

# **FINDING AID**

# HAWAII VOLCANOES NATIONAL PARK ADMINISTRATION RECORDS

1902-2012 (bulk dates: 1960-2005)

Prepared by: Geoff Mowrer, Megan Atkinson, and Sheree Chase 05/09/2013

> Revised by: Coquelicot Shirey August 2021

National Park Service Hawaii Volcanoes National Park PO Box 52 Hawaii National Park, HI 96718-0052

Catalog Number: HAVO 17000

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#### COPYRIGHT AND RESTRICTIONS

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#### **HISTORY**

Established in 1916 by a congressional act, Hawaii National Park was the 15th National Park in the United States. Originally called Hawaii National Park and composed of the volcanoes Kilauea and Mauna Loa on Hawaii and the volcano Haleakala on Maui, in 1960, the park split into two parks, Haleakala National Park (HALE) and Hawaii Volcanoes National Park (HAVO). In its early years the Park was comprised of the volcanoes Kīlauea and Mauna Loa and additional private lands from within and around park boundaries. The park added additional lands in subsequent decades that included state and private lands in the Puna District and ranch lands in the southernmost area of the Kau District, and as of 2010, it encompassed 323,431 acres. The park harbors distinct plants and animals and has seven diverse ecological zones: seacoast, lowland, mid-elevation woodland, rain forest, upland forest, subalpine, and alpine. Mauna Loa, the earth's largest volcano at 13,677 feet (4,169 meters), last erupted in 1984. Kilauea began erupting in 1983 and continued until 2018. The International Biosphere Reserve selected Hawaii Volcanoes National Park (HAVO) for these diverse features in 1980 and UNESCO World Heritage Site chose Hawai'i Volcanoes National Park (HAVO) in 1987. The park's administration staff is charged with overseeing all the divisions of the park, including protection, maintenance, interpretation, cultural resources, natural resources, and education. It also oversees park lands and acquisitions as well as concessioners who operate as partners within the park and private business entities such as tour operators.

#### SCOPE AND CONTENT

HAWAII VOLCANOES NATIONAL PARK ADMINISTRATION RECORDS 1902-2012 (bulk dates: 1960-2005)

CATALOG NUMBER HAVO 17000

VOLUME 96952 EA

DESCRIPTION These records document administrative, management, and operational

activities, procedures, and policies of Hawai'i Volcanoes National Park (HAVO) and the National Park Service (NPS), as well as non-National Park Service (NPS) entities such as Kahuku Ranch before acquisition. Some topicsinclude: Concessionaires; DOI, NPS, and HAVO level Agreements; Special Use; All-Park and Division Meetings; Budget; Personnel; NAGPRA; Park- wide Plans and Reports; Mission 66; Public Use; Visitation; Land Acquisition(Bishop Estate, Kalapana, and

Use; Visitation; Land Acquisition(Bishop Estate, Kalapana, and Kahuku); Air Tour Management Plan; Cooperative Agreements; Memorandums of Agreement; Environmental Assessments;

Environmental Impact Statements; Wildland Fire Management; Kilauea Military Camp; Programmatic Agreements; Compliance; and more

Format of Collection: Reports, Special Use Permits, Correspondence, Minutes, Standard Operating Procedures, Legal Cases, Consultations, Park- wide Plans and Reports, Land Acquisition Files, General Lease Agreements, news articles, cooperative agreements and memorandums of agreement (MOA), environmental assessments (EA), environmental

impact statements (EIS), digital files, and more

ORGANIZATION The collection is arranged into the following series: Series I:

Agreements, Concessions and Special Use, 1934-2000; Series II: All Park Meetings, Committees and Conferences, 1990-1999; Series III: Blue Copies, Budget and Personnel, 1960-1998; Series IV: Government and Legal Issues; Series V: Other Plans and Reports, 1902-2010; Series VI: Land Acquisition Files, 1932-2011; and Series VII: Compliance, 1969-2011, undated. Most series contain subseries. Series VII,

Compliance, contains 52 file units. For descriptions of individual series,

see the series' scope and content note.

