

Finding Aid to the
OFFICE OF THE COUNTY CLERK
COUNTY OF KAUA'I

Records, 1920-1990

KAUA'I HISTORICAL SOCIETY
Lihue, Kaua'i, Hawai'i

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Rev 1, 1999

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OFFICE OF THE COUNTY CLERK, COUNTY OF KAUA'I. RECORDS, 1920-1990. 10.0 c.f. (21 boxes),
Including 2 volumes.

Abstract

Records created and held by the County Clerk of the County of Kaua'i, with some original records that were sent to the Clerk or County Council (formerly the County Board of Supervisors). There are some gaps in the files as many original records of the County of Kaua'i are retained by the Clerk. Most of the records date from the 1980s. The records are arranged in four series: Correspondence and Related Records, Records of the County Council, Records of County Departments and Agencies, and Records of Other Organizations, Groups, and Topics

Correspondence and Related Records includes letters, memoranda, and inter- and intra-office communications about official business, written by the County Clerk, Council chairman, and councilmembers, with occasional resolutions. Correspondents were constituents, other County officials, and state and federal agencies, legislators, and officials

Records of the County Council were created by or for councilmembers. Files include an Index to Minutes of the County Board of Supervisors, press releases, councilmembers' requests for investigation and service which were referred to county departments and agencies for action.

Records of County Departments and Agencies show the interaction of the County Clerk and County Council with various departments and agencies. Many of the correspondence and meeting agenda are fairly routine and administrative in nature.

Records of Other Organizations, Groups, and Topics document relatively minor interactions with the County. There are small files of correspondence between the County and various organizations particularly documenting County support of programs and events. Most of these files are incomplete. Represented are Adult Education Programs, cable television (CATV) services, Citizens Advisory Committee, Discovery Festival, Inc., Junior Police Officers (JPO), Kauai County YWCA, Kauai Economic Opportunity, Inc., Kauai Humane Society, Kauai Outdoor Circle, National Association of Counties and Hawaii State Association of Counties, Wailua Golf Course, and other groups

Records donated by the Office of the County Clerk, County of Kaua'i, 1994. Accession number 1996.008. Processed by Menzi Behrnd-Klodt, 1996. An additional group of records donated by the County Clerk, County of Kauai, in 1995, accession number 1998.014 was processed in 1999 by Marylou Bradley and Robert D. Stevens.

Scope and Content Note

The collection includes communications and other records created and collected by the Clerk of the County of Kaua'i. Many of the items were written by the Clerk on official business or on behalf of the County Council (formerly known as the Board of Supervisors), its chairman, and its councilmembers. The records have been arranged in four series: Correspondence and Related Records, Records of the County Council, Records of County Departments and Agencies, and Records of Other Organizations, Groups, and Topics.

These records comprise a selection of inactive and historical Clerk's and related Council records. Despite some records dating from 1920, there are significant gaps in coverage, with most records dating from the 1980s. The researcher is advised that the County of Kaua'i retains the bulk of its official records, and the absent records likely remain in government custody. Nevertheless, this collection provides an interesting picture of the operations of county and local government and its interactions with Kauai citizens over a 65 year period.

Several of the files of correspondence and related records appear by their descriptions to be somewhat similar. Closer examination reveals that each is slightly different and is the product of either a different management or secretarial style or a specific administrative need at a particular time.

Correspondence and Related Records

The Correspondence of the County Clerk and County Council, 1920-1955, 1958-1979, includes general correspondence, memoranda, and inter- and inter-office communications of the clerk, with occasional letters written on behalf of the County Council (previously called Board of Supervisors), or councilmembers, generally the council chairman. Council Correspondence files, 1985-1986, contain similar letters, but were written almost exclusively by councilmembers.

