

SB-3282

Submitted on: 1/30/2022 6:16:27 PM

Testimony for GVO on 2/1/2022 3:00:00 PM

Submitted By	Organization	Testifier Position	Remote Testimony Requested
AGS - Jansen, Dr. Adam	Testifying for DAGS/Hawaii State Archives	Support	Yes

Comments:

Testimony will be provided by the State Comptroller. I will be attending to provide oral testimony as requested by the Comptroller and/or the Committee.

DAVID Y. IGE
GOVERNOR



CURT T. OTAGURO
COMPTROLLER
AUDREY HIDANO
DEPUTY COMPTROLLER

STATE OF HAWAII
DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES
P.O. BOX 119, HONOLULU, HAWAII 96810-0119

WRITTEN TESTIMONY
OF
CURT T. OTAGURO, STATE COMPTROLLER
DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES
TO THE

COMMITTEE ON
GOVERNMENT OPERATIONS

FEBRUARY 2, 2022, 3:00 P.M.
VIA VIDEOCONFERENCE, STATE CAPITOL

S.B. 3282

RELATING TO GOVERNMENT RECORDS

Chair Moriwaki, Vice Chair Dela Cruz, and Members of the Committee, thank you for the opportunity to testify on S.B. 3282.

The Department of Accounting and General Services (DAGS) supports this bill and offers the following comments:

1. The State Archives was founded in 1905 with a Legislative Mandate to “Collect all Public Archives.” They expanded their mission with the addition of the Records Management Branch in order to “promote efficient and effective management of government records.” In pursuit of this mission, the services offered include records management review to assist agencies in identifying and scheduling their records per a legal retention schedule, consulting services to establish effective filing mechanisms for both paper and electronic records, offering offsite, high density, low-to-no cost storage of inactive records that have

not yet met their legal retention period and witnessed destruction of records that have reached their legal retention period.

2. While the State Records Center at Mapunapuna has a storage capacity of nearly 60,000 cubic feet of records, it rarely exceeds 50% capacity utilization. Increased use of the State Records Center, which can store records at approximately 1/5 of the cost of storing the same in State office space and save the State up to \$650,000 and reduce office space needs by up to 5,000 sq. ft. if the records center were to be fully utilized.
3. There are two major factors that have been identified that are limiting agencies from making greater use of the State Records Center and/or Archives for storage of government records: a lack of understanding amongst State employees regarding which records schedules should be implemented with their records, and an inability to transfer records for bulk, low-to-no-cost storage at the State Records Center and/or Archives.
4. This bill is intended to not only address those limiting factors, but also enable the State Comptroller to provide clear, uniform instructions as to when non-permanent records should be sent to the State Records Center for storage and eventual destruction, and permanent records transferred to the Archives for long-term preservation and public access. This bill would provide the Records Management Branch with two needed positions: the first to work directly with agencies to improve the management of records of their agencies (the Records Analyst/Archivist III position request); and the second to serve as a Warehouse Worker to operate a light truck or van to pick up and deliver records from agencies to the State Records Center; check items received or delivered against records transmittal forms; operate an electric pallet truck and aerial lift to stack and place records in proper shelving location; hand-truck, carry, push, or roll boxes of records in the State Records Center; pack/unpack boxes of records; assemble records as authorized by

records requests forms and deliver and issue requested records to authorized persons;
make proper notation of pick up or delivery of records on Records Management database system (Warehouse Worker position request).

5. Both positions would also make annual trips to the neighbor islands to assist in their identification and management of records, as well as supervise shipment by container of inactive records for mass, low-cost storage at the State Records Center and/or Archives.
6. Along with the two position requests, additional program funding is requested to: purchase and maintain a delivery van, upgrade the records tracking database at the Records Center, increased budget for Records Management to travel to the neighbor islands, container shipping from neighbor islands to Oahu, and increased annual records destruction.

Thank you for the opportunity to submit testimony on this matter