

<b>AGENCY NAME:</b>	Department of Archives & History		
<b>AGENCY CODE:</b>	H790	<b>SECTION:</b>	026

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## Fiscal Year 2020–2021 Accountability Report

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### SUBMISSION FORM

I have reviewed and approved the data submitted by the agency in the following online forms:

- Reorganization and Compliance
- Strategic Plan Results
- Strategic Plan Development
- Legal
- Services
- Partnerships
- Report or Review

I have reviewed and approved the financial report summarizing the agency’s budget and actual expenditures, as entered by the agency into the South Carolina Enterprise Information System.

The information submitted is complete and accurate to the extent of my knowledge.

<b>AGENCY DIRECTOR</b> <b>(SIGN AND DATE):</b>	Signature on file.
<b>(TYPE/PRINT NAME):</b>	W. Eric Emerson, Ph.D.

<b>BOARD/CMSN CHAIR</b> <b>(SIGN AND DATE):</b>	Signature on file.
<b>(TYPE/PRINT NAME):</b>	A.V. Huff, Ph.D.

FY 2020-2021 Agency Accountability Report  
**Reorganization and Compliance Responses:**

These responses were submitted for the FY 2020-2021 Accountability Report by the

**DEPARTMENT OF ARCHIVES & HISTORY**

**Primary Contact:**

First Name	Last Name	Role/Title	Phone	Email Address
W. Eric	Emerson	Director, SHPO, and State Archivist	803-896-6185	eemerson@scdah.sc.gov

**Secondary Contact**

First Name	Last Name	Role/Title	Phone	Email Address
Steve	Tuttle	Management	803-896-6204	stuttle@scdah.sc.gov

**Agency Mission**

The mission of the South Carolina Department of Archives and History is to preserve and promote the documentary and cultural heritage of the state through the state archives, historic preservation, and education programs.

**Adopted in:** 2015

**Agency Vision**

To be the state's leader in the preservation and advocacy of South Carolina's documentary and cultural heritage, while striving to educate and tell the story of all South Carolinians.

**Adopted in:** 2019

**Recommendations for reorganization requiring legislative change.**

No

**Please list significant events related to the agency that occurred in FY 2020-2021.**

Month Started	Month Ended	Description of Event	Agency Measures Impacted	Other Impacts
July	June	Covid-19	1.1.2, 1.2.1, 1.2.2, 2.1.1, 2.2.1, 2.2.2, 2.3.1, 2.3.2, 3.2.1, 3.2.3	

**Does the agency intend to make any other major reorganization to divisions, departments, or programs to allow the agency to operate more effectively and efficiently in FY 2021-22?**

**Note: It is not recommended that agencies plan major reorganization projects every year. This section should remain blank unless there is a need for reorganization.**

No

**Is the agency in compliance with S.C. Code Ann. § 2-1-220, which requires submission of certain reports to the Legislative Services Agency for publication online and the State Library? See also S.C. Code Ann. § 60-2-20.**

Yes

**If not, please explain why.**

**Is the agency in compliance with various requirements to transfer its records, including electronic ones, to the Department of Archives and History? See the Public Records Act (S.C. Code Ann. § 20-1-10 through 20-1-180) and the South Carolina Uniform Electronic Transactions Act (S.C. Code Ann. § 26-6-10 through 26-10-210).**

Yes

These responses were submitted for the FY 2020-2021 Accountability Report by the

DEPARTMENT OF ARCHIVES & HISTORY

**Does the law allow the agency to promulgate regulations?**

Yes

**Please list the law number(s) which gives the agency the authority to promulgate regulations.**

SC Code 60-11-50 (2); 12-6-3535

**Has the agency promulgated any regulations?**

Yes

**Is the agency in compliance with S.C. Code Ann. § 1-22-120(J), which requires an agency to conduct a formal review of its regulations every five years?**

Yes

## SC Department of Archives and History Agency Narrative, FY 2020-21

During FY 2020-21, the COVID-19 pandemic continued to affect the operational effectiveness of the Department of Archives and History. Many of the agency's customers continued to rely upon enhanced digital access to SCDAH's collections and the digitization of the agency's review and compliance process. The agency continued to hold most of its meetings virtually instead of in person, and agency-generated revenue, which is significantly dependent upon customers visiting the Archives and History Center, continued its decline. Regardless of those circumstances, the agency's two operational divisions, Archives and Records Management, and Historical Services (SHPO), noted a number of achievements in their quest to meet performance goals associated with the agency's mission to preserve and promote South Carolina's documentary and cultural heritage.

### **Archives and Records Management Division FY 2020/2021**

#### *Archives*

- Hosted 2,179 Research Room visits and answered 6,133 queries from researchers (telephone 3,106; email 2,737 and letters 290);
- Accessioned 306 cubic feet and 209,624 MB of records, 10 rolls of microfilm, 69 volumes and processed 446 cubic feet of records;
- Scanned 152,100 historical documents, microfilmed 3,025 pages of state and local government records, duplicated 620 microfilm rolls and digitized 650 microfilm rolls;
- Continued our agreement with the Generations Network Inc., to provide a free subscription to Ancestry.com for onsite users of Research Room;
- Continued our partnership with the Fold 3 Network to provide a free subscription to Footnote.com for onsite users of our Research Room;
- Continued as a "key partner" in the South Carolina Digital Library Project;
- Reached over 836 state and local officials and members of the general public through building tours and speaking engagement;
- Captured and provided access to state agency websites through the continued use of the non-profit Archive-it. This allows the agency to make available snapshots of web sites from most state agencies through the Archives' website <https://scdah.sc.gov/research-and-genealogy/online-research/sc-state-government-website-archives>. In all, the agency crawled 121 state agency websites and retained 10.1 million documents.
- Ingested 393 GB of state agency and county government records into the South Carolina Electronic Records Archive (918,122 files);
- Web page views: Main page 285,752; Archives page 110,521; and South Carolina Electronic Records Archive (SCERA) 107,103.

#### *Records Management*

- Transferred 1.5 million pages of historically-significant records (in paper and microfilm) from state and local government offices to the Archives for permanent retention;
- Transferred 10.4 million pages of state agency paper records to the State Records Center for security storage;
- Authorized the destruction of 127 million pages of non-permanent state and local government records.
- Prepared 293 retention/disposition schedules representing 12.5 million pages of state and local records.

- Fielded 3,020 contacts with state and local government officials regarding records management;
- Microfilmed 3,025 pages of state and local records;
- Approved 98% of records retention schedules within two weeks of submission;
- Implemented records retention schedules for 54% of state agencies and 20% of local governments.

#### *Cost Avoidance*

- By working with state and local governments to set retention limits for records and by providing storage in the State Records Center for inactive, limited-term records from state agencies, the division achieved cost avoidance to the state of \$769,274. Overall, the microfilming and Records Center storage services provided by the Records Management Division are about 42% lower than in the private sector.

