leper Settlement (No. 1), January 24, 1901-May 29, 1911 |
| 331 vol 113 | BOH Letterbooks: Other agents and officers (continued)  
Superintendent of Leper Settlement (No. 2), June 7, 1911-December 11, 1916 |
| 331 vol 114 | Leper Suspects Notified in Reexaminations (No. 1), May 11, 1905-June 29, 1907 |
| 331 vol 115 | Visits to Kalihi Station, November 23, 1904-September 19, 1917 |
| 331 vol 116 | BOH Letterbooks: "Bubonic Plague"  
October 10, 1899-January 29, 1900 (No. 1) |
| 331 vol 117 | January 22, 1900-February 15, 1900 (No. 2) |
| 331 vol 118 | February 15, 1900-March 8, 1900 (No. 3) |
| 331 vol 119 | March 8, 1900-March 28, 1900 (No. 4) |
| 331 vol 120 | March 14, 1900-April 5, 1900 (No. 5) |
| 331 vol 121 | April 5, 1900-April 19, 1900 (No. 6) |
| 331 vol 122 | April 19, 1900-December 24, 1900 (No. 7) |
| 331 vol 123 | BOH Letterbooks: Financial Records  
Bureau of Health Expenditures:  
January 1, 1898-December 31, 1899 |
| 331 vol 124 | January 1, 1902-December 31, 1903 |
| 331 vol 125 | July 1, 1905-June 30, 1907 |
DEPARTMENT OF HEALTH

Series 331: Outgoing Letters of the Board of Health, 1865-1981

<table>
<thead>
<tr>
<th>Volume</th>
<th>Contents</th>
</tr>
</thead>
<tbody>
<tr>
<td>331 vol 126</td>
<td>BOH Letterbooks: Financial Records</td>
</tr>
<tr>
<td></td>
<td>Bureau of Health Expenditures:</td>
</tr>
<tr>
<td></td>
<td>July 1, 1907-June 30, 1909</td>
</tr>
<tr>
<td>331 vol 127</td>
<td>July 1, 1909-June 30, 1911</td>
</tr>
<tr>
<td>331 vol 128</td>
<td>Salary and Payroll Statements, November 30, 1914-December 13, 1917</td>
</tr>
<tr>
<td>331 vol 129</td>
<td>Drug Requisitions, August 21, 1913-February 11, 1918</td>
</tr>
<tr>
<td>331 vol 130</td>
<td>Ledger [Hospitals and Facilities], 1902-1913</td>
</tr>
<tr>
<td>331 vol 131</td>
<td>BOH Letterbooks: Various Categories</td>
</tr>
<tr>
<td></td>
<td>List of Herb Dealers, December 4, 1874-September 6, 1875</td>
</tr>
<tr>
<td>331 vol 132</td>
<td>Notes, Attention Dr. Ross, relating to Tuberculosis, February 23, 1921-</td>
</tr>
<tr>
<td></td>
<td>May 9, 1921</td>
</tr>
<tr>
<td>331 vol 133</td>
<td>Committee Approved by the Merchants of Honolulu to appraise</td>
</tr>
<tr>
<td></td>
<td>merchandise, furniture and fixtures to be destroyed, January 3, 1900-</td>
</tr>
<tr>
<td></td>
<td>July 21, 1900 [relating to bubonic plague fire claims]</td>
</tr>
</tbody>
</table>
Series 334: Incoming Letters of the Board of Health, 1850-1904

Box 334-1

Contents

Letters: 1850-1867
Letters: no date, 1850-1852
Letters, 1853:
    January-June
    July 1-11
    July 12-31
    August 1-8
    August 9-24
    August 25-31
    September-December
Letters, 1854:
    January-September
Letters, 1855:
    No month
    January-July
    August-October
    November-December
Letters, 1856:
    January-April
    May-December
Letters: 1857-1858
Letters: 1859
Letters: 1860
Letters: 1861
Letters: 1862
Letters: 1863-1864
Letters: 1865
Letters, 1866:
    No month; January-May
    June-December
Letters: 1867
Minutes of the Board of Health, 1868-1869
Letters, 1868:
    January-September
    October-December
Report of Vaccination, 1868
Letters, 1869:
    No month; January-February
    March-July

C-35
### Series 334: Incoming Letters of the Board of Health, 1850-1904

<table>
<thead>
<tr>
<th>Box</th>
<th>Contents</th>
</tr>
</thead>
<tbody>
<tr>
<td>334-3</td>
<td>Letters, 1869 (continued):</td>
</tr>
<tr>
<td></td>
<td>August-December</td>
</tr>
<tr>
<td></td>
<td>Letters, 1870:</td>
</tr>
<tr>
<td></td>
<td>January-March</td>
</tr>
<tr>
<td></td>
<td>April-June</td>
</tr>
<tr>
<td></td>
<td>July-August</td>
</tr>
<tr>
<td></td>
<td>September-October</td>
</tr>
<tr>
<td></td>
<td>November-December</td>
</tr>
<tr>
<td></td>
<td>Letters, 1871:</td>
</tr>
<tr>
<td></td>
<td>January-July</td>
</tr>
<tr>
<td>334-4</td>
<td>August-December</td>
</tr>
<tr>
<td></td>
<td>Letters, 1872:</td>
</tr>
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Series 334: Incoming Letters of the Board of Health, 1850-1904

Box 334-6
Letters, 1875 (continued):
   June-July
   August-September
   September 10-30
   October-November
   December

Letters, 1876:
   January-February
   March
   April-May
   June-August
   September-October
   November-December

Letters, 1877:
   January
   February
   March
   April-May
   June-July
   August
   September-October
   November-December

Letters, 1878:
   January
   February-March
   April
   May
   June
   July
   August
   September
   October
   November-December

Letters, 1879:
   No month
   January
   February
   March
   April-May
<table>
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</table>

C-38
### Contents

**Letters, 1881:** (continued)
- May, 25-31
- June, 1-8
- June 10-18
- June 20-29
- June 30

**334-11**
- July 1-15
- July 16-30
- August
- September 1-29
- September 30
- October
- November
- December 1-29
- December 31

**Smallpox Reports, 1881**

**Letters, 1882:**
- No month
- January
- February
- March 1-27
- March 31

**334-12**
- March 31

**Government Bureaus, 1884**

**Foreign Consuls, 1887**

**Government Bureaus, 1887**

**R.W. Meyer Reports re: Leper Settlement, January-September, 1887** [See also "Hansen's Disease, Reports of R. W. Meyer, 1886"]

**Letters, 1887:**
- A-C
- D-L
- O-R
- S-W
- June 30

**Foreign Consuls, 1888**

**Hawaiian Board Report, 1889**

**Regulations, 1888-1890**

**Government Bureaus, 1888**

C-39
## DEPARTMENT OF HEALTH

Series 334: Incoming Letters of the Board of Health, 1850-1904

<table>
<thead>
<tr>
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C-40
### DEPARTMENT OF HEALTH

**Series 334: Incoming Letters of the Board of Health, 1850-1904**

<table>
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<tr>
<th>Box</th>
<th>Contents</th>
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</thead>
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| 334-15 | Letters, 1890 (continued):  
N, P, R  
S  
T, V, W, Y  
Foreign Consuls, 1891  
Government Bureaus, 1891  
Letters, 1891:  
A-D  
E-H  
I-L  
M, January-July  
M, August-December  
N, P, R, S  
T, V, W  
Foreign Consuls, 1892  
Government Bureaus, 1892  
Letters, 1892:  
A-C  
D-F  
G-H  
I, K, L  
M, January-July  
M, August-December  
N-S  
T, V  
W, Y  |
| 334-17 | Foreign Consuls, 1893  
Government Bureaus, 1893  
Letters, 1893:  
A-D  
E-G  
H  
I-L  
M, January-May  
M, June-August  
M, September-December  
N-R  
S, T, V  |
| 334-18 |  |
Series 334: Incoming Letters of the Board of Health, 1850-1904

<table>
<thead>
<tr>
<th>Box</th>
<th>Contents</th>
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<tbody>
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</tr>
<tr>
<td>334-25</td>
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<tr>
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<td>A</td>
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<td>C-E</td>
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</tbody>
</table>

C-43
Series 334: Incoming Letters of the Board of Health, 1850-1904

Box  Contents
334-25  Letters, 1899 (continued):
        G-I
        J-L
        M
        N-R
        S-U
        W, Z

334-26  Plague, 1899-1900:
        Inspector's Reports
        Epidemic
Plague-Fire, 1899-1900:
        Carter, A. W.
        Chinese Consul
        Japanese Consul
        Miscellaneous
        Appraisers' Reports, 1900
        Fire Claims, 1900
        Fire Protests, 1900
Foreign Consuls, 1900
Government Bureaus, 1900
Letters, 1900:
        A-B
334-27
        C-F
        G-K
        L-N
        O-S
        T-Y
Foreign Consuls, 1901
Government Bureaus, 1901
Government Bureaus, 1901: U.S. Marine Hospital Service
Letters, 1901:
        A
        B
        C-D
334-28
        E-G
        H-I
        L
        M, January-June

C-44
### DEPARTMENT OF HEALTH

**Series 334: Incoming Letters of the Board of Health, 1850-1904**

<table>
<thead>
<tr>
<th><strong>Box</strong></th>
<th><strong>Contents</strong></th>
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<td>Letters, 1901(continued):</td>
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<td>334-29</td>
<td>W, July-December</td>
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<td>M, June-September</td>
</tr>
<tr>
<td></td>
<td>M, October-December</td>
</tr>
<tr>
<td></td>
<td>N-R</td>
</tr>
<tr>
<td></td>
<td>S</td>
</tr>
</tbody>
</table>

C-45
# DEPARTMENT OF HEALTH

Series 334: Incoming Letters of the Board of Health, 1850-1904

<table>
<thead>
<tr>
<th>Box</th>
<th>Contents</th>
</tr>
</thead>
<tbody>
<tr>
<td>334-31</td>
<td>Letters, 1902 (continued):</td>
</tr>
<tr>
<td></td>
<td>T-V</td>
</tr>
<tr>
<td></td>
<td>W</td>
</tr>
<tr>
<td></td>
<td>Foreign Consuls, 1904</td>
</tr>
<tr>
<td></td>
<td>Government Bureaus, 1904</td>
</tr>
<tr>
<td>334-32</td>
<td>Government Bureaus, 1904:</td>
</tr>
<tr>
<td></td>
<td>Dept. of Public Works</td>
</tr>
<tr>
<td></td>
<td>U.S. Marine Hospital Service</td>
</tr>
<tr>
<td></td>
<td>Letters, 1904:</td>
</tr>
<tr>
<td></td>
<td>A</td>
</tr>
<tr>
<td></td>
<td>B, January-May</td>
</tr>
<tr>
<td></td>
<td>B, June-December</td>
</tr>
<tr>
<td></td>
<td>C-D</td>
</tr>
<tr>
<td></td>
<td>E-G</td>
</tr>
<tr>
<td></td>
<td>H-I</td>
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<tr>
<td></td>
<td>J-L</td>
</tr>
<tr>
<td></td>
<td>M, January-June</td>
</tr>
<tr>
<td></td>
<td>M, July-December</td>
</tr>
<tr>
<td>334-33</td>
<td>N-P</td>
</tr>
<tr>
<td></td>
<td>Q-R</td>
</tr>
<tr>
<td></td>
<td>S-V</td>
</tr>
<tr>
<td></td>
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</tr>
<tr>
<td></td>
<td>Cholera Reports, 1911</td>
</tr>
<tr>
<td></td>
<td>Dr. J. Pratt's report: Sanitary Conditions in U.S., Panama, Mexico 1911</td>
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<tr>
<td>334-34</td>
<td><strong>Hansen's Disease, 1867-1941:</strong></td>
</tr>
<tr>
<td></td>
<td>Manuscript on Father Damien by Ambrose T. Hutchison, no date</td>
</tr>
<tr>
<td></td>
<td>-Draft 1 (pages 1-14)</td>
</tr>
<tr>
<td></td>
<td>-Draft 2 (pages 1-17)</td>
</tr>
<tr>
<td></td>
<td>-Draft 3 (pages 40-219)</td>
</tr>
<tr>
<td></td>
<td>-Misc. Manuscript pages</td>
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<td></td>
<td>Misc. Personal Papers of Ambrose T. Hutchison</td>
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<td>Father Damien Correspondence, Letters to &amp; from, 1873-1887 Xerox copies</td>
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<td>D. Walsh, 1867-1868</td>
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<tr>
<td></td>
<td>Reports, 1868-1891</td>
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<tr>
<td></td>
<td>Resolution on Leprosy by the Hawaiian Evangelical Assoc. Board, 1873</td>
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<tr>
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<td>Alleged Cures for Leprosy, 1875-1896</td>
</tr>
<tr>
<td></td>
<td>Records re: Dr. M. Goto, 1879-1897</td>
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<tr>
<td></td>
<td>Pamphlets on Leprosy, 1879-1905</td>
</tr>
<tr>
<td></td>
<td>Reports by Physicians on leperous persons, 1880-1886</td>
</tr>
<tr>
<td></td>
<td>Records re: Dr. George L. Fitch, 1882-1884</td>
</tr>
<tr>
<td>334-34A</td>
<td>Originals Withdrawn</td>
</tr>
</tbody>
</table>

