

# State Government Digital Preservation Profiles

## Hawaii LARM

July 2006

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## Introduction

The state government digital preservation profiles available on this Web page are based on information collected from those state and territorial library, archives, and records management units that completed CTG's State Government Digital Information Preservation Survey. CTG administered the survey to all state and several territorial librarians, archivists, and records managers in early 2006. See baseline report for details.

The profiles are organized by state or territory and the library (**L**), archives (**A**), and records management (**RM**) units that were represented in the survey response. (For example, "**Alabama ARM**," which is the first responding unit in the drop down menu below, refers to the **archives and records management** units from Alabama in one survey response.) For some states, respondents also included agencies other than library, archives, and records management. These profiles are marked with an asterisk (\*) and the other units that contributed to the survey response are specified in the profiles.

To select a different profile, click on the Introduction/Select Profile link located on the top left of the screen.

You can also view consolidated tables showing how all the state/territory responding units replied to selected questions in the survey. (This is also found in Appendix E of Preserving State Government Digital Information: A Baseline Report.)

### **STATE PROFILES CONTACT**

G. Brian Burke, Project Manager  
Center for Technology in Government  
University at Albany, SUNY

## Section 1. Responding Unit(s)

**Name of state or territory.**

Hawaii

**Name and affiliation of individual(s) who responded on behalf of the state or territory.**

Les Nakamura, Head, Information & Communication Services Division

JoAnn Schindler, State Librarian

Susan Shaner, State Archivist

**This profile includes information provided by the following units for this state:**

- Library
- Archives
- Records Management

## Section 2.1a. Setting Standards for EXECUTIVE Agencies

The following units have authority for setting standards, specified below, for digital information created or maintained by EXECUTIVE agencies. Multiple boxes are checked to reflect authority that is shared or delegated.

	Authority not assigned	Library has authority	Archives has authority	Records Management has authority	Others (See below)
Setting data management standards and or guidelines for information creation (e.g., metadata, file formats).					X
Setting information technology standards and or guidelines for information creation (e.g., state approved software applications).					X
Setting standards for information retention and disposal (e.g., retention periods and methods of disposal) for various series/types of digital records and publications.			X		

### Other standards and the units with authority over setting them.

The Comptroller, head of the Dept. of Accounting & General Services, has been designated by the Governor as Chief Information Officer. As such, he is tasked with setting technology standards and data management standards for the Executive Department of the state.

### Additional information.

By statute, HRS 94, ([http://www.capitol.hawaii.gov/hrscurrent/Vol02\\_Ch0046-0115/HRS0094/HRS\\_0094-.HTM](http://www.capitol.hawaii.gov/hrscurrent/Vol02_Ch0046-0115/HRS0094/HRS_0094-.HTM)) the state archives, through the comptroller, has the authority for setting information retention and disposal authority.

## Section 2.1b. Services Provided to EXECUTIVE Agencies

The following units provide the services, specified below, to EXECUTIVE agencies. If services are provided by multiple units, the appropriate boxes are checked.

	Services not provided	Library provides services	Archives provides services	Records Management provides services	Others (See below)
Storage for digital information.					X
Consultation and training services on digital information creation.		X	X		X
Consultation and training services on digital information management.					X
Consultation and training services on digital information preservation.	X				
Consultation and training services on digital information preservation.	X				
Preservation (e.g., migration, reformatting).	X				
Access (e.g., search engine).					X
Certification (e.g., trustworthiness of system, backups sufficient).					X

### Other services provided and the units that provide them.

The Information & Communication Services Division and other state agencies have routinely offered training opportunities in-house or through consultants.

### Additional information.

Using Federal Library Services and Technology Act (LSTA) funds, the Hawaii State Public Library System (HSPLS) contracted with OCLC to provide a two-part training program on digitization and digital copyright issues.

The Copyright Workshop was held on September 27, 2004 and the Digitization Conference on May 23, 2005. HSPLS invited members of Hawaii's library, archive, and museum community to participate. Attendees benefited from formal training by national experts as well as networking with colleagues from a variety of organizations, which all shared a common respect and dedication to managing, cataloging, preserving, and providing access to documents and records in a variety of formats. A small planning group emerged from these two conferences, which has continued discussion about best practices, recommended technologies, standardization issues, and next steps.