Communications about Resolutions, 1953-1970, 1972-1975, 1977-1978, include copies of a few resolutions passed by the County Council and some incoming and outgoing letters. The file consists mainly of letters from the County Clerk transmitting resolutions to the subjects so honored. A few letters acknowledge the resolutions, including some signed by the governor and members of Congress. Of interest is a copy of a letter signed by singer Bing Crosby, January 10, 1963, replying to a resolution thanking him for participating in the First Kauai Invitational Golf Tournament, Wailua Golf Course. (For information about the original letter, please see the Collections Manager.)

Clerk and Council Correspondence files, 1980-1986, contain the Clerk's letters about official business and on behalf of councilmembers, and letters of councilmembers, generally council chairman. Included are incoming letters and copies of outgoing letters. Subjects include general administrative and other business, and constituent concerns and general business. Additional records processed in 1999 and later are listed out of normal sequence in the container list beginning with box 12.

Correspondence with **State Agencies and Officials**, 1975, 1983-1986, includes letters exchanged between County of Kaua'i officials and State of Hawai'i agencies, usually to transmit county resolutions or information from the state to the county. There are also some letters to and from the governor. The attachments remain with the letters.

Correspondence and memoranda, 1977-1984, with the Department of Land and Natural Resources pertains to the use of state lands in Kaua'i for parks, residences, and other purposes.

County government officials exchanged letters with representatives and senators about legislation and various topics of interest; transmitted county resolutions, reports, bills, and enacted legislation; and expressed thanks for gifts and leis sent to legislators at the opening of legislative sessions. There is a report on Kaua'i North

Shore boating activities, 1986. These files date from 1961-1962, 1979-1986.

Correspondence with **Congress and Federal Agencies**, 1960-1986, includes letters and attachments. Many of the reply letters from representatives appear to be hand signed. There are letters from individual councilmembers to federal officials (with some staff notes and memoranda about drafting letters for councilmembers). Other letters transmit resolutions and information; request information and assistance; acknowledge resolutions; and concern legislation and issues of interest to residents of Kaua'i, such as farm and agriculture legislation, sugar legislation, credit unions, general revenue sharing, coastal zone management, energy and natural resources legislation; and application of federal anti-trust laws.

Records of the County Council

The Records of the County Council were created by or for councilmembers and filed in the Clerk's records. There is a file concerning Charter Amendments, primarily councilmember JoAnn A. Yukimura's correspondence, 1986, about 3 charter amendments. These amendments proposed extending the mayor's term from 2 to 4 years with a limit of two full consecutive terms; extending councilmembers' terms from 2 to 4 years; and providing for filling vacancies for council seats. There are also a few statements and comments for and against the 4-year mayoral and council terms.

An Index to Minutes, January 1937-August 1943, of the County Board of Supervisors, is only one of several such volumes likely to have been created (and probably retained by the County government), in addition to the actual minute books.

A file of Press Releases / News Releases (both terms are used on the documents) contains publicity released both by individual councilmembers and the council as a whole. There are a few releases from other county committees and agencies. These records date from 1973-1986.

Requests for Investigation and Service (previously called Personal Request Forms), 1959-1970, 1981, 1985-1986, are completed by councilmembers and referred to county departments and agencies for action. These requests reflect constituent inquiries, claims, and complaints and other matters brought to the attention of councilmembers. Typical questions include problems with county service or requests for improvements or changes in county-owned properties such as streets and roads, street lights, bus stops, parks, community buildings, and the like. Some requests also note the responses or follow-up actions taken by the county agencies which handled the matters. Together the file illustrates the input of citizens and the interest of councilmembers in providing good public service to constituents.

A file of Rules and Regulations, 1985, contains correspondence about what the county clerk is required to do and how to do it.

Finally, a Table of Organization of the County of Kaua'i, 1962, lists county departments and agencies and the statutes creating and regulating them. Attached as exhibits are detailed and summary financial statements of the County and its funds for 1962, and the 1963 budget.

Records of County Departments and Agencies

Records of County Departments and Agencies illustrate their official interactions of the County Clerk and Council. Also included are department and agency records sent to the Clerk's office for information or as required by statute. Many of these records concern routine administrative and governmental business and are sparse and incomplete in nature. There is a significant quantity of meeting agenda and notices from the 1980s. While many of these contain relatively little of substance without the associated minutes, which remain in county custody, they have been retained to provide some information about the operations of county departments and agencies.

