
A BILL FOR AN ACT

RELATING TO PUBLIC ARCHIVES.

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF HAWAII:

1 SECTION 1. Chapter 94, Hawaii Revised Statutes, is amended
2 by adding three new sections to be appropriately designated and
3 to read as follows:

4 "§94- Definitions. For the purposes of this chapter,
5 unless the context clearly indicates otherwise:

6 "Disposition" means actions resulting in the transfer to
7 the state archives or destruction of records as documented in
8 the records retention and disposition schedule or other
9 authority.

10 "Enduring value" means the continued significance of
11 records determined by their legal, fiscal, administrative, or
12 historical value that warrants their preservation by the state
13 archives.

14 "Preservation" means a series of managed activities
15 necessary to protect machine readable records from loss,
16 alteration, deterioration, and technological obsolescence to
17 ensure an accurate rendering of those records in perpetuity in
18 an environment independent from that which produced them.



1 "Records" means information with fixed form and content,
2 regardless of physical form or characteristics, created or
3 received in the course of government activity and set aside as
4 evidence of that activity. In databases, "records" mean a
5 collection of related data fields.

6 "Records retention and disposition schedule" means a
7 records disposition authorization (form SA-1) or general records
8 schedule issued by the state comptroller, pursuant to section
9 94-3.

10 §94- The state archivist. The department of accounting
11 and general services shall fulfill its responsibilities for the
12 public archives through the state archivist. The state
13 archivist shall:

14 (1) Administer the state archives, records management, and
15 digital archives programs and facilities;

16 (2) Advise and assist state agencies in the preparation of
17 retention and disposition schedules for government
18 records; and provide records management training and
19 technical assistance services to agencies;

20 (3) Issue guidelines and standards, including those
21 applicable to computer hardware and software, for the
22 preservation of government records maintained by state



1 record keeping systems, including but not limited to
2 digital imaging processes for scanning of records and
3 technology for creating and storing electronic
4 records;

5 (4) Adopt rules as may be necessary for the acquisition,
6 maintenance, access, and preservation of government
7 records, as well as the use of records or other
8 materials, in the custody of the state archives; and

9 (5) Request and obtain an electronic copy of any
10 government record of enduring value currently in
11 digital format into the digital archives to ensure the
12 long-term preservation of the record.

13 **§94- State archives preservation and long-term access**
14 **special fund; state archives preservation fee.** (a) There shall
15 be established in the state treasury the state archives
16 preservation and long-term access special fund for the
17 preservation and long-term access to government records.

18 (b) All revenues collected from fees for services provided
19 by the state archives shall be deposited in the state archives
20 preservation and long-term access special fund and be expended
21 by the comptroller to carry out the purposes of this section,
22 including funding for staff positions and for administrative and



1 operational costs of the program. All interest earned or
2 accrued on moneys deposited in the fund shall become part of the
3 fund.

4 (c) In addition to any other fee authorized by law, a
5 state archives preservation fee of \$1 shall be assessed for each
6 document that is filed or registered by members of the public
7 with a governmental entity and listed on an authorized records
8 retention and disposition schedule as permanent. The
9 preservation fee shall be collected and deposited in the state
10 archives preservation and long-term access special fund and used
11 to preserve and keep accessible electronic records of such
12 documents in a useable state for the good of the public."

13 SECTION 2. Section 94-1, Hawaii Revised Statutes, is
14 amended to read as follows:

15 "**§94-1 Duties of department.** The department of accounting
16 and general services shall collect all public archives;
17 preserve, arrange, [classify,] describe, and inventory the same;
18 provide for their safekeeping; and compile and furnish
19 information concerning them. The department may adopt and use a
20 seal and may adopt, amend, or revise from time to time such
21 rules and regulations as it may consider expedient for the
22 conduct of its business."