C-46
### DEPARTMENT OF HEALTH

**Series 334: Incoming Letters of the Board of Health, 1850-1904**

<table>
<thead>
<tr>
<th>Box</th>
<th>Contents</th>
</tr>
</thead>
<tbody>
<tr>
<td>334-35</td>
<td><strong>Hansen's Disease, 1867-1941:</strong> (continued)</td>
</tr>
<tr>
<td></td>
<td>Records re: Dr. Edward Arning, 1883-1888</td>
</tr>
<tr>
<td></td>
<td>Records re: Kapiolani Home, 1883-1897</td>
</tr>
<tr>
<td></td>
<td>Reports by Dr. Mouritz, 1886</td>
</tr>
<tr>
<td></td>
<td>Reports by agents of the Board of Health, 1887-1893</td>
</tr>
<tr>
<td></td>
<td>Reports by R.W. Meyer on Leper Settlement:</td>
</tr>
<tr>
<td></td>
<td>No month, 1886</td>
</tr>
<tr>
<td></td>
<td>January-July, 1886</td>
</tr>
<tr>
<td></td>
<td>August-December, 1886</td>
</tr>
<tr>
<td></td>
<td>January-September, 1887 [filed in 334-12: R.W. Meyer Reports]</td>
</tr>
<tr>
<td></td>
<td>Records re: Kalihi Receiving Station, 1887-1893</td>
</tr>
<tr>
<td></td>
<td>Dr. A. Lutz, 1890</td>
</tr>
<tr>
<td></td>
<td>Water Supply, Kalaupapa, 1886-1906</td>
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<tr>
<td></td>
<td>Questions &amp; Answers relating to Leprosy in Hawaii, 1890</td>
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<tr>
<td></td>
<td>Records re: Dr. Albert S. Ashmead, 1892-1898</td>
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<td></td>
<td>Lands, Kalaupapa, 1891-1894</td>
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<tr>
<td></td>
<td>Rules and Regulations for Lepers and Kokuas at Leper Settlement, 1893</td>
</tr>
<tr>
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<td>Letters: March, 1893</td>
</tr>
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<td>September-November, 1893</td>
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<td>Report of Committee on Leprosy, 1893</td>
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<td>Report of Mission to Lepers in India and the East, 1895</td>
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<td>Extract of Medical Bulletin of Paris, December, 1895</td>
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<td>Congress of Leprologists, Berlin, 1896-1898</td>
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<tr>
<td></td>
<td>Dr. L.F. Alvarez, 1895-1899</td>
</tr>
<tr>
<td></td>
<td>Kalaupapa Misc., 1896-1899</td>
</tr>
<tr>
<td></td>
<td>Letters: October, 1900</td>
</tr>
<tr>
<td></td>
<td>Superintendent's Correspondence:</td>
</tr>
<tr>
<td></td>
<td>May, 1901</td>
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<td></td>
<td>June-December, 1901</td>
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<tr>
<td></td>
<td>January-March, 1902</td>
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<tr>
<td></td>
<td>Letters: February, 1904</td>
</tr>
<tr>
<td></td>
<td>Dr. Rice, May, 1906</td>
</tr>
<tr>
<td></td>
<td>Mr. Lor Wallach: 1906, April-September, 1907</td>
</tr>
<tr>
<td></td>
<td>October-December, 1907</td>
</tr>
<tr>
<td></td>
<td>Bishop Home, Kalaupapa, 1905</td>
</tr>
<tr>
<td></td>
<td>Joseph Dutton, 1905-1909</td>
</tr>
<tr>
<td>334-36</td>
<td>Non-Leperous Children at Kalaupapa, 1906</td>
</tr>
<tr>
<td></td>
<td>Leper Hospital at South Hilo, April-May, 1906</td>
</tr>
<tr>
<td>Box</td>
<td>Contents</td>
</tr>
<tr>
<td>--------</td>
<td>-------------------------------------------------------------------------</td>
</tr>
<tr>
<td>334-37</td>
<td>Hansen's Disease, 1867-1941: (continued)</td>
</tr>
<tr>
<td></td>
<td>Appraisement Certificates, February, 1908</td>
</tr>
<tr>
<td></td>
<td>Deportation of Patients at Request of Home Government, 1908-1909</td>
</tr>
<tr>
<td></td>
<td>Kalaupapa Deaths</td>
</tr>
<tr>
<td></td>
<td>1934-1937</td>
</tr>
<tr>
<td></td>
<td>1938-1941</td>
</tr>
<tr>
<td></td>
<td>Account of Molokai Leper Settlement, 1874-1875</td>
</tr>
<tr>
<td></td>
<td>Newspaper clippings, 1907-1929</td>
</tr>
</tbody>
</table>
Series 335: Correspondence of the Board of Health, 1905-1917

**Box 335-1**

**Contents**

Achi, W. C., 1905-1908
Advertiser, 1907-1911
Agriculture, U. S. Dept. of, 1911-1913
Agriculture & Forestry, Commissioners of, 1909-1912
Alexander & Baldwin, 1906-1912
Allen & Robinson, 1906-1911
American Consul at Azores, E. A. Creevey, 1913
American School Hygiene Assoc., Thomas A. Storey, 1912-1913
Ashford, Clarence W., 1905-1913
Associated Charities of Hawaii, 1905-1908
Atcherly, Mary H., 1901-1910
Atcherly, Dr. John, 1901-1909
Atkinson, A. L. C., 1908-1913
Attorney General:
1905-1906
1907
1908
1909-1911
1912
1913
Auditor, 1905-1913
Bairos, M. B., 1913
Baldwin, Dr. W. D., 1907-1911
Banana Case, 1911-1913
Banana Claims Commission, 1913
Barnes, Dr. S. D., 1911-1913
Beasley, Dr. E. B., 1912
Benson, Smith & Company, 1907-1913
Bishop, Charles R., 1902-1907
Bishop Estate, 1904-1912
Bond, Dr. B. D., 1905-1907
Bond, Dr. B. D., 1908-1913
Bottomley, A. W., 1905-1911
Bowman, D. S.:
January-June, 1905
July-December, 1905
January-June, 1906
### Box 335-2
- Bowman, D. S.: (continued)
  - July-December, 1906
  - January-June, 1907
  - July-December, 1907
  - January-March, 1908
  - April-June, 1908
  - July-September, 1908
  - October-December, 1908

### Box 335-3
- January-June, 1909
- July-December, 1909
- January-June, 1910
- July-December, 1910
- January-December, 1911
- January-March, 1912
- April-December, 1912
- January-June, 1913
- July-September, 1913
- October-December, 1913
- January-April, 1907
- July-September, 1907
- June, 1908
- January-May, 1911
- June-August, 1911
- September-December, 1911

### Box 335-4
- January-May, 1912
- June-August, 1912
- September-October, 1912
- November-December, 1912
- January-February, 1913
- March-June, 1913
- Boys' Home, Waimea, Hawaii, 1907
- Brewer, C., & Company, 1906-1913
- British Consulate, 1905-1913
- Buffett, Dr. C., 1905-1913
- Bulletin Publishing Company, 1907-1910
- Burt, Dr. Franklin, 1905-1907
- Burt, Dr. Franklin, 1908-1913
- California State Board of Health, 1910-1913
## Series 335: Correspondence of the Board of Health, 1905-1917

<table>
<thead>
<tr>
<th>Box</th>
<th>Contents</th>
</tr>
</thead>
<tbody>
<tr>
<td>335-4</td>
<td>Carter, G. R., 1909-1913</td>
</tr>
<tr>
<td></td>
<td>Cartwright, Bruce, 1906-1913</td>
</tr>
<tr>
<td></td>
<td>Castle &amp; Cooke, Ltd., 1906-1910</td>
</tr>
<tr>
<td></td>
<td>Castle &amp; Withington, 1905-1913</td>
</tr>
<tr>
<td></td>
<td>Catholic Mission, 1905-1913</td>
</tr>
<tr>
<td></td>
<td>Cemeteries, 1905-1909</td>
</tr>
<tr>
<td></td>
<td>Cemeteries, 1910-1913</td>
</tr>
<tr>
<td>335-5</td>
<td>Charlock, C. 1905-1910</td>
</tr>
<tr>
<td></td>
<td>Chinese Consulate, Chang Tso Tan, 1905-1911</td>
</tr>
<tr>
<td></td>
<td>Circulars, Letters, 1907-1910</td>
</tr>
<tr>
<td></td>
<td>Circulars, Letters, 1911-1913</td>
</tr>
<tr>
<td></td>
<td>Citizens' Relief Fund, E. I. Spaulding, 1907</td>
</tr>
<tr>
<td></td>
<td>Civic Federation, 1908-1911</td>
</tr>
<tr>
<td></td>
<td>Civic Sanitation Committee, 1912</td>
</tr>
<tr>
<td></td>
<td>Civil Service Commission, 1913</td>
</tr>
<tr>
<td></td>
<td>Clean-up Committee, 1911</td>
</tr>
<tr>
<td></td>
<td>Cobb-Adams, Henry, 1906-1913</td>
</tr>
<tr>
<td></td>
<td>Coelho, W. J., 1905-1910</td>
</tr>
<tr>
<td></td>
<td>Colville, Dr. Y. E., Hilo, Hawaii, 1908-1913</td>
</tr>
<tr>
<td></td>
<td>Committee of Ten, 1907-1908</td>
</tr>
<tr>
<td></td>
<td>Cooke, J. P., 1905-1910</td>
</tr>
<tr>
<td></td>
<td>Cooke, Dr. C. B., 1905-1912</td>
</tr>
<tr>
<td></td>
<td>Cooper, Dr. H. B., 1905-1912</td>
</tr>
<tr>
<td></td>
<td>Cox, Alvin J., 1913-1914</td>
</tr>
<tr>
<td></td>
<td>Craig, J. H., 1905-1908</td>
</tr>
<tr>
<td></td>
<td>Darby, E. L., &quot;Events,&quot; 1906</td>
</tr>
<tr>
<td></td>
<td>Davies &amp; Company, T. H., 1905-1913</td>
</tr>
<tr>
<td></td>
<td>Deas, Dr. W. B., 1905-1913</td>
</tr>
<tr>
<td></td>
<td>Democratic Territorial Central Comm., 1908</td>
</tr>
<tr>
<td></td>
<td>Deverill, Mrs. Sarah B., Hanalei, Kauai, 1911</td>
</tr>
<tr>
<td></td>
<td>Dillingham, Walter F., 1907-1908</td>
</tr>
<tr>
<td></td>
<td>Dinegar, Dr. Robert H., 1905-1907</td>
</tr>
<tr>
<td></td>
<td>Dinegar, Dr. Robert H., June, 1907-1909</td>
</tr>
<tr>
<td>335-6</td>
<td>Dole, Sanford B., 1905-1913</td>
</tr>
<tr>
<td></td>
<td>Downing, Dr. Edgar, 1913</td>
</tr>
<tr>
<td></td>
<td>Dowsett, J. M., 1905-1907</td>
</tr>
<tr>
<td></td>
<td>Dunne, J. J., 1905-1906</td>
</tr>
<tr>
<td></td>
<td>Durney, Dr. Charles Paul, 1910-May, 1912</td>
</tr>
</tbody>
</table>
DEPARTMENT OF HEALTH