The files are arranged in alphabetical order by the primary word in the name of the department or agency.

One small file of correspondence and attachments of the County Attorney, 1960, 1985-1986, concerns a few routine matters.

The records of the County Board of Review consist entirely of agenda and notices of board meetings, with some attachments, all dating from February 1984-December 1986.

Records of the Department of Civil Service are represented by mimeographed reports of conference actions approved by the Conference of Civil Service Commissioners and Personnel Directors, at meetings at the Maui Palms Hotel, Kahului, Maui, November 20-21, 1958 and at Kailua, Kona, November 12-13, 1959. Copies of these reports were sent to the chairman and members of the Board of Supervisors.

There are small files of correspondence and memoranda, 1985-1986, of the Office of Economic Development; agenda, 1984-1987; and correspondence, memoranda, and attachments, 1979-1986, of the Office of Elderly Affairs; and agenda, 1985-1987, of meetings of the Board of Ethics.

Records of the Finance Department and other County financial records include a capital budget ordinance (listing fund amounts), July 1, 1982-June 30, 1983; and memoranda and budget figures, 1985-1986, concerning the budget review process. Also present are estimated financial requirements, 1954; financial requirements listed by departments, 1963; allowances by the Board of Supervisors, 1963; and expenditures by departments, 1962. For similar information, researchers should also see the table of organization described in the series above.

Financial records also include fiscal year expenditure schedules for quarterly allotments, July 1981-1986, filed in numerical order, near-print memoranda of departmental directives, 1975-1984; and the second revised edition, 1982, of County purchasing policies and procedures.

One file of Fire Department records consists of correspondence, 1958-1971, about county purchases of protective equipment for fire fighters and rescue divers.

Records of the County Housing Agency include correspondence, memoranda, and attachments, 1980- 1984. Researchers may also wish to review the meeting agenda in the file entitled Kauai County Public Housing Agency, listed below.

There are small files of correspondence and memoranda, 1958-1986, of the Kauai Civil Defense Agency; agenda, 1985-1987, of meetings of the Kauai County Cost Control Commission; agenda, 1987, of the Kauai County Historic Preservation Review Commission; agenda, 1984-1987, of the Kauai County Public Housing Agency; and agenda, 1987, of the Kaua'i County Salary Commission.

The Liquor Control Commission of the County of Kauai, also called the Kauai Liquor Control Commission, is represented by a file of correspondence, 1983-1986; and agenda, 1984-1987, of Commission meetings.

Agenda of regular and special meetings, 1984-1987, and of subdivision meetings, 1984-1987, comprise the records of the Kauai Planning Commission. Likewise, the Kauai Police Commission records are agenda and meeting notices, 1984-1987. Agenda, 1986-1987, reflect the meetings of the Kauai Service Area Board.

A few communications from the Mayor's Office, consist of near-print circulars, 1971-1986, concerning general matters of interest to all County employees.

Records of the Department of Personnel Services include circulars, correspondence, and attachments, 1984-1986; and files of the Employee Incentive and Suggestion Program, some of which date from a similar program in operation prior to creation of the department. From the early days of the program are a draft proposal, memoranda, and rules and regulations, 1979. Following the creation of the Department of Personnel Services, there is a resolution, memorandum, application, and brochure, 1982, concerning the Employee Incentive Award Program.

Planning Department records include proposed land use district regulations and proposed final district boundaries for the County of Kauai, 1964, and a letter, 1969

Files of the Police Department consist only of correspondence and memoranda, 1971-1984. Records of the Office of Public Information include a history and photograph (photocopied from the collections of Kauai Museum), and information about the County Building, July 1982. Some of this information was provided by Kaua'i Historical Society.