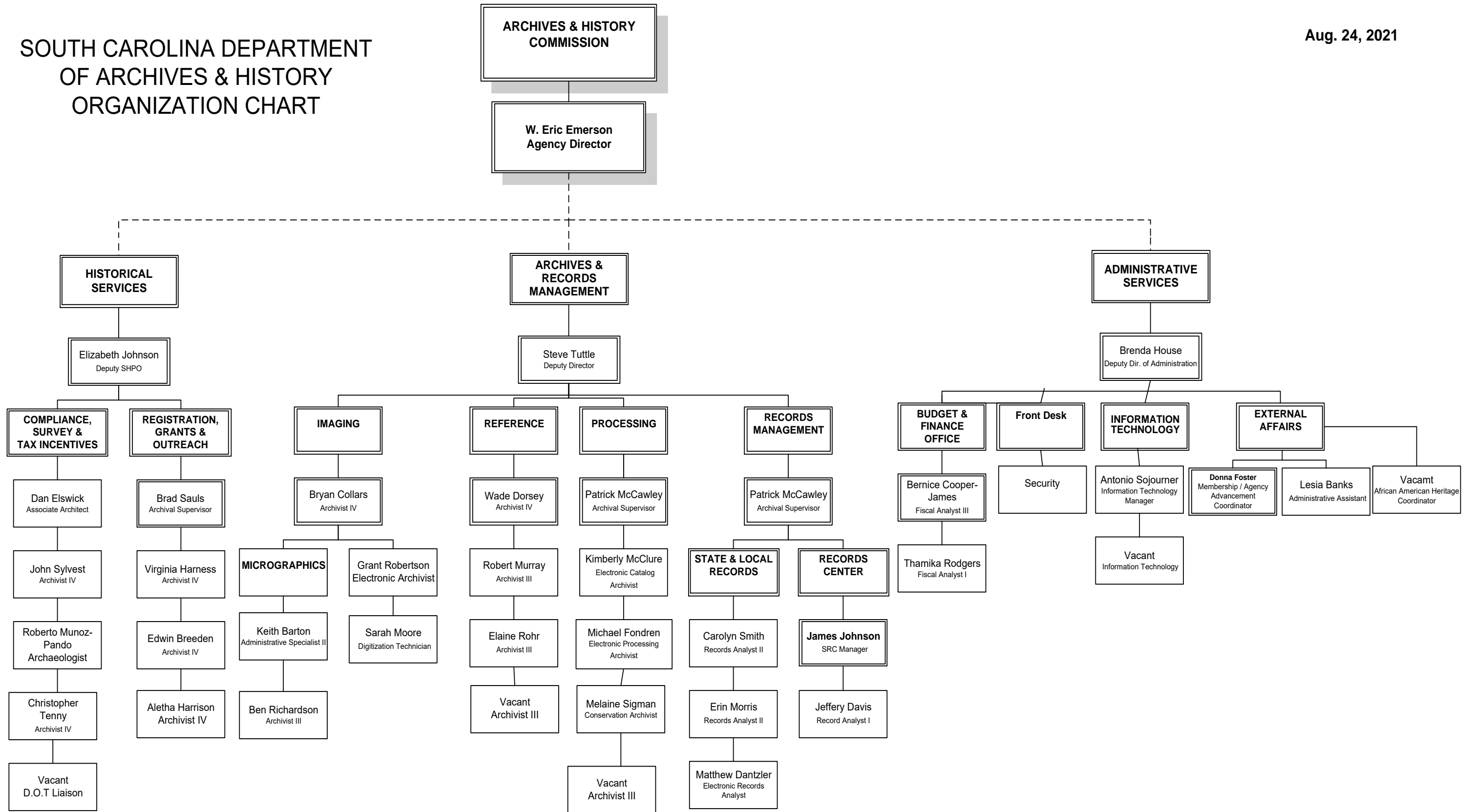
#### **Historical Services Division FY 2020/2021**

- Approximately \$124 million was invested in historic buildings assisted by the federal and state [historic tax credit programs](#) administered by the agency. The number of proposals for new income-producing projects increased slightly over last year (from 34 to 38), while the number of new homeowner project proposals decreased from last year (from 24 to 18). Average review days in the tax credit programs increased from 10.9 days last year to 13.1 days.
- Issued the [fourth annual report](#) on the federal and state historic income tax credit programs highlighting overall usage and completed projects. Tax credit projects were also highlighted in the division's [monthly e-newsletter](#) News and Notes from the State Historic Preservation Office and on the Department's social media (Facebook and Twitter).
- Established a process to request and collect fees for the State Historic Preservation Grant Fund created by H. 3485 (Act 172) signed by Governor Henry McMaster on September 29, 2020. The Act amended Section 12-6-3535 of the SC Code of Laws to provide that a taxpayer claiming the credit must pay a preliminary and final fee to the Department of Archives and History for the State Historic Preservation Grant Fund.
- Administered two National Park Service grants for supplemental federal Historic Preservation Funds, to provide sub-grants to assist property owners with repairs to historic properties damaged by Hurricane Irma in 2017 and Hurricane Florence in 2018. Three projects using the funding for Hurricane Irma were completed, with the remaining eight underway. For Hurricane Florence, nine projects were sent to National Park Service for review.
- Continued to add records to the [SC Historic Properties Record \(SCHPR\)](#) including all new National Register of Historic Places listings.
- In partnership with USC Press a new edition of [A Guidebook to South Carolina Historical Markers](#) was published. The guidebook includes the historical markers that the Department of Archives and History has approved since the program's establishment in 1936.
- Approved 72 historical marker texts this year (compared to 42 last year) with 65% recognizing African American history and historic places. Including in the total were 21 markers sponsored by the WeGOJA Foundation with funding from the U.S. Department of Agriculture.
- The State Review Board for the National Register of Historic Places held three online meetings in response to COVID-19. Of the 20 National Register of Historic Places nominations approved by the State Board of Review this year, 30% had significance in African American history.
- Reviewed 96% of compliance requests in 30 days or less. The average review time declined slightly from 12.4 days to 11.7 days, as did the number of reviews. Digital submissions of review requests continued to be accepted in response to the COVID-19 pandemic.

- Provided virtual training on local government preservation programs to staff and board members of the state's 36 Certified Local Governments through the National Alliance of Preservation Commissions. In August 2020, 23 staff and board members (from 12 CLGs) participated in the NAPC Forum conference. On March 2021, 67 individuals representing 16 CLGs participated in the online Commission Assistance and Mentoring Program (CAMP). Staff also presented via online platforms to a variety of audiences including college classes, professional and civic organizations.
- Collaborated with Preservation South Carolina and the Office of the Governor on the [27<sup>th</sup> annual statewide preservation awards](#). Nominations were received, recipients selected, and awards presented at the State House by Governor McMaster on July 23, 2021.

