

JAN 25 2017

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# A BILL FOR AN ACT

RELATING TO RECORDS MANAGEMENT.

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

**PART I**

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SECTION 1. The legislature finds that the department of education is required to maintain student records as evidence of activities, transactions, and decisions that show the existence and validity of student attendance in school. However, as the State currently has no uniform requirement for the retention of student records, schools vary in the length of time they store and maintain them.

The legislature further finds that other states require student records to be stored and maintained anywhere from sixty to one hundred years, with many states requiring that student records be stored and maintained permanently.

The purpose of this part is to require the department of education to store student records for a period of not less than one hundred years following the graduation, transfer, or 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 (b) Student records shall be retained in the original or  
10 reproduced form for a minimum of one hundred years following the  
11 student's transfer, graduation, or other separation from the  
12 department.

13 (c) Student records may be destroyed after the retention  
14 period specified in subsection (b) or upon digitization,  
15 computerization, or minification, in a manner that preserves the  
16 confidentiality of the information in the record.

17 (d) As used in this section, "student records" means any  
18 official student document as determined by the department and in  
19 accordance with state and federal law."

20 PART II



1           SECTION 3. The legislature finds that schools currently  
2 store student records in accordance with their individual  
3 resources, which may include non-fireproof, locked file cabinets  
4 or on-site containers. This varied filing maintenance and  
5 storage system is inefficient and makes document retrieval  
6 difficult and time consuming. In addition, it increases the  
7 risk of misplaced or misfiled records, which can result in even  
8 greater delays in response to requests for such records.

9           The legislature further finds that there is a critical need  
10 to modernize the student record management systems in the  
11 department of education. While some schools have used their  
12 weighted student formula funds to invest in digitizing student  
13 records for more reliable storage and efficient document  
14 management and retrieval, those schools that are not able to set  
15 aside funds for digitization must continue to waste space and  
16 resources for the storage of paper records.

17           The legislature additionally finds that the Hawaii  
18 correctional industries program has begun a new digitization  
19 program, using modern tools and equipment, including high speed  
20 scanners, optical character recognition software, and electronic  
21 document management systems, intended to assist state agencies



1 in modernizing their record management systems and provide  
2 skills training and development for inmates. A partnership  
3 between the department of education and the Hawaii correctional  
4 industries program would benefit state agencies and the  
5 populations they serve.

6 The purpose of this part is to authorize the department of  
7 education to partner with the Hawaii correctional industries  
8 program in a student records modernization pilot project and to  
9 appropriate funds for this purpose.

10 SECTION 4. (a) The department of education may partner  
11 with the Hawaii correctional industries program to engage in a  
12 three-year student records modernization pilot project. Any  
13 pilot project conducted pursuant to this section shall include:

- 14 (1) One elementary school;  
15 (2) One middle or intermediate school; and  
16 (3) One high school,

17 in each county.

18 (b) The department of education shall submit a report on  
19 the status of any pilot project conducted pursuant to subsection  
20 (a), including any findings, recommendations, and proposed  
21 legislation, to the legislature no later than twenty days prior



1 to the convening of the regular sessions of 2018, 2019, and  
2 2020.

3 SECTION 5. There is appropriated out of the general  
4 revenues of the State of Hawaii the sum of \$ or so  
5 much thereof as may be necessary for fiscal year 2017-2018 and  
6 the same sum or so much thereof as may be necessary for fiscal  
7 year 2018-2019 for a pilot project to modernize student records  
8 management systems within the department of education.

9 The sums appropriated shall be expended by the department  
10 of education for the purposes of this Act.

11 PART III

12 SECTION 6. New statutory material is underscored.

13 SECTION 7. This Act shall take effect upon its approval;  
14 provided that part II of this Act shall take effect on July 1,  
15 2017.

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# S.B. NO. 1100

**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.

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

