
A BILL FOR AN ACT

RELATING TO GOVERNMENT RECORDS.

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

1 PART I

2 SECTION 1. The legislature finds it to be in the best
3 interest of the State and the public to ensure that governmental
4 records are managed in as cost- and space-effective means as
5 possible. Records must be stored and accessible for the entire
6 period of their legal retention and destroyed at the expiration
7 of their retention period. Site surveys have determined that
8 storing inactive records within the office spaces allotted to
9 state agencies is neither a good use of public funds nor the
10 agencies' office spaces. Governmental records are most
11 efficiently and effectively managed when they are transferred to
12 mass storage facilities once their immediate business needs have
13 been satisfied. The legislature also recognizes the value in
14 digitizing certain governmental records to allow statewide
15 accessibility, public access, fast retrieval, and virtually
16 unlimited storage.



1 The legislature further finds that the Hawaii state
2 archives is the only agency in the State that has been
3 legislatively tasked with the duty to collect, preserve,
4 arrange, describe, and inventory records of enduring value. The
5 state archives also provides records management consultative
6 services to all three branches of government and cost-efficient
7 mass storage of both records of enduring value and non-permanent
8 inactive records of government. The state archives manages the
9 public archives in the Kekauluohi building as a state-of-the-art
10 archival facility with security, environmental controls, gas
11 fire suppression, and professional staff to ensure the long-term
12 preservation of and access to approximately fourteen thousand
13 cubic feet of records of enduring value. The state archives
14 manages the state records center at Mapunapuna for the
15 cost-efficient storage and destruction of up to fifty-nine
16 thousand cubic feet of inactive non-permanent records. Because
17 the state records center can store inactive non-permanent
18 records at approximately one-fifth the cost of storing those
19 same records in state office buildings, it is of greatest
20 benefit to the State to maximize the storage of inactive
21 non-permanent records at the state records center, digitize



1 certain records for accessibility and efficient storage, and
2 ensure the long-term preservation of records of enduring value
3 at the public archives.

4 Accordingly, the purpose of this Act is to:

- 5 (1) Amend existing law to empower the comptroller to
6 mandate the transfer of governmental records to the
7 state records center; and
8 (2) Appropriate moneys for the statewide digitization of
9 government records through the office of enterprise
10 technology services.

11 PART II

12 SECTION 2. Section 94-3, Hawaii Revised Statutes, is
13 amended to read as follows:

14 **"§94-3 Disposal of government records generally.** (a)
15 Each public officer, except public officers of the judiciary and
16 the legislative branch of government, having the care and
17 custody of any government records shall submit to the state
18 comptroller a list of records for disposition authorization,
19 which shall include the name of the office, department, or
20 bureau, the description of the records for disposal, the
21 inclusive dates of the records, and the retention period.



1 (b) The comptroller shall determine the disposition of the
2 records ~~[+stating]~~ and shall state whether the records should be
3 ~~[retained]~~ .:

4 (1) Retained by the office, department, or bureau; ~~[be~~
5 ~~transferred]~~

6 (2) Transferred to the state archives, state records
7 center, or other agency[+], and the time period at
8 which the records shall be transferred as directed; or
9 ~~[be destroyed.]~~

10 (3) Destroyed at the expiration of their retention period.

11 (c) The comptroller shall have full power of disposal of
12 all records submitted for this purpose. The disposition
13 authorization of all records, including lists submitted by the
14 public officers, and the action taken by the comptroller, shall
15 be kept on proper forms, specified by the comptroller, one copy
16 of which shall be filed in the office, department, or bureau
17 where the records originated, one copy shall be filed in the
18 office of the attorney general, and the original shall be filed
19 in the state archives.

20 ~~[+b+]~~ (d) If requested, the comptroller shall provide
21 assistance to the legislative branch of government or any agency



1 or entity therein in establishing policies relating to the
2 disposal of government records."

3 PART III

4 SECTION 3. Definitions. Unless otherwise clear from the
5 context, as used in this Act:

6 "Expending agency" means the executive department,
7 independent commission, bureau, office, board, or other
8 establishment of the state government (other than the
9 legislature, Office of Hawaiian Affairs, and judiciary), the
10 political subdivisions of the State, or any quasi-public
11 institution supported in whole or in part by state funds, which
12 is authorized to expend specified appropriations made by this
13 Act.