PROVENANCE These records primarily from the Administrative office of Hawaii

Volcanoes National Park (HAVO) include records from other divisions

reflecting the administration and managerial activities in the park.

RESTRICTIONS No

**ASSOCIATEDMATERIALS** 

#### **HIERARCHY**

AGREEMENTS, CONCESSIONS, AND SPECIAL USE, 1934, 1986-2000

**AGREEMENTS** 

CONCESSIONS, 1934, 1986-1998

SPECIAL USE, 1988-2000

ALL PARK AND DIVISION MEETINGS, COMMITTEES, AND CONFERENCES, 1990-1999

ALL PARK AND DIVISION MEETINGS, 1996-1999

COMMITTEES, 1990-1999

CONFERENCES, 1992-1993

BLUE COPIES, BUDGET, AND PERSONNEL, 1960, 1987-1997

BLUE COPIES, 1960, 1987-1997

BUDGET, 1989-1995

PERSONNEL, 1960, 1987-1998

**GOVERNMENT AND LEGAL ISSUES** 

NATIVE AMERICAN GRAVES PROTECTION AND REPATRIATION ACT, 1999-2010

PLANS AND REPORTS, 1932-2011

GENERAL MANAGEMENT PLANS, 1996-2011

SUPERINTENDENT'S REPORTS AND PRESENTATIONS, 1994-2011

OTHER PLANS AND REPORTS, 1932-2010

LAND ACQUISITION FILES, 1902-2010

COMPLIANCE, 1996-2012 (bulk dates: 2005-2010)

#### SERIES DESCRIPTIONS

AGREEMENTS, CONCESSIONS, AND SPECIAL USE, 1934, 1986-2000

The series is into divided into three subseries: Agreements, Concessions, and Special Use.

The Agreements, Concessions, and Special Use series documents the association of Hawaii Volcanoes National Park (HAVO) with the Volcano House, a noted concessioner operating within the park and other business entities who offer services to park visitors such as private tour operators. The series' strengths include bankruptcy and facility inspection records for the 1941 constructed Volcano House and articles of association records for the Volcano House constructed in 1891 which was destroyed by fire in 1940. Records include correspondence, special use permit forms, incidental business permits, annual financial reports, and special use permits.

#### **AGREEMENTS**

This subseries does not contain records at this time but such agreements are anticipated upon further processing of backlogged accessions.

#### CONCESSIONS, 1934, 1986-1998

Folders are arranged alphabetically by title.

The Concessions subseries contains correspondence; concession contracts and permits; building improvement records; franchise fees records; concession evaluation reports; facility and public health inspection reports; and annual fiscal reports. The bulk of the records are during the tenure of Ken Direction Corporation who held the concession permit for Volcano House from 1986 to 2008.

#### SPECIAL USE, 1988-2000

Folders are arranged alphabetically by title and in reverse chronologically therein.

The Special Use subseries contains correspondence; completed special use permit forms for tour operators and private citizens, business operation special use permit forms, certificates of insurance, and case incident records.

#### ALL PARK AND DIVISION MEETINGS, COMMITTEES, AND CONFERENCES, 1990-1999

The series is divided into three subseries: Meetings, Committees, and Conferences.

This series documents division chief staff meetings intended to inform the Hawaii Volcanoes National Park (HAVO) Superintendent of specific park activity conducted within the various park divisions including maintenance, interpretation, and resource management. Additional records include all park meetings designed to disseminate park related information to all park staff.

Records include meeting notes and minutes.

#### ALL PARK AND DIVISION MEETINGS, 1996-1999

Folders are arranged in reverse chronological order.

This subseries contains the minutes and notes of division chiefs, superintendent staff meetings, and notes of all park meetings presided by park superintendents and attended by all Hawaii Volcanoes National Park (HAVO) staff. Previous Hawaii Volcanoes National Park (HAVO) division chiefs and staff included in this subseries are Tim Tunison, Amy McClelland, Jan Keswick, Dick Rasp, and Dennis Footer. All park meeting topics included law enforcement, fire management, fee collection, computer security codes, and eruption updates.

