Fiscal Year 2017-18
Accountability Report

SUBMISSION FORM

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.
AGENCY VISION	To be the state's leader in preserving and advocating for the state's documentary and cultural heritage.

Please select yes or no if the agency has any major or minor (internal or external) recommendations that would allow the agency to operate more effectively and efficiently.
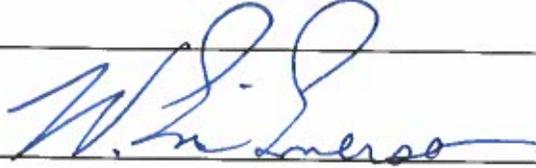
	Yes	No
RESTRUCTURING RECOMMENDATIONS:	☐	☒

Please identify your agency's preferred contacts for this year's accountability report.

	Name	*Phone*	*Email*
PRIMARY CONTACT:	W. Eric Emerson, Ph.D.	803-896-6185	eemerson@scdah.sc.gov
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AGENCY NAME:	Department of Archives and History		
AGENCY CODE:	H790	SECTION:	26

I have reviewed and approved the enclosed FY 2017-18 Accountability Report, which is complete and accurate to the extent of my knowledge.

AGENCY DIRECTOR (SIGN AND DATE):		9-11-18
(TYPE/PRINT NAME):	W. Eric Emerson, Ph.D.	

BOARD/CMSN CHAIR (SIGN AND DATE):		9-11-18
(TYPE/PRINT NAME):	A.V. Huff, Ph.D.	

AGENCY'S DISCUSSION AND ANALYSIS

I.   **Risk Assessment and Mitigation Strategies**
The most negative impact on the public as a result of failure by the Department of Archives and History to accomplish its goals and objectives would be the prevention of the public from accessing public records. This would create a vacuum of information concerning the operation of state government, thereby denying citizens the transparency necessary to ensure government accountability.

Such a circumstance would only result from a lack of adequate funding to ensure that the Department of Archives and History has the staff and infrastructure necessary for its continued operation. Mitigation for such a circumstance would constitute the allocation of adequate state funds to ensure that the Department of Archives and History can meet its mission and objectives.

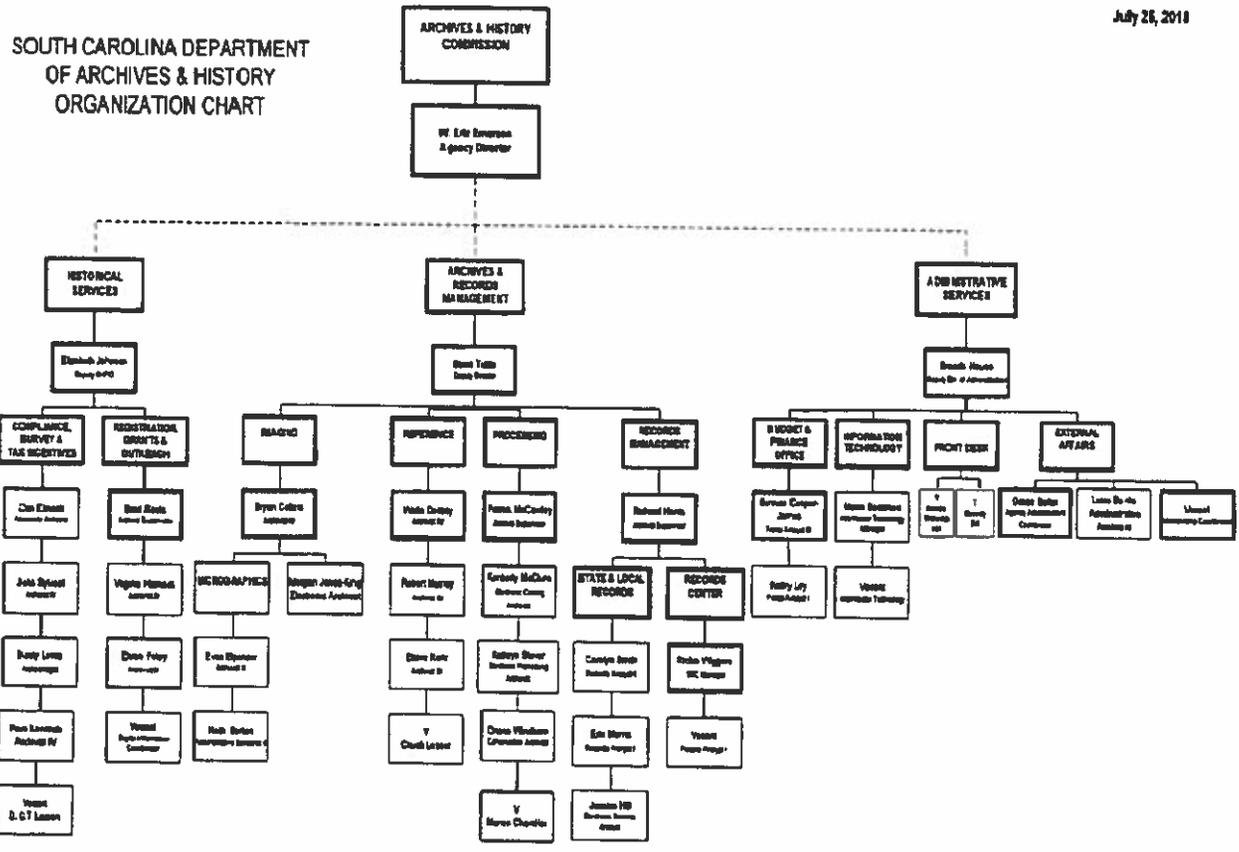There is only one option that the General Assembly would have to resolve the issue:
1)   Allocate adequate funding for the continued effective operation of the agency.