14 Abbreviations, where used to denote the expending agency,
15 shall mean the following:

- 16 AGR Department of agriculture
- 17 AGS Department of accounting and general services
- 18 BED Department of business, economic development, and
19 tourism
- 20 EDN Department of education
- 21 HMS Department of human services



- 1 HTH Department of health
- 2 JUD Judiciary
- 3 LBR Hawaii labor relations board
- 4 LNR Department of land and natural resources
- 5 PSD Department of public safety
- 6 TAX Department of taxation
- 7 TRN Department of transportation

8 "Means of financing" or "MOF" means the source from which
9 funds are appropriated or authorized to be expended for the
10 programs and projects specified in this Act. All appropriations
11 are followed by letter symbols. The letter symbols, where used,
12 shall have the following meanings:

- 13 A General funds
- 14 B Special funds
- 15 V American Rescue Plan funds

16 "Position ceiling" means the maximum number of permanent
17 and temporary full-time equivalent positions authorized for a
18 particular program during a specified period or periods, as
19 denoted by an asterisk for permanent full-time equivalent
20 positions and a pound sign for temporary full-time equivalent
21 positions.



1 "Program ID" means the unique identifier for the specific
2 program and consists of the abbreviation for the organization
3 responsible for carrying out the program followed by the
4 organization number for the program.

5 SECTION 4. The following sums or so much thereof as may be
6 sufficient for the expending agency to collaborate with the
7 office of technology services to digitize certain government
8 records are hereby appropriated or authorized from the means of
9 financing specified to the expending agency designated for the
10 fiscal year beginning July 1, 2022, and ending June 30, 2023.
11 The total expenditures and the number of positions in the
12 2022-2023 fiscal year shall not exceed the sums and the position
13 ceiling indicated for the fiscal year, except as may be provided
14 elsewhere in this Act or as provided by general law.



PROGRAM APPROPRIATIONS

ITEM NO.	PROG. ID	PROGRAM	EXPENDING AGENCY	APPROPRIATIONS	
				FISCAL YEAR 2022-2023	M O F
1	1.	AGS101 ACCOUNTING DIVISION			
2		OPERATING	AGS	689,000A	
3					
4	2.	AGS901 ADMINISTRATIVE SERVICES OFFICE			
5		OPERATING	AGS	545,000A	
6					
7	3.	AGS231 CENTRAL SERVICES DIVISION			
8		OPERATING	AGS	25,000A	
9					
10	4.	AGS232 CENTRAL SERVICES DIVISION			
11		OPERATING	AGS	7,500A	
12					
13	5.	AGS131 OFFICE OF ENTERPRISE TECHNOLOGY SERVICES			
14				3.00*	
15		OPERATING	AGS	1,475,000A	
16					
17	6.	AGS223 OFFICE LEASING			
18		OPERATING	AGS	107,000A	
19					
20	7.	AGR192 GENERAL ADMINISTRATION FOR AGRICULTURE			
21		OPERATING	AGR	100,000A	
22					
23	8.	AGR171 AGRICULTURAL DEVELOPMENT AND MARKETING			
24		OPERATING	AGR	20,000A	
25					
26	9.	AGR101 FINANCIAL ASSISTANCE FOR AGRICULTURE			
27		OPERATING	AGR	30,000A	
28					
29	10.	AGR122 PLANT INDUSTRY DIVISION ADMINISTRATION			
30		OPERATING	AGR	5,000A	
31					
32	11.	AGR846 PLANT INDUSTRY DIVISION			
33		OPERATING	AGR	100,000A	
34					
35	12.	AGR812 QUALITY ASSURANCE DIVISION			
36		OPERATING	AGR	3,000A	
37					
38	13.	AGR161 AGRIBUSINESS DEVELOPMENT CORPORATION			
39		OPERATING	AGR	200,656A	
40					
41	14.	BED160 HAWAII HOUSING FINANCE AND DEVELOPMENT CORPORATION			
42		OPERATING	BED	1,060,000A	



