

## Digitizing Hidden Special Collections and Archives Sample Proposal (2018)

**Lead Applicant:** Hawai'i State Archives

**Project:** I ali'i no ke ali'i i ke kanaka (A chief is a chief because of the people): Justice and Accountability through Access to the records of Hawai'i's Governments

**Collaborative?:** Yes

**Collaborating Institutions:** Hawaiiinuiakea School of Hawaiian Knowledge at the University of Hawai'i - Manoa; Native Hawaiian Legal Corporation; Awaiaulu Literature Project; Hawai'i State Department of Education's Office of Hawaiian Education; Honolulu Museum of Art; Washington Place; and Royal Order of Kamehameha I

Portions of this successful proposal have been provided for the benefit of future *Digitizing Hidden Special Collections and Archives* applicants. Members of CLIR's independent review panel were particularly impressed by these aspects of the proposal:

- A thoughtful Rights, Ethics, and Re-use statement;
- A model outreach and engagement plan;
- A model collaboration between a variety of repository types each with a defined role in the project; and,
- Strong letters of support to communicate the scholarly value of the materials.

Please direct any questions to program staff at [hiddencollections@clir.org](mailto:hiddencollections@clir.org)

# Application: 0000000340

Digitizing Hidden Collections

## Summary

**ID:** 0000000340

**Last submitted:** Sep 20 2018 08:26 PM (EDT)



## Initial Proposal Phase

**Completed** - Sep 20 2018

## Initial Proposal Phase

Fields marked with \*\* are responses that will be publicly shared

## Section 1: Project Summary

### **\*\*Applicant Institution (Legal Name)**

Provide the name of the institution applying for the grant (e.g. Sample University, Campus). In the event this proposal is approved for funding, this institution will assume fiscal responsibility for the proposed project.

Hawai'i State Archives

### **\*\*Applicant Institution (Colloquial Name)**

If desired, provide a colloquial name for the applicant institution if it differs from the full legal name. If provided, this name will be used in CLIR's publicity about the award, including in press releases and on CLIR's website.

HSA

### **\*\*Collection/Project Title**

A good project title is brief and includes language suggesting the subject matter and/or format types of the source materials to be digitized. In some cases, the project title may be the name of the primary collection nominated for digitization. Titles of funded projects will be made available on [CLIR's website](#).

(max. 50 words)

I ali'i no ke ali'i i ke kanaka (A chief is a chief because of the people): Justice and Accountability through Access to the records of Hawai'i's Governments

## **\*\*Project Summary**

Write a paragraph-length summary of the proposed project that mentions the length of the project, the names of participating institutions, the nature of the source materials to be digitized, major activities to be undertaken during the project, and the significance of the project for scholarship once completed.

(max. 150 words)

The proposed 36-month scanning project focuses on the earliest governance records of Hawai'i, from the Hawaiian Kingdom through the overthrow of the Monarchy up to its annexation by the United States in 1900. This is a collaborative partnership between the Hawai'i State Archives, Hawaiinuiakea, Office of Hawaiian Education, and other cultural institutions. A major emphasis of the project will be on providing online access to 'Olelo Hawai'i (Hawaiian Language) records from the Hawaiian Kingdom due to their ongoing cultural, as well as legal, importance. The legality of the overthrow and constitutionality of the subsequent annexation of the State are still contentious issues to the people of Hawai'i. The intent of this grant project is to add a layer of transparency to the operation and transition of government within Hawai'i by providing online description and global access to a legally and culturally important collection hidden by language (Hawaiian) and geography.

### **What is the size of the request (in whole dollars)?**

NOTE:

- The minimum acceptable request in this program, for all projects, is **\$50,000**.
- Single-institution projects can request **no more than \$250,000**.
- Collaborative projects can request **no more than \$500,000**.

\$500,000



**Provide the proposed project length in whole months, and list the project start and end dates.**

NOTE:

- All projects must begin between **January 1 and June 1, 2019**.
- The minimum project length, for all projects, is **12 months**.
- Single-institution projects can last **up to 24 months** and must end by **May 31, 2021**.
- Collaborative projects can last **up to 36 months** and must end by **May 31, 2022**.

(format MM/DD/YYYY)

Project Length	36
Project Start Date	1/1/2019
Project End Date	12/31/2021

**Is this a collaborative project?**

Yes

**\*\*Collaborating Institutions (If applicable)**

Include the names of the collaborating institutions.

Institution 1	Hawaiinuiakea School of Hawaiian Knowledge at the University of Hawai'i - Manoa
Institution 2	Native Hawaiian Legal Corporation
Institution 3	Awaiaulu Literature Project
Institution 4	Hawai'i State Department of Education's Office of Hawaiian Education
Institution 5	Honolulu Museum of Art

**If you require more than 5 institutions please provide their details below**

Washington Place

Royal Order of Kamehameha I

## **Collaboration Statement (Required for all applicants proposing a collaborative project)**

Identify the ways in which your proposed project constitutes a collaborative effort. Explain how the collaboration advances the missions and meets the priorities of each of the institutions involved and enhances the capacity of the project to support the creation of new knowledge, and describe benefits of the project that would not be possible if the partners worked individually.

(max. 250 words)

Collaborative Partnerships are grouped into three categories: Translation and Description, Exhibition and Outreach, and Native Hawaiian Knowledge Organization Committee.

Hawaiinuiakea, Awaiaulu Literature Project and the Office of Hawaiian Education all have stated mission goals of teaching Native Hawaiian History in 'Olelo Hawai'i (Hawaiian Language) – which was kapu (forbidden) to be taught in the public schools after 1896. This restriction on the language resulted in a reduction of Native Hawaiian speakers from an estimated 500,000 in the 1840s to less than 3,000 by the 1980s. The Translation and Description Partners will be using these newly digitized source materials to help resurrect an almost lost language, including building up the Native Hawaiian vocabulary with words that have been lost to contemporary usage. In the process, they will provide descriptive metadata on the contents of the digitized records. Additionally, they will assist the State Archives in the use of 'Olelo Hawai'i on the Digital Archives website to make the website completely bi-lingual (Hawaiian and English). The Exhibition and Outreach partners (Washington Place, HOMA) answer the question of "and then what" by taking the newly digitized materials and creating digital exhibitions for use within their own institutions, adding context to the records for their targeted audience.

Lastly, Collaborative Partners will serve on a Committee to develop ways of better integrating current archival theory with traditional Native Hawaiian Knowledge Organizational practices to better serve the underrepresented Native population within our researcher community, with Native Hawaiian Legal Corporation as subject matter legal experts.

## **Resubmission?**

Has this proposal previously been submitted for consideration? If so, list the year(s) you applied and explain what changes have been made in response to reviewer comments from the previous cycle(s).

(max. 250 words)

This grant proposal has not previously been submitted

## **\*\*Quantities and types of original materials to be digitized during the project**

Enter below the estimated quantities and select the units of measurement and material types that best describe the extent of original materials that will be digitized during the project. You may add as many different measurement/material types as you like but each individual item should be accounted for in only one category.

If the quantities provided are rough estimates rather than precise descriptions, explain the method used for estimating those quantities in the space provided for additional information.

How many categories would you like to enter?

1

### **Category 1**

Type of Materials	mixed archival collections
Amount of Material	250
Unit of Measurement	linear feet
Additional Information	Primarily loose paper with some (>10%) bound volumes

## **Quantities and formats of master digital files to be created during the project**

Enter estimated quantities of uniquely described digital files to be created through digitization, as well as the relevant format(s) created.

If additional files are to be derived from those created in the digitization process for the purposes of backup, preservation and/or access, do not count these derivative files or formats in the totals entered; you may describe any derivative formats to be created and the purposes these will serve in the space provided for additional information.

To begin, select how many master digital file formats will be created.

1

### **Digital File 1**

Quantity	600000
Format	tif
Additional Information	Front and back of all records, 300dpi, 8bit, color

**List the name(s) and URL(s) of the catalogs/repositories/services through which the digitized files and/or associated metadata will be made available**

Provide names and complete URL(s) for all portals through which content digitized through the proposed project will be available to researchers and the general public.

(format: <http://address.com>)

	Portal	URL
1	Hawaii State Digital Archives	<a href="http://digitalarchives.hawaii.gov">http://digitalarchives.hawaii.gov</a>
2		
3		
4		
5		
6		
7		
8		
9		
10		

Section 2: Description of Content

## **\*\*Description of materials to be digitized**

Provide a brief narrative description of the source materials nominated for digitization, including their subject(s), provenance, relevant associated people, organizations, and events.

(max. 250 words)

During the 19th century, the Hawaiian Kingdom was an internationally recognized sovereign nation. At the time, it was also one of the most literate nations on earth and as such, produced prolific writers and historians. The available corpus of 'Olelo Hawai'i (Hawaiian language) materials, hand-written and published, is the largest of any native language in the Pacific, and the largest of any indigenous language in the United States and perhaps in all of native North America. The proposed scanning project focuses on the earliest governance records of Hawai'i from the Hawaiian Kingdom through the overthrow of the Monarchy up to and including its annexation by the United States in 1900. A major emphasis of the project will be on providing online description and access to 'Olelo Hawai'i records from the Hawaiian Kingdom government due to their ongoing cultural, as well as legal, importance. The vast majority of the records proposed under this grant are contained with the Foreign Office and Executive fonds, spanning the governments of the Hawaiian Kingdom, Provisional Government and the Republic of Hawai'i. These records detail the operation of, and transition between governments within Hawai'i between 1790 and 1900. The legality of the overthrow of the Hawaiian Monarchy and constitutionality of the subsequent annexation by the United States are still contentious issues to the people of Hawai'i; leading to the interest in digitizing the governance records leading up to the overthrow of 1893, the Provisional Government (1893-1894), the Republic of Hawai'i (1894-1898) and Annexation in 1900.

## **\*\*Geographic Scope.**

Describe the range of geographic regions represented in the materials nominated for digitization. Do not describe the current or future location(s) of the original, physical materials.

(max. 50 words)

While primarily focused on the governmental records of Hawai'i, various foreign governments are represented through their embassy correspondence with the Foreign Office, as well as the Hawaiian Ambassadors who were stationed abroad. Numerous Sovereign Nation treaties across the globe are also included in the proposed series to be digitized.

**\*\*Date range of materials to be digitized.**

List your best estimate of the date range covered by the collection(s), in whole years.

Dates should be formatted as YYYY BC/AD – YYYY BC/AD (e.g. 356 BC - 1542 AD).

Note: Do not include historic dates that characterize the subject matter of the collection(s). For example, if a nominated collection is the personal papers of a nineteenth-century specialist who studied Greek archaeology of the fifth century BC, the age range would fall in the nineteenth century and not the fifth century BC.

1790 AD - 1900 AD

**\*\*Collection level descriptions**

If applicable, identify and provide the URL(s) for any collection-level descriptions currently available online.

The existence of such descriptions is not a requirement for this award and there is no minimum level of description required before collections can be eligible for nomination for this program.

	Portal	URL
1	Hawaii State Archives	<a href="http://ags.hawaii.gov/wp-content/uploads/2012/09/FOEX.pdf">http://ags.hawaii.gov/wp-content/uploads/2012/09/FOEX.pdf</a>
2	Hawaii State Archives	<a href="https://ags.hawaii.gov/wp-content/uploads/2018/04/FOEX2.pdf">https://ags.hawaii.gov/wp-content/uploads/2018/04/FOEX2.pdf</a>
3		
4		
5		
6		
7		
8		
9		
10		

## **Current arrangement and description(s) of materials to be digitized**

Provide a brief narrative that summarizes the physical arrangement and the level(s) of processing, cataloging, or other descriptive work that has previously been done for the nominated collection(s). Include the date(s) this descriptive work took place and the standard(s) and/or current format(s) of the records that were created.

(max. 250 words)

All records proposed to be digitized under this grant have already been arranged and described at the series level. Most series are arranged either chronologically or by subject filing; regardless of filing stratagem, the physical arrangement is specified in the finding aid. The Finding Aids schema (representative examples of Foreign Office and Executive series have been linked above) includes: description of Agency, Scope and Content, related series, Series Description, inclusive dates, range, extent, and box/content listing. Finding aids are currently available in paper and PDF formats; which will be digitally searchable and linked to series when the Hawai'i State Digital Archives launches in Q4 2018. Foreign Office and Executive finding aid series descriptions, for instance, were created between 1997-1999 and are currently being revised to DACS standards.

## **Current condition and housing of materials to be digitized and plans for their conservation and preservation**

Describe the current condition and housing of the source materials to be digitized, including the means through which this condition has been assessed.

- Identify the individual or individuals responsible for this assessment and approximately when the assessment took place.
- Describe the strategies to be employed for stabilization, conservation, and/or preservation of the materials, including the means through which this work will be supported and sustained long-term.
- Explain the environmental provisions made for the long-term management of the source materials and the strategy for responding to requests for access to them.

(max. 250 words)

Assessment performed by State Archivist in March 2018.

All records proposed for scanning in this project have previously been arranged and described in accordance with archival theory (finding aids being updated using the DACS standard). They have been processed into acid free folders and boxes (save bound volumes). All records are stored in access controlled, environmentally controlled, windowless archives' storage with halon fire suppression behind an 8-inch thick bank vault door. The HVAC system has recently (2018) undergone a \$1.3Million upgrade to ensure continued compliance with required temperature (62F +/- 2F) and humidity (50%RH +/- 3%). Physical access to records is provided in the Hawai'i State Archives' research room one folder at a time, under the constant supervision of a reference archivist, monitored by eight security cameras.

Digital records will be ingested into the Hawai'i State Digital Archives, with file format transformation automated in accordance with a master plan for the creation of preservation and access derivatives. A copy will be kept onsite, a second copy stored at the State data center and a third non-proprietary XML encapsulated iteration of digital record stored on the mainland. Additionally, a disaster recovery copy will be stored on the mainland within a state archives' vault.



## **Description of samples**

Briefly describe the representative samples in the uploaded PDF document.

(max. 100 words)

1. Labor contract for first group immigration of Japanese to Hawai'i, 1870
2. Laws of the Republic of Hawai'i in Hawaiian, 1895
3. Translation of letter of Kamehameha III to Queen Victoria during British Occupation of Hawai'i, 1843
4. Court Martial of Queen Lili'uokalani, 1895
5. First public execution in Hawai'i, 1840
6. Creation of first laws in Hawai'i, 1827
7. First passport issued by Hawaiian Kingdom, 1845
8. Law License Application of Native Patriot Joseph Nawahi, 1880
9. List of Government Officials refusing to take the Oath supporting the Provisional Government, 1894
10. Constitution of the United States in Hawaiian, 1894

**May CLIR excerpt from and display some portion of these representative samples within the Hidden Collections Registry, elsewhere on CLIR’s website, or in program-related social media?**

Tick “yes” or “no,” indicating whether CLIR may display some portion of the provided samples within the Hidden Collections Registry, elsewhere on CLIR’s website, or in program social media.

CLIR staff will cite the holding institution if a sample is used in one of these ways.

Note that an applicant’s response to the question will be visible to CLIR staff only and will not affect the proposal’s assessment in the competition for funding in any way.

If you select "Yes" but would prefer that some representative samples be displayed but not others, note below which specific samples CLIR has permission to share.

Yes

**If some samples may be displayed and some may not, clarify which of the representative samples are permissible to display publicly.**

(No response)

### Section 3: Rights Ethics, and Re-Use

#### **Tick to confirm**

All parties to this proposal understand that as a condition of acceptance of any *Digitizing Hidden Special Collections and Archives* award from CLIR, all recipient institutions and collaborating partner organizations will be required to sign and execute the program’s intellectual property agreement ([single institution IP agreement](#); [collaborative IP agreement](#)).

#### **Responses Selected:**

Confirm

All parties to this proposal understand that as a condition of acceptance of any *Digitizing Hidden Special Collections and Archives* award from CLIR, all metadata created in the course of funded project activities must be dedicated to the public domain under a [CC0 Creative Commons license](#). Exceptions may be made for culturally sensitive metadata.

### **Responses Selected:**

Confirm

All parties to this proposal understand that as a condition of acceptance of any *Digitizing Hidden Special Collections and Archives* award from CLIR, recipient institutions, including partnering institutions in cases of collaborative projects, must not claim additional rights or impose additional access fees or restrictions to the digital files created through the project, beyond those already required by law or existing agreements. Digital copies of materials that are in the public domain in their analog form must also be in the public domain. CLIR strongly encourages grant recipients to share digital copies as public domain resources and/or with Creative Commons licenses, as appropriate. Exceptions may be made for those materials in the public domain without the express wishes of local, traditional, and indigenous source communities.

### **Responses Selected:**

Confirm

**Applicants who tick any of the boxes below should provide details clarifying their responses in the Rights, Ethics, and Re-Use Statement.**

**Note that applicants planning to use watermarks or charge fees for the use of digital materials created through this program, particularly for non-commercial re-use, are less likely to be competitive for funding.**

**Tick all that apply:**

### **No Responses Selected**

#### Section 4: Scholarly Significance

**Explain why you consider the nominated collection(s) to be “hidden” currently, and describe the value and significance of the proposed project for the full range of scholarly disciplines and communities it will serve once the collections have been digitized and made accessible.**

For the purposes of the Digitizing Hidden Collections program, applicants must convincingly argue that

their collections are "hidden" in the sense that they cannot be used for important scholarly work until they are fully digitized, discoverable, and accessible. This part of the proposal should state the ways in which the content of the collections is currently "hidden" from those who need it, and it should describe the importance that the completed project will have for teaching, research, and the creation of new knowledge. Applicants should avoid the temptation to provide merely a more detailed description of the nominated materials than is given elsewhere in the application. The statement should go beyond asserting the significance of the subject matter covered by the original materials, presenting a case for the potential use of nominated materials beyond the holding institution and surrounding region and across multiple disciplines and explaining how scholars' and students' understanding of those subjects could be transformed by using digitized versions of those materials specifically.