#### COMMITTEES, 1990-1999

Folders are arranged in reverse chronological order.

The Committees subseries contains memoranda generated by the park safety officer concerning safety related issues. These issues include the use of seat belts, hazard reports, Red Cross training, funding request for safety projects, standard operating procedures, safety awards, and the superintendent's safety related memoranda. Records of safety committee members Hugo Huntzinger, Jim Martin, and Dick Rasp are included in this subseries. Records from other committees are anticipated.

#### **CONFERENCES**, 1992-1993

Folders are arranged in reverse chronological order.

The Conferences subseries contains records associated with conferences and meetings attended by park staff.

#### BLUE COPIES, BUDGET, AND PERSONNEL, 1960, 1987-1997

This series is divided into three subseries: Blue Copies, Budget, and Personnel.

The Blue Copies, Budget, and Personnel series reflects park fiscal accounting, operational policies, and management policies and procedures generated by both Hawaii Volcanoes National Park (HAVO) and the National Park Service (NPS). Records include correspondence, natural resource management procedures, staffing projections, sexual harassment policies, division operational costs, budgets assessments, and personnel management reports.

#### BLUE COPIES, 1960, 1987-1997

Folders are arranged in reverse chronological order.

The Blue Copies denote the carbon copies of administrative memorandum and correspondence from park management staff including the subjects of recycling, controlling exotic plants, archeological clearances, museum collection, protection projects, sexual harassment, and categorical exclusions. The bulk of the memorandum and correspondence is from Superintendent Hugo H. Huntzinger.

Other generators of memoranda and correspondence include Chief Ranger and Superintendent James Martin, Chief Park Interpreter Richard Rasp, and Research Scientist Charles P. Stone.

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#### BUDGET, 1989-1995

Folders are arranged alphabetically by title and reverse chronological therein.

The Budget subseries contains fiscal accounting records that include correspondence, invoice transmittal sheets, job order requests, job description cost estimates, projected fiscal year payrollcharts, operational cost by division.

#### PERSONNEL, 1960, 1987-1998

Folders are arranged alphabetically by title.

The Personnel subseries contains National Park Service (NPS) personnel program evaluation reports, a photograph of Hawaii Volcanoes National Park (HAVO) Resource Management staff, employees' accountable list, and resource careers initiative report.

#### GOVERNMENT AND LEGAL ISSUES

Arranged into one subseries that deals with Native American Graves Protection and Repatriation Act (NAGPRA) documentation and kupuna consultation.

Subseries A (NAGPRA) added since original processing, unknown when subseries was created. Extant in 2021 during review process.

# NATIVE AMERICAN GRAVES PROTECTION AND REPATRIATION ACT, 1999-2010 PLANS AND REPORTS, 1932-2011

Folders are arranged by title.

This series contains management plans and reports reflecting cultural and natural park resources, park facilities and staff, and park divisions, in addition to reports and plans addressing administrative activities, organization, and operations. The series' strengths include the Mission 66 Master Plan for the Preservation and Use of Hawaii Volcanoes National Park and correspondence regarding responses to Mission 66 Master Plan. Other responses include the Master Plan Environmental Impact Statement and the National Park Service (NPS) reorganization plans to create park clusters based on common ecological, cultural and geographic relationship served by cluster support systems. Records include audio tapes, maps, correspondence, memorandum, public newspaper articles, annual reports, operation plans, reorganization and statistic charts, monthly public use reports, and text copies of speeches made by Superintendent Cindy Orlando.

#### GENERAL MANAGEMENT PLANS, 1996-2011

Folders are arranged by title.

The General Management Plans subseries contains correspondence, newsletters, and annual reports. The National Park Service (NPS) newsletters focus on Hawaii Volcanoes National Park's (HAVO) in-progress development of the General Management Plan and the Environmental Impact Statementfor Air Tour Management Plan.

#### SUPERINTENDENT'S REPORTS AND PRESENTATIONS, 1994-2011

Folders are arranged alphabetically by title.