PROGRAM APPROPRIATIONS

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ITEM NO.	PROG. ID	PROGRAM	EXPENDING AGENCY	APPROPRIATIONS	
				FISCAL YEAR 2022-2023	M O F
15.	BED146	NATURAL ENERGY LABORATORY OF HAWAII AUTHORITY	BED	2,361,901A	
	OPERATING				
16.	BED144	OFFICE OF PLANNING AND SUSTAINABLE DEVELOPMENT	BED	300,001A	
	OPERATING				
17.	EDN400	SCHOOL SUPPORT	EDN	7,500,000A	
	OPERATING				
18.	HTH495	BEHAVIORAL HEALTH ADMINISTRATION	HTH	10,000A	
	OPERATING				
19.	HTH610	ENVIRONMENTAL HEALTH ADMINISTRATION	HTH	455,000A	
	OPERATING				
20.	HTH595	HEALTH RESOURCES ADMINISTRATION	HTH	595,718A	
	OPERATING				
21.	HMS802	DIVISION OF VOCATIONAL REHABILITATION	HMS	315,000A	
	OPERATING				
22.	HMS503	OFFICE OF YOUTH SERVICES - HAWAII YOUTH CORRECTIONAL FACILITIES	HMS	200,000V	
	OPERATING				
23.	HMS301	SOCIAL SERVICES DIVISION - CHILD PROTECTIVE SERVICES	HMS	2,300,000A	
	OPERATING				
24.	JUD601	JUDICIARY - RECORDS MANAGEMENT OFFICE	JUD	1,899,895A	
	OPERATING				
25.	JUD310	JUDICIARY - 1ST CIRCUIT LEGAL DOCUMENTS	JUD	4,431,674A	
	OPERATING				
26.	JUD320	JUDICIARY - 2ND CIRCUIT LEGAL DOCUMENTS	JUD	1,130,890A	
	OPERATING				
27.	LBR161	HAWAII LABOR RELATIONS BOARD	LBR	8,100B	
	OPERATING				
28.	LNR401	AQUATIC RESOURCES			



PROGRAM APPROPRIATIONS

ITEM NO.	PROG. ID	PROGRAM	EXPENDING AGENCY	APPROPRIATIONS	
				FISCAL YEAR 2022-2023	M O F
1		OPERATING	LNR	200,000A	
2					
3	29.	LNR801 OCEAN-BASED RECREATION			
4		OPERATING	LNR	175,000A	
5					
6	30.	LNR111 CONVEYANCES AND RECORDINGS			
7		OPERATING	LNR	4,982,639A	
8					
9	31.	LNR405 CONSERVATION AND RESOURCES ENFORCEMENT			
10		OPERATING	LNR	65,000A	
11					
12	32.	LNR402 FOREST AND WILDLIFE RESOURCES			
13		OPERATING	LNR	50,000A	
14					
15	33.	LNR802 HISTORIC PRESERVATION			
16		OPERATING	LNR	300,000A	
17					
18	34.	LNR101 PUBLIC LANDS MANAGEMENT			
19		OPERATING	LNR	1,500,000A	
20					
21	35.	LNR806 STATE PARKS			
22		OPERATING	LNR	774,780A	
23					
24	36.	LNR906 NATURAL AND PHYSICAL ENVIRONMENTS			
25		OPERATING	LNR	200,000A	
26					
27	37.	PSD900 GENERAL ADMINISTRATION			
28		OPERATING	PSD	440,000A	
29					
30	38.	TAX100 COMPLIANCE			
31		OPERATING	TAX	7,000A	
32					
33	39.	TRN595 HIGHWAYS ADMINISTRATION			
34		OPERATING	TRN	2,217,294B	
35					



1 PART IV

2 SECTION 5. Statutory material to be repealed is bracketed
3 and stricken. New statutory material is underscored.

4 SECTION 6. This Act shall take effect on July 1, 2022.



Report Title:

ETS; Government Records; Hawaii State Archives; State Records Center; Comptroller; Appropriations

Description:

Allows the Comptroller to direct the transfer of records to the State Records Center and determine the time period after which the records shall be transferred as directed. Appropriates moneys from the general fund, special fund, and American Rescue Plan funds for the statewide digitization of government records through the Office of Enterprise Technology Services. (SD1)

The summary description of legislation appearing on this page is for informational purposes only and is not legislation or evidence of legislative intent.