(500 words max.)

A 2011 research report prepared by the Kamehameha Schools research and evaluation division wrote concerning the aftermath of the 1893 coup d'etat that seized power from the Hawaiian sovereign: "The new government [a self-declared republic] quickly identified 'Olelo Hawai'i (Hawaiian language) as a political threat, and in June 1896, Act 57 was passed, which mandated that English be the only language to be used for teaching in schools." The act required that English language be the medium of instruction in all school throughout Hawai'i, both public and private. Coupled with tremendous economic and social pressures to switch to English as the Americanization of Hawai'i rolled forward, the native language of the Islands and the Hawaiian Kingdom government, became nearly extinct. By the 1980s, where the Islands had once been filled with approximately half a million Hawaiian speakers, the count now stood at approximately 3,000. The abundant primary source archives of Hawaiian-language materials covering the governance of the Hawaiian Kingdom became, for all intents and purposes, a lost archive. The archives that is proposed to be digitized and made available online holds tremendous value for a broad audience across a diverse range of scholarly disciplines and communities. Hawai'i, a state with a history as a former sovereign nation, engages with its past in ways that few other places in the United States do. A widespread interest in the history of the Hawaiian Kingdom incites both academic and community-based research that informs public policy, educates private institutions, and supports personal explorations of identity and family history. A well-known 'Olelo noeau Hawai'i (Hawaiian proverb) reminds us, "I ka wa mamua, ka wa mahope (In the future, is the past).

As the State continues to understand its past and impact it has had on the Native Peoples of the State, and their once sovereign, multi-ethnic nation, it is vitally important that the records of the Hawaiian Kingdom and the government that overthrew the Hawaiian Monarchy be freely and openly accessible to everyone. As the State of Hawai'i is an archipelago situated in the middle of the Pacific Ocean (making it one of the most remote human habitations on Earth), equal access to these invaluable historical records

necessitates digitization and online access. The Hawai'i State Archives already possesses the robust technological infrastructure needed to provide digital access to these records and is only lacking the funds and project staff necessary to convert the analog material into a digital format in order to make these governance records globally accessible, free of charge, for legal, civil, cultural and academic scholarship.

## Section 5: Project Context and Impact

**List and describe all envisioned project deliverables. Explain the means through which each will be available to the public, and any applicable conditions or terms limiting their availability.**

Applicants should describe all expected outcomes, how each will be made accessible to others, and under what conditions.

- Deliverables include the digital surrogates created during the project and related metadata, and they may also include aggregations of those files and metadata with related files and metadata already available online. Metadata created through this program is not restricted to any particular standard or structure. Other possible deliverables include authority files, description and digitization manuals, training materials, research guides, or other outcomes.
- If any special measures are being taken to improve accessibility for specific user communities (e.g. visually or hearing impaired; users with limited internet access; foreign language speakers, etc.), include them here.

(500 words max.)

Digitized Records: 500,000 Tiff images

The resulting scans will be ingested into the Hawai'i State Digital Archives digital preservation system to be packaged into qualified METS/PREMIS XML Archival Information Packages (AIPs) and stored within the preservation system as fully encapsulated, self-describing Library of Congress compliant Bags.

Presentation versions of the scanned images will be created during the ingestion process (currently PDFs for text-based records) and added into the Digital Archives Catalog for rapid retrieval and non-proprietary online access by researchers.

Total new Digital Images: 650,000 Tiff images

In addition to the primary group of records digitized under this grant, the Hawai'i State Archives, in conjunction with its Collaboration Partners will continue to digitize and acquire records for ingestion into the Hawai'i State Digital Archives. It is estimated that an additional 150,000 images will be made available during this grant period as staff time otherwise focused elsewhere can be freed up by the funds made available by this grant to continue to digitize other portions of the holdings at the Hawai'i State Archives besides those covered under this grant. These scans will also be ingested through the Hawai'i State Digital Archives as above.

Linked ISAAR(CFP) Authority Files: 20,000

To provide a secondary access point to records, the Hawai'i State Digital Archives will be creating ISAAR(CFP) Authority Files in order to link records across series and temporal boundaries to definitive Corporations, Families and Personal Authority Entries. By the end of this project, 20,000 ICA ISAAR(CFP) Authority Files will be created and searchable online at the Hawai'i State Digital Archives

Number of Updated Finding Aids: 27

As each series is digitized, the project archivist will be tasked with updating the current Finding Aids to bring it into compliance with the DACS descriptive standard. Likewise, the extent and holdings therein will be updated to reflect the addition of a digital surrogate. These new Finding Aids will be imported into the Hawai'i State Digital Archives, and those digitized records belonging to that series' Finding Aid will be linked to the 'Location of Copies' section.

Linked Educational Curriculum Courses: Four Modules

Working with the Department of Education Office of Hawaiian Education and University of Hawaii, Four course modules concerning some aspect of Hawaiian history from 1790-1900 will be developed. These educational curriculum modules will be made available online to the public and will link directly to the primary source records relevant to that particular aspect of Hawaiian history through the use of persistent URLs assigned by the Hawai'i State Digital Archives. The Hawai'i State Digital Archives is committing to maintaining the persistent id to be resolvable regardless of underlying technology changes, significantly reducing the chances of encountering "404 Page Not Found" errors.

Public Stakeholder Meetings: Eight

Throughout the course of the grant, the Partners will host open meetings for interested stakeholders to solicit feedback on improvements and increasing inclusivity of Native Hawaiians and other Stakeholder

groups. As part of this outreach, the team will travel to three of the neighbor islands to conduct additional Educational Programs.

**Describe any planned outreach and community engagement activities.**

Identify the communities most likely to be interested or invested in the digitization of the proposed material. Describe how you plan to engage them and detail specific outreach approaches for different user groups. Consider the potential impact of the project on scholarly, local, professional, and other related communities of interest.

(250 words max.)

Education: The Hawai'i State Department of Education's Office of Hawaiian Education and Hawai'inuikea University of Hawaii School of Hawaiian Knowledge will create publicly accessible educational curriculum centering on the history of the Hawaiian Kingdom. The initial production will be in 'Olelo Hawai'i with an English translation to follow. Permanent URLs connecting to primary source materials digitized under this project will assure easy and sustained access for the public

Exhibition: Digitized records produced under this grant will be used for Augmented Reality content at Washington Place (historic home of the last reigning monarch of the Hawaiian Kingdom) and on handheld tablets to supplement exhibitions at the Honolulu Museum of Art. The Hawai'i State Archives will produce curated online exhibitions hosted on its homepage of the most historic and culturally significant records.

Knowledge Shared with Community: The Project will solicit recommendations on extending archival descriptive information practices of the Project from a Native Hawaiian Knowledge Organization Committee. This committee will serve as an advisory group to provide recommendations for increasing access to historic records without institutional or cultural borders.

Proactive outreach: The Project plan includes educational programs on the four most populous islands of the State (Oahu, Kauai, Hawai'i, and Maui) to improve an understanding of Hawaiian Kingdom governance and how to access the information created by the Project. The program will include conducting online genealogy and historical research geared toward the general public, as well as special presentations focused on the needs of our identified Designated Communities.

**Describe collections related to the materials nominated for digitization and describe plans for creating meaningful linkages to those collections.**

Applicants should be as specific as possible in describing these related collections, particularly those held at institutions not participating directly in the project. The nature of the relationship between the collections described here and the collections nominated for digitization should be made explicit. Mention any meaningful linkages that will be created through aggregating related metadata for search and discovery (using registries, databases, or other well-known research portals), adopting common standards, protocols and/or controlled vocabularies, or promoting the joint use of the related collections directly to scholars and students.

(250 words max.)

The vast majority of the governance records at the Hawai'i State Archives are found within the Foreign Office and Executive (FO&Ex) fonds of the Department of Foreign Affairs, and are therefore covered under this grant proposal. The Bishop Museum and Archives maintains a small collection of related records in their Judd collection (Chief Justice, Hawaiian Kingdom and Republic of Hawaii). Related series contained at the Hawai'i State Archives include:

- Land Records. Links directly with at least 11 series related to land governance in Hawaii. Executive decisions recorded in FO&Ex affected how the lands in Hawai'i transitioned from belonging exclusively to the King into crown and private property.
- Department of Interior, Bureau of Immigration. Prior to the transfer of immigration duties to the US Federal government, the Bureau of Immigration was created to handle the immigration of people from other countries into Hawai'i. Most notably the influx of immigrants for plantation labor are among the records in this collection.
- Manuscript Collection. 12 series The majority of these collections are the personal papers of individuals, however, they held large roles in Hawaii's government and can be found as part of the FO&Ex collection. The two collections, when researching the individual, are almost inextricably linked.

The digitized records will be linked to the related series in the 'Related Materials' section of the DACS finding aids schema allowing for 'browsing' capability, as well as linked (through efforts of our collaborative partners) to ISAAR (CFP) authority files for specific known entities.



**Describe any future scholarly initiatives that would be made possible by the completion of project work.**

Such initiatives may be those planned by the applicant institution or consortium or those that other individuals or organizations might launch as a result of the project. Examples may include but are not limited to research and assessment projects, digital scholarship, new forms of computationally intensive research, digital exhibits, and new online teaching and learning initiatives.

(250 words max.)

Historian Dr. Ronald Williams Jr. has written, “A historical research methodology that preferences English-language sources has long dominated the production of historical narrative concerning Hawai’i. This exclusionary process has been enabled and normalized by, among other things, a tremendous decline in the number of Hawaiian-language speakers and writers over much of the 20th century. Since the birth of language revitalization efforts, we have seen movement toward inclusion of Hawaiian-language archival materials in the writing of Hawaiian history. Recent work in accessing and presenting these materials is contesting previous understandings, rearticulating histories, and rediscovering previously elided figures. We have, however, only scraped the surface of a massive archive of Hawaiian-language ‘voices.’” The digitization of the prolific and pertinent records offered in this project would have a tremendous impact on future scholarly initiatives related to Hawai’i. The project’s focus on the native language records within the State Archives will help feed the expanding number of recent university graduates who have been trained in Hawaiian-language research. The State Department of Education’s recent 30-year anniversary of its Hawaiian-language immersion education program—Hawai’i is the only state in the US with two official languages and therefore a choice of language medium education delivery—highlighted the multiplying number of researchers, writers, and teachers who are ono (desirous, hungry) for Hawaiian-language primary sources to explore and use. International and local academic conferences have demonstrated the numerous, exciting and diverse research projects that Hawaiian-language researchers both in Hawai’i and abroad are currently tackling.

## Section 6. Project Design

**Explain the rationale behind the project’s design. Describe prior research and/or experiences that have directly informed this design. Note any innovations or practices that will make the proposed approach particularly efficient, ground-breaking, and/or cost-effective.**

CLIR expects that this program will support innovative and increasingly efficient methods of digitizing and disseminating information about cultural heritage materials to scholars and the broader public. All applicants should demonstrate an understanding of how their proposed approach to digitization fits into

current understandings of best professional practice and, if applicable, may propose unique improvements to this practice.

(500 words max.)

The proposed project pays particular attention to stakeholder management, quality control and time management using the Kanban System. The project management design blends the best principles of Agile Software Development with Project Management principles endorsed by the Project Management Institute. The proposed Project Manager for this grant is a certified PMP professional and one of the PIs on the project has over 10 years of experience in Agile Software Development. The proposed Project Director has successfully implemented the Digital Archives for Washington State (currently preserving in excess of 100 Million records) and has been PI or co-investigator on \$20Million worth of grants over the past 15 years.

This 36-month project can be divided into four phases according to project lifecycle structure that has been successfully deployed in the development of the Hawai'i State Digital Archives and the best practices laid out by the Project Management Institute

Starting: Project charter approval, PM plan development, Kanban initiation, stakeholder register, WBS (Work Breakdown Structure) development and milestone definition

Organizing and Preparing: Procurement plan including digitization service RFP, risk assessment and response plan, quality control plan and pilot implementation, IT system check (Digital Archives, scanning and proofing system, crowdsourcing tool, APIs)

Carrying out: Iterative digitization (scanning-description-QC-AIP/DIP) using Kanban, stakeholder meeting for work prioritization, subject matter expert meeting for content development, crowdsourcing data QC, checking milestones and outreach in islands

Closing: validation and acceptance of final deliverables by subject matter experts, procurement closing, online/offline exhibition with the digital content open, all the digital content opened to the public through the Hawai'i State Digital Archives.

## Principal Investigators/Primary Staff

In this section, summarize the relevant qualifications of up to three individuals who will be responsible for the deliverables named in the proposal, or other work specified in the project or technical plans.

- The qualifications of all named Principal Investigators (PIs) must be included here.
- If the project includes fewer than three PIs, applicants may optionally use this space to describe other important staff members.
- If any of the three individuals included in this section has not yet been identified, applicants should explain the nature of the qualifications required of a candidate for that role in the project.
- Individuals may not be named as PI on more than one proposal and may not serve as PI on two funded projects simultaneously.

(250 words max.)

Project Director - Adam Jansen

20-year experience in archives administration

Master's in Information Science (Business Admin/Computer Science)

PhD course completion in archival studies at University of British Columbia

University Lecturer in Digital Preservation

Hawai'i State Archivist

InterPARES co-investigator

Designed and Managed the Washington State Digital Archives from 2003-2009

Lead Developer/Technical Expert - Aleks Drozdov

Five years as Enterprise Architect for the The National Archives, UK

20 years of technical programming experience

Subject Matter Expert - Dr. Ronald Williams, Jr.

PhD in History of Hawai'i with a focus on Native-language primary source materials

Published author, academic and public histories / noted historian

Fluency in Hawaiian language

12-year teaching staff, 6-yr faculty member Hawaiinuiakea School of Hawaiian Knowledge, University of Hawai'i - Manoa

Current President of the 126-yr old Hawaiian Historical Society

## **How many staff will be assigned to this project?**

You may include students and volunteers in this list. List the number of applicable staff that will be assigned to the project and briefly describe their roles (e.g. professional, graduate student, etc.), noting how many are full- and how many are part-time staff.

(75 words max.)

### **Management Team:**

Project Director (part-time) - Responsible for project deliverables, budget reporting and expenditures

Project Manager (part-time) - Ensure adherence to schedule

Project Historian (part-time) - SME for team questions, scanning priorities

### **Quality Assurance Team:**

Project Archivist (full-time) - Check-in/out of records, QA, upload to Digital Archives, revise finding aids

Two Translators/graduate student interns (part-time), Adding descriptive metadata

Five Volunteers (part-time), QA images from scanner

### **Contracted Scanning Services:**

Two scanners (full-time) scan records provided by Project Archivist

## **Will special skills or training be required?**

Explain the nature of any required skills or training to undertake the project and how the applicant institution intends to solicit or provide it.

(250 words max.)

The Collaborative Partners have each been chosen with an eye towards leveraging their strengths to offset the weaknesses of the Hawai'i State Archives staff, for instance: 'Olelo Hawai'i (Hawaiian Language) translators -- the State Archives has one translator on staff who, for this project, will be supplemented by graduate student interns from the Hawai'inuiakea School of Hawaiian Knowledge, and the Awaiaulu Literary Project. With regards to the exhibition phase of the project ("and then what" once the content has been scanned), although the Hawai'i State Archives currently has highly skilled Archivists they need experienced support with outreach endeavors. Washington Place, the former residence of Her Majesty Queen Lili'uokalani, and the Honolulu Museum of Art both have highly skilled curators with expertise in outreach development who will work alongside the Hawai'i State Archives Staff to develop compelling digital exhibitions

While the Hawai'i State Archives staff does have extensive experience in scanning historical records, a majority of this work will be outsourced to a skilled and experienced local vendor in order to alleviate the problem of diverting staff away from core responsibilities. The proposed project is of significant size and, as such, calls for hiring a project archivist for the length of the project to pull, prep, provide accountability for the records and scan any deemed too fragile to hand off to the vendor. The staff on hand has the experience in training project archivists.

## Section 7. Sustainability

Upload a digital preservation and discoverability plan explaining how project deliverables will be made secure and discoverable for the long term. This document is uploaded as a separate task in the application system.

## Section 8. Institutional Capacity

## **Institutional Priorities**

Describe the applicant's institutional priorities for digitization, digital collection development, maximizing access, and supporting scholarship, learning, and/or the public good, as well as those of any collaborating institution(s). Explain the relationship of the proposed project to those priorities. Applicants may mention or cite relevant details given elsewhere in the proposal and supporting documentation but need not repeat those details in their entirety. The purpose of this section is to provide space for additional evidence of the applicants' motivation to undertake the proposed project and sustain its outcomes beyond the project term.

(250 words max.)