II. **Restructuring Recommendations**
The agency has no recommendations for restructuring at this time.

III. **Agency Organization Chart**

SOUTH CAROLINA DEPARTMENT
OF ARCHIVES & HISTORY
ORGANIZATION CHART

July 26, 2018

ARCHIVES & HISTORY COMMISSION

W. Eric Emerson
Agency Director

HISTORICAL SERVICES

ARCHIVES & RECORDS MANAGEMENT

ADMINISTRATIVE SERVICES

FTE Information
Authorized - 39
Filled - 35
Vacant - 5

TL - Time Limit
T - Temps
G - Graduate Assistant
V - Volunteer

A-4

IV. Major Achievements in FY2017/2018

The Department of Archives and History is comprised of two operational divisions: Archives and Records Management, and Historical Services (SHPO). Each division noted a number of achievements in FY2017/2018 relating to performance measures associated with the agency's mission to preserve and promote South Carolina's documentary and cultural heritage.

Archives and Records Management Division
Archives
- Hosted 3,649 Research Room visits and answered 6,725 queries from researchers (telephone 2,819, email 3,648, and letters 258);
- Accessioned 371 cubic feet and 424,316 MB of records, 2,152 rolls of microfilm, 160 volumes, and processed 503 cubic feet of records;
- Scanned 382,000 historical documents, microfilmed 4,000 pages of state and local government records, duplicated 628 microfilm rolls, and digitized 400 microfilm rolls;
- Continued our agreement with the Generations Network, Inc. to provide a free subscription to Ancestry.com for onsite users of our 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 1,048 state and local officials and members of the general public through building tours and speaking engagements;
- 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: http://arm.scdah.sc.gov/webarchives/. In all, the agency crawled 413 state agency websites and retained 3.1 million documents.
- Ingested 126,485 MB of state agency and county government records in the South Carolina Electronic Records Archive.
- Web pages views: Main page 132,973; Archives page 116,500; and South Carolina Electronic Records Archive (SCERA) 82,425.

Records Management
- Transferred nearly 4 million pages of historically-significant records (in paper and microfilm) from state and local government offices to the Archives for permanent retention.
- Transferred nearly 14.5 million pages of state agency paper records to the State Records Center for security storage.
- Authorized the destruction of 110 million pages of non-permanent state and local government records.
- Prepared 332 retention/disposition schedules representing 38.6 million pages of state and local records.
- Fielded 3,520 contacts with state and local government officials regarding records management.
- Microfilmed 6,425 pages of state and local records.
- Approved over 97% of records retention schedules within two weeks of submission.
- Implemented records retention schedules for 64% of state agencies and 23% 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 **$765,242**. Overall, the microfilming and Records Center storage services provided by the Records Management Division are about **35% lower** than those in the private sector.