# SOUTH CAROLINA DEPARTMENT OF ARCHIVES & HISTORY ORGANIZATION CHART

Aug. 24, 2021



<b>FTE Information</b>	
Authorized	- 39
Filled	- 35
Vacant	- 4

FY 2020-2021 Agency Accountability Report  
**FY2020-21 Strategic Plan:**

These responses were submitted for the FY 2020-2021 Accountability Report by the  
**DEPARTMENT OF ARCHIVES & HISTORY**

**Goal** Promote and encourage preservation of South Carolina's historic resources

**Strategy** 1.1

**Statewide Enterprise Objective**

Offer educational programs and products for customers and stakeholders

Education, Training, and Human Development

Measure Number	Description	Base	Target	Actual	Value Type	Desired Outcome	Time Applicable	Calculation Method	Data Source	Data Location	Primary Stakeholder	Stakeholder Need Satisfied	State Funded Program Number Responsible	Notes
1.1.1	Increase the number of Records Management Workshops for Government Agencies	15	18	18	Count	equal to or greater than	State Fiscal Year (July 1 - June 30).	Total number of workshops	ARM Data-Quarterly	Archives and Records Management Division	State and Local Government records managers	Training for managing state records in accordance with the Public Records Act	1509.000000.000	
1.1.2	Increase genealogical workshops held at the Archives and History Center	3	4	3	Count	equal to or greater than	State Fiscal Year (July 1 - June 30).	Total number of workshops	ARM Data-Quarterly	Archives and Records Management Division	Genealogists and Public	Training and assistance for conducting genealogical research at SCDAH	1509.000000.000	



These responses were submitted for the FY 2020-2021 Accountability Report by the  
DEPARTMENT OF ARCHIVES & HISTORY

Goal Promote and encourage preservation of South Carolina's historic resources														
Strategy 1.2 Maximize generated revenue to aid SCDAH in its mission										Statewide Enterprise Objective Education, Training, and Human Development				
Measure Number	Description	Base	Target	Actual	Value Type	Desired Outcome	Time Applicable	Calculation Method	Data Source	Data Location	Primary Stakeholder	Stakeholder Need Satisfied	State Funded Program Number Responsible	Notes
1.2.1	Earn facility rental revenue equaling 30% of pre-Covid 19 totals	\$38,330.00	\$11,500.00	\$2,550.00	Dollar Amount	equal to or greater than	State Fiscal Year (July 1 - June 30).	Internal Records	Administrative Division Records	Administration	SCDAH, Government agencies, businesses, non-profits, and the public	Event space for government and public events	0100.000000.000	
1.2.2	Generate gift shop revenue by equaling 30% of pre-Covid 19 totals	\$8,081.00	\$2,425.00	\$2,462.00	Dollar Amount	equal to or greater than	State Fiscal Year (July 1 - June 30).	Internal Records	Administrative Division Records	Administration	SCDAH staff, government employees, and visitors to the Archives and History Center	Products related to South Carolina history and culture for sale to the public	0100.000000.000	

These responses were submitted for the FY 2020-2021 Accountability Report by the  
**DEPARTMENT OF ARCHIVES & HISTORY**

Goal Enhance preservation of, and access to, public records														
Strategy 2.1										Statewide Enterprise Objective				
Digitize historically significant South Carolina records										Government and Citizens				
Measure Number	Description	Base	Target	Actual	Value Type	Desired Outcome	Time Applicable	Calculation Method	Data Source	Data Location	Primary Stakeholder	Stakeholder Need Satisfied	State Funded Program Number Responsible	Notes
2.1.1	Increase total images in Online Records Index (ORI) by 30,000 images	317249	347249	369162	Count	equal to or greater than	State Fiscal Year (July 1 - June 30).	Total number of records	ARM Data-Quarterly	Archives and Records Management Division	Genealogists, members of the public, historians, attorneys and state and local agencies	Access to digitized historical records for genealogical and historic research	1509.000000.000	
2.1.2	Increase total records in Online Records Index (ORI) by 5,000 images	313168	318168	314327	Count	equal to or greater than	State Fiscal Year (July 1 - June 30).	Total number of records	ARM Data-Quarterly	Archives and Records Management Division	Genealogists, members of the public, historians, attorneys, and state and local agencies	Access to digitized historical records for genealogical and historic research	1509.000000.000	

These responses were submitted for the FY 2020-2021 Accountability Report by the  
DEPARTMENT OF ARCHIVES & HISTORY

Goal Enhance preservation of, and access to, public records														
Strategy 2.2										Statewide Enterprise Objective				
Increase records accessibility through arrangement and description										Government and Citizens				
Measure Number	Description	Base	Target	Actual	Value Type	Desired Outcome	Time Applicable	Calculation Method	Data Source	Data Location	Primary Stakeholder	Stakeholder Need Satisfied	State Funded Program Number Responsible	Notes
2.2.1	Increase total data in SC Electronic Records Archive (SCERA) by 25 GB's	3000	3250	3515	Count	equal to or greater than	State Fiscal Year (July 1 - June 30).	Total data in Gigs.	ARM Data-Quarterly	Archives and Records Management Division	Genealogists, members of the public, historians, attorneys, and state and local agencies	Access to digitized historical records for genealogical and historic research	1509.000000.000	
2.2.2	Increase the number of records in the SC Historic Property Records (SCHPR) by 10,000	50847	60847	80847	Count	equal to or greater than	State Fiscal Year (July 1 - June 30).	Total number of property record cards digitized	ARM Data-Quarterly	Archives and Records Management Division	Genealogists, members of the public, historians, attorneys, and state and local agencies	Access to digitized historical records for genealogical and historic research	1509.000000.000	

These responses were submitted for the FY 2020-2021 Accountability Report by the  
DEPARTMENT OF ARCHIVES & HISTORY

Goal Enhance preservation of, and access to, public records														
Strategy 2.3											Statewide Enterprise Objective			
Ensure the efficient management of government records											Government and Citizens			
Measure Number	Description	Base	Target	Actual	Value Type	Desired Outcome	Time Applicable	Calculation Method	Data Source	Data Location	Primary Stakeholder	Stakeholder Need Satisfied	State Funded Program Number Responsible	Notes
2.3.1	Increase Records Retention production by 25%	293	313	203	Count	equal to or greater than	State Fiscal Year (July 1 - June 30).	Total number of records retention schedules prepared	ARM Data-Quarterly	Archives and Records Management Division	Genealogists, members of the public, historians, attorneys, and state and local agencies	Access to digitized historical records for genealogical and historic research	1509.000000.000	
2.3.2	Increase the number of state agencies implementing records retention schedules by 10%	54%	60%	45%	Percent	equal to or greater than	State Fiscal Year (July 1 - June 30).	Number of agencies implementing records retention policy / total number of agencies	ARM Data-Quarterly	Archives and Records Management Division	State and Local Government records managers and the public	Retention schedules for ensuring that state and local governments are in compliance with the Public Records Act.	1509.000000.000	

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DEPARTMENT OF ARCHIVES & HISTORY

Goal Enhance preservation of, and access to, public records														
Strategy 2.4										Statewide Enterprise Objective				
Increase Research Room efficiencies										Government and Citizens				
Measure Number	Description	Base	Target	Actual	Value Type	Desired Outcome	Time Applicable	Calculation Method	Data Source	Data Location	Primary Stakeholder	Stakeholder Need Satisfied	State Funded Budget Program Number Responsible	Notes
2.4.1	Reduce average Archives response times to research queries by 20% (in days).	2.2	2	1.75	Ratio	equal to or less than	State Fiscal Year (July 1 - June 30).	Average number of days from contact to response.	ARM Data-Quarterly	Archives and Records Management Division	Genealogists, members of the public, historians, attorneys, and state and local agencies	Rapid access to information	1509.000000.000	

These responses were submitted for the FY 2020-2021 Accountability Report by the  
**DEPARTMENT OF ARCHIVES & HISTORY**