Series 335: Correspondence of the Board of Health, 1905-1917

**Contents**

<table>
<thead>
<tr>
<th>Box</th>
<th>Contents</th>
</tr>
</thead>
<tbody>
<tr>
<td>335-6</td>
<td>Durney, Dr. Charles Paul, August, 1912-1913</td>
</tr>
<tr>
<td></td>
<td>Dutton, Brother Joseph, 1905-1906</td>
</tr>
<tr>
<td></td>
<td>Dutton, Brother Joseph, 1907-1911</td>
</tr>
<tr>
<td></td>
<td>Dutton, Brother Joseph, 1912-1913</td>
</tr>
<tr>
<td></td>
<td>Education, Board of, 1905-September, 1907</td>
</tr>
<tr>
<td></td>
<td>Education, Board of, October, 1907-1913</td>
</tr>
<tr>
<td></td>
<td>Educational Exhibition Company, 1911-1912</td>
</tr>
<tr>
<td></td>
<td>Food Commission &amp; Analyst, 1905-1913</td>
</tr>
<tr>
<td></td>
<td>Godfrey, Frank, 1905-1911</td>
</tr>
<tr>
<td></td>
<td>Greenfield, Dr. C. B., 1905-1906</td>
</tr>
<tr>
<td></td>
<td>Goodhue, Dr. E. S., 1905-1912</td>
</tr>
<tr>
<td></td>
<td>Goodhue, Dr. W. J., 1905-1913</td>
</tr>
<tr>
<td></td>
<td>Government Physicians</td>
</tr>
<tr>
<td></td>
<td>January-March, 1905</td>
</tr>
<tr>
<td></td>
<td>April-May, 1905</td>
</tr>
<tr>
<td></td>
<td>June, 1905</td>
</tr>
<tr>
<td></td>
<td>July 1-20, 1905</td>
</tr>
<tr>
<td></td>
<td>July 21-31, 1905</td>
</tr>
<tr>
<td>335-7</td>
<td>August, 1905</td>
</tr>
<tr>
<td></td>
<td>September, 1905</td>
</tr>
<tr>
<td></td>
<td>October, 1905</td>
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<tr>
<td></td>
<td>February 1-15, 1906</td>
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<tr>
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<td>February 16-28, 1906</td>
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<tr>
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<td>March, 1906</td>
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<td>April, 1906</td>
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<td>January, 1907</td>
</tr>
<tr>
<td></td>
<td>February, 1907</td>
</tr>
</tbody>
</table>

C-52
## DEPARTMENT OF HEALTH

### Series 335: Correspondence of the Board of Health, 1905-1917

<table>
<thead>
<tr>
<th>Box</th>
<th>Contents</th>
</tr>
</thead>
<tbody>
<tr>
<td>335-7</td>
<td>Government Physicians (continued)</td>
</tr>
<tr>
<td></td>
<td>March, 1907</td>
</tr>
<tr>
<td></td>
<td>April, 1907</td>
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<tr>
<td></td>
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<td>335-8</td>
<td>September, 1907</td>
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<td>January-March, 1912</td>
</tr>
<tr>
<td></td>
<td>April-June, 1912</td>
</tr>
</tbody>
</table>

C-53
Series 335: Correspondence of the Board of Health, 1905-1917

<table>
<thead>
<tr>
<th>Box</th>
<th>Contents</th>
</tr>
</thead>
<tbody>
<tr>
<td>335-8</td>
<td>Government Physicians (continued)</td>
</tr>
<tr>
<td></td>
<td>July-September, 1912</td>
</tr>
<tr>
<td>335-9</td>
<td>October-December, 1912</td>
</tr>
<tr>
<td></td>
<td>January, 1913</td>
</tr>
<tr>
<td></td>
<td>February-May, 1913</td>
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<td></td>
<td>June, 1913</td>
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<td>July, 1913</td>
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<td>August, 1913</td>
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<td></td>
<td>September, 1913</td>
</tr>
<tr>
<td></td>
<td>October-December, 1913</td>
</tr>
<tr>
<td></td>
<td>Governor</td>
</tr>
<tr>
<td></td>
<td>January-July, 1905</td>
</tr>
<tr>
<td></td>
<td>August-December, 1905</td>
</tr>
<tr>
<td></td>
<td>1906</td>
</tr>
<tr>
<td></td>
<td>January-February, 1907</td>
</tr>
<tr>
<td></td>
<td>March-May, 1907</td>
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<td>June-December, 1907</td>
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<td>January-February, 1908</td>
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<td>March-April, 1908</td>
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<td>May-December, 1908</td>
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<tr>
<td></td>
<td>1909-1910</td>
</tr>
<tr>
<td></td>
<td>1911</td>
</tr>
<tr>
<td></td>
<td>1912</td>
</tr>
<tr>
<td></td>
<td>1913</td>
</tr>
<tr>
<td>335-10</td>
<td>Grace, Dr. J. J., 1905-1908</td>
</tr>
<tr>
<td></td>
<td>Gramm Motor Truck Company, 1913</td>
</tr>
<tr>
<td></td>
<td>Greenfield, 1905-1906</td>
</tr>
<tr>
<td></td>
<td>Griffiths, A. F., 1910-1911</td>
</tr>
<tr>
<td></td>
<td>Hackfield, H. &amp; Company, 1905-1913</td>
</tr>
<tr>
<td></td>
<td>Haida, Dr. K., 1907-1911</td>
</tr>
<tr>
<td></td>
<td>Hawaii, County of, 1909-1913</td>
</tr>
<tr>
<td></td>
<td>Hawaii Experiment Station, 1905-1908</td>
</tr>
<tr>
<td></td>
<td>Hawaii Loan Fund Commission, May-June, 1913</td>
</tr>
<tr>
<td></td>
<td>Hawaii Promotion, 1906-1912</td>
</tr>
<tr>
<td></td>
<td>Hawaii Shinpo, 1905-1911</td>
</tr>
<tr>
<td></td>
<td>Hawaiian Carriage, 1906-1907</td>
</tr>
<tr>
<td></td>
<td>Hawaiian Evangelical Assoc., 1905</td>
</tr>
<tr>
<td></td>
<td>Hawaiian Japanese Daily Chronicle, 1906</td>
</tr>
</tbody>
</table>

C-54
### Series 335: Correspondence of the Board of Health, 1905-1917

<table>
<thead>
<tr>
<th>Box</th>
<th>Contents</th>
</tr>
</thead>
<tbody>
<tr>
<td>335-10</td>
<td>Hawaiian Medical Association, 1906-1911</td>
</tr>
<tr>
<td></td>
<td>Hawaiian Pineapple Company, 1906-1913</td>
</tr>
<tr>
<td></td>
<td>Hawaiian Planters' Assoc., 1911-1913</td>
</tr>
<tr>
<td></td>
<td>Hawaiian Trust Company, 1909-1913</td>
</tr>
<tr>
<td></td>
<td>Hayselden, A. N., 1905-1910</td>
</tr>
<tr>
<td></td>
<td>Health, Board of, Board Members, 1908-1910</td>
</tr>
<tr>
<td></td>
<td>High Sheriff, Henry William, 1905-1909</td>
</tr>
<tr>
<td></td>
<td>Hilo Boarding School, 1911</td>
</tr>
<tr>
<td></td>
<td>Hilo Hospital, 1905-1906</td>
</tr>
<tr>
<td></td>
<td>Hilo Hospital, 1907-1913</td>
</tr>
<tr>
<td></td>
<td>Hilo Japanese Branch of Medical Ethics, 1904-1907</td>
</tr>
<tr>
<td></td>
<td>Hilo Tribune, 1905-1911</td>
</tr>
<tr>
<td></td>
<td>Hitchcock, H. R., 1905-1908</td>
</tr>
<tr>
<td></td>
<td>Hodby, Dr. W. C., 1910-1912</td>
</tr>
<tr>
<td></td>
<td>Hoffschlaeger Company, Ltd., 1913</td>
</tr>
<tr>
<td></td>
<td>Hollman, Dr. H. T., 1906-1911</td>
</tr>
<tr>
<td></td>
<td>Holstein, H. L., 1905-1911</td>
</tr>
<tr>
<td></td>
<td>Honolulu City &amp; County</td>
</tr>
<tr>
<td></td>
<td>Attorney, 1905-1913</td>
</tr>
<tr>
<td></td>
<td>Building and Plumbing Inspector, 1909-1913</td>
</tr>
<tr>
<td></td>
<td>Engineer, 1910-1911</td>
</tr>
<tr>
<td></td>
<td>Garage Department, 1911</td>
</tr>
<tr>
<td></td>
<td>Mayor, 1909-1913</td>
</tr>
<tr>
<td></td>
<td>Physician, 1910-1913</td>
</tr>
<tr>
<td></td>
<td>Police Department, Humane Officer, 1907</td>
</tr>
<tr>
<td></td>
<td>Police Dept. Sheriff, Deputy Sheriff, 1905-1913</td>
</tr>
<tr>
<td></td>
<td>Road Supervisor, 1910-1911</td>
</tr>
<tr>
<td></td>
<td>Board of Supervisors, 1905-1910</td>
</tr>
<tr>
<td>335-11</td>
<td>Board of Supervisors, 1911-1913</td>
</tr>
<tr>
<td></td>
<td>Office of the Treasurer, 1905-1913</td>
</tr>
<tr>
<td></td>
<td>Honolulu Gas Company, 1912-1913</td>
</tr>
<tr>
<td></td>
<td>Honolulu Iron Works, 1905-1913</td>
</tr>
<tr>
<td></td>
<td>Honolulu Plantation Company, 1907-1911</td>
</tr>
<tr>
<td></td>
<td>Honolulu Water Works, 1911-1912</td>
</tr>
<tr>
<td></td>
<td>House of Representatives, Clerk of, 1905-1907</td>
</tr>
<tr>
<td></td>
<td>House of Representatives, 1907</td>
</tr>
<tr>
<td></td>
<td>1909</td>
</tr>
</tbody>
</table>
DEPARTMENT OF HEALTH

Series 335: Correspondence of the Board of Health, 1905-1917

Box 335-11

Contents

House of Representatives (continued)

1911
Cholera, 1911
Lepers, 1907-1911
Humphreys, A. S., 1905-1908
Hustace-Peck Company, Ltd., 1905-1913
Hutchinson Sugar Plantation Company, 1906-1911
Immigration, 1910-1912
Immigration, Board of
1910-1912
1913
Immigration Service, 1910
Insane Asylum, 1905-1913
Insanitary Lands, 1911
Inter-Island Steam Navigation, 1905-1913
International Congress on Hygiene & Demography, 1912
International Congress on T.B., 1907-1908
Irwin, Dr. Archer
1905-1908
1909-1913
Irwin, Dr. Frederick, 1906-1913
Irwin, William G. & Company, 1905-1909
Isenberg, P. R., 1905-1909
Jackson, John, F.R.G.S., 1908-1911
Japan, Consul-General of
1905-1906
1907
1908-1913
Japanese Charity Hospital, 1906
Jones, J. W., 1906-1912
Judd, Albert F., 1905
Judd, Dr. James R., 1905-1910
Kalanianaole, J. K., 1906-1909
Kalauokalani, D., Sr., 1907-1913
Kalaupapa Settlement
January-September, 1905
October-December, 1905
January-September, 1906

Box 335-12

Japanese Charity Hospital, 1906
Jones, J. W., 1906-1912
Judd, Albert F., 1905
Judd, Dr. James R., 1905-1910
Kalanianaole, J. K., 1906-1909
Kalauokalani, D., Sr., 1907-1913
Kalaupapa Settlement
January-September, 1905
October-December, 1905
January-September, 1906

C-56
### Contents

<table>
<thead>
<tr>
<th>Box</th>
<th>Contents</th>
</tr>
</thead>
</table>
| 335-12 | Kalaupapa Settlement  
October-December, 1906  
January-June, 1907  
July-December, 1907  
1908  
January-June, 1909  
July-December, 1909 |
| 335-13 | 1910  
1911  
1912  
January-June, 1913  
July-December, 1913  
Kalihi Boys' Home, 1908-1913  
Kalihi Hospital  
1905-1909  
1910-1913  
Kalihi Station Keeper, 1905-1913  
Kalle & Company, 1907-1911  
Kapiolani Estate, Ltd., 1905-1911  
Kapiolani Girls' Home, 1907-1913  
Kapiolani Maternity Home, 1905-1907  
Kauai County:  
Attorney, 1906  
Deputy Sheriff, 1907-1912  
Sheriff's Office, 1905-1912  
Board of Supervisors, 1906-1909  
Kauikeolani Children's Hospital, 1911  
Keen, E. G., Inspector of Building, Plumbing and House Sewers, 1905-1909  
Keller, A. R., 1911-1913  
Keller, Dr. Carl, 1913  
Kiilehua, Cecil, 1906-1910  
Kim, Wo to Dr. J. T. Wayson, 1905-1912  
Kinney, McClanahan & Derby, 1906  
Kirimura, Dr. G., 1908  
Knott, William, 1911-1913  
Knudsen, A. F., 1908  
Knudsen, Eric A., 1908  
Kohala Hospital, 1913 |
DEPARTMENT OF HEALTH

