# 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 legislature finds that the department of

3 education is required to maintain student records as evidence of

4 activities, transactions, and decisions that show the existence

5 and validity of student attendance in school.  However, as the

6 State 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.

9     The legislature further finds that other states require

10 student records to be stored and maintained anywhere from sixty

11 to one hundred years, with many states requiring that student

12 records be stored and maintained permanently.

13     The purpose of this part is to require the department of

14 education to store student records for a period of not less than

15 one hundred years following the graduation, transfer, or

16 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)  Student records may be destroyed after the retention

16  period specified in subsection (b) or after their digitization,

17  computerization, or minification, in a manner that preserves the

18  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."

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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      The legislature further finds that there is a critical need

11  to modernize the student record management systems in the

12  department of education.  While some schools have used their

13  weighted student formula funds to invest in digitizing student

14  records for more reliable storage and efficient document

15  management and retrieval, those schools that are not able to set

16  aside funds for digitization must continue to waste space and

17  resources for the storage of paper records.

18      The legislature additionally finds that the Hawaii

19  correctional industries program has begun a new digitization

20  program, using modern tools and equipment, including high speed

21  scanners, optical character recognition software, and electronic

1    document management systems, intended to assist state agencies

2    in modernizing their record management systems and provide

3    skills training and development for inmates.  A partnership

4    between the department of education and the Hawaii correctional

5    industries program would benefit state agencies and the

6    populations they serve.

7         The purpose of this part is to authorize the department of

8    education to partner with the Hawaii correctional industries

9    program in a student records modernization pilot project and to

10   appropriate funds for this purpose.

11        SECTION 4.  (a)  The department of education may partner

12   with the Hawaii correctional industries program to engage in a

13   three-year student records modernization pilot project.  Any

14   pilot project conducted pursuant to this section shall include:

15        (1)  One elementary school;

16        (2)  One middle or intermediate school; and

17        (3)  One high school,

18   in each county.

19        (b)  The department of education shall submit a report on

20   the status of any pilot project conducted pursuant to subsection

21   (a), including any findings, recommendations, and proposed

1   legislation, to the legislature no later than twenty days prior

2   to the convening of each of the regular sessions of 2018, 2019,

3   and 2020.

4          SECTION 5.   There is appropriated out of the general

5   revenues of the State of Hawaii the sum of $            or so

6   much thereof as may be necessary for fiscal year 2017-2018 and

7   the same sum or so much thereof as may be necessary for fiscal

8   year 2018-2019 for a pilot project to modernize student records

9   management systems within the department of education.

10         The sums appropriated shall be expended by the department

11  of education for the purposes of this Act.

12                              **PART III**

13         SECTION 6.   New statutory material is underscored.

14         SECTION 7.   This Act shall take effect upon its approval;

15  provided that part II of this Act shall take effect on July 1,

16  2050.

# S.B. NO. <sup>1100</sup> S.D. 1

**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 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.  Effective
7/1/2050.  (SD1)

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