Goal Facilitate the preservation of South Carolina's irreplaceable historic places														
Strategy 3.1										Statewide Enterprise Objective				
Increase local awareness and participation in historic preservation										Public Infrastructure and Economic Development				
Measure Number	Description	Base	Target	Actual	Value Type	Desired Outcome	Time Applicable	Calculation Method	Data Source	Data Location	Primary Stakeholder	Stakeholder Need Satisfied	State Funded Budget Program Number Responsible	Notes
3.1.1	Provide Historic Preservation presentations to organizations	7	4	7	Count	equal to or greater than	State Fiscal Year (July 1 - June 30).	Total number of presentations	SHPO Data-Annually	Historic Services Division (SHPO)	Preservationists, preservation organizations, developers, certified local governments, review boards	Information about historic preservation and certified local governments	2300.010000.000	
3.1.2	Approve text for 50 State Historical Markers	42	50	72	Count	equal to or greater than	State Fiscal Year (July 1 - June 30).	Total number of marker texts approved	SHPO Data-Annually	Historic Services Division (SHPO)	Historians, preservationists, local governments, churches, and members of the public.	Historical markers to mark the site of historical events	2300.010000.000	

These responses were submitted for the FY 2020-2021 Accountability Report by the  
DEPARTMENT OF ARCHIVES & HISTORY

Goal Facilitate the preservation of South Carolina's irreplaceable historic places														
Strategy 3.2 Expedite federal program efficiencies related to historic preservation										Statewide Enterprise Objective Public Infrastructure and Economic Development				
Measure Number	Description	Base	Target	Actual	Value Type	Desired Outcome	Time Applicable	Calculation Method	Data Source	Data Location	Primary Stakeholder	Stakeholder Need Satisfied	State Funded Budget Program Number Responsible	Notes
3.2.1	Review all state and federal tax credit projects in 30 days or less	95%	100%	91%	Percent	equal to or greater than	State Fiscal Year (July 1 - June 30).	Number of projects approved in 30 days/total number of projects	SHPO Data-Annually	Historic Services Division (SHPO)	Preservation consultants, developers, and homeowners.	SHPO review of historic tax credit applications	2300.010000.000	
3.2.2	Maintain tax credit project review time of less than 15 days	10.9	12	13.1	Ratio	equal to or less than	State Fiscal Year (July 1 - June 30).	Average number of days from initiation to review complete	SHPO Data-Annually	Historic Services Division (SHPO)	Preservation consultants, developers, and homeowners.	SHPO review of historic tax credit applications	2300.010000.000	
3.2.3	Reply to 90% of compliance requests in fewer than 30 days	98%	98%	96%	Percent	equal to or greater than	State Fiscal Year (July 1 - June 30).	Number of compliance requests responded to in 30 days/total number of requests	SHPO Data-Annually	Historic Services Division (SHPO)	State and Federal agencies, preservation consultants, developers, members of the public	SHPO compliance review	2300.010000.000	
3.2.4	Forward 100% of National Register nominations to Park Service within 45 days of State Review Board approval	100%	100%	100%	Percent	Maintain	State Fiscal Year (July 1 - June 30).	Number of nominations forwarded within 45 days/total number of nominations	SHPO Data-Annually	Historic Services Division (SHPO)	State and Federal agencies, preservation consultants, developers, members of the public	National Register listing of a historic property	2300.010000.000	

FY 2020-2021 Agency Accountability Report  
**FY2021-22 Strategic Plan:**

These responses were submitted for the FY 2020-2021 Accountability Report by the  
**DEPARTMENT OF ARCHIVES & HISTORY**

**Goal** Promote and encourage preservation of South Carolina's historic resources

**Strategy 1.1**

**Statewide Enterprise Objective**

Offer educational programs and products for customers and stakeholders

Education, Training, and Human Development

Measure Number	Description	Base	Target	Actual	Value Type	Desired Outcome	Time Applicable	Calculation Method	Data Source	Data Location	Primary Stakeholder	Stakeholder Need Satisfied	State Funded Program Number Responsible	Notes
1.1.1	Increase the number of Records Management Workshops for Government Agencies	18	20		Count	equal to or greater than	State Fiscal Year (July 1 - June 30).	Total number of workshops	ARM Data-Quarterly	Archives and Records Management Division	State and Local Government records managers	Training for managing state records in accordance with the Public Records Act	1509.000000.000	
1.1.2	Increase genealogical workshops held at the Archives and History Center	3	5		Count	equal to or greater than	State Fiscal Year (July 1 - June 30).	Total number of workshops	ARM Data-Quarterly	Archives and Records Management Division	Genealogists and Public	Training and assistance for conducting genealogical research at SCDAH	1509.000000.000	



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Goal Promote and encourage preservation of South Carolina's historic resources														
Strategy 1.2 Maximize generated revenue to aid SCDAH in its mission										Statewide Enterprise Objective Education, Training, and Human Development				
Measure Number	Description	Base	Target	Actual	Value Type	Desired Outcome	Time Applicable	Calculation Method	Data Source	Data Location	Primary Stakeholder	Stakeholder Need Satisfied	State Funded Program Number Responsible	Notes
1.2.1	Earn facility rental revenue equaling 30% of pre-Covid 19 totals	\$2,550.00	\$11,500.00		Dollar Amount	equal to or greater than	State Fiscal Year (July 1 - June 30).	Internal Records	Administrative Division Records	Administration	SCDAH, Government agencies, businesses, non-profits, and the public	Event space for government and public events	0100.000000.000	
1.2.2	Generate gift shop revenue by equaling 30% of pre-Covid 19 totals	\$2,462.00	\$2,500.00		Dollar Amount	equal to or greater than	State Fiscal Year (July 1 - June 30).	Internal Records	Administrative Division Records	Administration	SCDAH staff, government employees, and visitors to the Archives and History Center	Products related to South Carolina history and culture for sale to the public	0100.000000.000	

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Goal Enhance preservation of, and access to, public records														
Strategy 2.1										Statewide Enterprise Objective				
Digitize historically significant South Carolina records										Government and Citizens				
Measure Number	Description	Base	Target	Actual	Value Type	Desired Outcome	Time Applicable	Calculation Method	Data Source	Data Location	Primary Stakeholder	Stakeholder Need Satisfied	State Funded Program Number Responsible	Notes
2.1.1	Increase total images in Online Records Index (ORI) by 30,000 images	369162	400000		Count	equal to or greater than	State Fiscal Year (July 1 - June 30).	Total number of records	ARM Data-Quarterly	Archives and Records Management Division	Genealogists, members of the public, historians, attorneys and state and local agencies	Access to digitized historical records for genealogical and historic research	1509.000000.000	
2.1.2	Increase total records in Online Records Index (ORI) by 5,000 images	314327	320000		Count	equal to or greater than	State Fiscal Year (July 1 - June 30).	Total number of records	ARM Data-Quarterly	Archives and Records Management Division	Genealogists, members of the public, historians, attorneys, and state and local agencies	Access to digitized historical records for genealogical and historic research	1509.000000.000	