Series 335: Correspondence of the Board of Health, 1905-1917

Box | Contents
--- | ---
335-13 | Kona Hospital, 1912
 | Lawrence, D. P., 1905-1911
 | Leahi Home, 1913
 | Leprosy Cure, 1906-1911
 | Lewers & Cooke, 1908-1913
 | Li, Dr. K. F., 1907-1912
 | Lucas Brothers; Honolulu Planing Mill, 1905-1913
335-14 | Lunalilo Home, 1908
 | Lyman, Dr. Frank A., 1913-1914
 | Maeda, Rev. K., 1912-1913
 | Malulani Hospital, 1905-1913
 | Marianne, Sister, 1906-1910
 | Maui County
 | Attorney, 1905-1910
 | Clerk, Judiciary, 1904-1907
 | Sanitary Inspector, 1905-1906
 | Sheriff & Deputy Sheriff, 1907-1913
 | Supervisor, William Henning, 1905-1906
 | Board of Supervisors
 | 1905-1909
 | 1910-1913
 | Maui News, 1906-1910
 | McConkey, Dr. W. F., 1905-1907
 | McDonald, Dr. J. S., 1905-1910
 | McKillop, Dr. J. E., 1913
 | McLean, Dr. C. R., 1905-1911
 | McLennan, Dr. D., 1907-1911
 | McVeigh, J. D.
 | 1904-June, 1905
 | July-October, 1905
 | November-December, 1905
 | January-May, 1906
 | June-October, 1906
 | November-December, 1906
 | January-May, 1907
 | June-September, 1907
 | October-December, 1907
 | January-June, 1908
**Series 335: Correspondence of the Board of Health, 1905-1917**

<table>
<thead>
<tr>
<th>Box</th>
<th>Contents</th>
</tr>
</thead>
<tbody>
<tr>
<td>335-15</td>
<td>McVeigh, J. D. (continued)</td>
</tr>
<tr>
<td></td>
<td>July-December, 1908</td>
</tr>
<tr>
<td></td>
<td>1909</td>
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<td>1910</td>
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<td>January-June, 1913</td>
</tr>
<tr>
<td></td>
<td>July-December, 1913</td>
</tr>
<tr>
<td></td>
<td>Leper Settlement Payrolls, 1911-1913</td>
</tr>
<tr>
<td>335-16</td>
<td>Medical Examiners, Board of, 1905-1913</td>
</tr>
<tr>
<td></td>
<td>Memorial Fund, Dr. Day, 1906-1908</td>
</tr>
<tr>
<td></td>
<td>Merchant Assoc. of Honolulu, 1907-1913</td>
</tr>
<tr>
<td></td>
<td>Military, 1907-1913</td>
</tr>
<tr>
<td></td>
<td>Mills, J. R., 1906-1907</td>
</tr>
<tr>
<td></td>
<td>Mitamura, Dr. T., 1907-1909</td>
</tr>
<tr>
<td></td>
<td>Molokai Ranch, 1907</td>
</tr>
<tr>
<td></td>
<td>Monsarrat, W. T., 1905-1910</td>
</tr>
<tr>
<td></td>
<td>Morong, Dr. F. L., 1906</td>
</tr>
<tr>
<td></td>
<td>Mosquito, 1908-1913</td>
</tr>
<tr>
<td></td>
<td>Mouritz, Dr. A., 1905-1909</td>
</tr>
<tr>
<td></td>
<td>Mudge, Miss Alice E., 1905-1911</td>
</tr>
<tr>
<td></td>
<td>Mulford &amp; Company, 1913</td>
</tr>
<tr>
<td></td>
<td>Murray, Harry E., 1905-1907</td>
</tr>
<tr>
<td></td>
<td>Nakuina, Mrs. Emma, 1905-1910</td>
</tr>
<tr>
<td></td>
<td>National Funeral Directors' Assoc., 1906-1910</td>
</tr>
<tr>
<td></td>
<td>Newspaper, 1906</td>
</tr>
<tr>
<td></td>
<td>New York Commissioner of Health, 1908</td>
</tr>
<tr>
<td></td>
<td>Norris, R. S., 1910-1911</td>
</tr>
<tr>
<td></td>
<td>Notley, Charles K., 1906</td>
</tr>
<tr>
<td></td>
<td>Nurses, 1911</td>
</tr>
<tr>
<td></td>
<td>Oahu Central Improvement Committee, 1907</td>
</tr>
<tr>
<td></td>
<td>Oahu Railway &amp; Land Company, 1907</td>
</tr>
<tr>
<td></td>
<td>Ogg, W. G., 1905-1907</td>
</tr>
<tr>
<td></td>
<td>O'Neill, Dr. M. J., 1907-1913</td>
</tr>
<tr>
<td></td>
<td>Osmers, Dr. William</td>
</tr>
<tr>
<td></td>
<td>1906-1911</td>
</tr>
<tr>
<td></td>
<td>1912-1913</td>
</tr>
<tr>
<td></td>
<td>Osteopath, 1907-1913</td>
</tr>
</tbody>
</table>

C-59
DEPARTMENT OF HEALTH

Series 335: Correspondence of the Board of Health, 1905-1917

<table>
<thead>
<tr>
<th>Box</th>
<th>Contents</th>
</tr>
</thead>
<tbody>
<tr>
<td>335-16</td>
<td>Oyama, Dr. M., 1907</td>
</tr>
<tr>
<td></td>
<td>Palama Settlement, 1908-1913</td>
</tr>
<tr>
<td></td>
<td>Parker, Rev. H. H., 1905-1907</td>
</tr>
<tr>
<td></td>
<td>Paxton, Elmer E., 1907</td>
</tr>
<tr>
<td></td>
<td>Peacock, W. C. &amp; Company, 1910</td>
</tr>
<tr>
<td></td>
<td>Peters, E. C., 1907-1913</td>
</tr>
<tr>
<td></td>
<td>Philippine Islands, Bureau of Health, 1912-1913</td>
</tr>
<tr>
<td></td>
<td>Pinkham, L. E., 1906-1908</td>
</tr>
<tr>
<td></td>
<td>Plague Cases, 1905-1913</td>
</tr>
<tr>
<td></td>
<td>Plantation Manager, 1905-1913</td>
</tr>
<tr>
<td></td>
<td>Porter, Dr. Joseph Y., 1908-1913</td>
</tr>
<tr>
<td></td>
<td>Portugal, Consul-General, 1906-1913</td>
</tr>
<tr>
<td></td>
<td>Post Office Department, 1911</td>
</tr>
<tr>
<td>335-17</td>
<td>Potter, Dr. Gordon, 1913</td>
</tr>
<tr>
<td></td>
<td>Pratt, Dr. J. S. B., 1905-1913</td>
</tr>
<tr>
<td></td>
<td>Public Lands, Commission of, 1911-1913</td>
</tr>
<tr>
<td></td>
<td>Public Works, Department of,</td>
</tr>
<tr>
<td></td>
<td>1905-1906</td>
</tr>
<tr>
<td></td>
<td>1907</td>
</tr>
<tr>
<td></td>
<td>1908-1909</td>
</tr>
<tr>
<td></td>
<td>1910-1912</td>
</tr>
<tr>
<td></td>
<td>1912-1913</td>
</tr>
<tr>
<td></td>
<td>Putman, Dr. Frank L., 1905-1913</td>
</tr>
<tr>
<td></td>
<td>Queen's Hospital, 1905-1912</td>
</tr>
<tr>
<td></td>
<td>Quinn, E. W., 1906-1908</td>
</tr>
<tr>
<td></td>
<td>R. R. Roger Chemical Company, 1911-1913</td>
</tr>
<tr>
<td></td>
<td>Rapid Transit Company, 1905-1911</td>
</tr>
<tr>
<td></td>
<td>Rath, James A., 1905</td>
</tr>
<tr>
<td></td>
<td>Reclamation, 1907</td>
</tr>
<tr>
<td></td>
<td>Republican Party, Territorial Central Comm., 1911-1912</td>
</tr>
<tr>
<td></td>
<td>Rice, Dr. Milton, 1905</td>
</tr>
<tr>
<td></td>
<td>Robinson, M. P., 1906-1911</td>
</tr>
<tr>
<td></td>
<td>Russian Vice-Consul, 1911-1913</td>
</tr>
<tr>
<td></td>
<td>St. Sure, Dr. Frank A., 1906-1907</td>
</tr>
<tr>
<td></td>
<td>Sandow, Dr. B. F.</td>
</tr>
<tr>
<td></td>
<td>1905-1907</td>
</tr>
<tr>
<td></td>
<td>1908-1913</td>
</tr>
<tr>
<td></td>
<td>San Francisco Health Department, 1909-1913</td>
</tr>
</tbody>
</table>

C-60
Series 335: Correspondence of the Board of Health, 1905-1917

Box 335-18

Contents
Sanitary Inspectors
1905
1906
1907
1908
1909
1910
January-June, 1911
July-December, 1911
1912
1913
Sanitary Inspectors, Chief of, Kauai
1911
1912
1913
Sanitary Inspectors, Chief of, Maui
1911
1912
1913
Sanitary Officers, Chief of, 1907-1913
Sawyer, Dr. Frank E., 1906-1913
Schaefer, F. A., 1905-1913
Senate, 1907-1909
Senate, 1911

Box 335-19

Senate Letters re: Permits to Settlement, 1909
Seton, Dr. L. L., 1909-1913
Sheriffs and Deputy Sheriffs
1905
1906
1907
1911-1913
Shippers' Wharf Committee
1905-1906
1907
1908-1911
Hilo, 1905-1913
Hilo, Board of Health Expenditures, 1905-1913
Sinclair, Dr. A. N., 1905-1912
Smith, F. C., 1906-1913

C-61
Series 335: Correspondence of the Board of Health, 1905-1917

Box 335-19

Contents

Smith, Warren & Hemenway, 1913
Smith, William O., 1905-1911
Spanish Consul, Hon. Ignacio deArana, 1911-1913
Spencer, Thomas, 1911-1913
Standard Oil Company, 1913
Sun Chong Kwok Bo, 1906
Swanzey, Francis M., 1913
Tax Office, 1905-1911
Thayer, Miss Bertha B., 1905-1908
Thayer, W. W., 1907-1912
Thompson, Dr. L. Malcolm, 1912
Thompson and Clemons, 1906-1907
Thurston, L. A., 1905-1913
Towse, Ed., 1906-1912
Treasury Department, Terr. of Hawaii, 1905-1907
Treasury Department, Terr. of Hawaii, 1908-1913
Treasury Dept., U.S. Bureau of Public Health, 1905-1911
Treasury Dept., U.S. Bureau of Public Health, 1912-1913
Tuberculosis Bureau
Maui Nurses, 1916-1917
Kauai Nurses, 1916-1917
Director of, Puumaile Home, 1916-1917
Director of, Hawaii District Nurses, 1916-1917
Kula Sanitarium, 1916-1917
Miscellaneous Correspondence, 1916-1917
Tuttle, Dr. G. B., 1912-1913
U. S. Army Medical Corps, 1911-1914
U. S. Customs Service, 1908-1909
U. S. Lighthouse Establishment, 1906-1913
U. S. Military Hospital, Fort Shafter, 1908-1912
U. S. Navy, Department of; U. S. Naval Station, Honolulu, 1910-1912
U. S. Public Health & Marine Hospital Service:
1905-1906
January-September, 1907
October-December, 1907
January-May, 1908

