



HAWAII STATE ARCHIVES
Waiihona Palapala Aupuni o ka Moku'āina 'o Hawai'i

When knowledge is protected, knowledge emerges
I mālama 'ia ka 'ike, hua mai ka 'ike

Records Management Advice Issued: October 2020

How Long Do COVID-19 Pandemic Records Need to Be Kept?

Purpose: Provide guidance to state government agencies on the retention requirements for records relating to the agency's response to the COVID-19 pandemic.

State agencies will want to document their actions in response to this global emergency in order to preserve an accurate historical account of life in our state during the novel coronavirus pandemic. Records documenting your agency's response to the pandemic should be retained in office until no longer administratively useful and then transferred to Hawai'i State Archives under SA-1 dated 07/10/2020: Records with content determined by the State Archivist to be enduring, fiscal, legal, or historical value to the documenting of Hawai'i's history.

The archival records of your agency's response may include:

- Emergency operations center activities and communications; State of Emergency/disaster damage declaration; Invocation of mutual aid or agreements with adjoining local jurisdictions; Federal Emergency Management Agency (FEMA) claims;
- Records documenting the creation and administration of new or temporary services offered by the agency to provide relief/aid to those experiencing hardship due to the pandemic; Actions implemented to protect life, property, public peace, the environment, and/or the economic base of the community;
- Notices informing the public about limited agency services or operations via social media posts, agency websites, press releases, or mailing lists; Public feedback evaluating the agency's response to the pandemic, limited services, or pandemic-related special services;
- Photos/video documenting the agency's response, such as photos of notices posted in agency buildings, photos of social distancing measures implemented in the agency's office or jurisdiction, recorded webinars presented by the agency in lieu of in-person trainings, etc.;
- Policies and procedures at Department, Division and Branch levels that are created or modified to address agency response to the pandemic;
- Internal correspondence regarding agency response, issues, strategies and/or mitigation stemming from the pandemic;
- Internal memos and reports documenting new work arrangements or new remote work procedures in response to the Governor's Emergency Proclamations and Supplemental Proclamations.

Additional advice regarding the management of public records is available from Hawaii State Archives:
<https://ags.hawaii.gov/archives/>. Please contact recordscenter@hawaii.gov or 808-831-6780 for assistance.