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Goal Enhance preservation of, and access to, public records														
Strategy 2.2										Statewide Enterprise Objective				
Increase records accessibility through arrangement and description										Government and Citizens				
Measure Number	Description	Base	Target	Actual	Value Type	Desired Outcome	Time Applicable	Calculation Method	Data Source	Data Location	Primary Stakeholder	Stakeholder Need Satisfied	State Funded Program Number Responsible	Notes
2.2.1	Increase total data in SC Electronic Records Archive (SCERA) by 25 GB's	3515	3785		Count	equal to or greater than	State Fiscal Year (July 1 - June 30).	Total data in Gigs.	ARM Data-Quarterly	Archives and Records Management Division	Genealogists, members of the public, historians, attorneys, and state and local agencies	Access to digitized historical records for genealogical and historic research	1509.000000.000	
2.2.2	Increase the number of records in the SC Historic Property Records (SCHPR) by 10,000	80847	91000		Count	equal to or greater than	State Fiscal Year (July 1 - June 30).	Total number of property record cards digitized	ARM Data-Quarterly	Archives and Records Management Division	Genealogists, members of the public, historians, attorneys, and state and local agencies	Access to digitized historical records for genealogical and historic research	1509.000000.000	

These responses were submitted for the FY 2020-2021 Accountability Report by the  
DEPARTMENT OF ARCHIVES & HISTORY

Goal Enhance preservation of, and access to, public records														
Strategy 2.3											Statewide Enterprise Objective			
Ensure the efficient management of government records											Government and Citizens			
Measure Number	Description	Base	Target	Actual	Value Type	Desired Outcome	Time Applicable	Calculation Method	Data Source	Data Location	Primary Stakeholder	Stakeholder Need Satisfied	State Funded Program Number Responsible	Notes
2.3.1	Increase Records Retention production by 25%	203	313		Count	equal to or greater than	State Fiscal Year (July 1 - June 30).	Total number of records retention schedules prepared	ARM Data-Quarterly	Archives and Records Management Division	Genealogists, members of the public, historians, attorneys, and state and local agencies	Access to digitized historical records for genealogical and historic research	1509.000000.000	
2.3.2	Increase the number of state agencies implementing records retention schedules by 10%	45%	60%		Percent	equal to or greater than	State Fiscal Year (July 1 - June 30).	Number of agencies implementing records retention policy / total number of agencies	ARM Data-Quarterly	Archives and Records Management Division	State and Local Government records managers and the public	Retention schedules for ensuring that state and local governments are in compliance with the Public Records Act.	1509.000000.000	

These responses were submitted for the FY 2020-2021 Accountability Report by the  
DEPARTMENT OF ARCHIVES & HISTORY

Goal Enhance preservation of, and access to, public records														
Strategy 2.4										Statewide Enterprise Objective				
Increase Research Room efficiencies										Government and Citizens				
Measure Number	Description	Base	Target	Actual	Value Type	Desired Outcome	Time Applicable	Calculation Method	Data Source	Data Location	Primary Stakeholder	Stakeholder Need Satisfied	State Funded Budget Program Number Responsible	Notes
2.4.1	Reduce average Archives response times to research queries by 20% (in days).	1.75	1.5		Ratio	equal to or less than	State Fiscal Year (July 1 - June 30).	Average number of days from contact to response.	ARM Data-Quarterly	Archives and Records Management Division	Genealogists, members of the public, historians, attorneys, and state and local agencies	Rapid access to information	1509.000000.000	

These responses were submitted for the FY 2020-2021 Accountability Report by the  
DEPARTMENT OF ARCHIVES & HISTORY

Goal Facilitate the preservation of South Carolina's irreplaceable historic places														
Strategy 3.1										Statewide Enterprise Objective				
Increase local awareness and participation in historic preservation										Public Infrastructure and Economic Development				
Measure Number	Description	Base	Target	Actual	Value Type	Desired Outcome	Time Applicable	Calculation Method	Data Source	Data Location	Primary Stakeholder	Stakeholder Need Satisfied	State Funded Budget Program Number Responsible	Notes
3.1.1	Provide Historic Preservation presentations to organizations		7	7	Count	equal to or greater than	State Fiscal Year (July 1 - June 30).	Total number of presentations	SHPO Data-Annually	Historic Services Division (SHPO)	Preservationists, preservation organizations, developers, certified local governments, review boards	Information about historic preservation and certified local governments	2300.010000.000	
3.1.2	Approve text for 50 State Historical Markers		72	60	Count	equal to or greater than	State Fiscal Year (July 1 - June 30).	Total number of marker texts approved	SHPO Data-Annually	Historic Services Division (SHPO)	Historians, preservationists, local governments, churches, and members of the public.	Historical markers to mark the site of historical events	2300.010000.000	

These responses were submitted for the FY 2020-2021 Accountability Report by the  
DEPARTMENT OF ARCHIVES & HISTORY

Goal Facilitate the preservation of South Carolina's irreplaceable historic places														
Strategy 3.2 Expedite federal program efficiencies related to historic preservation										Statewide Enterprise Objective Public Infrastructure and Economic Development				
Measure Number	Description	Base	Target	Actual	Value Type	Desired Outcome	Time Applicable	Calculation Method	Data Source	Data Location	Primary Stakeholder	Stakeholder Need Satisfied	State Funded Budget Program Number Responsible	Notes
3.2.1	Review all state and federal tax credit projects in 30 days or less	91%	100%		Percent	equal to or greater than	State Fiscal Year (July 1 - June 30).	Number of projects approved in 30 days/total number of projects	SHPO Data-Annually	Historic Services Division (SHPO)	Preservation consultants, developers, and homeowners.	SHPO review of historic tax credit applications	2300.010000.000	
3.2.2	Maintain tax credit project review time of less than 15 days	13.1	12		Ratio	equal to or less than	State Fiscal Year (July 1 - June 30).	Average number of days from initiation to review complete	SHPO Data-Annually	Historic Services Division (SHPO)	Preservation consultants, developers, and homeowners.	SHPO review of historic tax credit applications	2300.010000.000	
3.2.3	Reply to 90% of compliance requests in fewer than 30 days	96%	98%		Percent	equal to or greater than	State Fiscal Year (July 1 - June 30).	Number of compliance requests responded to in 30 days/total number of requests	SHPO Data-Annually	Historic Services Division (SHPO)	State and Federal agencies, preservation consultants, developers, members of the public	SHPO compliance review	2300.010000.000	
3.2.4	Forward 100% of National Register nominations to Park Service within 45 days of State Review Board approval	100%	100%		Percent	Maintain	State Fiscal Year (July 1 - June 30).	Number of nominations forwarded within 45 days/total number of nominations	SHPO Data-Annually	Historic Services Division (SHPO)	State and Federal agencies, preservation consultants, developers, members of the public	National Register listing of a historic property	2300.010000.000	

