

DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES
ANNUAL REPORT ON GOALS, OBJECTIVES AND POLICIES

January 2009

Program ID/Title: AGS-111/Archives-Records Management

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I. Goals

- A. Increase access to the State Archives collections.
- B. Promote efficient and effective management of government records.

II. Objectives and Policies

- A. Collect permanent non-current records of historic/continuing value from government agencies.
- B. Digitize records for access via Archives' website. Catalog records on Hawaii Voyager, an online library database accessible via the internet.
- C. Develop and revise records retention and disposition schedules for the executive branch.
- D. Operate the State Records Center for storage of non-current, non-permanent records.
- E. Develop/update policies and guidelines relating to records management, e.g., disposal and digitization.

III. Action Plan with Timetable

A. Past Year Accomplishments

- 1. Archives: add/edited 374 bibliographic records in on-line catalog Hawaii Voyager which is accessible on the Internet; accessioned 131.5 cubic feet of records and special collections; appraised, arranged and described 137 cubic feet of records for public use; retrieved 25,866 records for researchers; translated 340 pages of

Hawaiian language records; serviced 12,037 researchers; scanned 26,331 images; made 21,309 records available via Archives' website; and received more than 62,000 visitors to Archives online databases.

2. Records Center: no records scheduled – unfinished projects carried over to FY2009; received 4,134 cubic feet of records and 1,863 records requests; and coordinated destruction of 2,382 cubic feet of expired records.

B. One Year

1. Archives: add/edit 400 bibliographic records to Hawaii Voyager; accession 100 cubic feet of government records; appraise, arrange, and describe 140 cubic feet of records; retrieve 25,000 records for researchers; translate 350 pages of Hawaii language records; service 12,000 researchers; make 90,000 records available via the Archives' website; and receive 70,000 visitors to Archives online databases.
2. Records Center: schedule 15 records series; receive 4,100 cubic feet of records; service 1,500 records requests; and coordinate destruction of 2,500 cubic feet of expired records.

C. Two Years

1. Archives: add/edit 800 bibliographic records to Hawaii Voyager; accession 200 cubic feet of government records; appraise, arrange, and describe 280 cubic feet of records; retrieve 50,000 records for researchers; translate 700 pages of Hawaiian language records; service 24,000 researchers; make 180,000 records available via the Archives' website; and receive 140,000 visitors to Archives online databases.
2. Records Center: schedule 30 records series; receive 8,200 cubic feet of records; service 3,000 records requests; and coordinate destruction of 5,000 cubic feet of expired records.

D. Five Years

1. Archives: add/edit 2,000 bibliographic records to Hawaii Voyager; accession 500 cubic feet of government records;

appraise, arrange, and describe 700 cubic feet of records; retrieve 125,000 records for researchers; translate 1,750 pages of Hawaiian language records; service 60,000 researchers; make 450,000 records available via the Archives' website; and receive 350,000 visitors to Archives online databases.

2. Records Center: schedule 75 records series; receive 20,500 cubic feet of records; service 7,500 records requests; and coordinate destruction of 12,500 cubic of expired records.

IV. Performance Measures

- A. Customer Satisfaction measure: Monitor website use by the general public and their interest in information presented by analyzing statistical data on number of hits to what pages. Use information to improve the "look and feel" and information presented on the website. Develop survey to evaluate customer satisfaction with the website.
- B. Program Standard measure: In-house standards regulate service to the public and status-reports measure the output and effectiveness of our public service activities.
- C. Cost Effectiveness measure – Compare records managements costs with private sector, in particular storage costs.