Given the unique geography of the State, its location in the middle of the Pacific Ocean, and the high prevalence of natural disaster striking the islands (tsunamis, earthquakes, hurricanes, volcanos), the Hawai'i State Archives has held as its highest priority scanning records for the dual purposes of access and preservation. This is best illustrated by our legislative efforts to obtain a dedicated, perpetual funding source to start up the development of the Hawai'i State Digital Archives in 2013 and the hundreds of thousands of scanned records that have been created over the past ten years in preparation for that Digital Archives. Details on the Digital Archives (launch date of Q4 2018) can be seen in the Digital Preservation Plan, and a preview of the interface in the video linked to this application. Through a focus on digitizing Hawaiian-language records, this proposed project would increase by greater than ten-fold the amount of primary source native-language records that the Hawai'i State Archives has offered to the public. With a rising tide of new scholars equipped with Hawaiian-language fluency, these materials have the potential to mark an important inflection point in the study of Hawai'i's past. For the past century, more have read records about Kanaka 'Oiwī (Native Hawaiians) than ever before. This project will support the research of primary source records from and by Kanaka 'Oiwī.

## **Institutional Strengths**

Describe the institutional strengths that justify the undertaking of the proposed project by the applicant and any collaborating institutions. Strengths may include existing infrastructure, partnerships, professional associations, staff experience, access to local expertise (scholars, volunteers, students), financial or other resources, etc. Applicants may mention or cite relevant circumstances that are described in greater detail elsewhere in the proposal but need not repeat those details in their entirety.

(500 words max.)

The greatest strength offered by the institutions jointly submitting this grant proposal is the unity in

collaborative vision (the Aloha Ohana) and desire to contribute their institutional expertise that each of the partners bring to the whole. The Hawai'i State Archives has a saying: "We are content rich, but resource poor". As an individual institution, the Hawai'i State Archives holds the largest collection of 'Olelo Hawai'i records in the world, but lacks the sufficient staff skillset to read, understand and contextualize 'Olelo Hawai'i records. By working within this collaborative partnership with some of the most knowledgeable and connected people on the planet in regards to Hawaiian Knowledge—both academic and cultural -- all of these experts can help shape the presentation of the fonds and the ways in which we present these records to our Designated Communities.

The Hawai'inuiakea School of Hawaiian Knowledge at UH Manoa is the largest Indigenous Studies program in the world and offers connections to masters of native arts, medicine, agriculture, dance, history, aquaculture and more. Awaiaulu Literature Project employs world renown translators and continues to train those fluent in Hawaiian the particular skills needed to read and translate 19th century Hawaiian-language writings. Native Hawaiian Legal Corporation was founded in 1974 to assist Native Hawaiians with legal assistance in protecting and recovering ancestral and trust lands. The Royal Order of Kamehameha I was founded by King Lota Kapuaiwa as a benevolent order and its modern-day incarnation is dedicated to researching, reviving and protecting Hawaiian culture and traditions. The Hawai'i State Department of Education's Office of Hawaiian Education is mandated to create curriculum on Hawaiian history in the Hawaiian Language. While our Cultural Institutional partners at Washington Place and Honolulu Museum of Art are experts in the display and description of cultural artifacts. The Hawai'i State Archives brings technical expertise in digital preservation; having hired a State Archivist who designed, built and managed the Washington State Digital Archives; hired a lead Systems Architect who was the Enterprise Architect for The National Archives of the UK; and an archivist with a PhD in Hawaiian Studies and expert fluency in Hawaiian. Additionally, the Hawai'i State Archives has a dedicated funding stream for the Digital Archives with an existing robust technological infrastructure; ensuring that the records digitized and placed online will continue to be freely available to the public.

Individually, each institution lacks what the others can provide to the partnership. Together, we leverage the strengths of parts to contribute to a greater whole. The Hawai'i State Archives can provide the content while our partner institutions can offer the knowledge and experience to describe, translate, contextualize and bring these 'hidden' collections from relative obscurity and difficult accessibility into the light of online access and easy discoverability within the Hawai'i State Digital Archives; as well as showcase them within the Historic Washington Place through Augmented Reality and the Honolulu Museum of Art's tablets to supplement future exhibitions.

## Diversity and Inclusion

Describe your project team's approach to diversity and inclusion by answering the following questions:

- How will the proposed project help to broaden representation within and access to your collections?
- In what ways will you encourage the participation of people with diverse perspectives in your project activities, and how will these efforts be supported by the applicant institution(s)?
- How does the project plan reach new audiences and engage underrepresented communities?
- (if applicable) How have past experiences have informed the project team's approach to diversity and inclusion?

(250 words max.)

As part of the collaborative partnership of this grant project, the Hawai'i State Archives is forming a committee to explore Native Hawaiian Knowledge Organization techniques and the use of 'Olelo Hawai'i (Hawaiian Language) within the Institution to determine ways that we can better integrate existing archival theory with indigenous practices. The Hawai'inuiakea School of Hawaiian Knowledge, Awaiaulu Literary Project, Office of Hawaiian Education, Native Hawaiian Legal Corporation and the Royal Order of Kamehameha I will all serve as part of the advisory board for the State Archives to shape how the Digital Archives User Interface organizes, searches and displays the results. Furthermore, the Collaborative Partners will play a key role in ensuring that the Digital Archives is fluidly bi-lingual in both English and 'Olelo Hawai'i, in compliance with the 1978 State Constitution. Through these efforts of knowledge organization and bi-lingual presentation, our collections - through descriptions, finding aids, new accessions - and other critical components, will begin to be shaped by more representatives from underrepresented communities. Our digitization efforts will help us reach out to the underrepresented Native Hawaiian communities whose leaders have voiced concerns about their constituents' unease and mistrust of archival institutions. Bridging this gap and becoming more inclusive requires digital access, particularly for the neighbor islands where travel to the Hawai'i State Archives to access these records is both time consuming and expensive (current constraints that are keeping these important cultural and historical records 'hidden' from those that would most benefit from their research.)

**Provide up to three examples of prior initiatives that demonstrate preparedness of the institution(s) to undertake project work.**



## **Initiative #1**

(100 words max.)

### **Hawai'i State Digital Archives**

The State Archives has been building institutional capacity to transfer and ingest digital records for long term preservation. This has been a four year, \$2 million dollar effort with three dedicated, full time programmers. This project includes: building a team of highly skilled computer programmers and network administrators; internal servers, network and storage with redundant development and test environments; and a complete digital preservation system. This project is going live in Q4 2018.

## **Initiative #2**

(100 words max.)

### **Scanning and Indexing of Card Catalogs**

In addition to Archival Finding Aids, the Hawai'i State Archives provides name index card pointers to records within our collection, as well as subject index card entries. We have scanned and proofed all 200,000 of these cards -- and have indexed the 110,000 name card entries. These electronically searchable index cards will be added into the Digital Archives at its launch in Q4 2018.

## **Initiative #3**

(100 words max.)

### **Vital Statistics Records**

Over the past ten years, the Hawai'i State Archives has scanned, created item level indexing and uploaded online vital statistics records from our holdings on our digital collections webpage. Included in these digital collections are approximately 33,304 marriage, birth, death records from 1826-1929.

## **Building capacity**

Describe how this project contributes to building local institutional capacity, as well as the professional development of all staff involved.

(250 words max.)

First and foremost, this project will allow the Hawai'i State Archives to reach ALL the citizens of the State; many of whom are disadvantaged from accessing their records due to the geography of the State. Travel between the seven islands is difficult and expensive, with the Hawai'i State Archives open 9-4, Monday - Friday. In order to access these records, researchers would have to take time off of work, pay for travel and hotel expenses, and spend several hours transiting through airports. The same could be said for any researchers located outside the State of Hawai'i; being located in the middle of the Pacific Ocean makes travel to Hawai'i a very expensive, time consuming process.

The more records that the Hawai'i State Archives can provide online for self service, the more staff time is freed up for processing existing collections, scanning additional materials, organizing exhibitions, refining descriptive aids, etc. Additionally, the digitization process itself exposes the staff to the individual records contained within the series being scanned as they review the output and update the findings aids; allowing them to familiarize themselves with the holdings beyond the meta-level understanding that they currently possess.

The technological infrastructure (both hardware and software) to preserve and place the records online is already in place; it is just wanting for more content to make the digital records accessible to the public.

**Digitizing Hidden Collections Proposal**  
**List of Collections to be Digitized**

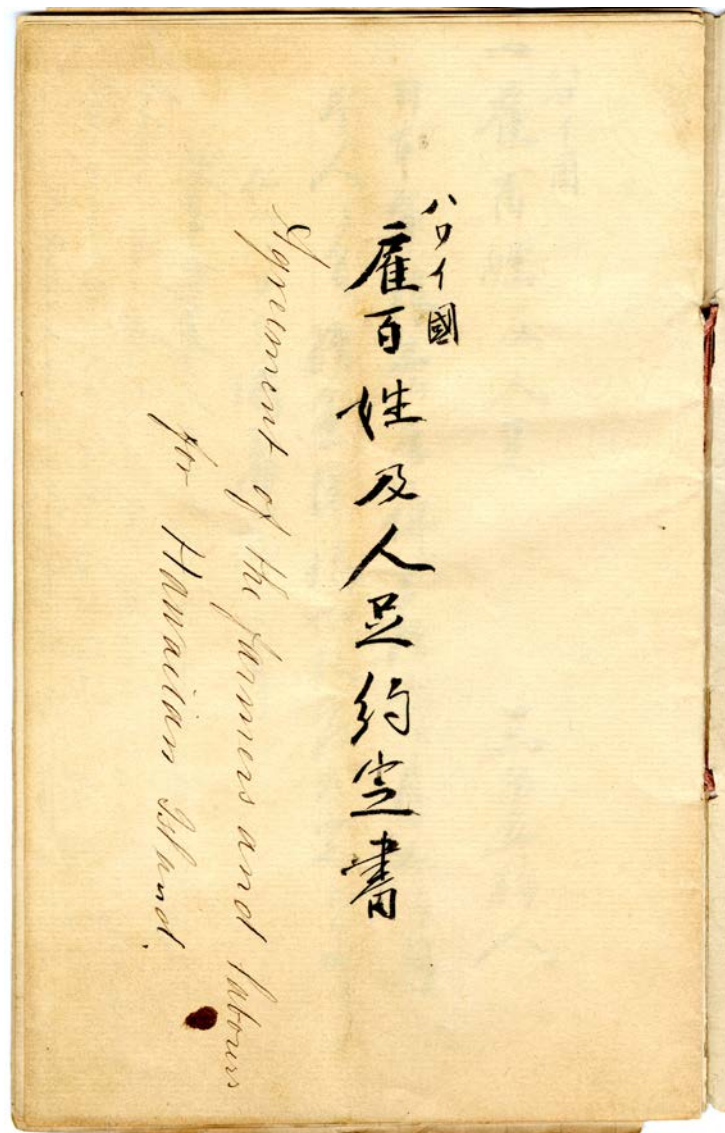
Holding Institution	Collection Title	Collection Size	Collection Material Formats (e.g. manuscripts, photographs, etc.)	Reusage rights
				(note all that apply): Free, no watermarks (FNW) Free, with watermarks (FWW) Free, onsite only (FO) For a fee (FEE)
Hawai'i State Archives	Foreign Office and Executive, Chronological File, 1840-1849. [Series 402]	Approx. 6 linear feet	mixed archival collection	Free, no watermarks (FNW)
Hawai'i State Archives	Foreign Office and Executive, Chronological File, 1850-1900	Approx. 29 Linear feet	mixed archival collection	free, no watermarks (FNW)
Hawai'i State Archives	Foreign Office and Executive, Numbered Documents, 1843-1900 [Series 401]	Approx. 5 linear feet	mixed archival collection	Free, no watermarks (FNW)
Hawai'i State Archives	Foreign Office and Executive, Correspondence with Foreign Officials in Hawaii, 1850-1900 [Series 403]	Approx. 13 linear feet	mixed archival collection	Free, no watermarks (FNW)
Hawai'i State Archives	Foreign Office and Executive, Correspondence with Foreign Officials Abroad, 1849-1900 [Series 404]	Approx. 27 linear feet	mixed archival collection	Free, no watermarks (FNW)
Hawai'i State Archives	Foreign Office and Executive, Foreign Office. Passports Issued, 1845-1900 [Series 416]	Approx. 1.75 linear feet	mixed archival collection	Free, no watermarks (FNW)
Hawai'i State Archives	Foreign Office and Executive, Correspondence of the Mō'i (Monarch); First Laws & Regulations [Series 418]	Approx. 6 linear inches	mixed archival collection	Free, no watermarks (FNW)
Hawai'i State Archives	Foreign Office and Executive, Correspondence of the President and Executive Council [P.G. And Republic] [Series	Approx. 6 linear inches	mixed archival collection	Free, no watermarks (FNW)
Hawai'i State Archives	Foreign Office and Executive, Records of the British Commission During Occupation of Hawai'i, 1843-1844 [Series	Approx. 6 linear inches	mixed archival collection	Free, no watermarks (FNW)
Hawai'i State Archives	Foreign Office and Executive, Privy Council Letterbooks, 1845-1892 [Series 421]	Approx. 3 linear feet	mixed archival collection	Free, no watermarks (FNW)
Hawai'i State Archives	Foreign Office and Executive, Cabinet Council Minute Books, 1846-1891 [Series 422]	Approx. 2 linear feet	mixed archival collection	Free, no watermarks (FNW)
Hawai'i State Archives	Foreign Office and Executive, Executive Council, Minute Books and Letter Books, 1893-1900 [Series 423]	Approx. 1 linear foot	mixed archival collection	Free, no watermarks (FNW)
Hawai'i State Archives	Foreign Office and Executive, Council of State (Republic of Hawai'i) Minunte Books, 1893-1895 [Series 425]	Approx. 1 linear foot	mixed archival collection	Free, no watermarks (FNW)
Hawai'i State Archives	National Guard: Incoming Leters to the Commander in Chief, 1893-1900 [Series 128]	Approx. 1 linear foot	mixed archival collection	Free, no watermarks (FNW)
Hawai'i State Archives	National Guard of Hawai'i: Military Commission - Court Martial Case Files, 1895 [Series 146]	Approx. .5 linear foot	mixed archival collection	Free, no watermarks (FNW)
Hawai'i State Archives	National Guard of Hawai'i: Military Commission - Court Martial Case Minutes [Series 147]	Approx. .2 linear foot	mixed archival collection	Free, no watermarks (FNW)
Hawai'i State Archives	National Guard of Hawai'i: Military Commission - Court Martial Case Proceedings [Series 148]	Approx. 1.5 linear feet	mixed archival collection	Free, no watermarks (FNW)
Hawai'i State Archives	Paul Markas Kahn Collection 90/200	Approx. 2 linear feet	mixed archival collection	Free, no watermarks (FNW)

**Digitizing Hidden Collections Proposal**  
**List of Collections to be Digitized**

Holding Institution	Collection Title	Collection Size	Collection Material Formats (e.g. manuscripts, photographs, etc.)	Reusage rights
				(note all that apply): Free, no watermarks (FNW) Free, with watermarks (FWW) Free, onsite only (FO) For a fee (FEE)
Hawai'i State Archives	Judiciary, Applications of Natives to Practice Law in the Hawaii Kingdom [Series 513]	Approx. .4 linear feet	mixed archival collection	Free, no watermarks (FNW)
Hawai'i State Archives	Judiciary, Civil and Criminal Minute Books of the Supreme Court and First Circuit Court [Series 198]	Approx. 5 linear feet	mixed archival collection	Free, no watermarks (FNW)
Hawai'i State Archives	Attorney General, Insurrection of 1895, 1893-1899	Approx. 4 linear feet	mixed archival collection	Free, no watermarks (FNW)
Hawai'i State Archives	Legislature, Journals of the Legislative Council, 1841-1892] (in Hawaiian and English) [Series 221]	Approx. 6 linear feet	mixed archival collection	Free, no watermarks (FNW)
Hawai'i State Archives	Legislature, Petitions, Bills and Laws, General Records (in Hawaiian and English) [Series 222]	Approx. 48 linear feet	mixed archival collection	Free, no watermarks (FNW)
Hawai'i State Archives	Lieutenant Governor, Originals of the Legislative Actions of the Governor, 1840-1900	Approx. 61 linear feet	mixed archival collection	Free, no watermarks (FNW)
Hawai'i State Archives	Paul Markas Kahn Collection Hawaiian Language Imprints	Approx. 9 linear feet	mixed archival collection	Free, no watermarks (FNW)
Hawai'i State Archives	Government Broadside	Approx. 4 linear feet	mixed archival collection	Free, no watermarks (FNW)

Representative Sample 1: [Labor Contract]