**FY 2020-2021 Agency Accountability Report  
Budget Responses:**

**These responses were submitted for the FY 2020-2021 Accountability Report by the  
DEPARTMENT OF ARCHIVES & HISTORY**

State Funded Program Number	State Funded Program Title	Description of State Funded Program	FY 2020-21 Expenditures (Actual)				FY 2021-22 Expenditures (Projected)			
			General	Other	Federal	TOTAL	General	Other	Federal	TOTAL
0100.000000.000	Administration & Planning	Provides funding for the Director's Office, Budget and Finance, Personnel, Building Services, and Information Technology and support services for the agency.	\$1,205,733.00	\$56,732.00	\$24,590.00	\$1,287,055.00	\$885,280.00	\$212,910.00		\$1,098,190.00
1509.000000.000	Archives & Records Management	Preserves and provides access to SC's permanently valuable colonial, state, and local government records, 1671-2000. Micrographics provides microfilm services to the department, other public entities, and businesses	\$903,279.00	\$12,319.00		\$915,598.00	\$996,953.00	\$574,100.00		\$1,571,053.00
2300.010000.000	Historical Services	Program provides historic preservation leadership, technical and financial assistance to individuals, organizations, local governments and state and federal agencies.	\$71,568.00	\$251,805.00	\$1,133,411.00	\$1,456,784.00	\$60,900.00	\$151,420.00	\$552,075.00	\$764,395.00
2300.050000X000	State Historic Grant Fund	Provides funding for state historic preservation projects.						\$221,747.00	\$193,253.00	\$415,000.00
2300.060000X000	Historic Buildings Preservation	Legislative earmark intended to provide support for legislatively chosen state historic preservation projects.	\$200,000.00			\$200,000.00				
2300.100000X000	African American Heritage History Commission	Funding for the operations of the South Carolina African American Heritage Commission.	\$25,000.00			\$25,000.00	\$25,000.00			\$25,000.00
9500.050000.000	State Employer Contributions	Provides state employee benefits for SCDAH staff.	\$506,947.00	\$93,138.00	\$181,766.00	\$781,851.00	\$808,690.00	\$133,981.00	\$152,255.00	\$1,094,926.00
9809.310000X000	GLEAMNS - Benjamin Mays Historical Preservation Site	Legislative earmark intended to provide support for GLEAMS and the Benjamin Mays Historical Preservation Site.	\$9,951.00			\$9,951.00				
9810.360000X000	Historic Buildings Preservation	Legislative earmark intended to provide support for legislatively chosen state historic preservation projects.	\$500,000.00			\$500,000.00				



FY 2020-2021 Agency Accountability Report

Legal Responses:

These responses were submitted for the FY 2020-2021 Accountability Report by the  
DEPARTMENT OF ARCHIVES & HISTORY

Description	Purpose	Law Number	Jurisdiction	Type	Notes
Outlines additional powers and duties of SCDAH relating to the public records of South Carolina.	Report our agency must/may provide	30-1-100	State	Statute	
Gives SCDAH director authority to approve the destruction or disposition of the accessioned records of any agency that are determined to not be of archival value.	Report our agency must/may provide	30-1-110	State	Statute	
Establishes the authority for SCDAH to inventory, repair, or microfilm records.	Requires a service	30-1-120	State	Statute	The inventory, repair, or microfilming of records.
Establishes a process whereby agencies convey public records to SCDAH.	Report our agency must/may provide	30-1-40	State	Statute	
Establishes penalties for agencies refusing to convey records to SCDAH.	Requires a service	30-1-50	State	Statute	The establishment of penalties for agencies refusing to convey records to SCDAH.
Requires SCDAH to establish and administer a public records program.	Requires a service	30-1-80	State	Statute	The establishment and administration of a public records program.
Requires SCDAH to assist in the creation, filing, and preserving of records, inventories, and schedules.	Requires a service	30-1-90	State	Statute	Assistance in the creation, filing, and preserving of records, inventories, and schedules.
Establishes the State Historic Preservation Office and defines its authority.	Report our agency must/may provide	54 U.S.C. § 302301	Federal	Statute	
Establishes the Certified Local Government program to be administered by the State Historic Preservation Office.	Report our agency must/may provide	54 U.S.C. § 302501	Federal	Statute	
Establishes guidelines for the Historic Preservation Fund and grant program.	Distribute funding to another entity	54 U.S.C. § 302901 and 303101	Federal	Statute	Distribute funds to HPF grant recipients.
Establishes authority of SCDAH to accept county and municipal funds to microfilm public records.	Report our agency must/may provide	60-11-100	State	Statute	
Establishes authority of SCDAH to dispose of duplicative archival materials.	Report our agency must/may provide	60-11-120	State	Statute	
Requires the preservation and administration of public records transferred to the Historical Commission and any transferred in the future; collection of public records in other states or counties dealing with South Carolina history; preservation and administration of private records formerly in the custody of the Historical Commission and those that may be added in the future; editing and publication of documents, treatises relating to the history of South Carolina; stimulation of research, study and other activities in the field of South Carolina history, genealogy, or archeology; approval of inscriptions for historical markers or monuments erected on State highways or other State property; improvement of standards for the making, care, and administration of public records; and performance of such acts and requirements as may be enjoined by law.	Requires a service	60-11-30	State	Statute	The preservation and administration of public records transferred to the Historical Commission and any transferred in the future; collection of public records in other states or counties dealing with South Carolina history; preservation and administration of private records formerly in the custody of the Historical Commission and those that may be added in the future; editing and publication of documents, treatises relating to the history of South Carolina; stimulation of research, study and other activities in the field of South Carolina history, genealogy, or archeology; approval of inscriptions for historical markers or monuments erected on State highways or other State property; improvement of standards for the making, care, and administration of public records; and performance of such acts and requirements as may be enjoined by law.

**These responses were submitted for the FY 2020-2021 Accountability Report by the  
DEPARTMENT OF ARCHIVES & HISTORY**

Description	Purpose	Law Number	Jurisdiction	Type	Notes
Establishes the Commission of Archives and History as the governing body of the agency and gives the Commission the power to elect its chairman and vice-chairman; make rules and regulations for the governance of the department; elect a director; appoint staff members; adopt a seal for departmental use; control expenditures; accept gifts; make annual reports to the General Assembly; and adopt policies.	Report our agency must/may provide	60-11-40	State	Statute	
Establishes powers and duties of the Archives and History Commission.	Report our agency must/may provide	60-11-50	State	Statute	
Establishes authority of the Director to manage and administer the department.	Report our agency must/may provide	60-11-60	State	Statute	
Establishes SCDAH's authority to accept private records.	Report our agency must/may provide	60-11-70	State	Statute	
Establishes SCDAH's authority to publish information regarding public records.	Report our agency must/may provide	60-11-80	State	Statute	
Establishes name, occupancy, and operation of State Archives Building.	Distribute funding to another entity	60-11-90	State	Statute	
Allows the agency to establish fees, to provide that a taxpayer claiming the credit must pay a fee to the agency for the State Historic Grant Fund, and to provide that the agency will develop an application process for the fund.	Requires a service	Act 172; 12-6-3535	State	Statute	Codified as Act No. 172 in FY 20/21.
Relating to voluntary contributions made by an individual by means of the income tax return check off, so as to add the Department of Archives and History.	Not related to agency deliverable	Act 172; 12-6-5060 (A)	State	Statute	Codified as Act No. 172 in FY 20/21.
Allows the agency to sale duplicative record and non-record materials that are not eligible for public auction in a manner that is most beneficial to the agency.	Report our agency must/may provide	Act No. 171; 60-11-102	State	Statute	Codified as Act No. 171 in FY 20/21.
Grants the agency the authority to use revenue generated from facility rentals, gift shop operations, training sessions, sale of publications, reproductions of documents, research fees, handling charges, and the sale of National Register plaques for facility operations and maintenance.	Report our agency must/may provide	Act No. 171; 60-11-103	State	Statute	Codified as Act No. 171 in FY 20/21.