Box 335-20

June-August, 1908
September-December, 1908
January-March, 1909

Box 335-21

C-62
DEPARTMENT OF HEALTH

Series 335: Correspondence of the Board of Health, 1905-1917

<table>
<thead>
<tr>
<th>Box</th>
<th>Contents</th>
</tr>
</thead>
<tbody>
<tr>
<td>335-21</td>
<td>U. S. Public Health &amp; Marine Hospital Service (continued):</td>
</tr>
<tr>
<td></td>
<td>April-June, 1909</td>
</tr>
<tr>
<td></td>
<td>July-September, 1909</td>
</tr>
<tr>
<td></td>
<td>October-December, 1909</td>
</tr>
<tr>
<td></td>
<td>January-June, 1910</td>
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<td>July-December, 1910</td>
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<tr>
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<td>January-March, 1911</td>
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<td>April-June, 1911</td>
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<td>July-December, 1911</td>
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<td>January-March, 1912</td>
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<td>April-June, 1912</td>
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<td>July-September, 1912</td>
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<tr>
<td></td>
<td>October-December, 1912</td>
</tr>
<tr>
<td></td>
<td>January-March, 1913</td>
</tr>
<tr>
<td>335-22</td>
<td>April-June, 1913</td>
</tr>
<tr>
<td></td>
<td>July-December, 1913</td>
</tr>
<tr>
<td></td>
<td>Van Lil, J. Emil, 1906-1912</td>
</tr>
<tr>
<td></td>
<td>Von Hamm-Young Company, 1906-1912</td>
</tr>
<tr>
<td></td>
<td>Waiahole Water Company, 1913</td>
</tr>
<tr>
<td></td>
<td>Waialae, Kaimuki and Palolo Improvement Club, 1911</td>
</tr>
<tr>
<td></td>
<td>Wailuku Improvement Association, 1907</td>
</tr>
<tr>
<td></td>
<td>Waikiki Reclamation, 1906-1907</td>
</tr>
<tr>
<td></td>
<td>Waimea Hospital, 1905-1911</td>
</tr>
<tr>
<td></td>
<td>Wallach, J. Lor, 1907</td>
</tr>
<tr>
<td></td>
<td>Waterhouse &amp; Company, 1907-1911</td>
</tr>
<tr>
<td></td>
<td>Waterhouse, Dr. E. C., 1907-1908</td>
</tr>
<tr>
<td></td>
<td>Waterhouse Trust Company, 1905-1911</td>
</tr>
<tr>
<td></td>
<td>Watson, E. M., 1908</td>
</tr>
<tr>
<td></td>
<td>Wayson, Dr. James T., 1905-1910</td>
</tr>
<tr>
<td></td>
<td>Wayson, Dr. James T., 1911-1913</td>
</tr>
<tr>
<td></td>
<td>Watt, James, 1905-1911</td>
</tr>
<tr>
<td></td>
<td>Wells Fargo Express Company, 1911</td>
</tr>
<tr>
<td></td>
<td>West, Dr. Thomas J., 1909-1913</td>
</tr>
<tr>
<td></td>
<td>White, Thomas C., 1911-1912</td>
</tr>
<tr>
<td></td>
<td>Whitman, Dr. William B., 1913</td>
</tr>
<tr>
<td></td>
<td>Wichman, H. F., 1905</td>
</tr>
<tr>
<td></td>
<td>Wilder's Steamship Company, 1905</td>
</tr>
<tr>
<td></td>
<td>William, J. N. S., 1907-1910</td>
</tr>
<tr>
<td></td>
<td>Wireless Telegraph Company, 1908</td>
</tr>
</tbody>
</table>
DEPARTMENT OF HEALTH

Series 335: Correspondence of the Board of Health, 1905-1917

**Box** | Contents
---|---
335-22 | Woman's Christian Temperance Union of Hawaii, 1907
        | Wood, Dr. C. B., 1905-1913
        | Wood, Dr. Herbert, 1905-1909
        | Wood, Dr. Herber, 1910-1913
        | Wooley, Rev. Samuel E., 1905-1913
        | Yanagihara, Dr. K., 1906-1913
        | Board of Health, Miscellaneous, 1905-1913


**Box and Folder** | Contents
---|---
336-1-1 | Letters relating to the BOH investigation of the medicinal properties of Hawaiian herbs, 1919, 1921.
        | Kapunihana and Kaaiakamana manuscript, no title, n.d.
        | pp. 281, 286-333
        | pp. 300-408
        | various paginations
        | Akina and Lonomaka'ihonua typescript, labeled “A,” n.d.

C-64
DEPARTMENT OF HEALTH

Series 497: Records of the State Health Insurance Program (SHIP), 1989-1994

<table>
<thead>
<tr>
<th>Box and Folder</th>
<th>Contents</th>
</tr>
</thead>
<tbody>
<tr>
<td>497-1-1</td>
<td>Administrative Rules, 1989-1992</td>
</tr>
<tr>
<td>497-1-4</td>
<td>Advisory Committee, 1989-1992</td>
</tr>
<tr>
<td>497-1-5</td>
<td>Advisory Committee: Delivery System and Payment Subcommittee, 1989</td>
</tr>
<tr>
<td>497-1-6</td>
<td>Advisory Committee: Eligibility Subcommittee, 1989</td>
</tr>
<tr>
<td>497-1-7</td>
<td>Advisory Committee: Evaluation Subcommittee, 1989-1990</td>
</tr>
<tr>
<td>497-1-8</td>
<td>Advisory Committee: Executive Committee, 1989-1990</td>
</tr>
<tr>
<td>497-1-9</td>
<td>Advisory Committee: Marketing Subcommittee, 1989-1990</td>
</tr>
<tr>
<td>497-1-10</td>
<td>Advisory Committee: Rates and Benefits Subcommittee, 1989</td>
</tr>
<tr>
<td>497-1-11</td>
<td>AIDS, 1990</td>
</tr>
<tr>
<td>497-1-12</td>
<td>Applications, 1990-1994</td>
</tr>
<tr>
<td>497-1-13</td>
<td>Client Cases, 1989-1993 [RESTRICTED UNTIL September 15, 2073]</td>
</tr>
<tr>
<td>497-1-14</td>
<td>Consultant: Coopers &amp; Lybrand, 1989-1994</td>
</tr>
<tr>
<td>497-1-18</td>
<td>Design and Implementation, 1989-1992</td>
</tr>
<tr>
<td>497-1-19</td>
<td>Eligibility and Benefits, 1989-1994</td>
</tr>
<tr>
<td>497-1-20</td>
<td>Funding and Costs, 1991-1994</td>
</tr>
<tr>
<td>497-1-21</td>
<td>Hawaii Medical Service Association, 1989-1994</td>
</tr>
<tr>
<td>497-1-22</td>
<td>Hawaii State Primary Care Association, 1989-1994</td>
</tr>
<tr>
<td>497-1-23</td>
<td>Health Care Providers, 1990-1993</td>
</tr>
<tr>
<td>497-1-24</td>
<td>Kaiser Center for Health Research, 1989-1992</td>
</tr>
<tr>
<td>497-2-4</td>
<td>Project: Hamakua Relief, 1993-1994</td>
</tr>
<tr>
<td>497-2-9</td>
<td>Public Relations and Outreach, 1990-1993</td>
</tr>
<tr>
<td>497-2-12</td>
<td>Report: Report to the Legislature, October, 1989</td>
</tr>
</tbody>
</table>
DEPARTMENT OF HEALTH

Series 497: Records of the State Health Insurance Program (SHIP), 1989-1994

<table>
<thead>
<tr>
<th>Box and Folder</th>
<th>Contents</th>
</tr>
</thead>
<tbody>
<tr>
<td>497-2-16</td>
<td>Reports and Summaries of Activity, 1990-1992</td>
</tr>
<tr>
<td>497-3-1</td>
<td>Request for Proposal, 1990</td>
</tr>
<tr>
<td>497-3-2</td>
<td>Speeches and Journal Articles, 1991</td>
</tr>
<tr>
<td>497-3-3</td>
<td>Statistics, 1990-1994</td>
</tr>
<tr>
<td>497-3-4</td>
<td>Transition to QUEST, 1993-1994</td>
</tr>
<tr>
<td>497-3-5</td>
<td>Workshop, March 26-27, 1992</td>
</tr>
<tr>
<td>497-3-6</td>
<td>Workshop: Transcript, Day 1, March 26, 1992</td>
</tr>
<tr>
<td>497-3-7</td>
<td>Workshop: Transcript, Day 2, March 27, 1992</td>
</tr>
<tr>
<td>Series &amp; Box No.</td>
<td>Description</td>
</tr>
<tr>
<td>-----------------</td>
<td>-------------</td>
</tr>
<tr>
<td>501-1-1</td>
<td>Aedes Mosquito Control, Oahu Correspondence, 1943-1945</td>
</tr>
<tr>
<td>501-1-2</td>
<td>District, Central, 1943-1945</td>
</tr>
<tr>
<td>501-1-3</td>
<td>District, Kapahulu, 1943-1945</td>
</tr>
<tr>
<td>501-1-4</td>
<td>District, Lanakila, 1943-1945</td>
</tr>
<tr>
<td>501-1-5</td>
<td>Lectures, n.d.</td>
</tr>
<tr>
<td>501-1-6</td>
<td>Dengue Case Record Summaries, Oahu, 1940s (1 of 2) RESTRICTED per HRS 92F-14; expires on Jan. 1, 2020</td>
</tr>
<tr>
<td>501-1-7</td>
<td>Dengue Case Records Summaries, Oahu, 1940s (2 of 2)</td>
</tr>
<tr>
<td>501-1-8</td>
<td>Dengue Mosquito Control, Oahu Breeding Index, 1945-1955</td>
</tr>
<tr>
<td>501-1-9</td>
<td>Breeding and General Index, Central, 1944-1945</td>
</tr>
<tr>
<td>501-1-10</td>
<td>Breeding and General Index, Honolulu, 1944-1948</td>
</tr>
<tr>
<td>501-1-11</td>
<td>Breeding and General Index, Honolulu, 1956-1961</td>
</tr>
<tr>
<td>501-1-12</td>
<td>Breeding and General Index, Kapahulu, 1944-1945</td>
</tr>
<tr>
<td>501-1-13</td>
<td>Breeding and General Index, Lanakila, 1944-1945</td>
</tr>
<tr>
<td>501-1-14</td>
<td>Breeding and General Index, Wahiawa, 1944-1945</td>
</tr>
<tr>
<td></td>
<td>Malaria and Dengue Control in War Areas (Honolulu) Sept. 1943-April 1944 May 1944-April 1946</td>
</tr>
<tr>
<td>501-2-1</td>
<td>Photographs of Hickam Air Force Base, Schofield Barracks, Mosquito Control and Termite Damage, circa 1962</td>
</tr>
</tbody>
</table>
### DEPARTMENT OF HEALTH

**Series 501**  
**Records of Special Vector Eradication Campaigns**

<table>
<thead>
<tr>
<th>Series &amp; Box No.</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Rodent Control</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Bubonic Plague Cases</strong></td>
<td></td>
</tr>
<tr>
<td>501-2-5</td>
<td>Hamakua, Hawaii, Human, 1900-1968</td>
</tr>
<tr>
<td>501(MAP)-2</td>
<td>Hamakua, Hawaii, Incidence of Human and Rodent Plague 1936-1950</td>
</tr>
<tr>
<td>501-2-6</td>
<td>Hamakua, Hawaii, Rodent, 1900-1968</td>
</tr>
<tr>
<td>501-2-7</td>
<td>Hamakua, Hawaii, Rodent, 1932-1970</td>
</tr>
<tr>
<td>501-2-8</td>
<td>Hamakua, Hawaii, Rodent, 1940-1951</td>
</tr>
<tr>
<td>501-7-1</td>
<td>Hamakua, Hawaii, Rodent, 1943-1945</td>
</tr>
<tr>
<td>501-6-2</td>
<td>Hawaii, Flea Inoculation, 1941</td>
</tr>
<tr>
<td>501-6-3</td>
<td>Hawaii, Flea Inoculation, 1941-43</td>
</tr>
</tbody>
</table>
| 501-2-9          | Hawaii, Human, 1928  
RESTRICTED per HRS 92F-14; expires on Jan. 1, 2009 |
| 501-2-10         | Hawaii, Human, 1929-1931  
RESTRICTED per HRS 92F-14; expires on Jan. 1, 2012 |
| 501-3-1          | Hawaii, Human 1932-1934  
RESTRICTED per HRS 92F-14; expires on Jan. 1, 2015 |
| 501-3-2          | Hawaii, Human, 1934-1943  
RESTRICTED per HRS 92F-14; expires on Jan. 1, 2024 |
| 501-6-4          | Hawaii, Human, 1943  
RESTRICTED per HRS 92F-14; expires on Jan. 1, 2024 |
| 501-6-5          | Hawaii, Human, 1944-1945  
RESTRICTED per HRS 92F-14; expires on Jan. 1, 2026 |
| 501 v. 1         | Hawaii, Plague Records, 1900-1933  
RESTRICTED per HRS 92F-14; expires on Jan. 1, 2014 |
| 501-3-3          | Hawaii, Rodent, 1907-1929 |
| 501-3-4          | Hawaii, Rodent, 1910-1949 |