## Section 2.2a. Setting Standards for LEGISLATIVE Agencies

The following units have authority for setting standards, specified below, for digital information created or maintained by LEGISLATIVE agencies. Multiple boxes are checked to reflect authority that is shared or delegated.

	Authority not assigned	Library has authority	Archives has authority	Records Management has authority	Others (See below)
Setting data management standards and or guidelines for information creation (e.g., metadata, file formats).					X
Setting information technology standards and or guidelines for information creation (e.g., state approved software applications).					X
Setting standards for information retention and disposal (e.g., retention periods and methods of disposal) for various series/types of digital records and publications.	X				

### Other standards and the units with authority over setting them.

The House and Senate Clerks and the leadership of both houses are responsible for setting standards for their branch or government.

In 2005, the legislature exempted themselves from the authority of the State Archives & the Comptroller in determining their information retention and disposal standards. (HB515, SD1)

[http://www.capitol.hawaii.gov/session2005/bills/hb515\\_sd1\\_.htm](http://www.capitol.hawaii.gov/session2005/bills/hb515_sd1_.htm)

### Additional information.

No information provided

## Section 2.2b. Providing Service to LEGISLATIVE Agencies

The following units provide the services, specified below, to LEGISLATIVE agencies. If services are provided by multiple units, the appropriate boxes are checked.

	Services not provided	Library provides services	Archives provides services	Records Management provides services	Others (See below)
Storage for digital information.					X
Consultation and training services on digital information creation.					X
Consultation and training services on digital information management.					X
Consultation and training services on digital information preservation.					X
Consultation and training services on digital information preservation.					X
Preservation (e.g., migration, reformatting).					X
Access (e.g., search engine).					X
Certification (e.g., trustworthiness of system, backups sufficient).					X

**Other services provided and the units that provide them.**

Through an in-house IT department and consultants they provided their own services for digital information creation and preservation.

**Additional information.**

No information provided

## Section 2.3a. Setting Standards for JUDICIAL Agencies

The following units have authority for setting standards, specified below, for digital information created or maintained by JUDICIAL agencies. Multiple boxes are checked to reflect authority that is shared or delegated.

	Authority not assigned	Library has authority	Archives has authority	Records Management has authority	Others (See below)
Setting data management standards and or guidelines for information creation (e.g., metadata, file formats).					X
Setting information technology standards and or guidelines for information creation (e.g., state approved software applications).					X
Setting standards for information retention and disposal (e.g., retention periods and methods of disposal) for various series/types of digital records and publications.					X

### Other standards and the units with authority over setting them.

Through statute, HRS602.5.5, the Supreme Court sets standards for the preservation of judicial records in our state.

[http://www.capitol.hawaii.gov/hrscurrent/Vol13\\_Ch0601-0675/HRS0602/HRS\\_0602-0005\\_0005.HTM](http://www.capitol.hawaii.gov/hrscurrent/Vol13_Ch0601-0675/HRS0602/HRS_0602-0005_0005.HTM)

### Additional information.

The judiciary has introduced legislation this session (2006) to legitimized the use of electronic signatures and electronic seals for court documents. [http://www.capitol.hawaii.gov/sessioncurrent/bills/sb2600\\_.htm](http://www.capitol.hawaii.gov/sessioncurrent/bills/sb2600_.htm)

## Section 2.3b. Providing Service to JUDICIAL Agencies

The following units provide the services, specified below, to LEGISLATIVE agencies. If services are provided by multiple units, the appropriate boxes are checked.

	Services not provided	Library provides services	Archives provides services	Records Management provides services	Others (See below)
Storage for digital information.					X
Consultation and training services on digital information creation.					X
Consultation and training services on digital information management.					X
Consultation and training services on digital information preservation.					X
Consultation and training services on digital information preservation.					X
Preservation (e.g., migration, reformatting).	X				
Access (e.g., search engine).					X
Certification (e.g., trustworthiness of system, backups sufficient).					X

**Other services provided and the units that provide them.**

the Information Technology and Communications Division of the Judiciary is responsible for these services in the Judiciary.

**Additional information.**

No information provided

## Section 3. State Government Digital Information Preservation Activities

This section includes descriptions of past or current digital preservation activities in the state.