FY 2020-2021 Agency Accountability Report  
Services Responses:

These responses were submitted for the FY 2020-2021 Accountability Report by the

DEPARTMENT OF ARCHIVES & HISTORY

Description of Service	Description of Direct Customer	Customer Name	Others Impacted By the Service	Agency unit providing the service	Description of agency unit	Primary negative impact if service not provided
Agency Administration	Visitors who conduct research, purchase items from the gift shop, use meeting space, attend conferences, or follow the agency on social media.	Public	Staff	Administration	Provide administrative support, i.e.. Finance and budgeting, human resources, payroll, benefits, information technology, security, procurement, etc. to agency personnel.	The agency would have none of the necessary administrative capabilities to maintain staff and serve the public.
Facility Rental Coordination	Visitors to the Archives and History Center or employees who use agency meeting space or attend conferences at agency facilities.	Public	State and local government agencies, businesses and non-profits	Administration	Facilitate the successful rental of agency facilities.	The agency would lose needed revenue to help it function properly.
Gift Shop	Visitors to the Archives and History Center or employees who purchase items from the agency gift shop.	Public	State and local government agencies, businesses and non-profits	Administration	Conduct the successful and profitable operation of the agency gift shop.	The agency would lose needed generated revenue that helps it to function properly.
Media Relations and Agency Advancement	People who seek information about the agency's activities and hours of operation.	Public	Media, SCDAH	Administration	Provide information regarding the agency's holdings, operations, or events.	The public would be denied valuable information about the agency's operations and functions.
Research Room	People who visit or use the agency to conduct research.	Public	State and local government agencies, businesses and non-profits	Archives and Records Management	Provide researchers with agency resources and assistance as needed.	The public would be denied in-person access to public records, which limits government transparency and diminishes our ability to discover the past.
Imaging Services	People who seek digital images, microfilm, or photocopies of historic records held by the agency.	Public	State and local government agencies, businesses and non-profits	Archives and Records Management	Provide digital images, microfilm, or photocopies to the public as requested.	The public would be denied access to copies of public records, which limits government transparency and diminishes our ability to discover the past.
Accessioning Records	People who use the agency to conduct research.	Public	State and local government agencies, businesses and non-profits	Archives and Records Management	Coordinate with state and local government agencies to transfer public records of historic value.	The public would be denied access to public records, which limits government transparency and diminishes our ability to uncover the past.
Processing Records	People who use the agency to conduct research.	Public	State and local government agencies, businesses and non-profits	Archives and Records Management	Prepare public records for use by researchers.	The public would be denied access to the public records, which limits government transparency diminishes our ability to discover the past.
Microfilm Security Vault Operations	People who visit or use the agency to conduct research.	Public	State and local government agencies, businesses and non-profits	Archives and Records Management	Maintain security copies of microfilm for state and local government agencies.	State and local government agencies and the public would be denied a secure method to store and make available their records, which limits government transparency.
Local Government Records Management	People who visit or use the agency to conduct research regarding the operations of local government.	Public	Local government agencies	Archives and Records Management	Provide assistance to local government agencies for the effective management of their records.	Local government records managers would be denied training and technical assistance to help them comply with the Public Records Act.

These responses were submitted for the FY 2020-2021 Accountability Report by the

DEPARTMENT OF ARCHIVES & HISTORY

Description of Service	Description of Direct Customer	Customer Name	Others Impacted By the Service	Agency unit providing the service	Description of agency unit	Primary negative impact if service not provided
State Government Records Management	People who visit or use the agency to conduct research regarding the operations of state government.	Public	State government agencies	Archives and Records Management	Provide assistance to state government agencies for the effective management of their records.	State government records managers would be denied training and technical assistance to help them comply with the Public Records Act.
State Records Center	State and Local government agencies that need to have their temporary records housed and made available.	State and Local Government agencies	Public	Archives and Records Management	Provide assistance to state and local government agencies for the effective housing and management of their temporary records.	State and local government agencies would be forced to contract with commercial storage facilities at the cost of nearly \$1 million annually.
Statewide Survey of Historic Properties	Organizations and individuals interested in identifying and locating historic properties	Local historical and preservation organizations	Public, developers, Federal and state agencies	Historical Services (State Historic Preservation Office)	Assist organizations and the public in the identification of historic properties in South Carolina.	Historic preservationists, the public, and developers would be denied vital information about the location and status of historic properties around the state.
National Register of Historic Places Program	Individuals and organizations interested in adding their property to the National Register of Historic Places	Historic preservationists	Developers, Public, Federal and State agencies	Historical Services (State Historic Preservation Office)	Assist organizations and the public in the identification and recognition of South Carolina properties that are listed, or eligible for listing, on the National Register of Historic Places	Individuals, organizations, and developers would have no means of adding their properties to the National Register of Historic Places.
State Historical Marker Programs	Individuals and organizations interested in marking a historic site or property	Public	Historic preservationists, developers, local, state and federal agencies	Historical Services (State Historic Preservation Office)	Assist organizations and the public in the identification and recognition of South Carolina properties that are eligible for a State Historical Marker.	Individuals, organizations, and developers would have no means of marking their historic site or property with a physical marker that is researched and approved by the State Historic Preservation Office.
Historic Preservation Fund Grants	Individuals and organizations interested in preserving a historic property	Public	Historic preservationists and developers	Historical Services (State Historic Preservation Office)	Operate the Historic Preservation Grant program for the benefit of historic preservation throughout the state.	Individuals and organizations would be denied access to federal historic preservation funds for buildings or sites.
Historic Rehabilitation Tax Credit Programs	Developers and homeowners seeking tax credits related to the rehabilitation of a historic property	Public	Developers	Historical Services (State Historic Preservation Office)	Operate the State and Federal Historic Rehabilitation Tax Credit Programs for the benefit of home and business owners in South Carolina.	Developers and homeowners would be denied access to state and federal historical rehabilitation tax credits.
Review and Compliance Program	Federal and state agencies and developers who are undertaking a projects concerning a historic property	Developers	Federal agencies, Public	Historical Services (State Historic Preservation Office)	Conduct federal review and compliance in keeping with agency obligations as outlined in the Historic Preservation Act of 1966.	Developers and federal agencies would be denied review of projects that affect historic properties in keeping with Section 106 of the National Historic Preservation Act.
Certified Local Governments	Local government officials and preservation review board members belonging to a Certified Local Government	Local governments	Public, Historic preservationists	Historical Services (State Historic Preservation Office)	Operate the Certified Local Government program in keeping with National Park Service regulations.	Local governments, historic preservationists and the public would be denied access to the benefits of the Certified Local Government program in South Carolina.
Outreach and Technical Assistance	Individuals and organizations interested in learning about historic preservation	Public	Historic Preservationists, Developers	Historical Services (State Historic Preservation Office)	Provide historic preservation outreach and technical assistance for government agencies, local organizations, and individuals in South Carolina.	The public, historic preservationists and developers would be denied valuable information and training regarding historic preservation in South Carolina.