C-68
<table>
<thead>
<tr>
<th>Series &amp; Box No.</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Rodent Control</strong></td>
<td></td>
</tr>
<tr>
<td>501-3-5</td>
<td>Hawaii, Rodent, 1930-1946</td>
</tr>
<tr>
<td>501-3-6</td>
<td>Hawaii, Rodent, 1936-1941</td>
</tr>
<tr>
<td>501-3-7</td>
<td>Hawaii, Rodent, Jul. 1-Dec. 16, 1936</td>
</tr>
<tr>
<td>501-4-3</td>
<td>Hawaii, Rodent, Aug. -Dec. 9,1938</td>
</tr>
<tr>
<td>501-4-5</td>
<td>Hawaii, Rodent, Jul. 1, 1939-Aug. 7, 1940</td>
</tr>
<tr>
<td>501-4-6</td>
<td>Hawaii, Rodent, Aug. 15, 1940-Jun. 30, 1941</td>
</tr>
<tr>
<td>501-5-1</td>
<td>Hawaii, Rodent, 1941-1944</td>
</tr>
<tr>
<td>501-5-2</td>
<td>Hawaii, Rodent, Jul. 1, 1941-Sept. 1942</td>
</tr>
<tr>
<td>501-5-4</td>
<td>Hawaii, Rodent, Jul. 1943-Jun. 1945</td>
</tr>
<tr>
<td>501-5-5</td>
<td>Hawaii, Rodent, 1945-1949</td>
</tr>
<tr>
<td>501-5-6</td>
<td>Hawaii, Rodent, 1950-1957</td>
</tr>
<tr>
<td>501-6-1</td>
<td>Hawaii, Rodent, Jul. 1945-Dec. 1949</td>
</tr>
<tr>
<td>501-2-4</td>
<td>Kauai and Oahu, 1902</td>
</tr>
<tr>
<td>501-6-6</td>
<td>Maui, Human, Aug. 1931-Dec. 1937</td>
</tr>
<tr>
<td>RESTRICTED per HRS 92F-14; expires on Jan. 1, 2024</td>
<td></td>
</tr>
<tr>
<td>501-6-7</td>
<td>Maui, Rodent, Sept. 1931-Dec. 1949</td>
</tr>
<tr>
<td>501 v. 2</td>
<td>Oahu and Maui, Plague Records, 1899-1900</td>
</tr>
<tr>
<td>501-6-8</td>
<td>Oahu, Medical Histories, 1901-1902</td>
</tr>
</tbody>
</table>
### DEPARTMENT OF HEALTH

Series 501 Records of Special Vector Eradication Campaigns

<table>
<thead>
<tr>
<th>Series &amp; Box No.</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rodent Control</td>
<td></td>
</tr>
</tbody>
</table>

#### Bubonic Plague

- **501-7-2**
  - Correspondence, 1928-1942 (includes photographs of Paauilo Rail Road Station, Paauhuu Landing, Kukuihaele Landing, and Kukaiau Stables)

- **501-7-3**
  - Correspondence, Federal Government, 1952-1955 (includes photographs of poison bait)

- **501-7-4**
  - Correspondence, Human and Rodent, 1932 (includes photograph of rats)

- **501-7-5**
  - Correspondence, Maui, Sept. 1931 - Oct. 1942

- **501-7-6**
  - Correspondence, Maui, Oct. 1942- Jul. 1949

- **501-7-7**
  - Correspondence, Rodent, Jul. 1943-Oct. 1944

- **501-7-8**
  - Correspondence, Rodent, Nov. 1944-Jun. 30, 1945

- **501-vol. 2**
  - Incidence of Human and Rodent Plague, Hamakua, Hawaii, 1936-50

- **501-7-9**
  - Laboratory Diagnosis, Honokaa, Hawaii, 1944-1945

- **501-7-10**
  - Monthly Report, Quarantine Activities, Hawaii, 1935-1945

- **501-8-1**
  - Monthly Reports, Board of Health, Oahu, 1937-1940

  - Monthly Reports, Hawaii
    - **501-8-2**
      - Jul.-Dec. 1935
    - **501-8-3**
      - Jan.-Jun. 30, 1936
    - **501-8-4**
      - Jul.-Dec. 1936
    - **501-8-5**
      - Jan.-Mar. 1937
    - **501-8-6**
      - Apr.-Jun. 1937
    - **501-9-1**
      - Jul. - Dec. 1937
    - **501-9-2**
      - Monthly Reports, Health Officer, Jul. 1934-Jan. 1935

C-70
### DEPARTMENT OF HEALTH

**Series 501**

**Records of Special Vector Eradication Campaigns**

<table>
<thead>
<tr>
<th>Series &amp; Box No.</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Rodent Control</strong></td>
<td></td>
</tr>
</tbody>
</table>
| 501-9-3        | Monthly Reports, Maui  
                 | Sept. 1931-May 1934 |
| 501-9-4        | May 1934-Jun. 1935 |
| 501-9-6        | Mar.-Jun. 1936 |
| 501-9-7        | Jul. 1937-Apr. 1938 |
| 501-10-1       | May 1938-Jun. 1939 |
| 501-10-2       | Jul. 1939-Jul. 1940 |
| 501-10-3       | Aug. 1940-Jun. 30, 1941 |

**Bubonic Plague**

<table>
<thead>
<tr>
<th>Series &amp; Box No.</th>
<th>Description</th>
</tr>
</thead>
</table>
| 501-10-4        | Monthly Reports, Oahu  
                 | 1931- Jan. 1933 |
| 501-10-5        | Feb.-Jun. 1934 |
| 501-10-6        | Feb.-Jul. 1935 |
| 501-10-7        | Jan.-Jun., 1938 |
| 501-11-1        | Aug. 1938-Jul. 1939 |
| 501-11-2        | Aug. 1939-Jul. 1940 |
| 501-11-3        | Aug. 1940-Jun. 1941 |

| 501-11-4        | Project Reports, Hamakua, Hawaii, 1952-1953 (includes photographs of rodent traps) |
| 501-11-5        | Report of Plague Campaign Activities, Jun. 30, 1941 |
| 501-11-7        | Rodent Control Survey, Hawaii, 1939 |
| 501-11-8        | Sanitation Activities, Hamakua, Hawaii, 1945-1961 |

C-71
### DEPARTMENT OF HEALTH

#### Series 501

**Records of Special Vector Eradication Campaigns**

<table>
<thead>
<tr>
<th>Series &amp; Box No.</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Rodent Control</strong></td>
<td></td>
</tr>
<tr>
<td>501-11-9</td>
<td>Studies, Vectors and Reservoirs of Plague, and Rat Proofing, Hamakua, 1947-1948</td>
</tr>
<tr>
<td><strong>Bubonic Plague</strong></td>
<td></td>
</tr>
<tr>
<td>501-12-1</td>
<td>Flea Data, Hamakua, Hawaii</td>
</tr>
<tr>
<td>501-12-2</td>
<td>1948-1953</td>
</tr>
<tr>
<td>501-12-3</td>
<td>1954-1959</td>
</tr>
<tr>
<td>501-12-4</td>
<td>1960-1962</td>
</tr>
<tr>
<td>501-12-5</td>
<td>1963</td>
</tr>
<tr>
<td>501-12-6</td>
<td>Maui, 1948-1963</td>
</tr>
<tr>
<td>501-12-7</td>
<td>Photographs of Eradication Activities and Staff, n.d.</td>
</tr>
<tr>
<td>501-12-8</td>
<td>Photographs of Eradication Activities and Staff, n.d.</td>
</tr>
<tr>
<td>501-12-9</td>
<td>Photographs of Eradication Activities, Inoculation, and Staff, n.d.</td>
</tr>
<tr>
<td><strong>Rabies, Joint Rabies Control Program</strong></td>
<td>Activities</td>
</tr>
<tr>
<td>501-12-10</td>
<td>1967</td>
</tr>
<tr>
<td>501-12-11</td>
<td>Mar-Oct. 16, 1967</td>
</tr>
<tr>
<td>501-13-2</td>
<td>Nov. 1967</td>
</tr>
<tr>
<td>501-13-3</td>
<td>Dec. 1967</td>
</tr>
<tr>
<td>501-13-4</td>
<td>Jan.-Feb. 1968</td>
</tr>
<tr>
<td>501-13-5</td>
<td>Mar.-Sept. 1968</td>
</tr>
<tr>
<td>501-13-6</td>
<td>Animal Retrievals, Oahu</td>
</tr>
<tr>
<td></td>
<td>1965-67</td>
</tr>
<tr>
<td>Series &amp; Box No.</td>
<td>Description</td>
</tr>
<tr>
<td>----------------</td>
<td>-------------</td>
</tr>
</tbody>
</table>
| 501-13-7       | Rodent Control
Rabies, Joint Rabies Control Program  
Animal Retrievals, Oahu  
1968 |
| 501-13-8       | Health Education, 1967-1968 (includes slides of rabies vaccinations and photographs of a boy with his dog) |
| 501-14-1       | Plan for Control of Small Mammals, 1968 |
| 501-14-2       | Public Information, 1967-1968 |
| 501-14-3       | Publicity, Oct. 1967 |
| 501-14-4       | Publicity, Nov 1967-Apr. 1968 |
| 501-14-5       | Report, 1968 |
| 501-14-6       | Task Force, Education, 1967 |
| 501-14-7       | Task Forces, 1967 |
| 501-14-8       | Rodent Species Composition, Hamakua, 1949-1963 |
| 501-14-9       | Sanitation Week, 1948 (includes photograph) |
| 501-14-10      | Trichinosis, Survey, Honolulu, 1936 |
| 501-14-11      | Typhus  
Case Rates, 1932 and Deaths Since 1934, All Islands  
RESTRICTED per HRS 92F-14; expires on Jan. 1, 2015 |
| 501-14-12      | Cases by Ages, Sex, and Nationality, Honolulu, 1940-1960 |
| 501-14-13      | Cases, Complaints Summary, Oahu, 1947-1969 |
| 501-14-14      | Cases, Oahu, Jul. 1943-Jun.1945  
RESTRICTED per HRS 92F-14; expires on Jan. 1, 2026 |
RESTRICTED per HRS 92F-14; expires on Jan. 1, 2028 |
### DEPARTMENT OF HEALTH

**Series 501**  
**Records of Special Vector Eradication Campaigns**

<table>
<thead>
<tr>
<th>Series &amp; Box No.</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Rodent Control</strong></td>
<td></td>
</tr>
</tbody>
</table>
<pre><code>             | RESTRICTED per HRS 92F-14; expires on Jan. 1, 2042 |
</code></pre>
<p>| 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) |</p>
| 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 |
| 501-15-12        | 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  
<pre><code>             | RESTRICTED per HRS 92F-14; expires on Jan. 1, 2051 |
</code></pre>
<table>
<thead>
<tr>
<th>Box or Vol. No.</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>502-5-1</td>
<td>Chiropractors, List of Licensed, 1937-1965</td>
</tr>
</tbody>
</table>
| 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 |
| 502-5-7        | Chiropractic Physicians, 1931-1978 |
| 502-1-2        | Naturopathic Physicians, 1950-1952 |
| 502-5-8        | Naturopathy, Licensure, 1925-1964 |
| 502-5-9        | Naturopathy, Rules and Regulations, 1937-1956 |
| 502-1-3        | Osteopathic Physicians, 1926-1968 |
| 502-1-4        | Osteopaths, Hospital Privileges, 1966-1967 |
| 502-5-10       | Podiatry, 1947-1974 |
| 502-5-11       | Podiatry, Authority to Prescribe Drugs, 1964 |
| 502-5-12       | Podiatry, Examining Committee, 1947-1973 |
| 502-5-13       | Podiatry, Regulation, 1957-1964 |
| 502-5-14       | Podiatry, Use of Drugs, 1953-1962 |
| 502-5-15       | National Board of Podiatry Physicians, 1947-1966 |
| 502-5-16       | Examination Questions  
|               | Chiropractic, 1948-1962 |
| 502-6-1        | Naturopathy, 1947-1957 |
| 502-6-2        | Podiatry, 1956-1958 |