**TITLE OF THE STATE GOVERNMENT DIGITAL INFORMATION PRESERVATION ACTIVITY:**

No information provided

**SHORT DESCRIPTION:**

In October 2003 an ad hoc task force, chaired by the state archivist, was organized to address electronic records management issues. A major goal of the group was to draft legislation to legitimize the current and future use of electronic records technologies by state and county agencies. First introduced in the 2004 session, the bill passed in the 2005 Legislative session (HB 515 SD1)

[http://www.capitol.hawaii.gov/session2005/bills/hb515\\_sd1\\_.htm](http://www.capitol.hawaii.gov/session2005/bills/hb515_sd1_.htm)

During the summer and fall of 2005, the task force drafted metadata standards based on the Minnesota Recordkeeping Metadata standards. We are in the process of finding a state agency to pilot the standards before they are adopted.

**LINKS TO RELATED WEB SITES OR PROJECT DOCUMENTS:**

No information provided

**CONTACT FOR THIS ACTIVITY:**

[susan.e.shaner@hawaii.gov](mailto:susan.e.shaner@hawaii.gov)

## Section 4. Training Needs for Digital Preservation Related Activities

Level of training needed for the digital preservation capabilities, specified below.

	Training already provided	Basic training needed	Advanced training needed
Identify the type and amount of digital information throughout the state.			
Select and appraise state government information in digital form.			X
Identify key stakeholders related to specific digital information (other local/state agencies, other states, private sector, etc.).			
Negotiate and make agreements with key stakeholders to preserve digital information.			
Acquire state government information in digital form for holdings.			
Manage state government information in digital form (metadata, reformatting, etc.).			X
Manage the ingest of digital information into a repository.			X
Manage the long-term storage of digital information in a repository.			X
Develop mechanisms to monitor the long-term usability of state government information in digital form.			X
Make state government information in digital form accessible to users.			X
Produce a disaster and recovery planning for state government information in digital form.			X
Manage copyright, security, and other legal issues of relevance to state government digital information.			X
Other (See below).			X

### Other training needed for digital preservation capability.

We feel the capabilities not answered can't be accomplished through training.

### Additional information on existing training programs.

Legislation drafted to develop a disaster recovery/business continuity program, including a data center recovery site, and a business continuity plan that specifies the policies and processes to activate and operate the recovery site. (SB333) [http://www.capitol.hawaii.gov/sessioncurrent/bills/sb333\\_sd1\\_proposed\\_.htm](http://www.capitol.hawaii.gov/sessioncurrent/bills/sb333_sd1_proposed_.htm)

## Section 5. State Government Digital Information Currently At-Risk #1

This section includes examples of state government digital information that is at-risk of deteriorating or being altered or lost through format or technological obsolescence, policy or procedural gaps, or financial constraints.

**DESCRIPTION OF AT-RISK STATE GOVERNMENT DIGITAL INFORMATION:**

State agency Web sites, Web casts, audio casts, electronic newsletters.

**CONDITIONS CAUSING INFORMATION TO BE AT-RISK:**

No one currently archiving this information.

**STRATEGIES CONSIDERED TO PRESERVE AT-RISK STATE GOVERNMENT DIGITAL INFORMATION:**

An ad-hoc electronic records management committee has been formed to begin to address these and other issues.

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**Examples of government digital information that was not preserved and is no longer accessible.**

Web sites

## Section 6. Enterprise Architecture

The following section describes the state's and corresponding units' awareness of and involvement in their state's Enterprise Architecture efforts.

**Aware of state's Enterprise Architecture efforts.**

Yes

**Involved in state's Enterprise Architecture efforts.**

No

**Nature of involvement in the state's Enterprise Architecture efforts, if appropriate.**

There is an effort to establish enterprise architecture for our state consistent with NASIO's direction, but it doesn't exist yet. They are working on establishing a pilot project.

**Links to relevant documentation that describes the unit's involvement in the state's Enterprise Architecture efforts.**

No information provided

## Section 7. Additional Thoughts or Comments

I hope this survey leads to the sharing of information on 'best practices', technologies, standards and other digital preservation activities that have been effective for other states, the federal government and other entities.