1 SECTION 3. Section 94-3, Hawaii Revised Statutes, is
2 amended by amending subsection (a) to read as follows:
3 "(a) Each public officer, except public officers of the
4 judiciary and the legislative branch of government, having the
5 care and custody of any government records shall submit to the
6 state comptroller a list of records for ~~[disposal]~~ disposition
7 authorization, which shall include the name of the office,
8 department, or bureau, the ~~[subject]~~ description of the records
9 for disposal ~~[and]~~, the inclusive dates of the records~~[-]~~, and
10 the retention period. The comptroller shall determine the
11 disposition of the records; stating whether the records should
12 be retained by the office, department, or bureau; be transferred
13 to the ~~[public]~~ state archives, ~~[the University of Hawaii, the~~
14 ~~Hawaiian Historical Society]~~ or other agency; or be destroyed.
15 The comptroller shall have full power of disposal of all records
16 submitted for this purpose. The ~~[records]~~ disposition
17 authorization of all records ~~[disposed of]~~, including lists
18 submitted by the public officers, and the action taken by the
19 comptroller, shall be kept on proper forms, specified by the
20 comptroller, one copy of which shall be filed in the office,
21 department, or bureau where the records originated, one copy

1 shall be filed in the office of the attorney general, and the
2 original shall be filed in the [public] state archives."

3 SECTION 4. Section 94-4, Hawaii Revised Statutes, is
4 amended to read as follows:

5 "**§94-4 Certificate to same.** The comptroller of the State
6 and the state archivist or other officer performing the duties
7 of state archivist or custodian of the [public] state archives
8 are severally authorized and empowered to certify, as true and
9 correct, copies or reproductions of any of the [books,]
10 documents, papers, writings, or other government records, or
11 excerpts therefrom in their custody. Fees for copying,
12 certification, and other services shall be prescribed by the
13 comptroller in direct relation to the cost of the services.

14 The above fees shall not be charged where the work involved
15 is required by any department or branch of the federal, state,
16 or county governments."

17 SECTION 5. Section 94-2, Hawaii Revised Statutes, is
18 repealed.

19 [~~§94-2 Sale of duplicate government publications.~~ The
20 department of accounting and general services may determine and
21 from time to time revise prices to be charged and collected by
22 the department for the sale of duplicate publications in its



1 ~~possession. The funds realized under this section shall be paid~~
2 ~~into the treasury of the State as general fund realizations."]~~

3 SECTION 6. Section 94-6, Hawaii Revised Statutes, is
4 repealed.

5 [~~"§94-6 Studies. Within ten days following the initiation~~
6 ~~of any study to be done on a contractual basis by the State or~~
7 ~~one of its political subdivisions, or any agency thereof, the~~
8 ~~initiating department or agency shall notify the state archivist~~
9 ~~of the initiation of the study in the form of notice prescribed~~
10 ~~by the archivist.~~

11 ~~The archivist shall maintain a complete and current index~~
12 ~~of all studies so initiated and shall, at least semi annually~~
13 ~~send current copies of this index to the governor, the mayors of~~
14 ~~the respective counties, the legislative reference bureau and~~
15 ~~the legislative auditor.~~

16 ~~The archivist may at any time request that a copy of any~~
17 ~~study or portion of a study be deposited with the archives and~~
18 ~~this request shall be complied with by the department or agency~~
19 ~~initiating the study.~~

20 ~~This section shall apply to all studies of whatever nature,~~
21 ~~provided, however, that to the extent that the governor or mayor~~
22 ~~of any county initiating a study determines that compliance with~~



1 ~~any portion of this section would be contrary to the public~~
2 ~~interest they may waive compliance with respect to any study~~
3 ~~initiated under their jurisdiction."]~~

4 SECTION 7. Statutory material to be repealed is bracketed
5 and stricken. New statutory material is underscored.

6 SECTION 8. This Act, upon its approval, shall take effect
7 on July 1, 2013.

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Report Title:

State Archives; Preservation; Electronic Records

Description:

Clarifies the duties of the State Archivist to enable the department of accounting and general services to address the management of the digital archives and protection of electronic records of enduring value and to establish the State Archives Preservation and Long-Term Access Special Fund. (SD1)

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