
A BILL FOR AN ACT

RELATING TO RECORDS MANAGEMENT.

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

PART I

1
2 SECTION 1. The department of education is required to
3 maintain student records as evidence of activities,
4 transactions, and decisions that show the existence and validity
5 of student attendance in school. However, as the State
6 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. Other states require student records to be
9 stored and maintained anywhere from sixty to one hundred years,
10 with many states requiring that student records be stored and
11 maintained permanently.

12 The purpose of this part is to require the department of
13 education to store student records for a period of not less than
14 one hundred years following the graduation, transfer, or
15 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."



PART II

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

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

18 The Hawaii correctional industries program has begun a new
19 digitization program, using modern tools and equipment,
20 including high-speed scanners, optical-character-recognition
21 software, and electronic-document management systems, intended



1 to assist state agencies in modernizing their record-management
2 systems and provide skills training and development for inmates.
3 A partnership between the department of education and the Hawaii
4 correctional industries program would benefit state agencies and
5 the 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 2019, 2020, and
2 2021.

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

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

10 PART III

11 SECTION 6. New statutory material is underscored.

12 SECTION 7. This Act shall take effect on July 1, 2018.

13

INTRODUCED BY: T. Stahl
Greg Tabor

JAN 10 2018



H.B. NO. 1628

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 100 years. Allows the Department of Education to partner with the Hawaii Correctional Industries Program to establish a three-year student records modernization pilot project.

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