The records of the **Department of Public Works** illustrate all types of building projects, bridges, parks, and other projects and structures owned or maintained by the County of Kaua'i. There are two folders of general correspondence and resolutions, 1958-1984. From the Building Division are correspondence, memoranda, and drawings, 1978-1983, all concerning requests for and comments on signage for public buildings. There are minutes, a request for proposals, and a draft report, 1983, of the Resource Recovery Study, County Engineer's Office. This study concerned the recovery of energy and waste products resources. Correspondence, memoranda, and attachments, 1969-1984, document the activities of the department in regard to County parks and recreation.

Schools files consist only of a school budget, 1965; and correspondence with the State of Hawai'i Department of Education, Office of the District Superintendent, Kauai Schools section, about school funding, 1967.

Transportation files include departmental records and general information about transportation. There is a file of Council correspondence, 1985-1986, about street and road improvements; correspondence and memoranda, 1985-1986, about traffic regulations; and correspondence and citizen requests, 1985-1986, about the location of bus stops.

A Register of Treasurer's Warrant Notes lists the warrant number, date, payee and distribution, and total notes issued and redeemed for several public funds. Illustrated are payments from the General Fund, November 1927-May 1941; Road Fund, May 1934-December 1936; School Fund, August 1927-December 1936; Permanent Improvement Fund, May 1930-December 1936; Road Bond, June 1936; and Fuel Tax Highway Fund, April-August 1941.

Records of the Department of Water consist of agenda of meetings, 1984-1987; correspondence, memoranda, and reports, 1958, 1973-1984; and financial statements, 1982. A file of rules and regulations, July 17, 1970, November 20, 1976, and amendments, July 10, 1979, concerns department procedures such as the provision of water service and extension of mains, with minutes of a public hearing on proposed amendments, June 18, 1979.

Records of Other Organizations, Groups, and Topics

Records of Other Organizations, Groups, and Topics primarily document relatively minor interactions with County of Kaua'i. There are small files of correspondence between the County and various organizations about programs, County funding and support for activities, events and schedules, and similar topics. Most of these files are incomplete. Arrangement is alphabetical by the name of each organization, group, or topic.

Included are correspondence, resolutions, and a bill, 1973, concerning Adult Education Programs; and correspondence and drafts of an ordinance, 1985-1986, about the nuisance of barking dogs.

Correspondence, recommended decisions and orders, and comments and exceptions, 1981, 1984, 1986, illustrate the circumstances surrounding the Seven Twenty Corporation's application to provide cable television (CATV) services to Kaua'i. The decisions, orders, and comments were prepared by the State of Hawai'i Cable Television Division, Department of Regulatory Agencies in response to that application and an application by Tele-Communications, Inc. for approval of their acquisition of Derby Cablevision, Inc. and request to provide cable television services to the northern section of Kaua'i.

Also present are a few minutes, 1979, 1981; and agenda, 1987, of the Citizens Advisory Committee; and correspondence and a resolution, 1964, of Discovery Festival, Inc., concerning planning and events to commemorate the "discovery" of Kaua'i by Captain James Cook.

"A Plan for Development of Tourism in and Around Hanapepe," by Richard C. Tongg, 1961; and related correspondence, 1962, concern the Hanapepe area. From the Hawaii Public Works Conference, held at Coco Palms Hotel, Lihue, Kauai, November 17-19, 1966, is a summary report of conference proceedings.

The Junior Police Officers (JPO) file consists of correspondence and budgets, 1964-1975, regarding appropriations for the group's annual summer picnic. Each year the County provided a stipend to support the event.

The County of Kaua'i also provided some financial support for The Shelter program of Kauai County YWCA. Included in this collection are correspondence, a newsletter, and a report, 1982-1983. Concerning Kauai Economic Opportunity, Inc. there is correspondence, a report, and a flyer, 1980-1983; and correspondence, 1980, with Kauai Electric.

Records of the County's interaction with the Kauai Humane Society, Hanapepe, primarily focus on the issue of whether the County should take over and maintain the facility or merely provide funding. Correspondence and a petition, 1973, 1977-1978, also include a statement of the Society's position, letters in favor and opposing County operation of the facility, and a petition in opposition to cuts in funding. Correspondence and agreements between the Humane Society and the County, 1985-1986, document the level of County funding and support.