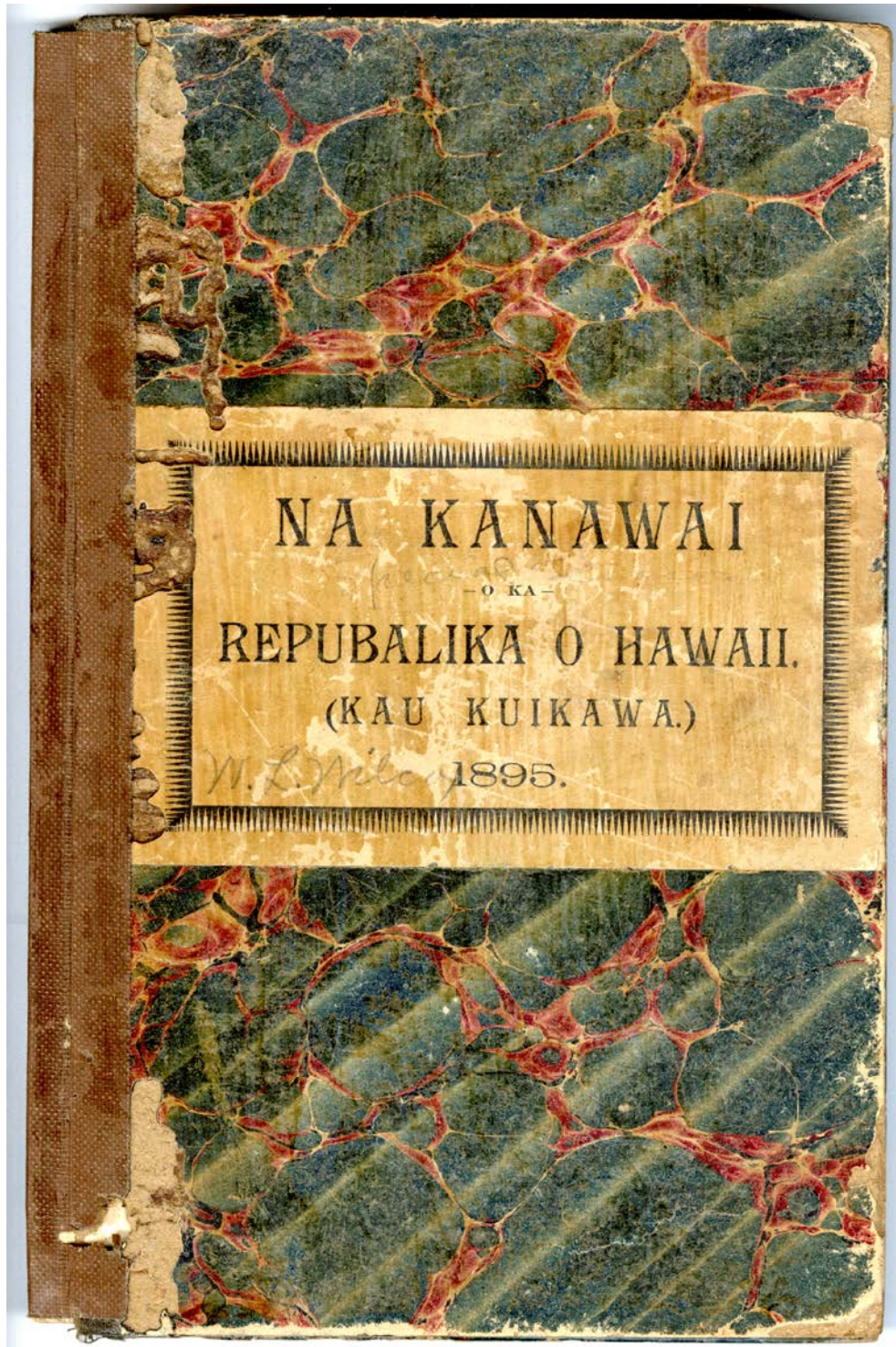
"Labor contract, in both Japanese and English, for first group immigration of Japanese to Hawai'i, 1870" Hawai'i State Archives, FOEX Series 403, Box 16, Folder 245, Foreign Officials in Hawai'i.





Representative Sample 2: [Laws of Republic]

*"Laws of the Republic of Hawai'i in Hawaiian language, 1895"* Hawai'i State Archives, Paul Markham Kahn Collection, 22/069, Hawaiian Imprints, Na Kanawai o ka Republika o Hawaii



Representative Sample 3: [British Occupation]

"Transcript translation of letter of Kamehameha III to Queen Victoria during British Occupation of Hawai'i, 1843" Hawai'i State Archives, FOEX Series 420, Box 1, Records of the British Commission 1843-1844

To the beloved and merciful  
Queen Victoria of England and Ireland,  
- FROM -  
His Excellency, Kamehameha III,  
King of the Hawaiian islands.

Great and excellent friend:  
Due to an unusual critical condition and  
burdened with oppression, we are informing you most mer-  
ciful Queen of a perilous situation which is now confront-  
ing us and our government.

A Claim of a treacherous nature has been pre-  
viously demanded off us in violation of the International  
Law without due respect by one, the Lord Paulet, captain  
of the British Frigate Carysfort, oh, Queen. He is here in  
Honolulu with a petition demanding severe punishment if we  
fail to recognize and approve the content of such Claim with-  
in the limited time of nineteen hours.

Our request for the suspension of the require-  
ment of his demand be delayed until at such time that the  
object of our Commissioners who were sent to your Kingdom,  
oh, Queen be approved was ignored and repudiated; including  
the orders of other officials of this Kingdom.

We are being requested with the assurance that  
no court trial against us be instigated, providing we ap-  
prove and sanction the liberty and demand of such petition



Representative Sample 4: [Court Martial]

"Military Court Martial of Queen Lili'uokalani, Last Monarch of Hawai'i, 1895" Hawai'i State Archives, National Guard, 1893-1900, Series 146, Court Martial Case Files, no. 60

GENERAL HEADQUARTERS,  
NATIONAL GUARD OF HAWAII,  
Honolulu, Island of Oahu, H. I.,  
February 27, 1895.

GENERAL COURT MARTIAL ORDERS. }  
NO. 60. }

I. Before a Military Commission, which convened at Honolulu, Island of Oahu, January 17th, 1895, pursuant to Special Orders No. 25, dated January 16th, 1895, as amended by Special Orders No. 26, dated January 17th, 1895, from these Headquarters, of which Colonel William Austin Whiting, 1st Regiment, N. G. H., was President, were arraigned and tried *Liliuokalani Dominis*.

CHARGE:—MISPRISON OF TREASON, for that the said *Liliuokalani Dominis* at Honolulu, in the Island of Oahu, one of the Hawaiian Islands, while owing allegiance to the Republic of Hawaii, at various times within three months now last past, had knowledge of the commission of Treason against the Republic of Hawaii, and the Government thereof, and having such knowledge concealed the same, and did not as soon as might be disclose and make known the same to some member of the Executive Council, or to some Judge of a Court of Record, or to the Marshal, or to some Sheriff or Deputy Sheriff.

FIRST SPECIFICATION:—That one Samuel Nowlein, at Honolulu, in the Island of Oahu, one of the Hawaiian Islands, while owing allegiance to the Republic of Hawaii, at divers times within three months now last past, did conspire with divers other persons to overthrow, put down and destroy, by force, the Republic of Hawaii, and the Government thereof, and to levy war against it, and to oppose by force the authority thereof; and in pursuance of said conspiracy, and in effectuating and carrying out the same did, together with certain of his co-conspirators aforesaid, commit treason against the Republic of Hawaii, and the Government thereof, and did cause fire-arms to be sent from a foreign country for the purpose of being landed on said Island of Oahu, there to be used to levy war against the Republic of Hawaii, and Government thereof, and that the said *Liliuokalani Dominis* while owing allegiance to the Republic of Hawaii, and having knowledge of the commission of said treason, and of the various matters in this specification alleged, concealed the same, and did not as soon as might be disclose and make known the same to some member of the Executive Council, or to some Judge of a Court of Record, or to the Marshal, or to some Sheriff, or Deputy Sheriff.

SECOND SPECIFICATION:—That the said Samuel Nowlein, at Honolulu, in the Island of Oahu, one of the Hawaiian Islands, while owing allegiance to the Republic of Hawaii, at divers times within three months now last past, did conspire with divers other persons to overthrow, put down and destroy by force the Republic of Hawaii, and the Government thereof, and to levy war against it, and to oppose by force the authority thereof; and in pursuance of said conspiracy, and, in effectuating and carrying out the same, did commit treason against the Republic of Hawaii, and the Government thereof, and together with certain of his co-conspirators aforesaid did dispatch a vessel from the port of Honolulu, in said Island of Oahu, to procure fire-arms with which to levy war, on said Island of Oahu, against the Republic of Hawaii, and the Government thereof, and to effectuate and carry out the purposes of said conspiracy, and that the said *Liliuokalani Dominis* while owing allegiance to the Republic of Hawaii, and having knowledge of the commission of said treason, and of the various matters in this specification alleged, concealed the same, and did not as soon as might be disclose and make known the same to some member of the Executive Council, or to some Judge of a Court of Record, or to the Marshal, or to some Sheriff or Deputy Sheriff.

THIRD SPECIFICATION:—That the said Samuel Nowlein, at Honolulu, in the Island of Oahu, one of the Hawaiian Islands, while owing allegiance to the Republic of Hawaii, at divers times within three months now last past, did conspire with divers other persons to overthrow, put down and destroy by force the Republic of Hawaii, and the Government thereof, and to levy war against it, and to oppose by force the authority thereof; and, in pursuance of said conspiracy, and in effectuating and carrying out the same, did commit treason against the Republic of



Representative Sample 5: [first execution]

"First public execution in Hawai'i, 1840" Hawai'i State Archives, FOEX Series 402, Box 6,  
Folder 136, Chronological Files, 1840, October

E Hamanawa, a me Lonoopuakau.

E like me ka  
olelo hookewa ia oia e make, i  
hooheleia i ka la 30 o Sepatemaba,  
ke hoi aku nei maua i ko oia  
la e lūia i o ka la 20 o keia malama,  
i ka hōa umiku mamakahi.

Pomai kai oia, ke mihi io oia  
i keia mau la, i kalaia i mai ai  
ko oia hewa nui e Iesu.

Honolulu Oahu Okatoba 5-1840

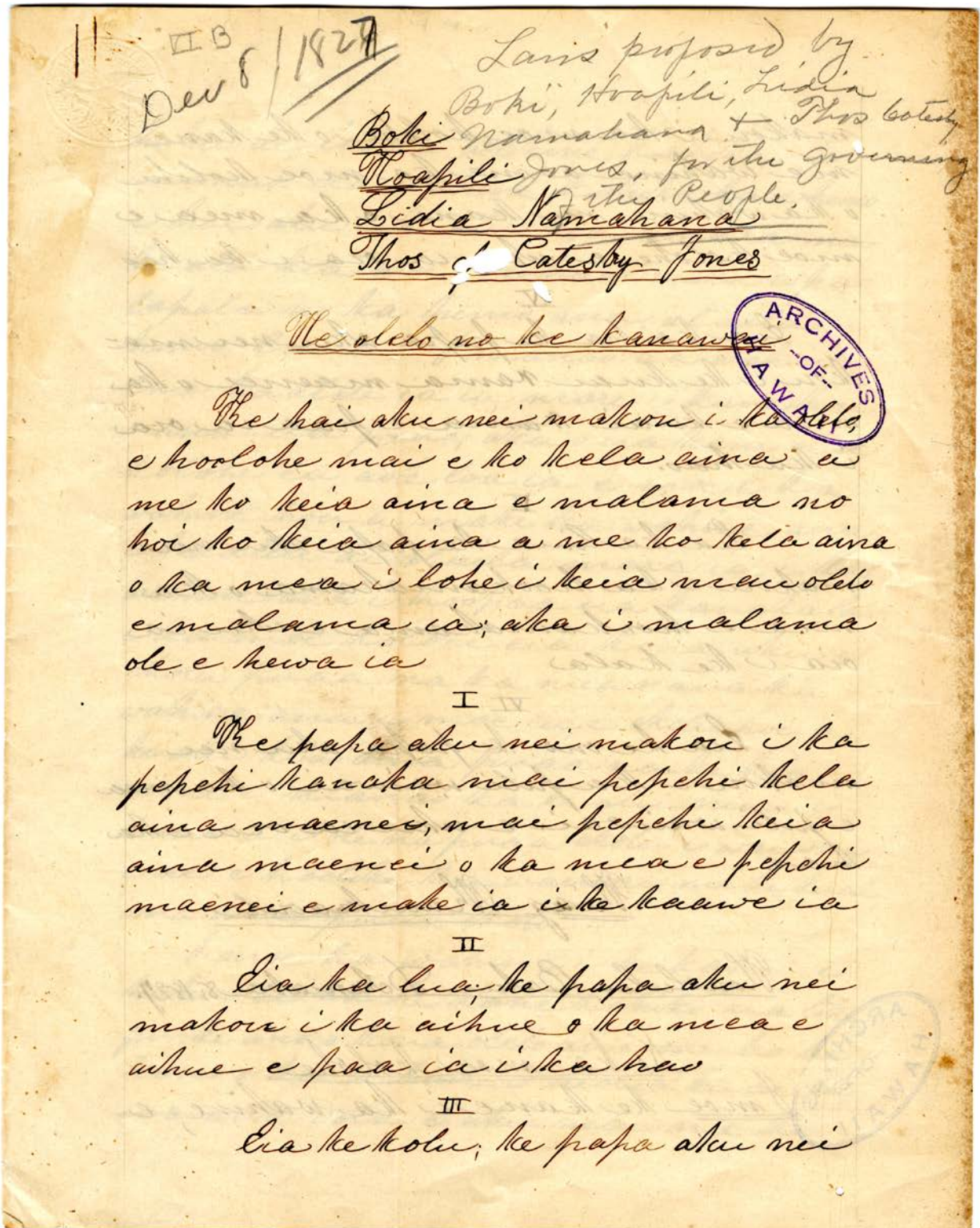
✓ Hamehameha

He Kauluohi



Representative Sample 6: [First Laws]

"Council of Chiefs creation of first laws in Hawai'i, 1827" Hawai'i State Archives, FOEX Series 418, Box 1, Early Laws and Regulations





Representative Sample 7: [first passport]

"First passport issued by Hawaiian Kingdom Government, written in Spanish, 1845" Hawai'i State Archives, FOEX Series 416, Box 2, Passports, 1-50

Robert Crichton, Wyllie's

Ministro de Relaciones Exteriores de

His Majesty's Key & Seal

Admiral Sandwich.

Nº 1

Donce de plabe y seguro para pte a  
Josef Macab... Natural de Cartagena de Indias, el Subdito  
D. M. Catolico, de edad de treinta y nueve  
años, y de profesion Papatero en la para que pase  
a California y para mejorar su salud y regresar  
a estas Islas.

Firma del interesado:

Gore Madal,

Respecto luego á las Autoridades de las  
provincias y extranjeros por donde transitaré me lo  
pongan inmediatamente alguno en su viaje y á  
este Reyno, las ~~señales~~ <sup>de</sup> ~~la~~ <sup>esta</sup> ~~misma~~ <sup>Reyna</sup> ~~de~~ <sup>de</sup> su persona  
para que se dispensen la proteccion que conceden  
las leyes. -

Y para, que conste, dei, el presente  
firmado de mi mano y sellado con el sello de  
este Reyno en la Villa de Honolula, a los  
dos dias del mes de Mayo de mil ochocien  
tos, noventa y cinco.

• (L. S.) • Freder

(S. 82) Robert C. Wyllie

Representative Sample 8: [Law License]

"Law License Application of Native Patriot Joseph Nawahi, 1880", Hawai'i State Archives, Judiciary Series 513, Box 1, Folder 21, Law Licenses and Oaths of Natives

8-16-80

AHA HOOKOLOKO *Kiekie*

KO HAWAII PAE AINA

Ua hoohiki o *Joseph Nawahi* a ua olelo iho,  
e kokua no ia i ke Kumukana'wai a me na Kanawai o ko Hawaii Pae  
Aina, a e hana pololei i ka OIHA'NA LOIO, iloko o na Aha Hookolokolo  
apau o ka Aha'ana Hookolokolo Kaapuni  
Aha'ana *Ekele*  
o keia Aupuni, e like me ke akamai i loa'iaia no na makahiki  
*Alua mai keia la i ka*  
Kakauinoha ia a hoohikiia imua  
o'u ma *Honolulu* i keia  
la 16 o *Augatu* 1880

*Joseph Nawahi*

*Chas. C. Harris*  
Lunakanawai *Nui o ka Aha*  
*Kiekie*



Representative Sample 9: [Oaths]

"List of Government Officials Reported as having refused or neglected to take the Oath to support the Provisional Government, 1894" Hawai'i State Archives, FOEX Series 427, volume 2

<u>List of Government Officials</u> <u>Reported as having refused or neglected to take</u> <u>the Oath to Support the Provisional Government.</u>				
<u>Date Reported</u>	<u>Name</u>	<u>Residence</u>	<u>Official Position</u>	<u>Reported By</u>
Feb. 17/93	E. C. Bonds	Kohala.	Com. of 3 Hops. H. B. B.	E. C. Bonds.
" 13 "	Gov. Mallace	Hanalei.	Member Hainew. Bd.	J. H. Kupa.
do	Kalamai	do	Laborer H. B. B.	do
" 10 "	J. H. F. G. G.	Lahaina.	Auctioneer.	D. Kakaulehi.
do	L. K. Kalamai	do	Post Master.	do
do	R. H. Makikau	do	Member R. B. B.	do
do	Eng. Hauhi	do	Chairman do	do
" 9 "	Rea Kekuwa	Kohala.	Notary Public	R. H. Kekuwa.
" 10 "	John Macquie	do	Member R. B. B.	Jas. Bright.
do	H. Davis	do	do	do.
do	Baasui	Mail Carrier.	Hainew. Hainew.	do.
" 15 "	Co. L. Kookoo	Mail Carrier.	Land Master.	H. H. Daniels.
do	Wip. Kookoo	do	School Teacher.	do.
Feb. "	Mrs. Kookoo	H. Kana.	Post Mistress.	L. B. Kalamai.
" 18 "	J. H. Kookoo	Puna, Hawaii	Lgt. to Post. Mar. L.	J. Kookoo.
" 21 "	Rev. J. H. Kookoo	Lahaina.	Lgt. to Post. Mar. L.	D. Kakaulehi.
do	Rea L. Kookoo	do	do	do
do	A. Kookoo	do	Inspector of Elections.	do
do	Kookoo	do	Malama H. B. B.	do
do	Co. B. Kookoo	do	Chin. H. B. B.	do
" 73 "	E. L. Kookoo	Hanalei.	" "	L. K. Kalamai.
do	Henry H. Kookoo	do	Master of Pounds.	do
do	Lewis Kookoo	do	School Teacher.	do
" 71 "	John Kookoo	Kanaloa.	Bl. of Prince, Com. L.	Rea L. Kookoo.
" 75 "	P. Kookoo	Volcano House.	Post Master.	H. P. Kookoo.
do	Eng. Kookoo	Punaluu (3)	Chin. H. B. B.	do.

