

JAN 24 2018

A BILL FOR AN ACT

RELATING TO RECORDS MANAGEMENT.

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

PART I

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

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



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

"§302A- Retention of student records. (a) Student records may be digitized, computerized, or minified through the use of scanning equipment or any other similar digitization process, or microfilm or any other similar photographic process; provided that the method used creates an unalterable record.

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

(c) Student records may be destroyed after the retention period specified in subsection (b) or upon digitization, computerization, or minification, in a manner that preserves the confidentiality of the information in the record.

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



PART II

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

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

The Hawaii correctional industries program has begun a new digitization program, using modern tools and equipment, including high-speed scanners, optical-character-recognition software, and electronic-document management systems, intended



1 to assist state agencies in modernizing their record-management
2 systems and provide skills training and development for inmates.
3 A partnership between the department of education and the Hawaii
4 correctional industries program would benefit state agencies and
5 the populations they serve.

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

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

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

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



1 to the convening of the regular sessions of 2019, 2020, and
2 2021.

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 2018-2019 for a
6 pilot project to modernize student records management systems
7 within the department of education.

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

10 PART III

11 SECTION 6. New statutory material is underscored.

12 SECTION 7. This Act shall take effect on July 1, 2018.

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INTRODUCED BY:

Michelle R. Sedani

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S.B. NO. 2920

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 of not less than 100 years. Allows the Department of Education to partner with the Hawaii Correctional Industries Program to establish a three-year student records modernization pilot project.

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