Small files of records illustrate the County's interactions with several local groups. The Kauai Outdoor Circle is represented by correspondence, 1976, 1978-1980; a history of the Outdoor Circle, 1976; and a list of board members, 1978-1979. The Kokee Job Corps file contains correspondence and resolutions of support of the Corps, 1971-1973. Correspondence and minutes, 1979-1984, reflect the activities of the Koloa Community Association. Also present is a List of Businesses and Non-Profit Organizations on Kauai, 1986.

A file entitled Marine Fisheries / Use of Port Allen contains correspondence and a proposal for funding to develop fisheries at Port Allen by Seafoods of the Pacific, Inc., 1985-1987.

The County of Kaua'i was a member of both the National Association of Counties and Hawaii State Association of Counties. Illustrating the County's involvement in the meetings and activities of the Associations are correspondence, constitutions, minutes, and reports, 1958-1976, 1981-1985.

Other small files concern Papaya Cultivation, for which there is correspondence and a State Senate resolution, 1961, 1963; a few meeting agenda of both the State of Hawai'i Land Use Commission - Kauai, 1984- 1987, and the State of Hawai'i Department of Transportation, 1984-1986; and correspondence, bids, and plans, 1961-1984, for the Wailua Golf Course.

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Box Folder

CORRESPONDENCE AND RELATED RECORDS

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| | | |
|---|----|---|
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| | 5 | 1961 |
| | 6 | 1962 |
| | 7 | 1963 |
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| | | Correspondence with State Agencies and Officials |
| | 5 | General Correspondence and Attachments, 1975, 1983-1986 |
| | | Department of Land and Natural Resources |
| | 6 | Correspondence and Memoranda, 1977-1984 |
| | | State Legislature |
| | 7 | Correspondence and Attachments, 1961-1962, 1979-1984 |
| | 8 | Correspondence, Bills and Reports, 1985-1986 |
| | 9 | Report on Kauai's North Shore Boating Activities, 1986 |

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RECORDS OF THE COUNTY COUNCIL

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| | 3 | Correspondence of councilmember JoAnn A. Yukimura, 1986 |
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Volume

Board of Supervisors (County Council)

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| 1 | Index to Minutes, January 1937-August 1943 |
|---|--|

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Press Releases / News Releases

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| 4 | 4 | 1973-1979 |
| | 5 | 1980-1984 |
| | 6 | 1985-1986 |

Requests for Investigation and Service (previously called Personal Request Forms)

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| | 7 | Personal Request Forms, 1959-1970, 1981 |
| | | Requests for Investigation and Service |
| | 8 | #1-39, 1985 |
| | 9 | #40-68, 1986 |

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| | 10 | #69-110, 1986 |
|--|----|---------------|

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| 5 | 1 | #111-154, 1986 |
| | 2 | Rules and Regulations, 1985 |

| | | |
|--|---|--|
| | 3 | Table of Organization of the County of Kauai, 1962 |
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RECORDS OF COUNTY DEPARTMENTS AND AGENCIES

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| | 4 | Correspondence and Attachments, 1960, 1985-1986 |
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| | 6 | July-December 1984 |
| | 7 | January-June 1985 |
| | 8 | July-December 1985 |
| | 9 | January-June 1986 |

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RECORDS OF COUNTY DEPARTMENTS AND AGENCIES (Continued)

County Board of Review (Continued)

Agenda and Notices of Meetings (Continued)

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July-December 1986

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Reports on Conferences of Civil Service Commissioners and Personnel Directors held at Maui Palms Hotel, Kahului, November 20-21, 1958 and at Kailua, Kona, November 12-13, 1959

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Correspondence, Memoranda, and Attachments, 1979-1986

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2

Agenda, 1985-1987

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Estimated Financial Requirements, 1954; Requirements by Departments, 1963; Allowances by Board of Supervisors, 1963; Expenditures by Departments, 1962