Representative Sample 10: [US Constitution]

"Constitution of the United States in Hawaiian language, 1894" Hawai'i State Archives, Paul Markham Kahn Collection, 009/200, *Kumukanawai o America Huipu*

KUMUKANAWAI  
O  
AMERICA HUIPUIA.

---

PAUKU I.

MAHELE. 1. O na mana Kaukanawai a pau ma keia i ae ia e haawi ia ka mana iloko o ka Ahaolelo Lahui o na Mokuaina Hui, oia hoi ke Senate a me ka Hale o na Lunamakaainana.

MAHELE. 2. 'O ka Hale o na Lunamakaainana oia no na Hoa i koho ia i ka elua o kela a me keia makahiki e ka lehulehu o kela a me keia Mokuaina, a e loa no hoi i ka poe koho balota o kela a me keia Mokuaina ke kuleana kupono i makemake ia ma ke ano he poe koho balota mai na lala lehulehu mai o ka Ahaolelo Mokuaina.

<sup>2</sup>Aole e hiki i kekahi mea ke lilo i Lunamakaainan~~e~~ ke ole e hiki aku kona mau makahiki i ka iwakalua-kumamalima, a i noho kupa hoi he ehiku makahiki ma America Huipuia, a aole hoi oia he

# **Hahai pono i ke ala kukui me ka huli ao (A chief is a chief because of the people)**

## Hawai'i State Archives proposal

### Summary of Access Rights:

All records scanned under this project will, by law, be in the public domain and freely accessible from the Hawai'i State Digital Archives website.

### Justification:

The materials to be scanned to under this project proposal fit the legal definition of 'record' as defined by Hawaii Revised Statute (HRS) Chapter 94-1. As such, they are bound by the Uniform Information Practices Act, HRS 92F. HRS 92-11 Part II - Freedom of Information states that: "All government records are open to public inspection unless access is restricted or closed by law." With regards to restrictions and closures, the Hawai'i State Archives has enacted legislation in HRS 94-7 that states "restrictions on access to government records which have been deposited in the state archives, whether confidential, classified, or private, shall be lifted and removed eighty years after the creation of the record." As the most recent of the proposed records is dated 1900, all proposed records to be scanned under this project are all well outside the 80-year rule and are free from any potential restrictions from public disclosure under the law.

### Ethics and Moral Claims:

The records proposed to be scanned under this project are government records, made or received in the usual and ordinary course of business and set aside as evidence of those governmental activities. As such, they are open for public inspection by law. The State Legislature has declared that: "Opening up the government processes to public scrutiny and participation is the only viable and reasonable method of protecting the public's interest" (HRS 92F-2). Furthermore, there is a clear and pressing moral and ethical obligation to make the complete and comprehensive original records of the Hawaiian Kingdom and the Provisional Government that overthrew the Hawaiian Monarchy (as well as the Territory of Hawai'i that absorbed the Republic it became) globally accessible to the public. Transparency of government is a foundational principle of democracy; governments are held accountable through the records that can be inspected by their citizens.

The materials to be scanned to under this project proposal fit the legal definition of 'record' as defined by Hawaii Revised Statute (HRS) Chapter 94-1. As such, they are bound by the Uniform Information Practices Act, HRS 92F. HRS 92-11 Part II - Freedom of Information states that: "All government records are open to public inspection unless access is restricted or closed by law." With regards to restrictions and closures, the Hawai'i State Archives has enacted legislation in HRS 94-7 that states "restrictions on access to government records which have been deposited in the state archives, whether confidential, classified, or private, shall be lifted and removed eighty years after the creation of the record." As the most recent of the proposed records is dated 1900, all proposed records to be scanned under this project are all well outside the 80-year rule and are free from any potential restrictions from public disclosure under the law.



*Hale O Nā Ali'i O Hawai'i*  
*'Ahahui Po'o*  
*Helu 'Ekahi, Hālau O Wahūika'ahu'ula*

September 10, 2018

Council on Library and Information Resources  
1707 L St., NW  
Suite 650  
Washington, D.C. 20036

Re: Letter of Support

Aloha,

As one of the four benevolent Hawaiian royal societies that trace our lineage back to the Hawaiian Kingdom, our history is what distinguishes us from other Native Hawaiian organizations. The Hawai'i State Archives (HSA) has played a major role in helping the Native Hawaiian community rediscover our history through the uncovering of numerous historical documents that include: records from the Hawaiian Kingdom government, millions of pages of printed text in 'Ōlelo Hawai'i (Hawaiian language) newspapers, documented first-hand accounts of the traditional Hawaiian culture and much more.

We are proud to support HSA in their endeavor to apply for the Council on Library and Information Resources "Digitizing Hidden Collections" grant. Through this proposed grant project, HSA will be able to provide online access to a plethora of Hawaiian Kingdom government documents that will contribute greatly to the understanding of the evolution of government in Hawai'i.

Hale O Nā Ali'i O Hawai'i is excited about the public participation in this proposed project that will allow for future collaborations between numerous government, community and educational institutions. We look forward to working with HSA as a member of the advisory committee that will assist in the selection and prioritization of records to be scanned; and involvement in the reviewing and assisting in the creation of description aids and indexing of the materials.

We hope you strongly consider HSA for this grant project.

If you have any questions or concerns, please feel free to contact me.

**Jacob Bryan K. Aki**  
*Ikū Ha'i (President)*  
*Hale O Nā Ali'i O Hawai'i*



[[Note: Letter of Community Support, Final Round only, Optional]



**ROYAL ORDER OF KAMEHAMEHA I**  
**OFFICE OF THE ALI'I 'AIMOKU – Hawai'i Chapter #1**  
Ali'i Sir Arthur W.K. Aiu, KGCK  
P.O. Box 23122  
Honolulu, Hawai'i 96823

September 15, 2018

Mr. Adam Jansen  
State Archivist  
Hawai'i State Archives  
Department of Accounting and General Services  
'Iolani Palace Grounds  
Honolulu, HI 96813

Dear Mr. Jansen:

SUBJECT: Letter of Support – CLIR “Digitizing Hidden Collections” Grant Application

The Royal Order of Kamehameha I (The Order) is the Hawaiian Kingdom's first Order of Knights established by His Majesty King Kamehameha V on April 11, 1865 in honor of his grandfather King Kamehameha I who unified the Hawaiian Islands under one rule in 1795.

The Order was established by the Constitution of 1864 to “cultivate and develop among (his) subjects the feelings of Honour and loyalty to Our Dynasty and its institutions...” and expressed the King's “wish to confer honorary distinctions upon such of Our subjects and foreigners as have rendered, or may hereafter render, to Our dynasty and People important services ....” The Order continued through the reigns of King William Lunalilo (1873-1874), King David Kalakaua (1874-1891), and Queen Lydia Lili'uokalani (1891-1893).

After the Overthrow of the Kingdom in 1893, The Order was perceived by the Provisional Government as a threat and The Order went “underground” until 1903 when Prince Jonah Kuhio Kalaniana'ole declared The Order was no longer a secret or hidden organization and became the first Ali'i 'Aimoku and Grand Master of the Royal Order of Kamehameha after the 1893 Overthrow.

The Order is the last direct link with an unbroken history to the monarchy of the Kingdom of Hawai'i. Today, The Order continues to guard, maintain, and preserve the rituals and traditions of the ruling Chiefs of Hawai'i. It recognizes the Kingdom of Hawai'i exists by the leaders and membership of its ten chapters established throughout the main Hawaiian Islands. We abide by the guiding principles of seeking truth and knowledge.

The Hawai'i Chapter #1, as The Order's first Chapter established by Prince Kuhio Kalaniana'ole submits this letter in support of the Hawai'i State Archive's "Digitizing Hidden Collections" grant application. We urge the Council on Library and Information Resources Review Committee to award and provide the financial assistance to bring to fruition this truly significant effort to digitize and categorize a vast wealth of rare, historic, fragile and difficult to locate documents that will allow worldwide access and transparency to a hidden part of Hawai'i's history.

We would ascertain that there are documents directly related to the Royal Order of Kamehameha I as well as the other Royal Hawaiian Benevolent Societies and their roles during the Hawaiian Monarchy up to and including the 1900 U.S. annexation. Since the mid-1900's, the Hawaiian people have been experiencing a "renaissance" of awareness and resurgence of political sovereignty and cultural traditions as Hawai'i's First People. There is movement to review and rewrite what was accepted as historical "truths" dictated by introduced and foreign historians during the early decades of the 20<sup>th</sup> century. This effort will bring to light what was written and recorded by those who lived at the time and whose words would perhaps otherwise be lost and forgotten amongst this vast collection of papers that is housed in the archives.

This grant would allow people from all over the islands as well as the world to access documents that showcase the immense literate knowledge of a native peoples who dwell on the world's most isolated pieces of land in the middle of the Pacific Ocean. The Hawaiian people have to thank the first Protestant missionaries who arrived in the Islands in 1820 for bringing the "printed" word to Hawai'i. Prior to that, the Hawaiians shared their history, genealogies, traditions, stories and legends by strict memorization and recall by word of mouth. The printed word enabled Hawai'i and its people to rise in a short time to be the most literate people per capita in the 1800's. A fact that is well supported by the proposed documents included within this grant.

The Order's Hawai'i Chapter #1 has committed its membership to provide volunteer assistance when and where the Archives requires for projects in fulfillment of our own mission and in support of any effort to provide the "light of Knowledge." We are hopeful that we may continue a rewarding relationship with the efforts of the Archives to perpetuate the history of our people, our culture, and traditions. Should you have any questions, please feel free to contact me. Your dedication to create an open registry highlighting rare and unique library, archival and museum collections and kind consideration of the Hawai'i State Archives grant application is greatly appreciated by the leadership and members of the Royal Order of Kamehameha I – Hawai'i Chapter #1.

Respectfully submitted,

Ali'i Sir Arthur W.K. Aiu, KGCK  
Ali'i 'Aimoku o Hawai'i I  
Royal Order of Kamehameha I  
Hawai'i Chapter #1



**Lili'uokalani  
Trust**

**E`ONIPA`A KĀKOU**  
*Let us all be steadfast.*

September 19, 2018

Council on Library and Information Resources  
CLIR 1707 St. NW, Suite 650  
Washington, DC 20036

Dear Members of the Review Committee,

The Lili'uokalani Trust (LT) wholeheartedly supports the Hawai'i State Archives in their proposal to the Council on Library and Information Resources and the Mellon Foundation for the "Digitizing Hidden Collections" grant. This extremely important grant would fund the scanning of an unknown but significant wealth of the earliest governance records of the State of Hawai'i from the Hawaiian Kingdom through the overthrow of the Monarchy of Queen Lili'uokalani, the benefactor of our organization, up to and including annexation by the United States in 1900. Included in this collection are the Foreign Office and Executive records of Queen Lili'uokalani as Head of State.

We strongly support this grant application and the focus on Justice and Accountability through Access to the records of Hawai'i's governments. When Lili'uokalani assumed the throne as Queen in 1892, upon the death of her brother, King David Kalākaua, her profoundly compassionate nature would be harshly tested time and again. During the overthrow, the Queen was forced to surrender the Hawaiian Kingdom to the United States to avoid bloodshed and imprisonment. The beloved Queen died of a stroke in 1917 after a failed campaign to stop annexation. The overthrow and annexation of the State are still contentious issues to the people of Hawai'i.

To date, very little of the records from this period of Hawaiian history have been available. Much of what does exist is tucked away in the Hawaii State Archives, waiting to be revealed. It is our understanding that the unseen collection comprises a very rich and detailed account by both foreigners and Native Hawaiian writers; these archival materials document the transformation of a nation, including firsthand accounts of its transition, international treaties, constitutions, statutes and more. The people of Hawai'i, the nation and the world have so much to learn from these hidden treasures.

Queen Lili'uokalani continues to serve as an inspiration for us today as LT perpetuates her legacy of care and compassion for orphan and destitute children of Hawai'i. As a private operating foundation formed in 1909 to fulfill the Queen's mission to care for and ensure the wellbeing of our most vulnerable Native Hawaiian children and their families (destitute, homeless, incarcerated, sex trafficked), LT believes that every child has the inner strength and self-determination to discover their path to a thriving life. LT, with the support of our Board of Trustees (Dr. Claire L. Asam, Judge Thomas K. Kaulukukui, Jr., & Judge Patrick K.S.L. Yim), works toward systemic change for the wellbeing of children and strives to transform lives.

It is our hope that the digitizing and accessibility of these records can provide transparency and shed much light during a harrowing time in Hawaiian history and be an element in the process of emotional healing for the people of Hawai'i. Lili'uokalani Trust would like to extend our deepest gratitude for your time and consideration in the effort of the Hawai'i State Archives to procure a grant of such eminence.

With appreciation,

Dawn Harflinger, CFA  
Vice President & Chief Financial Officer



LIBRARY OF CONGRESS

Policy and Standards Division

17. September 2018

Re Hawaii State Archives: Digitizing Hidden Collections Grant Application

To Whom it May Concern.

It is my privilege to write this letter of support for the currently planned digitization project of the Hawaiian State Archives.

As the Senior Law Classification Specialist, in charge of the development of the Library of Congress (LC) classification system for law of the world, Class K, I built over the last 12 years the online classifications KI-KIZ for indigenous peoples' law in the Western Hemisphere. In the frame of LC's Law Classification, this new classification schedules provide for the first time a geo-political arrangement for indigenous peoples, their organization, and a substantive arrangement for the duality of legal systems and sources – the original and the superimposed - and is now implemented and applied by law libraries, courts and government agencies across the US, Canada and abroad.

Included in this effort, and supported by the law library community represented in the two organizations AALL and ASIL, was the classification for indigenous Hawaiian law, rights, history, and socio-cultural practices and conventions, **Class KVJ (Hawaii to 1900)**. This particular classification, based on holdings of the Hawaiian State Archives, could be used as a guide to sources in the Archive, as well as a handbook organized by topic, providing the user community of today with unique and contextual selected information on law, government, socio-cultural, spiritual and political play of the original indigenous community. It also provides at once the opportunity for comparative research on relics of indigenous elements, or impact areas, in modern law. Except, where can future researchers see the sources, the evidences that will inform both teaching and public understanding?

I was just as hard pressed as my institution and for that, all other bibliographic institutions, by the uneasy reality: the obvious gap between *availability* and *accessibility* of sources, related to both, obscure repositories and paucity of publication. This applies in particular to resources on indigenous Hawaii because of the remoteness and “insularity” of the one and exclusive holding institution, the Hawaiian State Archives in Honolulu, and the singularity of the principal indigenous Hawaiian record curated there, largely unpublished and for that, not well known. During the years of development of the Hawaiian classification, in dialogue with the U Hawaii at Manoa Law School and Library, the Ka Huli Ao Center for Excellence in Native Hawaiian Law and several other Hawaiian institutions, I needed to undertake the arduous trip to Honolulu regularly to work with assistance of the Archivist and staff in the collections. I also had the distinct



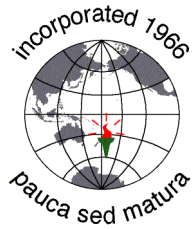
privilege to assist in selecting materials for other digitization projects relating to the Kingdom period. Thus, I am quite familiar with the collections in my field of operation. In my opinion, formed by years of experience, digitization and exposure of sources by the Archives, is of highest interest of the local and national community as well as in the interest of the national and international research community. To facilitate legal studies, I would, for example, assign the top priority (among the current proposed materials to be digitized) to the Privy Council's Letter Book (Series 421), King's Correspondence and Notes of Ali'i, the basis for the first written laws for the Kingdom (Series 418), the chronological files 1850-1900 (Series 402), and the files of Passports 1845-1900, very important documentation for citizenship and indigeneity – a concern of Hawaiian people to this day.