The Superintendent's Reports and Presentations subseries contains annual narrative reports,

Superintendent advisory reports, and copies of Superintendent Cindy Orlando's dedication speechesfor park facilities.

#### OTHER PLANS AND REPORTS, 1932-2010

Folders are arranged alphabetically by title.

This subseries contains reports, plans, correspondence, memorandum, and public newspaper articles focusing on specific areas of management and operations, such as divisional or procedural. Records include Mission 66 master plans, visitor statistic reports, environmental statements, eruption and other park operation plans, proposed interpretation and education plans, staffing projections, Pacific West Area reconstruction charter, and a 1932 reconnaissance report for Uwekahuna Bluff.

#### LAND ACQUISITION FILES, 1902-2010

Folders are arranged in alphabetical order by land name or site.

The Land Acquisition Files series records primarily reflect the acquisition two areas of land that significantly extended the originally established boundaries of Hawaii National Park/Hawaii Volcanoes National Park (HAVO): Kalapana Extension, acquired in 1938 and comprised of both private and state owned lands; and Kahuku Ranch, a privately owned ranch land acquired in 2003. The series' strengths include early 20th century Bishop Estate general lease agreements, records associated with the 1936 Park, Parkway and Recreational Area Study Act, and Kahuku Ranch operation records. Records include correspondence, personnel records, operation records, manager and monthly reports, cattle inventory records, general lease agreements, newspaper articles, land title abstract, and metes and bounds descriptions.

#### COMPLIANCE, 1996-2012 (bulk dates: 2005-2010)

Arranged into 52 file units, unknown rationale. File units and folders in alphabetical order. 2 file units were removed in 2021: File Unit 22 Ethnography and File Unit 43 Puukohola Heiau NHS. File Unit 22 was incorporated into File Unit 35 Native Hawaiians. File Unit 43 was out of scope for the collection. The original numbering was not altered.

This series contains documentation that refers to the compliance program within Administration Division. This includes adverse effect forms, Air Tour Management Plan (ATMP), roads, cooperative agreements and memorandums of agreement (MOA), environmental assessments (EA), environmental impact statements (EIS), wildland fire management, general management plan, Kahuku Ranch acquisition and management, Kilauea Military Camp (KMC), programmatic agreements, and more.

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#### FILE UNIT DESCRIPTIONS

AGREEMENTS, CONCESSIONS, AND SPECIAL USE, 1934, 1986-2000 AGREEMENTS CONCESSIONS, 1934, 1986-1998 SPECIAL USE, 1988-2000

ALL PARK AND DIVISION MEETINGS, COMMITTEES, AND CONFERENCES, 1990-1999 ALL PARK AND DIVISION MEETINGS, 1996-1999 COMMITTEES, 1990-1999 CONFERENCES, 1992-1993

BLUE COPIES, BUDGET, AND PERSONNEL, 1960, 1987-1997 BLUE COPIES, 1960, 1987-1997 BUDGET, 1989-1995 PERSONNEL, 1960, 1987-1998

GOVERNMENT AND LEGAL ISSUES

NATIVE AMERICAN GRAVES PROTECTION AND REPATRIATION ACT, 1999-2010

PLANS AND REPORTS, 1932-2011 GENERAL MANAGEMENT PLANS, 1996-2011 SUPERINTENDENT'S REPORTS AND PRESENTATIONS, 1994-2011 OTHER PLANS AND REPORTS, 1932-2010

LAND ACOUISITION FILES, 1902-2010

COMPLIANCE, 1996-2012 (bulk dates: 2005-2010)

