
A BILL FOR AN ACT

RELATING TO RECORDS MANAGEMENT.

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

1 PART I

2 SECTION 1. The department of education is required to
3 maintain student records as evidence of activities,
4 transactions, and decisions that show the existence and validity
5 of student attendance in school. However, as the State
6 currently has no uniform requirement for the retention of
7 student records, schools vary in the length of time they store
8 and maintain them. Other states require student records to be
9 stored and maintained anywhere from sixty to one hundred years,
10 with many states requiring that student records be stored and
11 maintained permanently.

12 The purpose of this part is to require the department of
13 education to store student records for a period of not less than
14 one hundred years following the graduation, transfer, or
15 separation from the department of the student.



1 SECTION 2. Chapter 302A, Hawaii Revised Statutes, is
2 amended by adding a new section to be appropriately designated
3 and to read as follows:

4 "§302A- Retention of student records. (a) Student
5 records may be digitized, computerized, or minified through the
6 use of scanning equipment or any other similar digitization
7 process or microfilm or any other similar photographic process;
8 provided that the method used creates an unalterable record.
9 Upon digitization, computerization, or minification, the
10 original record may be destroyed pursuant to subsection (c).

11 (b) Student records shall be retained in the original or a
12 reproduced form for a minimum of one hundred years following the
13 student's transfer, graduation, or other separation from the
14 department.

15 (c) Original student records may be destroyed after the
16 retention period specified in subsection (b) or after their
17 digitization, computerization, or minification, in a manner that
18 preserves the confidentiality of the information in the record.

19 (d) As used in this section, "student records" means any
20 official student document as determined by the department and in
21 accordance with state and federal law."



1 PART II

2 SECTION 3. The legislature finds that schools currently
3 store student records in accordance with their individual
4 resources, which may include non-fireproof, locked file cabinets
5 or on-site containers. This varied filing maintenance and
6 storage system is inefficient and makes document retrieval
7 difficult and time-consuming. In addition, it increases the
8 risk of misplaced or misfiled records, which can result in even
9 greater delays in response to requests for such records.

10 There is a critical need to modernize the student record
11 management systems in the department of education. While some
12 schools have used their weighted student formula funds to invest
13 in digitizing student records for more reliable storage and more
14 efficient document management and retrieval, those schools that
15 are not able to set aside funds for digitization must continue
16 to waste space and resources for the storage of paper records.

17 The Hawaii correctional industries program has begun a new
18 digitization program, using modern tools and equipment,
19 including high-speed scanners, optical-character-recognition
20 software, and electronic document management systems, intended
21 to assist state agencies in modernizing their record-management



1 systems and provide skills training and development for inmates.
2 A partnership between the department of education and the Hawaii
3 correctional industries program would benefit state agencies and
4 the populations they serve.

5 The purpose of this part is to authorize the department of
6 education to partner with the Hawaii correctional industries
7 program in a student records modernization pilot project and to
8 appropriate funds for this purpose.

9 SECTION 4. (a) The department of education may partner
10 with the Hawaii correctional industries program to engage in a
11 three-year student records modernization pilot project. Any
12 pilot project conducted pursuant to this section shall include:

- 13 (1) One elementary school;
14 (2) One middle or intermediate school; and
15 (3) One high school,
16 in each county.

17 (b) The department of education shall submit a report on
18 the status of any pilot project conducted pursuant to subsection
19 (a), including any findings, recommendations, and proposed
20 legislation, to the legislature no later than twenty days prior



1 to the convening of each of the regular sessions of 2018, 2019,
2 and 2020.

3 SECTION 5. There is appropriated out of the general
4 revenues of the State of Hawaii the sum of \$ or so much
5 thereof as may be necessary for fiscal year 2017-2018 and the
6 same sum or so much thereof as may be necessary for fiscal year
7 2018-2019 for a pilot project to modernize student records
8 management systems within the department of education.

9 The sums appropriated shall be expended by the department
10 of education for the purposes of this Act.

11 PART III

12 SECTION 6. New statutory material is underscored.

13 SECTION 7. This Act shall take effect on July 1, 2051.



Report Title:

Department of Education; Student Records; Retention and Storage;
Pilot Project; Hawaii Correctional Industries Program;
Appropriation

Description:

Requires the department of education to set a standard for retention of student records, including in electronic format, of not less than one hundred years. Allows the department of education to partner with the Hawaii correctional industries program to establish a three-year student records modernization pilot project. (SB1100 HD1)

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