Lacking exposure of sources for research on this frontier of law - which is complex and beset with many problems – is the biggest hurdle. Law development in general is informed by and depends on many sources: on customs, conventions and other evidences by which society lives. However, indigenous law, just as religious law, operates in overlaid areas of custom and rites based on spiritual belief systems. As indigenous society undergoes assimilation processes, by choice or external force, evolving into sovereign or semi-sovereign dependent political entities within a nation state, law and government takes new forms. The Kingdom of Hawaii is one of the eminent examples of such processes: how an indigenous group morphed into a western style contemporary government with strong democratic undercurrents, with presence on the international scene, and subsequently annexed. Current inter-disciplinary and inter-institutional scholarly pursuit to exposing different areas of the human experience framed by law, targets such indigenous systems operating on the intersection of several disciplines such as anthropology, psychology, ethnology, and law. Questions center on self-determination, ethnic identity and right to indigenous heritage and language as laid out in the finite catalog of human rights in the *UN Declaration on the Rights of Indigenous Peoples* of 2007. For this important research, the scholarly community as well as the public needs access, and most importantly: digital access to extremely remote resources such as the Hawaiian record.

---

Dr. Jolande Goldberg  
Senior Law Classification Specialist  
Signed by: jgol

cc: Beacher Wiggins, Director, Acquisitions and Bibliographic Access Directorate



# University at 'Atenisi Institute

Institute – 'Atenisi University 'Atenisi Foundation for Performing Arts

P.O. Box 2067, Nuku'alofa

Kingdom of Tonga

Telephone: (+676) 26763



Lorenz Gonschor, PhD  
Associate Dean & Senior Lecturer in Pacific Studies

To whom it may concern

RE: Letter of support for grant application to digitize 19<sup>th</sup> century archival materials at the Hawai'i State Archives

Nuku'alofa, 13 September 2018

Dear Sir/Madam.

As a history-focused academic researcher based in the Kingdom of Tonga I would like to express my sincere support for the digitization project underway at the Hawai'i State Archives, since these archives contain a trove of important documents not only for the history of Hawai'i and its relationship with the United States but also for the history of other Pacific Islands and their relationship with Hawai'i.

Having previously worked at UH and accessed the Hawai'i State Archives on a frequent basis, I can testify to the importance of its collection for the entire Pacific region. Not only did the Hawaiian Kingdom left the largest and most thoroughly preserved body of records of any independent native government in Oceania during the nineteenth century; the corpus of materials written in 'Ōlelo Hawai'i is also by far the largest in any native language of Oceania during that period. So for that reason alone accessibility of Hawaiian Kingdom records would do a great service to academics and other interested people throughout Oceania.

Secondly, the Hawai'i State Archives contain vast amounts of documents relating to Hawai'i's relationship with other Pacific Islands and their native governments. For instance, there is a large body of correspondence between the Hawaiian Foreign office and Hawaiian diplomatic and consular representatives in the Pacific Islands and the Pacific rim countries, including the Hawaiian consulates in Apia (Samoa), Levuka, (Fiji), Papeete (Tahiti) and Auckland (New Zealand) and the Hawaiian diplomatic office in Sydney (Australia), which from the 1850s to 1870s also served as the Hawaiian legation for the Independent States and Tribes of Polynesia.

There are furthermore various documents that can be truly considered treasures for the history of other Pacific archipelagos. For instance, there is an 1871 autographed letter by King Cakobau of Fiji to Kamehameha V and a 1880-1881 series of correspondence between the prime minister of Tonga and the Hawaiian minister of foreign affairs, both of which have been unknown in the historiography of Fiji and Tonga, respectively, and I have been the first researcher to use those documents when writing about the Hawaiian Kingdom's relations with Fiji and Tonga.

The archives also contain a large body of diplomatic correspondence between the chiefs of the Gilbert Islands (now Kiribati) and Hawai'i from the 1860s to the 1880s, mostly written in Gilbertese with attached Hawaiian translations. These documents are among the earliest known written statements in the I-Kiribati language and are in addition fascinating for linguists, as they represent a direct communication between two Pacific languages without an English intermediary.

The Hawaii State Archives is also the location of the Samoan-language original of the treaty of political confederation between Sāmoa and Hawai'i which was signed in February of 1887 as the nexus of a planned future pan-Polynesian confederation under Hawaiian leadership. This is part of a larger, vast body of correspondence of the Hawaiian legation in Sāmoa during the first half of 1887.

All these documents are of great significance to the history of the Pacific Islands and deserve greater recognition by scholars of Pacific history. However, because of the remote distance of Hawai'i from most of the other islands leading to high traveling costs, as well as immigration complications for citizens of Pacific Islands nations visiting Hawai'i, these documents have received only very limited attention among Pacific academics as long as they are only accessible as physical documents in the archives building. Making these documents accessible online would thus make a big difference for Pacific historians and has the potential of altering the discourse of Pacific history in the long term by restoring Hawaii to its rightful historical place as the leading Pacific Islands nation in the nineteenth century.

In the name of other researchers residing in the Pacific Islands, I would thus give my most thorough and sincere support for the digitization of the Hawaii State Archives' collections.

Sincerely,

Lorenz Gonschor





UNIVERSITY  
of HAWAII  
MĀNOA

Hawai'inuiākea School of Hawaiian Knowledge  
Office of the Dean

September 17, 2018

CLIR  
1707 L St. NW,  
Suite 650  
Washington, DC 20036

Aloha mai kākou,

As dean of the Hawai'inuiākea School of Hawaiian Knowledge at the University of Hawai'i at Mānoa, I am pleased to provide this letter of support for the Hawai'i State Archives' grant application, "I ali'i nō ke ali'i i ke kanaka (A chief is a chief because of the people): Justice and Accountability through Access to the records of Hawai'i's Governments." Hawai'inuiākea is excited to be an institutional partner for this important project.

As the only indigenous college in a Research I ranked institution, Hawai'inuiākea strives to pursue, perpetuate, research, and revitalize all areas and forms of Hawaiian knowledge. The project is directly aligned with the mission and vision of Hawai'inuiākea, and is vitally important to expanding, enhancing, and improving access to historical Hawaiian records. The proposed scanning project includes documents that exist nowhere else in the world, and that are critically important to our research, scholarship, and curriculum here at Hawai'inuiākea.

The project also aims to convene two committees, a Hawaiian Language Committee and a Native Hawaiian Knowledge Organization Committee. These committees, which Hawai'inuiākea faculty will participate in, will ensure that Native Hawaiian worldviews are represented in the description and access of the archival materials. This approach to culturally-relevant collection management is innovative and will help to establish best practices for other Hawai'i-related collections.

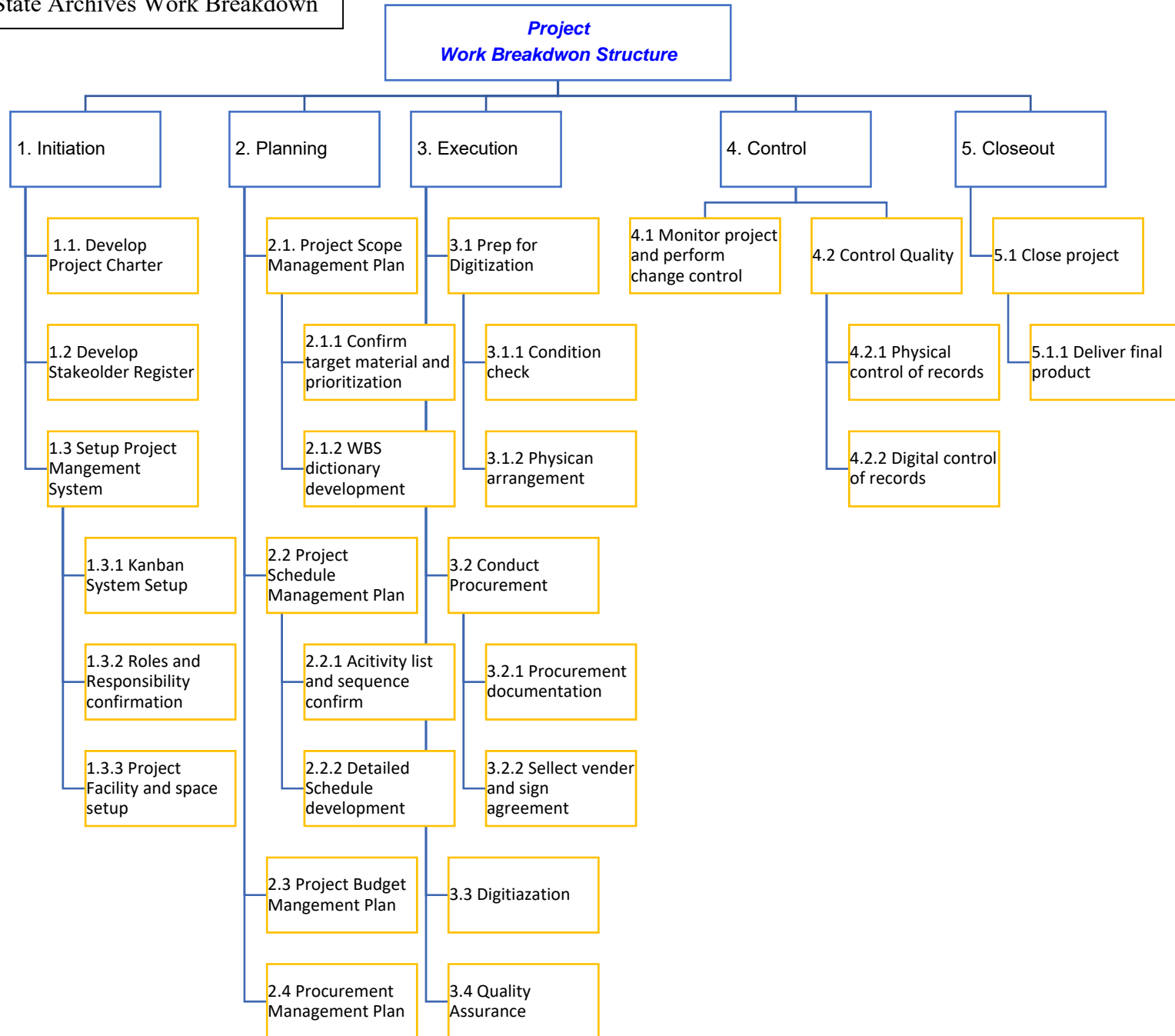
Speaking for myself and the School, we look forward to assisting with the successful outcomes of the project. Specifically, Hawai'inuiākea faculty will provide subject matter expertise for the records. Additionally, Hawai'inuiākea faculty will integrate the newly digitized materials into our curriculum. Furthermore, Hawai'inuiākea faculty will contribute to the Hawaiian Language and Native Hawaiian Knowledge Organization committees regarding the use of Hawaiian language in describing archival materials, and presentation of archival materials to Native Hawaiian communities.

If there are any questions, or if I can offer any further support for this project, please feel free to contact me at

Me ke aloha,

Dr. Jonathan K. K. Osorio  
Dean, Hawai'inuiākea School of Hawaiian Knowledge

## Hawai'i State Archives Work Breakdown



## Activity List

Activity ID	WBS	Activity Name	Deliverable	Activity ID	WBS	Activity Name	Deliverable
A01	1.1	Project initiation meeting	Minute	C04	3.2.2	Select seller	Contract Agreement
A02	1.1	Subject expert consultation	Consultation report	C05	3.3	Scanning	Scanned image
A03	1.1	Project charter development	Project Charter	C06	3.3	Indexing	Index
A04	1.2	Stakeholder meeting	Minute	C07	3.3	Describing	Description
A05	1.2	Stakeholder analysis	Stakeholder Register	C08	3.3	Ingesting to Digital Archives	Ingest log
A06	1.3	Kanban System Setup	Kanban System initiation	C09	3.3	Converting	Preservation format image
A07	1.3	Confirm role and responsibility	Project R&R chart	C10	3.4	Proofing	Proof log
A08	1.3	Facility and space setup	Space and facility assignment	C11	3.4	Quality assurance report	Daily QA report
B01	2.1.1	Confirm target material	Item list of target records	D01	4.1	Analysis work performance	Work performance report
B02	2.1.1	Prioritize archival material	Sequential list of material	D02	4.1	Change work order and scope	Change log
B03	2.1.2	WBS dictionary development	WBS dictionary	D03	4.2.1	Track records in/out	Records in/out register
B04	2.1.2	Work package confirmation	Work package description	D04	4.2.1	Update condition report	Updated condition report
B05	2.2.1	Identify work activities	Detailed activity list	D05	4.2.2	Scanning issue check	Scan issue report
B06	2.2.1	Sequence activities	Schedule network diagram	D06	4.2.2	Digitized material verification before/after ingestion	Verification report
B07	2.2.2	Confirm best work schedule	Detailed work schedule	D07	4.2.2	Archival/Dissemination format check	Digital Archives Issue log
B08	2.3	Estimate cost of activities	Basis of estimate	E01	5.1.1	Deliver final product	Digitized Archival Material
B09	2.3	Cost aggregation	Project Budget Schedule	E02	5.1.1	Allow public access	Free access to project output
B10	2.4	Requirement analysis	SOW (Statement of Work)				
C01	3.1.1	Condition check	Condition report				
C02	3.1.2	Physical arrangement	Inventory/location of records				
C03	3.2.1	Confirm SOW Develop RFP	RFP				

## Quarterly Schedule

NOTE: Series scanning priority is preliminary estimate. Final priority to be determine based on feedback from stakeholder committee.

[illegible]


# Hawai'i State Digital Archives Technical Plan

## Mockup of online display:

Note: The Hawai'i State Digital Archives is in the final stages of development, with deployment into production scheduled for October 2018. A video walkthrough of the UI design and the crowdsourcing metadata description indexing feature has been uploaded in the 'Additional Information' feature of the grant application

The stored digital files and their metadata available through the catalogue via SEARCH or BROWSE.

- A. Search could be a simple based on the indexed keywords or advanced using additional fields (Person, Location, Subject). Search result presented as a list of found relevant records and their selected metadata.
- B. Archival record description is an aggregation of the various description types for different levels. Browse represents hierarchy of the catalogue records and displays records within catalogue hierarchy.



State of Hawaii  
Hawaii Digital Archives

Advanced

[Collections](#) [Browse](#) [Blog](#) [FAQ](#)

Search

Date Range

Person

Location

Subject

Title

Description

Department

Division

Series

Subseries

Results

Record Title

Department > Division > Series > Subseries > Record

DACS HSA-512345-10101010-834-4

11 Children

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Aliquam magna sapien, molestie eget consequat eget, lobortis euismod est. Sed malesuada ultricies magna sed egestas. Phasellus ornare lacus in ante varius varius. Vestibulum id maximus ante. Suspendisse quis justo elit. Nunc suscipit tristique sem non gravida. Donec semper pretium feugiat. Donec luctus urna eu mattis sollicitudin. Phasellus

Division Title

Department > Division

DACS HSA

11 Children

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Series Title

Department > Division > Series

DACS HSA-512345

11 Children

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Department Title

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11 Children

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State of Hawaii  
Hawaii Digital Archives

Advanced

[Collections](#) [Browse](#) [Blog](#) [FAQ](#)

Current Item

Department Name > Branch Name > Series Title

Series Title

DACS HSA-512345

29 Children

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Children

Subseries Title 1

DACS HSA-512345-ABCD

3 Children

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Subseries Title 2

DACS HSA-512345-FCUJU

16 Children

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Item Title 1

DACS HSA-512345-KLMNO


9 Children

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C. Individual record view has all metadata fields and thumbnails of the related digital files.