C-75
<table>
<thead>
<tr>
<th>Series 502</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Box or Vol. No.</td>
<td></td>
</tr>
<tr>
<td>502-6-3</td>
<td>Letters of Certification, Chiropractors, 1933-1962</td>
</tr>
<tr>
<td></td>
<td>RESTRICTED per HRS 92F-14; expires on Jan. 1, 2043</td>
</tr>
<tr>
<td>502-6-4</td>
<td>Letters of Certification, Naturopathic Physicians, 1925-1962</td>
</tr>
<tr>
<td></td>
<td>RESTRICTED per HRS 92F-14; expires on Jan. 1, 2043</td>
</tr>
<tr>
<td>502-1-6</td>
<td>Letters of Certification, Osteopathic Physicians, 1922-1962</td>
</tr>
<tr>
<td></td>
<td>RESTRICTED per HRS 92F-14; expires on Jan. 1, 2043</td>
</tr>
<tr>
<td>502-1-7</td>
<td>Letters of Certification, Physicians</td>
</tr>
<tr>
<td></td>
<td>1922-1924, includes list of licensed physicians, 1945</td>
</tr>
<tr>
<td></td>
<td>RESTRICTED per HRS 92F-14; expires on Jan. 1, 2005</td>
</tr>
<tr>
<td>502-1-8</td>
<td>1925-1926</td>
</tr>
<tr>
<td></td>
<td>RESTRICTED per HRS 92F-14; expires on Jan. 1, 2007</td>
</tr>
<tr>
<td>502-1-9</td>
<td>1927</td>
</tr>
<tr>
<td></td>
<td>RESTRICTED per HRS 92F-14; expires on Jan. 1, 2008</td>
</tr>
<tr>
<td>502-1-10</td>
<td>1928</td>
</tr>
<tr>
<td></td>
<td>RESTRICTED per HRS 92F-14; expires on Jan. 1, 2009</td>
</tr>
<tr>
<td>502-1-11</td>
<td>1929-April 1930</td>
</tr>
<tr>
<td></td>
<td>RESTRICTED per HRS 92F-14; expires on Jan. 1, 2011</td>
</tr>
<tr>
<td>502-1-12</td>
<td>April 1930-May 1931</td>
</tr>
<tr>
<td></td>
<td>RESTRICTED per HRS 92F-14; expires on Jun. 1, 2011</td>
</tr>
<tr>
<td>502-1-13</td>
<td>August 1931-January 1932</td>
</tr>
<tr>
<td></td>
<td>RESTRICTED per HRS 92F-14; expires on Feb. 1, 2012</td>
</tr>
<tr>
<td>502-1-14</td>
<td>February 1932-February 1933</td>
</tr>
<tr>
<td></td>
<td>RESTRICTED per HRS 92F-14; expires on Mar. 1, 2013</td>
</tr>
<tr>
<td>502-1-15</td>
<td>May 1933-October 1933</td>
</tr>
<tr>
<td></td>
<td>RESTRICTED per HRS 92F-14; expires on Nov. 1, 2013</td>
</tr>
<tr>
<td>502-2-1</td>
<td>February 1934-June 1935</td>
</tr>
<tr>
<td></td>
<td>RESTRICTED per HRS 92F-14; expires on Jul. 1, 2015</td>
</tr>
<tr>
<td>502-2-2</td>
<td>July 1935-October 1935</td>
</tr>
<tr>
<td></td>
<td>RESTRICTED per HRS 92F-14; expires on Nov. 1, 2015</td>
</tr>
<tr>
<td>502-2-3</td>
<td>Letters of Certification, Physicians</td>
</tr>
<tr>
<td></td>
<td>January 1936-December 1938</td>
</tr>
<tr>
<td></td>
<td>RESTRICTED per HRS 92F-14; expires on Jan. 1, 2018</td>
</tr>
</tbody>
</table>

C-76
<table>
<thead>
<tr>
<th>Series 502</th>
<th>Box or Vol. No.</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>502-2-4</td>
<td>Physician’s Licensing Records Jan 1939-May 1943 RESTRICTED per HRS 92F-14; expires on Jun. 1, 2023</td>
</tr>
<tr>
<td></td>
<td>502-2-5</td>
<td>January 1943-June 1948 RESTRICTED per HRS 92F-14; expires on Jul. 1, 2028</td>
</tr>
<tr>
<td></td>
<td>502-2-6</td>
<td>January 1948-November 1952 RESTRICTED per HRS 92F-14; expires on Dec. 1, 2032</td>
</tr>
<tr>
<td></td>
<td>502-2-7</td>
<td>1952-1958 RESTRICTED per HRS 92F-14; expires on Jan. 1, 2039</td>
</tr>
<tr>
<td></td>
<td>502-2-8</td>
<td>1959-1965 RESTRICTED per HRS 92F-14; expires on Jan. 1, 2046</td>
</tr>
<tr>
<td></td>
<td>502-6-5</td>
<td>Naturopaths, List of Licensed, 1937-1965</td>
</tr>
<tr>
<td></td>
<td>502-2-9</td>
<td>Osteopaths, List of Licensed, 1931-1967</td>
</tr>
<tr>
<td></td>
<td>502-2-10 (Broadside)</td>
<td>Physicians, List of, 1967</td>
</tr>
<tr>
<td></td>
<td>502-6-6</td>
<td>Podiatry, License Renewals, 1961-1964</td>
</tr>
<tr>
<td></td>
<td>502-6-7</td>
<td>Podiatry, License Renewals, 1965-1970</td>
</tr>
<tr>
<td></td>
<td>502-2-11</td>
<td>Register of Commissions 1947-1957</td>
</tr>
<tr>
<td></td>
<td>502-2-12</td>
<td>1957-1959</td>
</tr>
<tr>
<td></td>
<td>502 v. 1</td>
<td>Register of Licenses Chiropodists, 1947-1958</td>
</tr>
<tr>
<td></td>
<td>502 v. 2</td>
<td>Chiropractors 1923-1925</td>
</tr>
<tr>
<td></td>
<td>502 v. 3 folio</td>
<td>1926-1954</td>
</tr>
<tr>
<td></td>
<td>502 v. 4 folio</td>
<td>Maternity Hospitals, 1948-1950</td>
</tr>
<tr>
<td></td>
<td>502 v. 5</td>
<td>Medicine and Surgery 1905-1917</td>
</tr>
<tr>
<td></td>
<td>502 v. 6 folio</td>
<td>1917-1926</td>
</tr>
<tr>
<td></td>
<td>502 v. 7</td>
<td>1927-1929</td>
</tr>
</tbody>
</table>

C-77
<table>
<thead>
<tr>
<th>Series 502</th>
<th>Physician’s Licensing Records</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>502 v. 8</td>
<td>Register of Licenses</td>
<td>Medicine and Surgery</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1929-1932</td>
</tr>
<tr>
<td>502 v. 9</td>
<td></td>
<td>1932-1937</td>
</tr>
<tr>
<td>502 v. 10</td>
<td></td>
<td>1937-1941</td>
</tr>
<tr>
<td>502 v. 11</td>
<td></td>
<td>1941-1946</td>
</tr>
<tr>
<td>502 v. 12 folio</td>
<td></td>
<td>Medicine and Surgery (temporary)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1932</td>
</tr>
<tr>
<td>502 v. 13 folio</td>
<td></td>
<td>Naturopaths, 1927-1953</td>
</tr>
<tr>
<td>502 v. 14 folio</td>
<td></td>
<td>Osteopaths</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1921-1926</td>
</tr>
<tr>
<td>502 v. 15 folio</td>
<td></td>
<td>1925-1955</td>
</tr>
<tr>
<td>502 v. 16</td>
<td></td>
<td>Physicians (Deceased), 1894-1937</td>
</tr>
<tr>
<td>502 v. 17</td>
<td></td>
<td>Physicians, Licensed (Active), 1900-1940s</td>
</tr>
<tr>
<td>502 v. 18</td>
<td></td>
<td>Physicians, Licensed (Retired), 1890s-1930s</td>
</tr>
<tr>
<td>502 v. 19 folio</td>
<td></td>
<td>Veterinarians</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1908-1926</td>
</tr>
<tr>
<td>502 v. 20 folio</td>
<td></td>
<td>1927-1948</td>
</tr>
<tr>
<td>502-3-1</td>
<td>Register of Temporary Licenses</td>
<td>1965-1969</td>
</tr>
<tr>
<td>502-6-8</td>
<td>Registration of Chiropractic Physicians, 1924-1931</td>
<td>RESTRICTED per HRS 92F-14; expires on Jan. 1, 2012</td>
</tr>
<tr>
<td>502-6-9</td>
<td>Registration of Naturopathic Physicians, 1926-1946</td>
<td>RESTRICTED per HRS 92F-14; expires on Jan. 1, 2027</td>
</tr>
<tr>
<td>502-6-10</td>
<td>Registration of Osteopathic Physicians or Osteopathic Physician and Surgeon, 1960s</td>
<td>RESTRICTED per HRS 92F-14; expires on Jan. 1, 2027</td>
</tr>
<tr>
<td>502-3-2</td>
<td></td>
<td>A-F</td>
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<tr>
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<tr>
<td>Box or Vol. No.</td>
<td>Description</td>
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</tr>
<tr>
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<tr>
<td>502-3-3</td>
<td>Registration of Osteopathic Physicians or Osteopathic Physician and Surgeon, 1960s</td>
<td></td>
</tr>
<tr>
<td>502-3-4</td>
<td>RESTRICTED per HRS 92F-14; expires on Jan. 1, 2050</td>
<td></td>
</tr>
<tr>
<td>502-3-5</td>
<td>Registration of Physicians, 1931-1969</td>
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<td>502-3-7</td>
<td>RESTRICTED per HRS 92F-14; expires on Jan. 1, 2050</td>
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<td>502-3-10</td>
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<tr>
<td>503-3-11</td>
<td>RESTRICTED per HRS 92F-14; expires on Jan. 1, 2050</td>
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<tr>
<td>502-3-12</td>
<td>RESTRICTED per HRS 92F-14; expires on Jan. 1, 2050</td>
<td></td>
</tr>
<tr>
<td>502-3-13</td>
<td>RESTRICTED per HRS 92F-14; expires on Jan. 1, 2050</td>
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<td>502-3-14</td>
<td>RESTRICTED per HRS 92F-14; expires on Jan. 1, 2050</td>
<td></td>
</tr>
<tr>
<td>502-3-15</td>
<td>RESTRICTED per HRS 92F-14; expires on Jan. 1, 2050</td>
<td></td>
</tr>
<tr>
<td>502-4-1</td>
<td>RESTRICTED per HRS 92F-14; expires on Jan. 1, 2050</td>
<td></td>
</tr>
</tbody>
</table>

C-79
<table>
<thead>
<tr>
<th>Series 502</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Box or Vol. No.</strong></td>
<td><strong>Physician’s Licensing Records</strong></td>
</tr>
</tbody>
</table>
| 502-4-2 | Registration of Physicians, 1931-1969  
Ma-Me  
RESTRICTED per HRS 92F-14; expires on Jan. 1, 2050 |
| 502-4-3 | Mi-My  
RESTRICTED per HRS 92F-14; expires on Jan. 1, 2050 |
| 502-4-4 | N  
RESTRICTED per HRS 92F-14; expires on Jan. 1, 2050 |
| 502-4-5 | O  
RESTRICTED per HRS 92F-14; expires on Jan. 1, 2050 |
| 502-4-6 | P  
RESTRICTED per HRS 92F-14; expires on Jan. 1, 2050 |
| 502-4-7 | Q  
RESTRICTED per HRS 92F-14; expires on Jan. 1, 2050 |
| 502-4-8 | R  
RESTRICTED per HRS 92F-14; expires on Jan. 1, 2050 |
| 502-4-9 | Sa-Sl  
RESTRICTED per HRS 92F-14; expires on Jan. 1, 2050 |
| 502-4-10 | Sm-Sz  
RESTRICTED per HRS 92F-14; expires on Jan. 1, 2050 |
| 502-4-11 | T  
RESTRICTED per HRS 92F-14; expires on Jan. 1, 2050 |
| 502-4-12 | U  
RESTRICTED per HRS 92F-14; expires on Jan. 1, 2050 |
| 502-4-13 | V  
RESTRICTED per HRS 92F-14; expires on Jan. 1, 2050 |
| 502-4-14 | W  
RESTRICTED per HRS 92F-14; expires on Jan. 1, 2050 |
| 502-4-15 | XYZ  
RESTRICTED per HRS 92F-14; expires on Jan. 1, 2050 |

Roster of Physicians Licenses by Dept. of Health  
1940  

C-80
<table>
<thead>
<tr>
<th>Series 502</th>
<th>Box or Vol. No.</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>502-6-12</td>
<td>Roster of Physicians Licenses by Dept. of Health</td>
</tr>
<tr>
<td></td>
<td>502-6-13</td>
<td>1943</td>
</tr>
<tr>
<td></td>
<td>502-6-14</td>
<td>1944</td>
</tr>
<tr>
<td></td>
<td>502-6-15</td>
<td>1945</td>
</tr>
<tr>
<td></td>
<td>502-6-16</td>
<td>1946</td>
</tr>
<tr>
<td></td>
<td>502-6-17</td>
<td>1947</td>
</tr>
<tr>
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<td>502-6-18</td>
<td>1948</td>
</tr>
<tr>
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<tr>
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<tr>
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</tr>
<tr>
<td></td>
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</tr>
<tr>
<td></td>
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</tr>
<tr>
<td></td>
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<td>1962</td>
</tr>
<tr>
<td></td>
<td>502-6-31</td>
<td>1963</td>
</tr>
<tr>
<td></td>
<td>502-6-32</td>
<td>1964</td>
</tr>
<tr>
<td></td>
<td>502-6-33</td>
<td>1965</td>
</tr>
<tr>
<td></td>
<td>502-6-34</td>
<td>1966</td>
</tr>
<tr>
<td></td>
<td>502-6-35</td>
<td>1970</td>
</tr>
</tbody>
</table>
Series 502  

Physician's Licensing Records

Box or Vol. No.  