**Agency Partnerships Responses:**

These responses were submitted for the FY 2020-2021 Accountability Report by the

**DEPARTMENT OF ARCHIVES & HISTORY**

Name of Partner Entity	Type of Partner Entity	Description of Partnership
Certified Local Governments	Local Government	Worked with SHPO and National Parks Service to promote community preservation planning and heritage education.
Council of State Archivists (CoSA)	Professional Association	annual meeting.
National Historic Records and Publications Commission (NHPRC)	Federal Government	The agency director is a commission member of NHPRC, and NHPRC awarded a grant to the State Historic Records Advisory Board (SHRAB).
National Parks Service, U.S. Department of Interior	Federal Government	Worked with SHPO to place South Carolina properties on the National Register of Historic Places and provided grant funds to support local historic preservation activities.
(PALMCOP)	Professional Association	SCDAH staff serve as officers of PALMCOP.
Preservation South Carolina	Non-Governmental Organization	Worked with SHPO to sponsor the annual statewide preservation awards.
South Carolina African American Heritage Commission	State Government	Worked with SHPO to enhance the Green Book of South Carolina for African American historic sites and co-sponsored the premiere of a documentary film at the Archives.
South Carolina Archival Association (SCAA)	Professional Association	SCDAH staff serve as officers of SCAA and gave presentations at the SCAA Annual Meeting.
South Carolina Archives and History Foundation	Non-Governmental Organization	Worked with SCDAH to sponsor the American Revolution Symposium, the Spring and Fall Speakers' Series, the premiere of a documentary film at the Archives, and the Archives most recent exhibit.
South Carolina Institute of Archaeology and Anthropology	Higher Education Institute	Worked with SHPO to maintain SC ArchSite database.
South Carolina Public Records Association (SCPRA)	Professional Association	the keynote presentation at the meeting.
State Historic Records Advisory Board (SHRAB)	State Government	The agency director is the state coordinator for SHRAB, and SHRAB held a series of focus groups to determine the state of digital records at archives throughout the state.
University of South Carolina Press	Higher Education Institute	Worked with SCDAH to publish the State Historical Marker Guide.
SC American Revolution Sestercentennial Commission	State Government	Archives and History Commission Chair has a seat on the commission, and the agency helps to coordinate the Commission's events and serves as the fiscal agent for the Commission.
SCDNR-Heritage Trust	State Government	Agency has an ex-officio seat on the Heritage Trust Board and the Archives and History Commission approves acquisition of historic properties and sites.

**FY 2020-2021 Agency Accountability Report  
Reports Responses:**

**These responses were submitted for the FY 2020-2021 Accountability Report by the  
DEPARTMENT OF ARCHIVES & HISTORY**

Report Name	Law Number (If required)	Summary of Information Requested in the Report	Most Recent Submission Date	Reporting Frequency	Type of Entity	Method to Access the Report	Direct access hyperlink or agency contact
Agency Accountability Report	§1-1-810	The report "must contain the agency's or department's mission, objectives to accomplish the mission, and performance measures that show the degree to which objectives are being met." Agencies must "identify key program area descriptions and expenditures and link these to key financial and performance results measures."	September 2020	Annually	South Carolina state agency or agencies	Provided to LSA for posting online	<a href="https://www.scstatehouse.gov/reports/aar2020/H790.pdf">https://www.scstatehouse.gov/reports/aar2020/H790.pdf</a>
Agency Debt Collection Report	§12-56-60; §12-56-62; §12-56-110	Report contains information regarding any outstanding debt owed to the agency as of 12/31 and methods used to collect that debt.	July 2020	Annually	South Carolina state agency or agencies	Electronic copy available upon request	Request from SCDAH, bcjames@scdah.sc.gov
Audit and Certification Report to MMO	§1-1-1040; §11-35-40; §11-35-510; §11-35-1210	Reports the use of sole-source providers and includes information regarding vendors and amounts spent.		Quarterly	South Carolina state agency or agencies	Electronic copy available upon request	Request from SCDAH, bhouse@scdah.sc.gov
Closing Package Reports	§11-7-60	Reports issued in keeping with Reporting Policies and Procedures Manual and in keeping with the Master Reporting Package Checklists.	July 2021	Annually	South Carolina state agency or agencies	Electronic copy available upon request	Request from SCDAH, bcjames@scdah.sc.gov
Equal Opportunity Employment Report	§1-13-10 et seq.; 1-360-22; 1972 (57) 2651; 1979 Act No.	Report contains information regarding the agency's efforts to meet its Equal Opportunity Employment goals.	October 2020	Annually	South Carolina state agency or agencies	Electronic copy available upon request	Request from SCDAH, bhouse@scdah.sc.gov
Financial Audit	SC Code Ann. §11-7-20; §11-7-20, §11-7-30; §11-35-1230	Audit of agency financial information and transactions from the previous year.	May 2021	Annually	South Carolina state agency or agencies	Available on another website	<a href="https://osa.sc.gov/reports/">https://osa.sc.gov/reports/</a>
Government Performance and Results Act Annual Products Report	§1-1-820; §30-1-10 through 30-1-180	Historic Preservation activities carried out under state programs.		Annually	Entity within federal government	Available on another website	<a href="https://www.nps.gov/orgs/1623/index.htm">https://www.nps.gov/orgs/1623/index.htm</a>
Historic Preservation Performance Report	§12-6-3535 (1976); 2020 Act No. 172 (H.3485), Sections 1.A, 1.B, eff September 29, 2020.	Activities carried out by the State Historic Preservation Office (SHPO) to review SCDOT projects for impacts to historic properties.		Annually	South Carolina state agency or agencies	Electronic copy available upon request	Request from SCDAH, ejohnson@scdah.sc.gov

**These responses were submitted for the FY 2020-2021 Accountability Report by the  
DEPARTMENT OF ARCHIVES & HISTORY**

Report Name	Law Number (If required)	Summary of Information Requested in the Report	Most Recent Submission Date	Reporting Frequency	Type of Entity	Method to Access the Report	Direct access hyperlink or agency contact
Leave Transfer Pool Program Report	§8-11-46; §8-11-700/720/730/740	Provides an account of leave that has been moved to the Leave Transfer Pool.	July 2021	Annually	South Carolina state agency or agencies	Electronic copy available upon request	Request from SCDAH, bhouse@scdah.sc.gov
Multiple Worksite Report	§41-29-20	Report lists the various places of business that exist for each agency.		Quarterly	South Carolina state agency or agencies	Electronic copy available upon request	Request from SCDAH, bhouse@scdah.sc.gov
Small and Minority Business Contracting Report	§11-35-5270	Documents the agency's use of Minority Business Enterprises.	August 2021	Quarterly	South Carolina state agency or agencies	Electronic copy available upon request	Request from SCDAH, bhouse@scdah.sc.gov
State Accident Report	§42-2; §42-5-10; §42-7-75; §42-19-10; §42-19-50	Report of workman's compensation and other insurance claims covered by the State Accident Fund.	September 2020	Annually	South Carolina state agency or agencies	Electronic copy available upon request	Request from SCDAH, bhouse@scdah.sc.gov