State of Hawaii

# Hawaii Digital Archives

Advanced

CollectionsBrowseBlogFAQ

Record Information

Department Name > Branch Name > Series Title > Subseries Title > Item Title

Title

Record Title

Reference:

DAGS-HSA-S36712-B5626-42

ID

ARK:/123/4567

Date Added

1-1-2018

Covering Dates

1-1-1890

Creator

DAGS

Languages

Administrative Background

Public

People

- Person 1

- Person 2

Location

Subjects

- Money



Collections

- Hawaiian Currency

Description

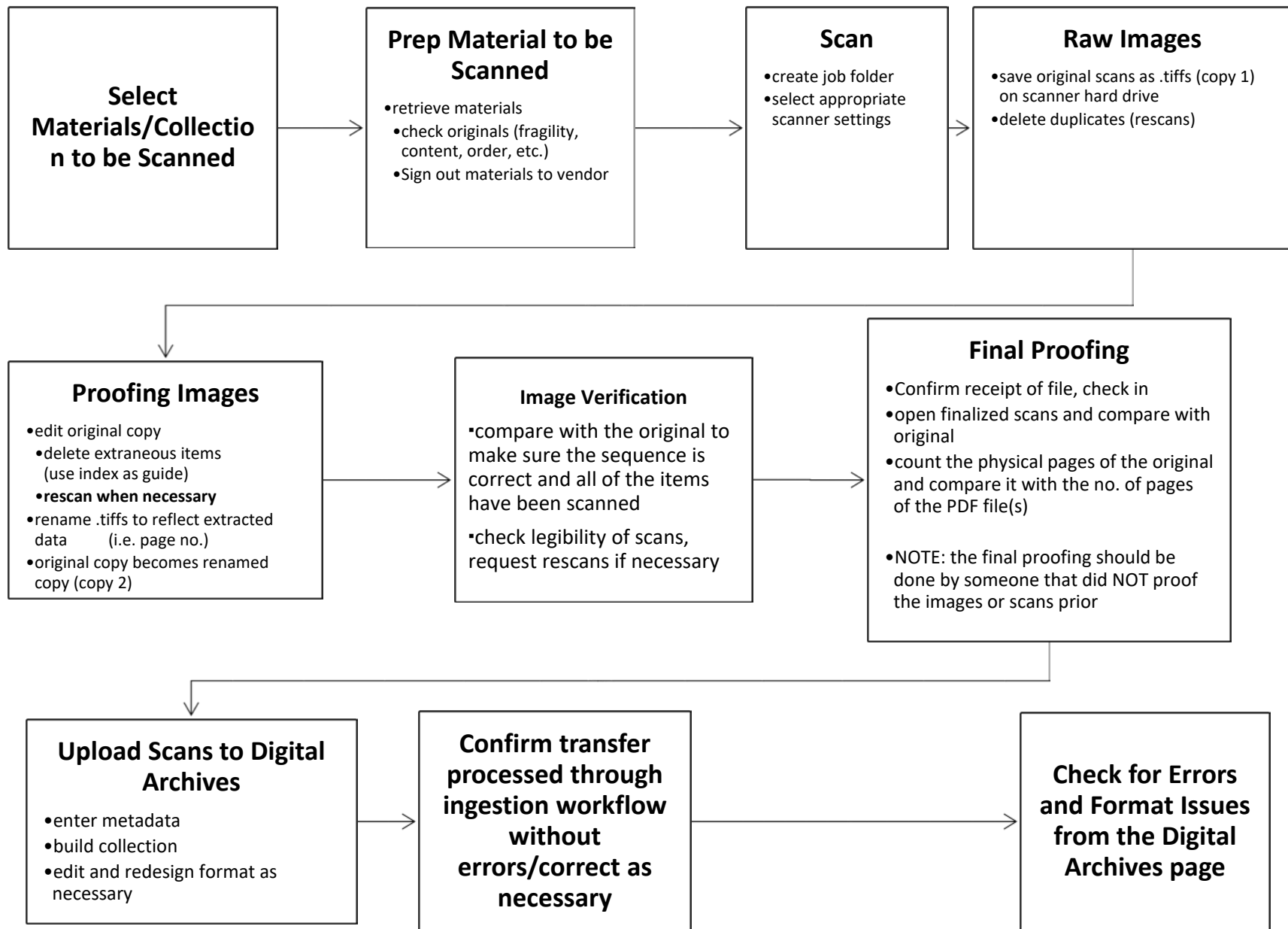
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Files



### Digitization of Historic Records:

All records will be digitized onsite, at the Hawai'i State Archives, under the direct supervision of Archives' staff. As the actual digitization work will be done under contract, the selection, review and preparation of the material will be done by the project archivist assigned to the project. The vendor will be given one folder of material at a time to digitize in order to limit liability and security concerns. The digitization workflow will follow the standard Hawai'i State Archives process that has been followed over the past ten years to generate over 350,000 digital images. The proposed workflow is as follows:



The proposed workflow is in line with the Hawai'i State Archives imaging guidelines (include in "Additional Materials" of this grant application). Scanning will be performed on flatbed scanners, with images created at 300 dpi, color, 8bit per channel RGB (24bit depth), in uncompressed TIFF. These scanning requirements are in accordance with the recommended Federal Agencies Digitization Guidelines Initiative.

### Quality Assurance

Scanned Images: The Hawai'i State Archives has always held itself to the highest standards when it comes to placing digital images online. As a result, images are reviewed for completeness and legibility by both the scanner, as well as a secondary person. Both individuals perform a 'page-to-image' verification to confirm that all records in the folder have been imaged and that the resulting digital image is *at least* as legible as the original. Furthermore, to ensure that no information is lost, as well as to replicate the experience of physically handling the paper documents at the Hawai'i State Archives, the State Archives has instituted the policy of scanning the fronts *and backs* of all records, even if the back 'appears' to be blank. It has been our experience that there are often notation marks on the back, in pencil and faint, that can be missed. To avoid any possibility of lost information due to failure to scan, both recto and verso will be digitized.

Educational Curriculum: Both the Office of Hawaiian Education and Kamehameha Schools will be utilizing teams of credentialed, experience educators to develop the proposed online curriculum. The Collaborative Partners on this project, lead by the team historian Dr. Ronald Williams, Jr., will provide initial review and consultation of the material to ensure quality and accuracy.

### Technologies

The Hawai'i State Archives has designed and developed its own digital preservation system (described in the digital preservation plan) uses fully documented open-source tools. The preservation system and all of the digital records are maintained onsite at the Hawai'i State Archives, with secondary site at the University of Hawai'i Manoa Data Center. Only Hawai'i State Archives development team members have physical and logical access to the hardware and software. Both systems mirror each other, with one site provide development and test infrastructure to ensure a quality build prior to rolling the new code to production. The entire production system consists of eight enterprise level servers, 240TBs of Network Attached Storage, and redundant network switches and UPS power supplies. Public Access is provided with a web portal located on a Tier 3 public network, logically segregated from the preservation system. The ingest process creates presentation versions of the records from the native file formats (in this instance TIFF images), and places those into the Digital Archives Catalog for public access. In this way, the original records are preserved and protected to ensure authenticity, and automated sub-routines can validate continued authenticity and create new preservation and/or presentation copies as dictated by the preservation format policy



DAVID Y. IGE  
GOVERNOR



RODERICK K. BECKER  
Comptroller

AUDREY HIDANO  
Deputy Comptroller

**STATE OF HAWAII**  
**DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES**

P.O. BOX 119, HONOLULU, HAWAII 96810-0119

19 Sept 2018

Council on Library and Information Resources  
1707 L St. NW, Suite 650  
Washington, DC 20036

Aloha, e CLIR,

As State Archivist of Hawai'i, Administrator of the Hawai'i State Archives, Project Lead and author on the grant proposal, I am very invested in seeing that this grant is successful in completing all of its objectives. It will be a top priority my institution and one that I will personally manage and be overseen by the State Archives' leadership team. This commitment to ensuring the project is successful can further be witnessed by the passion, enthusiasm and level of engagement from the large number of partner institutions who have signed onto this grant. This project is too important to attempt without their collaboration and input. Attached to this letter of support are letters from the heads of each of the partner institutions. This consortium of partners is by far the largest that the State Archives has ever assembled to work on a project and represents some of the foremost subject matter experts in the legal, historical, and cultural aspects of Hawai'i.

I cannot overstate the importance to the People of Hawai'i of making these records (the Foreign Office and Executive records from 1790-1900) available online. The geography of the State makes accessing these records extremely difficult, cumbersome and expensive – which should never be the case with public records. These records belong to the People of Hawai'i and everyone should have equal access to them; not just those that live on Oahu or to those that can afford the cost of a plane ticket. Additionally, the opportunities provided by the proposed Hawaiian Language Committee and Native Hawaiian Knowledge Organization Committee have the potential to reshape access to indigenous information not just for the State Archives, but also to provide the foundation for real change in the cultural heritage landscape across Hawai'i for Native Hawaiians. Should you have any questions or need further clarification, please do not hesitate to contact me.

Mahalo nui loa (thank you very much) for your consideration of this grant proposal,

Adam Jansen  
State Archivist  
Hawaii State Archives

Attachments: Letters of Support from Awaiaulu Literature Project, Hawai'inuikea School of Hawaiian Knowledge at University of Hawai'i at Manoa, Honolulu Museum of Art, Native Hawaiian Legal Corporation, Office of Hawaiian Education, Royal Order of Kamehameha I Chapter 1, and the Washington Place Foundation



15 September 2018

Adam Jansen  
Hawai'i State Archivist  
Kekāuluohi Building  
Honolulu, Hawai'i

Aloha, e Adam Jansen,

I appreciate the opportunity to express my strong support for *I ali'i nō ke ali'i i ke kanaka* the project grant proposal that would allow the Hawaii State Archives to scan and provide access to the records found in our Foreign Office and Executive files. I cannot overstate the importance of the collection contained in the F.O.& Ex. files. That assembly of English and Hawaiian materials contains the primary resources that document the establishment and development of governance in these islands. That assembly also documents the Hawaiian Kingdom's relations with the rest of the world, beginning from just a few years after contact by Captain Cook and going up through incorporation into the United States. Aside from the founding documents of America as a nation, there can be no comparable archival holdings in the country regarding the establishment and development of governance.

The proposed project is both critical and timely. In the last decade and a half, technology has provided access to a huge cache of public materials, particularly the Hawaiian-language newspapers. Scholarship has shown that Hawai'i is historically unique in the establishment and spread of literacy in the 19th century, and the Hawaiian written corpus of published materials and manuscripts represents the largest native language repository in the Western world. The governmental records that will be made accessible through this project embody the foundation upon which that larger corpus of published work and archival manuscript material exists. The integration of those fields of knowledge will be invaluable.

I am hopeful that the resources will be committed to make the proposed project possible. I and the staff of Awaiaulu look forward to joining the Hawai'i State Archives as supporters and collaborators on the project. We are willing to join the project advisory team, be available for translation, summarizing, or prioritizing Hawaiian language documents, and advise other collaborators in order to facilitate the successful completion of this project, *I ali'i nō ke ali'i i ke kanaka*.

Me ke aloha,

Dr. M. Puakea Nogelmeier  
Executive Director, Awaiaulu

**Awaiaulu Board of Directors: John Clark (President), Gaylord Wilcox (Vice President), John Marrack (Treasurer),  
Marti Steele (Secretary), Jimmy Haynes, Wayne Pitluck, Neil Hannahs, Aaron Salā.  
Oz Stender Emeritus Executive Director: Dr. Puakea Nogelmeier Projects Manager: Kau'i Sai-Dudoit**



UNIVERSITY  
of HAWAII  
MĀNOA

Hawai'inuiākea School of Hawaiian Knowledge  
Office of the Dean

September 17, 2018

CLIR  
1707 L St. NW,  
Suite 650  
Washington, DC 20036

Aloha mai kākou,

As dean of the Hawai'inuiākea School of Hawaiian Knowledge at the University of Hawai'i at Mānoa, I am pleased to provide this letter of support for the Hawai'i State Archives' grant application, "I ali'i nō ke ali'i i ke kanaka (A chief is a chief because of the people): Justice and Accountability through Access to the records of Hawai'i's Governments." Hawai'inuiākea is excited to be an institutional partner for this important project.

As the only indigenous college in a Research I ranked institution, Hawai'inuiākea strives to pursue, perpetuate, research, and revitalize all areas and forms of Hawaiian knowledge. The project is directly aligned with the mission and vision of Hawai'inuiākea, and is vitally important to expanding, enhancing, and improving access to historical Hawaiian records. The proposed scanning project includes documents that exist nowhere else in the world, and that are critically important to our research, scholarship, and curriculum here at Hawai'inuiākea.

The project also aims to convene two committees, a Hawaiian Language Committee and a Native Hawaiian Knowledge Organization Committee. These committees, which Hawai'inuiākea faculty will participate in, will ensure that Native Hawaiian worldviews are represented in the description and access of the archival materials. This approach to culturally-relevant collection management is innovative and will help to establish best practices for other Hawai'i-related collections.

Speaking for myself and the School, we look forward to assisting with the successful outcomes of the project. Specifically, Hawai'inuiākea faculty will provide subject matter expertise for the records. Additionally, Hawai'inuiākea faculty will integrate the newly digitized materials into our curriculum. Furthermore, Hawai'inuiākea faculty will contribute to the Hawaiian Language and Native Hawaiian Knowledge Organization committees regarding the use of Hawaiian language in describing archival materials, and presentation of archival materials to Native Hawaiian communities.

If there are any questions, or if I can offer any further support for this project, please feel free to contact me at

Me ke aloha,

Dr. Jonathan K. K. Osorio  
Dean, Hawai'inuiākea School of Hawaiian Knowledge

# Honolulu Museum of Art

CLIR

1707 L St. NW,

Suite 650

Washington, DC 20036

Sept 16, 2018

Dear Members of the Review Committee,

It is my pleasure to write this letter of support for the Hawai'i State Archives in their pursuit of a digitization grant for their archival paper documents. The Honolulu Museum of Art frequently draws upon archival sources for the development of exhibitions, and increasingly so, is incorporating scanned documents from the archive into digital interactive elements that bring primary source material to life through interpretive displays in the gallery. As the only art museum in Hawai'i with a curatorial department devoted to the Arts of Hawai'i, Oceania, Africa, and the Americas, our curator often conducts research at the Hawai'i State Archives for information pertaining to the social context of the Hawaiian Kingdom. The documents stored at Hawai'i State Archives describe a seminal period in Hawaiian history, rich in details covering government patronage of art, environmental protection efforts that affect material culture production such as featherwork, and population shifts that impact arts and culture.

The development of our current exhibition *Ho 'oulu Hawai'i: the King Kalākaua Era* relied heavily on archival content. The records located in the Hawai'i State Archive supported the interpretation of the objects on display. However, research phases for exhibitions exploring 19<sup>th</sup> century Hawai'i are arduous. The process requires deep archival excavation because of the wealth of primary source material, but the sheer dearth of online resources. The ability to search digitized content dating to the Hawaiian Kingdom period would transform the research process and enable greater access

Honolulu Museum of Art  
900 S Beretania Street  
Honolulu, HI 96814  
808-532-8700

[www.honolulumuseum.org](http://www.honolulumuseum.org)

Honolulu Museum of Art  
Spalding House  
2411 Makiki Heights Drive

Honolulu Museum of Art  
First Hawaiian Center  
999 Bishop Street

Honolulu Museum of Art  
School  
1111 Victoria Street

Honolulu Museum of Art  
Doris Duke Theatre  
Entrance on Kīna'u Street

across disciplines. Research at the Honolulu Museum of Art results in scholarly publications and engaging exhibitions that fill a 4,000 square foot gallery. Approximately 300,000 visitors per year experience our exhibitions. We have an audience eager for exhibition content related to Hawaiian History, and curatorial team members who enthusiastically seek digitalized primary sources to inform exhibitions exploring under researched areas in the field. The Hawai'i State Archives has established relationships with content experts, and has the capacity and knowhow to oversee the critically important project of digitizing archival materials. We wholeheartedly support Hawai'i State Archives and look forward to participating as an advisor of priorities on the project and a consumer of digital content.

Best regards,

Sean O'Harrow

Director, Honolulu Museum of Art



# Native Hawaiian LEGAL CORPORATION

1164 Bishop Street, Suite 1205 • Honolulu, Hawai'i 96813 • [www.nhlchi.org](http://www.nhlchi.org)  
Phone (808) 521-2302 • Fax (808) 537-4268



August 20, 2018

Council on Library and Information Resources  
1707 L Street, NW, Suite 650  
Washington, DC 20036

Dear Council on Library and Information Resources:

The Native Hawaiian Legal Corporation fully supports the Hawaii State Archives' grant proposal for the Council on Library and Information Resources (CLIR) grant entitled, "Digitizing Hidden Special Collections and Archives: Enabling New Scholarship through Increasing Access to Unique Materials".

The founding of the Native Hawaiian Legal Corporation ("NHL") coincides with the Hawaiian cultural renaissance and political reawakening of the Hawaiian people in the 1970s, when Native Hawaiians found themselves in monumental land struggles that threatened to extinguish the most basic and fundamental Hawaiian cultural-spiritual principle of "aloha 'aina" (love of the land). A reawakening of the Native Hawaiian spirit, the logical, sensible response to American colonialism, was underway.

The Native Hawaiian Legal Corporation was created as a means of addressing the critical unmet legal needs identified by the Native Hawaiian community. The Hawai'i State Archives grant proposal seeks to ensure that the foundational evidence which supports those needs is properly preserved.

We look forward to assisting the Hawaii State Archives with the work contemplated by its proposal.

Please do not hesitate to contact me should the need arise.

Me ka pono,

Moses K. N. Haia, III  
Executive Director



DAVID Y. IGE  
GOVERNOR



DR. CHRISTINA M. KISHIMOTO  
SUPERINTENDENT

**STATE OF HAWAII**  
**DEPARTMENT OF EDUCATION**  
P.O. BOX 2360  
HONOLULU, HAWAII 96804

OFFICE OF THE SUPERINTENDENT

September 18, 2018

Mr. Adam Jansen  
Hawaii State Archives  
364 S. King Street  
Honolulu, HI 96813

**RE: Letter of Support**  
**CLIR Digitizing Hidden Collections Grant**

The Office of Hawaiian Education (OHE), recently established in June of 2015, in the Hawaii Department of Education is responsible to identify, develop and/or procure curricular materials to support the statewide integration of Hawaiian language, culture, history and perspectives for all public education students and staff. We are happy to provide a letter of support to the Hawaii State Archives as you work towards provide access to documents that help to shape a lens for which current day educators might inform to story of Hawaii's history.

Particular, it is the position of OHE that primary source documents are the best tools to help tell that story. We are excited to support the effort to provide public access to over 600,000 primary source documents dating back to the early 1830s forward. his piece of work will be of significant important to the work we do on behalf of all of the students and staff we serve.

We hope that the grant application submitted by our sister agency and the Hawaii State Archives is given a favorable review as we plan to work collaboratively in the near future across government offices to benefit the public.