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Correspondence, Memoranda, and Attachments, 1980-1984

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8 9 History, Photograph, and Information about the County Building, July 1982

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11 1983-1984

12 Building Division - Correspondence, Memoranda, and Drawings re: signage for public buildings, 1978-1983

13 County Engineer, Resource Recovery Study - Minutes, Request for Proposals, and Draft Report re: resource, energy and waste products recovery. 1983

9 1 Parks and Recreation - Correspondence, Memoranda, and Attachments, 1969- 1984

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2 School Budget, 1965; Funding, 1967

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Street and Road Improvements

3 Council Correspondence, 1985-1986

Traffic Regulations

4 Correspondence, Memoranda, 1985-1986

Traffic Regulations - Bus Stops

5 Correspondence, Requests, 1985-1986

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2 Register of Treasurers Warrant Notes, General Fund, November 1927-May 1941; Road Fund, May 1934-December 1936; School Fund, August 1927-December 1936; Permanent improvement Fund, May 1930- December 1936; Road Bond, June 1936; and Fuel Tax Highway Fund, April-August 1941

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| | | Barking Dogs Ordinance |
| | 2 | Correspondence and Drafts of Ordinance, 1985-1986 |
| | | Cable Television (CATV) and the Seven Twenty Corporation |
| | 3 | Correspondence, Recommended Decisions and Order, Comments and Exceptions, and Order, 1981, 1984, 1986 |
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| | 4 | Minutes, 1979, 1981; Agenda, 1987 |
| | | Discovery Festival, Inc. |
| | 5 | Correspondence and Resolution, 1964 |
| | 6 | Hanapepe Plan - "A Plan for Development of Tourism in and Around Hanapepe," by Richard C. Tongg, 1961; and related correspondence, 1962 |
| | | Hawaii Public Works Conference, Coco Palms Hotel, Lihue, Kauai, November 17-19, 1966 |
| | 7 | Summary Report |
| | | JPO (Junior Police Officers) Picnic |
| | 8 | Correspondence and Budgets, 1964-1975 |
| | | Kauai County YWCA, The Shelter |
| | 9 | Correspondence, Newsletter, and Report, 1982-1983 |
| | | Kauai Economic Opportunity, Inc. |
| | 10 | Correspondence, Report, and Flyer, 1980-1983 |
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| | 12 | Correspondence and Petition, 1973, 1977-1978 |
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| | 14 | Correspondence, 1976, 1978-1980; History of Outdoor Circle, 1976; List of Board Members, 1978-1979 |

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17 List of Businesses and Non-Profit Organizations on Kauai, 1986

Marine Fisheries I Use of Port Allen

18 Correspondence and Proposal for funding development of fisheries by Seafoods of the Pacific, Inc., 1985-1987

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11 1 Correspondence, Constitutions, Minutes, and Reports, 1958-1976

2 Correspondence and Attachments, 1981-1985

Papaya Cultivation

3 Correspondence and State Senate Resolution, 1961, 1963

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| | 9 | September 1989 |
| | 10 | October 1989 |
| | 11 | November 1989 |
| | 12 | December 1989 |
| 15 | 1 | January 1990 |
| | 2 | February 1990 |
| | 3 | March 1990 |
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| | 11 | October — December 1981 |
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| | 3 | July — September 1982 |
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| | 2 | March—May 1984 |
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| | 6 | April—August 1987 |
| | 7 | September — October 1987 |
| | 8 | November — December 1987 |
| 20 | 1 | January—March 1988 |
| | 2 | April—May 1988 |
| | 3 | June — September 1988 |
| | 4 | October — December 1988 |
| | 5 | January — March 1989 |
| | 6 | April—May 1989 |
| | 7 | June—September 1989 |
| | 8 | October — December 1989 |
| 21 | 1 | January—March 1990 |
| | 2 | April—May 1990 |
| | 3 | June — August 1990 |
| | 4 | September — December 1990 |