- 0001. ACCESSIBILITY, 2003-2009
- 0002. ADVERSE EFFECT FORM, 1997-2003
- 0003. AINAHOU RANCH, 1997-2007
- 0004. AIR TOUR MANAGEMENT PLAN, 1987-1988, 1992-2010
- 0005. AMERICAN RECOVERY AND REINVESTMENT ACT UPDATE, 2009- 2010
- 0006. ANNUAL SECTION 106 REPORT, 2010, 2012
- 0007. BUILDINGS AND STRUCTURES, 1990, 1999-2005
- 0008. CHAIN OF CRATERS ROAD, 2006 March-2006 April
- 0009. CODED FILES, 1999-2006
- 0010. COMPLIANCE BUSINESS MANAGEMENT PLAN. 2005
- 0011. COOPERATIVE AGREEMENT, 2003
- 0012. CRATER RIM DRIVE, 1999-2006, undated
- 0013. CULTURAL RESOURCES, 1992, 2003-2011
- 0014. DO YOUR PART! PARKS REDUCING CARBON FOOTPRINT, 2008
- 0015. ENVIRONMENTAL ASSESSMENT, 1973, 1977, 1988, 1997-2009
- 0016. ENVIRONMENTAL IMPACT STATEMENT, 2002-2007
- 0017. ENVIRONMENTAL REVIEW, 2007

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- 0018. ENVIRONMENTAL SCREENING FORM, 2006
- 0019. ENVIRONMENTAL STATEMENT, 1973 October 26
- 0020. ENVIRONMENTAL QUALITY DIVISION, 2006
- 0021. ERUPTION SITE, 2004
- 0023. FIRE ENVIRONMENTAL ASSESSMENT, 2001-2006
- 0024. GENERAL MANAGEMENT PLAN, 2007-2010
- 0025. HAWAII STATE, 2008-2009
- 0026. HISTORIC STRUCTURES, 2000
- 0027. INVENTORY AND MONITORING, 2007-2008
- 0028. KAHUKU RANCH, 1988-2011
- 0029. KAU COMMUNITY, 2009
- 0030. KILAUEA MILITARY CAMP, 1999-2009
- 0031. KILAUEA RUN, 2000-2005, 2008-2009
- 0032. KILAUEA VISITOR CENTER, 1999-2004
- 0033. MAINTENANCE, 2004, 2009
- 0034. MILITARY OVERFLIGHTS, 2007-2009
- 0035. NATIVE HAWAIIANS, 2000-2006, undated
- 0036. NENE, 1997-2000
- 0037. OFFICE OF HAWAIIAN AFFAIRS, 2001
- 0038. PERMITS, 2006-2007
- 0039. PLANNING AND COMPLIANCE, 2007-2008
- 0040. PROGRAMMATIC AGREEMENT, 1989-2008
- 0041. PROJECT, 1999-2008
- 0042. PROJECT REVIEW, 1969-2009
- 0044. RESOURCE COUNCIL, 2002-2009
- 0045. SADDLE ROAD, 2007
- 0046. SULPHUR BANKS, 2000-2004
- 0047. TRANSPORTATION, 2000
- 0048. UNGULATE ENVIRONMENTAL IMPACT STATEMENT, 2003-2010
- 0049. VOLCANO HOUSE, 1988-2006
- 0050. WASTEWATER, 2000-2001
- 0051. WATER SYSTEM, 1973 December
- 0052. WILDERNESS, 2003