Sincerely,

Dawn K. Sang  
Director  
Office of Hawaiian Education

DKS:lh



**ROYAL ORDER OF KAMEHAMEHA I**  
**OFFICE OF THE ALI'I 'AIMOKU – Hawai'i Chapter #1**  
Ali'i Sir Arthur W.K. Aiu, KGCK  
P.O. Box 23122  
Honolulu, Hawai'i 96823

September 15, 2018

Mr. Adam Jansen  
State Archivist  
Hawai'i State Archives  
Department of Accounting and General Services  
'Iolani Palace Grounds  
Honolulu, HI 96813

Dear Mr. Jansen:

SUBJECT: Letter of Support – CLIR “Digitizing Hidden Collections” Grant Application

The Royal Order of Kamehameha I (The Order) is the Hawaiian Kingdom's first Order of Knights established by His Majesty King Kamehameha V on April 11, 1865 in honor of his grandfather King Kamehameha I who unified the Hawaiian Islands under one rule in 1795.

The Order was established by the Constitution of 1864 to “cultivate and develop among (his) subjects the feelings of Honour and loyalty to Our Dynasty and its institutions...” and expressed the King's “wish to confer honorary distinctions upon such of Our subjects and foreigners as have rendered, or may hereafter render, to Our dynasty and People important services ....” The Order continued through the reigns of King William Lunalilo (1873-1874), King David Kalakaua (1874-1891), and Queen Lydia Lili'uokalani (1891-1893).

After the Overthrow of the Kingdom in 1893, The Order was perceived by the Provisional Government as a threat and The Order went “underground” until 1903 when Prince Jonah Kuhio Kalaniana'ole declared The Order was no longer a secret or hidden organization and became the first Ali'i 'Aimoku and Grand Master of the Royal Order of Kamehameha after the 1893 Overthrow.

The Order is the last direct link with an unbroken history to the monarchy of the Kingdom of Hawai'i. Today, The Order continues to guard, maintain, and preserve the rituals and traditions of the ruling Chiefs of Hawai'i. It recognizes the Kingdom of Hawai'i exists by the leaders and membership of its ten chapters established throughout the main Hawaiian Islands. We abide by the guiding principles of seeking truth and knowledge.



The Hawai'i Chapter #1, as The Order's first Chapter established by Prince Kuhio Kalaniana'ole submits this letter in support of the Hawai'i State Archive's "Digitizing Hidden Collections" grant application. We urge the Council on Library and Information Resources Review Committee to award and provide the financial assistance to bring to fruition this truly significant effort to digitize and categorize a vast wealth of rare, historic, fragile and difficult to locate documents that will allow worldwide access and transparency to a hidden part of Hawai'i's history.

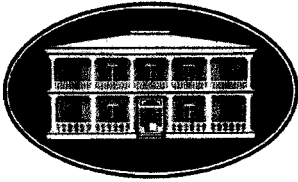
We would ascertain that there are documents directly related to the Royal Order of Kamehameha I as well as the other Royal Hawaiian Benevolent Societies and their roles during the Hawaiian Monarchy up to and including the 1900 U.S. annexation. Since the mid-1900's, the Hawaiian people have been experiencing a "renaissance" of awareness and resurgence of political sovereignty and cultural traditions as Hawai'i's First People. There is movement to review and rewrite what was accepted as historical "truths" dictated by introduced and foreign historians during the early decades of the 20<sup>th</sup> century. This effort will bring to light what was written and recorded by those who lived at the time and whose words would perhaps otherwise be lost and forgotten amongst this vast collection of papers that is housed in the archives.

This grant would allow people from all over the islands as well as the world to access documents that showcase the immense literate knowledge of a native peoples who dwell on the world's most isolated pieces of land in the middle of the Pacific Ocean. The Hawaiian people have to thank the first Protestant missionaries who arrived in the Islands in 1820 for bringing the "printed" word to Hawai'i. Prior to that, the Hawaiians shared their history, genealogies, traditions, stories and legends by strict memorization and recall by word of mouth. The printed word enabled Hawai'i and its people to rise in a short time to be the most literate people per capita in the 1800's. A fact that is well supported by the proposed documents included within this grant.

The Order's Hawai'i Chapter #1 has committed its membership to provide volunteer assistance when and where the Archives requires for projects in fulfillment of our own mission and in support of any effort to provide the "light of Knowledge." We are hopeful that we may continue a rewarding relationship with the efforts of the Archives to perpetuate the history of our people, our culture, and traditions. Should you have any questions, please feel free to contact me. Your dedication to create an open registry highlighting rare and unique library, archival and museum collections and kind consideration of the Hawai'i State Archives grant application is greatly appreciated by the leadership and members of the Royal Order of Kamehameha I – Hawai'i Chapter #1.

Respectfully submitted,

Ali'i Sir Arthur W.K. Aiu, KGCK  
Ali'i 'Aimoku o Hawai'i I  
Royal Order of Kamehameha I  
Hawai'i Chapter #1



## WASHINGTON PLACE FOUNDATION

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Post Office Box 873  
Honolulu, Hawai'i 96808  
[www.washingtonplacefoundation.org](http://www.washingtonplacefoundation.org)

Council on Library and Information Resources  
1707 L Street, NW, Suite 650  
Washington, DC 20036

September 13, 2018

Dear Council on Library and Information Resources:

On behalf of the Washington Place Foundation, I am writing this letter in support of the Hawai'i State Archives' grant proposal to the Council on Library and Information Resources for *Digitizing Hidden Special Collections and Archives: Enabling New Scholarship through Increasing Access to Unique Materials*.

Washington Place, a National Historic Landmark, primarily functions as a house museum that preserves and interprets cultural and historical heritage through education and outreach. With over 60% of its historical items on loan from the Hawai'i State Archives, Washington Place has a long standing partnership with the Archives and actively works to improve access to its material and records via various platforms that engage and encourage our local community and visitors. In anticipation of the growing needs of our educators, researchers, students, and other visitors, an augmented reality app has been developed and implemented at Washington Place to improve the visitor experience. Should the Hawaii State Archives' be awarded this grant, the resulting digitization of historical records would provide a substantial amount of relevant information to each and every visitor. Using the app will immensely enhance his or her knowledge and understanding of Washington Place by digitally connecting them to primary resources about significant historical events, while physically standing in the place where those events occurred. For example, this app has the capabilities of linking resources to individuals and to provide information beyond a tour of the home. With the content and primary sources to be developed under this grant, a great need will be fulfilled in supporting the technology developments that Washington Place already has in place.

Washington Place's residents represent the social and political history of the Hawaiian Islands from 1840s to present. The most famous resident is Queen Lili'uokalani, last reigning monarch. The Hawaii State Archives' digitization project, which includes material from 1849-1900 as well as records from Queen Lili'uokalani, directly aligns with Washington Place Foundation's mission to follow the Queen's vision for the home by perpetuating the Hawaiian language and music.

In addition, our next phase is to be able to offer tours of the home in 'Ōlelo Hawai'i or the Hawaiian language. To be able to also provide access to Hawaiian language documents and resources beyond the tour truly helps to support the local initiatives that teach our language.

We look forward to collaborating closely with the Hawai'i State Archives to share, support, and engage the visitors to and residents of Hawai'i through this unique and exciting venture.

Please do not hesitate to contact me should you have any further questions.

Sincerely,

Louise Schubert  
President  
Washington Place Foundation

## **Hawaii State Digital Archives Preservation and Discovery Plan**

The Hawai'i State Digital Archives is implemented as a distributed workflow system. Each workflow activity implements operations required by digital preservation standards, generates PREMIS events and saves METS metadata related to the processing file. This metadata, in combination with the stored digital record, is used to verify, validate, and run required integrity checks to ensure authenticity and long-term reliable access to the stored digital records.

Digital Archives system consists of the following parts:

- Transfer. Record producers upload their digital files remotely (via HTTP) or by providing files on encrypted media. Files stored in Transfer area for 30 days to reduce possibility of time-based viruses. The Transfer area is considered unsafe and physically isolated from the rest of the system.
- Pre-processing. Submitted transfer packages are validated for consistency, confirmed to satisfy transfer standards. These checks are done at the transfer package level. The Pre-processing area is also considered unsafe. No files from the package will be processed unless all safety and integrity checks are passed. Packages stored in pre-processing area fall under IT policies for disaster recovery. This means that all files in pre-processing area are backed up on tapes using the enterprise backup system. Backup copies stored in a different physical system.
- Processing. Received packages are unpacked and each digital file is processed through following steps:
  1. File format identification
  2. File format validation
  3. File format migration (if required)
  4. Metadata Property extraction
  5. Gathering collected metadata (into METS, PREMIS schema)
  6. Assembling digital file archival package (AIP)
  7. Storing archival package in Digital Archive (Dark Archive)
  8. Updating archives catalogue
  9. Updating search index
  10. Creating thumbnails for presentation

The Digital Preservation system developed in-house by Hawai'i State Archives Digital team based on international standards: ISO 14721:2012 Space data and information transfer systems – Open archival information system – Reference mode; ISO 16363:2013 Audit and certification of trustworthy digital repositories.

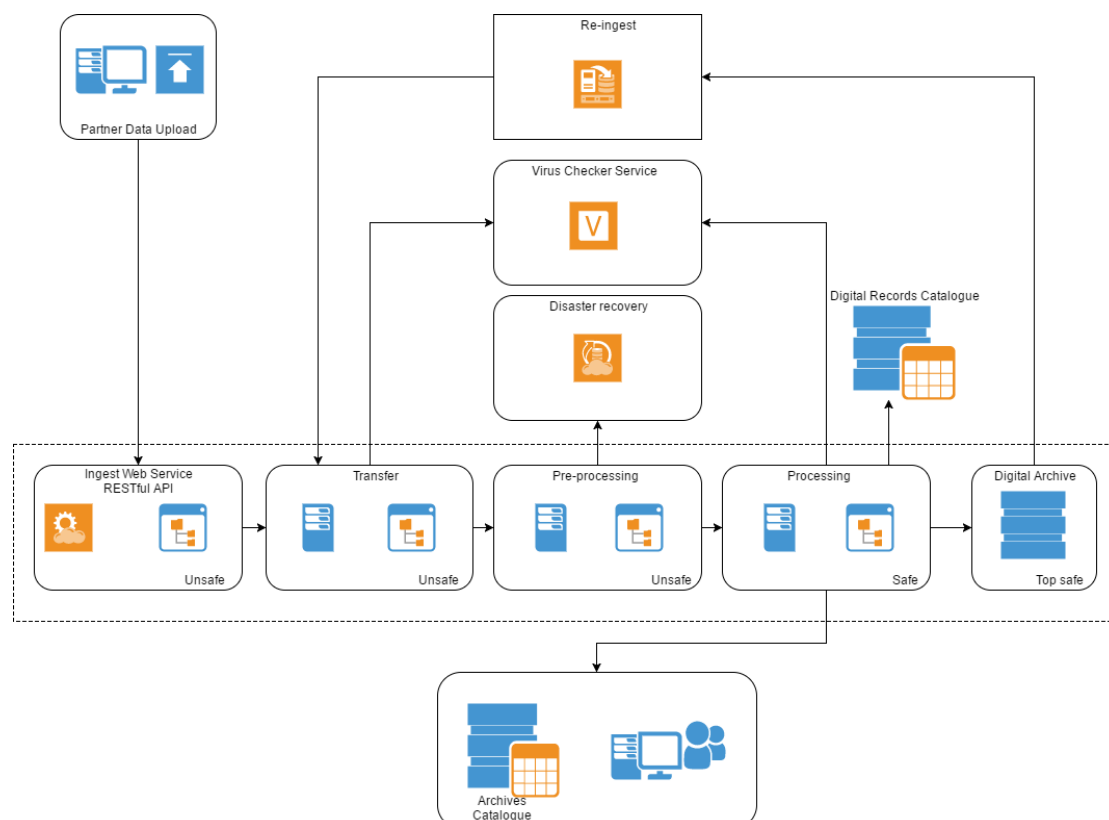
The Digital Preservation system uses well-known open source third party tools such as File profiling tool (DROID) developed and maintained by The National Archives of UK, JHOVE (JSTOR/Harvard Object Validation Environment) maintained by the Open Preservation Foundation.

All source code of the Digital Preservation system is available in Hawai'i State Archives internal source code repository (Atlassian Bitbucket). Relevant project

documentation maintained in project wiki (Atlassian Confluence). Project managed using user-centric user story based agile methodology (Atlassian Jira).

Digital files and their associated metadata after processing by digital preservation pipeline are stored as XML files holding relevant PREMIS and METS metadata along with embedded raw bit stream, which represents a digital file. These packages stored in special data storage, which has a capacity to store large digital objects (up to 4TB) and could be scaled horizontally (up to 20 PB) as needed. This storage has all build in capacity to run standard integrity check procedures. The Digital Preservation system automatically implements integrity, consistency checks, performs format migration (as needed) on a periodic basis to ensure long-term preservation and access to the archived digital records.

The Digital Preservation system creates a catalogue of ingested digital records. It also creates a search index for this catalogue. Each digital object inside the system has a unique identifier which links catalogue metadata, preserved metadata and preserved digital files, and is assigned a persistentID. Search index includes these unique identifiers. The Digital Preservation system also generates presentation thumbnails for ingested digital records. Search index metadata and presentation thumbnails are available for the end user through specifically designed user interface.



Extensive documentation on the Hawai'i State Digital Archives preservation strategy is included under additional documentation as Digital Preservation and Discovery Plan\_Hawaii State Archives.pdf

## **Hawai'i State Archives Budget Narrative**

Expenditures on this grant proposal are grouped into three categories:

- Services
- Salaries
- Other Costs

### **Services:**

The largest line item on the budget detail is Line 24 SERVICES at \$261,775.00 total; with \$87,258.00 requested per year.

These funds will be used to procure the services of a local scanning vendor to digitize the proposed records onsite at the Hawai'i State Archives. The solicitation for services will be posted on the State of Hawai'i online procurement portal as a Request of Proposal, with interested vendors required to price out the job on a 'per image' quote. As the true extent of the proposed series to be scanned can only be estimated at, a 'per image' quote is the most cost-effective method for bidding the job. Should the extent of the series contained within the grant proposal be under the requested dollar amount, CLIR will be consulted as to whether the project should propose other series to scan, or to return the excess funds. Likewise, should the cost to scan the entirety of the proposed series to greater than the funds available, the series will be scanned in priority from most impactful (as determined by the committee of collaborative partners) to least until the funds are pau (done).

### **Salaries:**

The second line item on the budget detail, line 25, is to procure project staff to assist in the digitization project. Requested funds are \$77,741.00 per annum.

This calculation is based on hiring a project archivist at the Archivist II, SR-18 Step C range, which pays XXX/year. Project positions are not allotted fringe benefits in the State of Hawai'i as they are considered non-permanent employees. The remaining XXX/year is requested to pay two concurrent graduate student interns, one each from the UH School of Hawaiian Knowledge and Awaiaulu Literature Project, to assist in research for the Hawaiian Language Committee, Native Hawaiian Knowledge Organization Project, Hawaiian Language translation and/or description of the scanned records as part of the project's stated goal to turn these records from 'hidden' to 'discoverable'.

### **Other Costs:**

The final line item, line 26, is for \$5,000 in the third year of the project to present the findings of the project at a conference. Preference for this venue would be for IPRES or Best Practices Exchange (BPE), but actual conference selection will depend upon which conference accepts the paper proposal.

### **Cost Sharing:**

The Hawai'i State Archives Digital Archives project has budgeted \$130,000 per annum for hardware, software and maintenance costs for the expansion of the Digital Archives, the preservation repository where the output from this project will be preserved and made accessible to the public. This money will be used to procure the needed storage infrastructure to store the scanned images, servers to provide a

robust researcher experience and provide additional preservation processing capability, and needed software to enhance the user experience and ingestion workflow.

The State Archives has annual travel funds in the amount of \$5200 per annum for travel to the neighbor islands to conduct education and stakeholder involvement meetings.

Addition soft matching includes salary from the quarter meetings, and related subcommittee research and assignments that derive from these meetings, of the partners from the institutional consortium assembled for this project:

Hawai'i State Archives (State Archivist, Systems Architect, and two professional Archivists)

Awaiaulu Literature Project (Project Director and Project Manager)

Hawai'inuiakea School of Hawaiian Knowledge (two members of Faculty and Department Librarian)

Honolulu Museum of Art (Museum Curator)

Native Hawaiian Legal Corporation (Director and a Staff Attorney)

Office of Hawaiian Education (Director)

Royal Order of Kamehameha I, Chapter 1 (One member of the Order)

Washington Place Foundation (Director and the curator)

#### Grant Management:

The Hawai'i state Archives will manage the grant funds in accordance with the requirements set forth in the Governor's Budget Execution Policies (available here: <http://budget.hawaii.gov/statewide-policies/executivememorandums/em-2018/>). A dedicated trust fund will be established, if required, for the receipt and payment of funds administered under this grant to provide for clear and accurate tracking of funds provided under this grant. The Director of the Hawai'i State Archives will be the fiscal authority of responsibility for any funds provided under this grant.

[Note: Several documents were provided as a supplementary appendix to the proposal:

- Hawaii State Digital Imaging Guidelines, May 2014, and
- Hawai'i State Archives Digital Preservation and Discoverability Plan.

These have been removed for posting online.]