Description

502-4-16  

### Series 515

**Minutes of the Ad Hoc Committees, Administrative Officers, Deputy Directors, and Division Chiefs**

<table>
<thead>
<tr>
<th>Box &amp; Folder No.</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>515-1-1</td>
<td>Ad Hoc Committee on Review of Departmental Organization Structure, December 1974 - April 1975</td>
</tr>
</tbody>
</table>
| 515-1-2          | Administrative Officer's Meetings  
                    Index, 1960-1973 |
| 515-1-3          | December 1969 - December 1973 |
| 515-1-4          | January 1974 - May 1977 |
| 515-1-5          | January 1977 - October 1978 |
| 515-1-6          | February 1979 - January 1982 |
| 515-1-7          | Deputy Director's Meetings, June 14, 1982-January 20, 1983 |
| 515-1-8          | Division Chief's Meetings  
                    Index, 1964-1978 |
| 515-1-9          | January 1970 - April 1976 |
| 515-1-10         | January 1977 - April 1978 |
| 515-1-11         | January 1979 - January 1980 |
| 515-1-12         | May 1981 - December 1981 |

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
### DEPARTMENT OF HEALTH

**RECORDS CONTAINER LIST**

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

<table>
<thead>
<tr>
<th>Box &amp; Folder</th>
<th>Contents</th>
</tr>
</thead>
<tbody>
<tr>
<td>525-1-1</td>
<td>Comprehensive Health Planning Office Minutes and Correspondence, 1967-1969</td>
</tr>
<tr>
<td>525-1-2</td>
<td>Correspondence, 1970-1971</td>
</tr>
<tr>
<td>525-1-3</td>
<td>Comprehensive Health Planning Agency Minutes, 1976</td>
</tr>
<tr>
<td>525-1-4</td>
<td>Comprehensive Health Planning Advisory Council Agenda and Meeting Materials, 1972</td>
</tr>
<tr>
<td>525-1-5</td>
<td>Facilities Planning Committee Agenda and Minutes, 1971-1972</td>
</tr>
<tr>
<td>525-1-6</td>
<td>Facilities and Resources Committee Agenda, Minutes and Correspondence, 1969-1974</td>
</tr>
<tr>
<td>525-1-7</td>
<td>Maui County Committee Minutes, 1968-1972</td>
</tr>
<tr>
<td>525-1-8</td>
<td>Review Committee Agenda and Minutes, 1972-1974, 1976</td>
</tr>
<tr>
<td>525-1-9</td>
<td>Molokai Health Planning Task Force Minutes and Reports, 1971-1972</td>
</tr>
<tr>
<td>525-1-10</td>
<td>Facilities Planning Committee Minutes, 1972, 1975-1976</td>
</tr>
<tr>
<td>525-1-11</td>
<td>Governor's Ad Hoc Committee on Public Law 93-641 Minutes, February 17, 1976</td>
</tr>
<tr>
<td>525-1-12</td>
<td>Steering Committee Minutes, 1976</td>
</tr>
<tr>
<td>525-1-13</td>
<td>Task Force on Hawaii State Health Coordinating Council Minutes, 1976</td>
</tr>
<tr>
<td>525-1-14</td>
<td>Task Force on State Health Planning and Development Agency Agenda and Minutes, 1976</td>
</tr>
<tr>
<td>525-1-15</td>
<td>SHPDA Administrator and Staff Correspondence and Reports, 1976-1981</td>
</tr>
<tr>
<td>525-1-16</td>
<td>Correspondence and Reports, 1982-1988</td>
</tr>
</tbody>
</table>

C-84
DEPARTMENT OF HEALTH

RECORDS CONTAINER LIST

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

<table>
<thead>
<tr>
<th>Box &amp; Folder</th>
<th>Contents</th>
</tr>
</thead>
</table>
| 525-1-17     | **Hawaii State Health Coordinating Council**  
Correspondence, 1977-1978, 1984 |
| 525-1-18     | Correspondence and Testimony re State Health Plan, 1978 |
| 525-2-1      | Correspondence and Testimony re State Health Plan (Rev. Ed.), 1979 |
| 525-2-2      | Correspondence and Testimony re State Health Plan (3rd Ed.), 1979-1980 |
| 525-2-3      | Correspondence and Testimony re State Health Services and Facilities Plan, 1980-1981 |
| 525-2-4      | **Ad Hoc Oahuwide PUFF Review Committee**  
Minutes and Correspondence, 1979 |
| 525-2-5      | Continuing Education Committee  
Agenda, Minutes and Correspondence, 1977-1980 |
| 525-2-6      | Master Plan, 1978-1979 |
| 525-2-7      | **Future of Health Planning Ad Hoc Committee**  
Agenda and Minutes, 1981 |
| 525-2-8      | Long Term Care Ad Hoc Committee  
Agenda and Minutes, 1982-1983 |
| 525-2-9      | Plan Development Committee  
Agenda and Minutes, 1977-1978 |
| 525-2-10     | Agenda and Minutes, 1979-1980 |
| 525-2-11     | Agenda and Minutes, 1981-1983 |
| 525-2-12     | Correspondence and Reports, n.d., 1977-1983, 1988  
**Behavioral Health Task Force**  
Agenda and Minutes, 1979 |
| 525-2-13     | **Clinical Laboratory Task Force**  
Agenda and Minutes, 1979 |
| 525-2-14     | **Dental Task Force**  
Agenda, Minutes and Correspondence, 1979 |
| 525-2-15     | Draft State Dental Health Plan, 1979  
**General Hospital/Acute Care Bed Task Force** |
| 525-2-16     | Agenda and Minutes, 1978-1979 (1 of 2) |
| 525-2-17     | Agenda and Minutes, 1978-1979 (1 of 2)  
**Health Maintenance Organization (HMO) Task Force** |
| 525-2-18     | Agenda and Minutes, 1979 |

C-85
DEPARTMENT OF HEALTH

RECORDS CONTAINER LIST

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

Box & Folder  Contents

Hawaii State Health Coordinating Council
Plan Development Committee
   Health Manpower Task Force
   Agenda and Minutes, 1978-1980
   Long Term Care Task Force
   Agenda and Minutes, 1979-1980
   Pediatric Services Task Force
   Agenda and Minutes, 1978-1979
   Wellness Planning Task Force
   Minutes, Programs and Reports, 1978-1979

Oahuwide CON Review Committee
   Agenda, Minutes and Correspondence, 1977 [Ad Hoc Committee]
   Agenda, Minutes and Correspondence, FY 1978
   Agenda, Minutes and Correspondence, FY 1979
   Agenda, Minutes and Correspondence, FY 1980
   Agenda, Minutes and Correspondence, FY 1981 (1 of 2)
   Agenda, Minutes and Correspondence, FY 1981 (2 of 2)
   Agenda, Minutes and Correspondence, FY 1982
   Agenda, Minutes and Correspondence, FY 1983
   Agenda, Minutes and Correspondence, FY 1984
   Agenda, Minutes and Correspondence, FY 1985
   Agenda, Minutes and Correspondence, FY 1986
   Agenda, Minutes and Correspondence, FY 1987

Subarea Health Planning Councils
   Central Oahu Subarea Health Planning Council
      Agenda, Minutes and Correspondence, 1977-1978
   Agenda, Minutes and Correspondence, 1979
   Agenda, Minutes and Correspondence, 1980-1982
   Agenda, Minutes and Correspondence, 1984-1987
   East Honolulu Subarea Health Planning Council
      Agenda and Minutes, 1976-1977
      Agenda and Minutes, 1978-1980
      Agenda and Minutes, 1981-1982
## DEPARTMENT OF HEALTH

**RECORDS CONTAINER LIST**

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

<table>
<thead>
<tr>
<th>Box &amp; Folder</th>
<th>Contents</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Subarea Health Planning Councils</strong></td>
</tr>
<tr>
<td></td>
<td><strong>East Honolulu Subarea Health Planning Council</strong></td>
</tr>
<tr>
<td>525-4-7</td>
<td>Agenda and Minutes, 1983-1984</td>
</tr>
<tr>
<td></td>
<td><strong>Kauai Subarea Health Planning Council</strong></td>
</tr>
<tr>
<td>525-4-8</td>
<td>Minutes, 1988</td>
</tr>
<tr>
<td></td>
<td><strong>Tri-Isle Subarea Health Planning Council</strong></td>
</tr>
<tr>
<td>525-4-9</td>
<td>Minutes, 1976-1979</td>
</tr>
<tr>
<td>525-4-10</td>
<td>Agenda, Minutes and Correspondence, 1980-1981</td>
</tr>
<tr>
<td>525-4-11</td>
<td>Agenda, Minutes and Correspondence, 1982-1983</td>
</tr>
<tr>
<td>525-4-12</td>
<td>Agenda, Minutes and Correspondence, 1984-1986, 1988</td>
</tr>
<tr>
<td></td>
<td><strong>Molokai Health Planning Committee</strong></td>
</tr>
<tr>
<td>525-5-1</td>
<td>Agenda, Minutes and Correspondence, 1979-1981</td>
</tr>
<tr>
<td></td>
<td><strong>Review and Facilities Committee</strong></td>
</tr>
<tr>
<td>525-5-2</td>
<td>Agenda and Minutes, 1977</td>
</tr>
<tr>
<td></td>
<td><strong>Review Committee</strong></td>
</tr>
<tr>
<td>525-5-3</td>
<td>Agenda, Minutes and Correspondence, 1978-1983</td>
</tr>
<tr>
<td></td>
<td><strong>Waianae Coast Subarea Health Planning Council</strong></td>
</tr>
<tr>
<td>525-5-4</td>
<td>Agenda, Minutes and Correspondence, 1976-1977</td>
</tr>
<tr>
<td>525-5-5</td>
<td>Agenda, Minutes and Correspondence, 1978</td>
</tr>
<tr>
<td>525-5-6</td>
<td>Agenda, Minutes and Correspondence, 1979</td>
</tr>
<tr>
<td>525-5-7</td>
<td>Agenda, Minutes and Correspondence, 1980</td>
</tr>
<tr>
<td>525-5-8</td>
<td>Agenda, Minutes and Correspondence, 1981</td>
</tr>
<tr>
<td>525-5-9</td>
<td>Agenda, Minutes and Correspondence, 1982</td>
</tr>
<tr>
<td>525-5-10</td>
<td>Agenda, Minutes and Correspondence, 1983</td>
</tr>
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<td>525-5-11</td>
<td>Agenda, Minutes and Correspondence, 1984</td>
</tr>
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<td>525-5-12</td>
<td>Agenda, Minutes and Correspondence, 1985-1987</td>
</tr>
<tr>
<td></td>
<td><strong>West Honolulu Subarea Health Planning Council</strong></td>
</tr>
<tr>
<td>525-6-1</td>
<td>Agenda and Minutes, 1976-1978</td>
</tr>
<tr>
<td>525-6-2</td>
<td>Agenda and Minutes, 1979</td>
</tr>
<tr>
<td>525-6-3</td>
<td>Agenda and Minutes, 1980-1981</td>
</tr>
<tr>
<td>525-6-4</td>
<td>Agenda and Minutes, 1982-1984</td>
</tr>
<tr>
<td></td>
<td><strong>Windward Oahu Subarea Health Planning Council</strong></td>
</tr>
<tr>
<td>525-6-5</td>
<td>Agenda, Minutes and Correspondence, 1979</td>
</tr>
</tbody>
</table>
DEPARTMENT OF HEALTH

RECORDS CONTAINER LIST

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

<table>
<thead>
<tr>
<th>Box &amp; Folder</th>
<th>Contents</th>
</tr>
</thead>
<tbody>
<tr>
<td>525-6-6</td>
<td>Agenda, Minutes and Correspondence, 1980-1981</td>
</tr>
<tr>
<td>525-6-7</td>
<td>Agenda, Minutes and Correspondence, 1982-1983</td>
</tr>
<tr>
<td>525-6-8</td>
<td>Agenda, Minutes and Correspondence, 1984-1985</td>
</tr>
<tr>
<td>525-6-9</td>
<td>Agenda, Minutes, Correspondence and Photographs, 1986-1987</td>
</tr>
<tr>
<td></td>
<td><strong>Technical Advisory Committee</strong></td>
</tr>
<tr>
<td>525-6-10</td>
<td>Agenda and Minutes, 1976</td>
</tr>
<tr>
<td></td>
<td><strong>Computed Tomography</strong></td>
</tr>
<tr>
<td>525-6-11</td>
<td>Agenda, Minutes and Correspondence, 1976-1977</td>
</tr>
<tr>
<td></td>
<td><strong>Diagnostic Imaging</strong></td>
</tr>
<tr>
<td>525-6-12</td>
<td>Agenda, Minutes and Correspondence, 1983-1984</td>
</tr>
<tr>
<td></td>
<td><strong>High Technology</strong></td>
</tr>
<tr>
<td>525-6-13</td>
<td>Minutes and Correspondence, 1981-1982</td>
</tr>
</tbody>
</table>

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, January, 2003 and April 2005
Additions by G. Vergara-Bautista, June, 2003; October, 2003 and April 2004

C-88