# **CONTAINER LIST**

TITLE	Box	Folder
[Volcano House:] Annual Concession Contract/Permit Compliance Report, 1993	01	01
[Volcano House:] Annual Evaluations, C62, 1996	01	02
[Volcano House:] Annual Financial Report, 1989-1998 [1 of 3]	01	03
[Volcano House:] Annual Financial Report, 1989-1998 [2 of 3]	01	04
[Volcano House:] Annual Financial Report, 1989-1998 [3 of 3]	01	05
[Volcano House:] Annual Permit Compliance Report, C2621, 1991	01	06
[Volcano House:] Bankruptcy, C38, 1986	01	07
[Volcano House:] Building/Improvements, 1997	01	08
[Volcano House:] Comments and Correspondence, C42, 1994-1998 [1 of 2]	01	09
[Volcano House:] Comments and Correspondence, C42, 1994-1998 [2 of 2]	02	01
[Volcano House:] Concession Evaluation Report, C2621, 1995-1996	02	02
[Volcano House:] Concession Inspection Report, C62, 1990 [1 of 2]	02	03
[Volcano House:] Concession Inspection Report, C62, 1990 [2 of 2]	02	04
[Volcano House:] Franchise Fees, C3825, 1998	02	05
[Volcano House:] Franchise Fees, C3825, 1997	02	06
[Volcano House:] Franchise Fees, C3825, 1996	02	07
[Volcano House:] Franchise Fees, C3825, 1995	02	08
[Volcano House:] Franchise Fees, C3825, 1994	02	09
[Volcano House:] Franchise Fees, C3825, 1993	02	10
[Volcano House:] Franchise Fees, C3825, 1992	02	11
[Volcano House:] Franchise Fees, C3825, 1991	02	12
[Volcano House:] General Folder, undated [1 of 2]	02	13
[Volcano House:] General Folder, undated [2 of 2]	03	01
[Volcano House:] Gift Shop, undated	03	02
[Volcano House:] Insurance, C3819, 1991-2001	03	03
[Volcano House:] Pest Management, C2615, 1989-1994	03	04
[Volcano House:] Public Health Inspection, C62, 1991-1996	03	05
[Volcano House:] Public Health/General Inspections, 1998	03	06
[Volcano House:] Ratings, 1996-1997	03	07
[Volcano House:] Review of Concessioner Operational Performance, C62, 1993	03	08
[Volcano House:] Review of Concessioner, Review of Program, Operational Performance, C6200, 1990-1992 [1 of 2]	03	09

TITLE	Box	Folder
[Volcano House:] Review of Concessioner, Review of Program, Operational Performance, C6200, 1990-1992 [2 of 2]	03	10
[Volcano House:] Sanitation Matters, C6215, 1992-1994	04	01
[Volcano House:] Spot Check Blank Forms, 1996	04	02
Correspondence, Recreation Fee Collection Guideline, 1987	04	03
Incidental Business Permits, 1995-1997	04	04
Special Use Permits, 1999-2000 [1 of 2]	04	05
Special Use Permits, 1999-2000 [2 of 2]	04	06
Special Use Permits, 1997-1998	04	07
Special Use Permits, 1997 [1 of 2]	04	08
Special Use Permits, 1997 [2 of 2]	04	09
Special Use Permits, 1996 [1 of 2]	04	10
Special Use Permits, 1996 [2 of 2]	05	01
Special Use Permits, 1994-1995	05	02
Special Use Permits, 1994 [1 of 2]	05	03
Special Use Permits, 1994 [2 of 2]	05	04
Special Use Permits, 1992-1993	05	05
Special Use Permits, 1992	05	06
Special Use Permits, 1988-1991	05	07
Special Use Permits, Insurance, 1990	05	08
Special Use Permits, Insurance, 1989	05	09
Special Use Permits, Insurance, 1988	05	10
All Park Meetings, 1998-1999	05	11
All Park Meetings, 1996-1997	05	12
All Park Staff Meetings, 1998-1999	06	01
All Park Staff Meetings, 1996-1997	06	02
Safety Committee, Safety Meeting Minutes, 1997-1999	06	03
Safety Committee, Safety Meeting Minutes, 1995-1996	06	04
Safety Committee, Safety Meeting Minutes, 1993-1994	06	05
Safety Committee, Safety Meeting Minutes, 1992	06	06
Safety Committee, Safety Meeting Minutes, 1991	06	07
Safety Committee, Safety Meeting Minutes, 1990	06	08
Conferences and Meetings, 1993	06	09
Conferences and Meetings, 1992	06	10
Blues, 1997 January-1997 December [1 of 2]	06	11
Blues, 1997 January-1997 December [2 of 2]	07	01
Blues, 1995 January-1996 December [1 of 3]	07	02
Blues, 1995 January-1996 December [2 of 3]	07	03

Blues, 1995 January-1995 December [1 of 3]	TITLE	Box	Folder
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Blues, 1995 January-1995 December [3 of 3]   07   07   08	Blues, 1995 January-1995 December [1 of 3]	07	05
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