Historical Services Division (State Historic Preservation Office)

- Over $52 million was invested in historic buildings assisted by the federal and state historic tax credit programs administered by the Department. The number of proposals for homeowner projects remained steady, while the number of proposed projects for the federal income-producing credit grew from twenty in 2016-17 to thirty in 2017-18. Review process improvements led to an overall reduction in the average review days in the tax credit programs from 18.9 days to 13.7 days.

- Issued the first annual report on the federal and state historic income tax credit programs in South Carolina, highlighting overall usage and completed projects. Also began featuring completed tax credit projects in the division's monthly e-newsletter.

- Added over 5,000 records to the SC Historic Properties Record (SCHPR) bringing the total number to 35,631, including all National Register of Historic Places nominations. The number of users tripled from 2,433 to 7,983. In addition the program was updated with software enhancements to greatly improve its speed. The historic property survey program was updated to allow for an all digital process of data recording, reviews, transmittals, and accession of records into SCHPR.

- Completed two federal grant-funded projects to identify, record, and evaluate historic properties for the City of Greenville (1,625 properties) and City of Greer (639 properties).

- Of the 55 historical marker texts approved, 44% recognized African American history and historic places. Of the 19 new listings in the National Register of Historic Places, 26% focused on significant African American historic places.

- Implemented digital delivery of comments letters for Section 106 reviews and other state reviews, providing faster responses to applicants and agencies, and reducing costs of postage and supplies.

- In partnership with the SC Archives & History Foundation, organized the 19th annual statewide historic preservation conference on April 20 with 247 registered to attend. Also partnered with Preservation South Carolina and Office of the Governor to select recipients for the 2018 statewide preservation awards.

- Hosted a special training event, the Commission Assistance Mentoring Program, attended by 34 staff and board members representing 11 local government preservation programs.

- Prepared original drawings of six historic South Carolina buildings featuring different architectural styles and promoted through the agency Facebook page and web site during Preservation Month (May).

Agency Name:	DEPARTMENT OF ARCHIVES & HISTORY		
Agency Code:	H790	Section:	26

Strategic Planning and Performance Measurement Template

Statewide Enterprise Strategic Objective	Type	Item #			Description	2017-18			Time Applicable	Data Source and Availability	Calculation Method	Meaningful Use of Measure
		Goal	Strategy	Measure		Base	Target	Actual				
Education, Training, and Human Development	G	1			Promote and encourage understanding, appreciation, and preservation of the state's history and heritage							
Education, Training, and Human Development	S		1.1		Offer educational programs and products for different audiences							
Education, Training, and Human Development	M			1.1.1	Hold twelve records management workshops for state and local government agencies	10	12	11	July 1, 2017-June 30, 2018	Archives and Records Management Data- Quarterly	Records Management aggregated data by number of records workshops	Promotes education of agencies regarding records management best practices
Education, Training, and Human Development	M			1.1.2	Hold a series of four free genealogical worships to be held at the Archives and History Center	4	4	4	July 1, 2017-June 30, 2018	Administration Data- Quarterly	Administration aggregated facility use and rental data	Promotes education of South Carolina history and historic preservation
Education, Training, and Human Development	M			1.1.3	Host two agency academic symposia	2	2	2	July 1, 2017-June 30, 2018	Administration Data- Quarterly	Administration aggregated facility use and rental data	Promotes education of South Carolina history and historic preservation
Government and Citizens	M			1.1.4	Hold annual assessment of agency fee schedule to ensure fair pricing of agency products and services	1	1	1	July 1, 2017-June 30, 2018	Administration Data- Quarterly	Administration aggregated pricing data	Promotes good government through assessment of fees
Education, Training, and Human Development	S		1.2		Utilize social media to generate publicity regarding the agency's mission and operations							
Education, Training, and Human Development	M			1.2.1	Create and publish an agency blog on a bi-weekly basis	0	1	0	July 1, 2017-June 30, 2018	Administration Data- Quarterly	Administration records	Promotes education of South Carolina history and historic preservation through agency resources
Education, Training, and Human Development	M			1.2.2	Use agency social media to generate interest regarding Archives Month (October 2017)	1	1	1	July 1, 2017-June 30, 2018	Administration Data- Quarterly	Administration social media metric data	Promotes education of South Carolina history and historic preservation through agency resources
Government and Citizens	G	2			Enhance preservation of, and access to, South Carolina state and local records							
Government and Citizens	S		2.1		Digitize historically significant state and local records							
Government and Citizens	M			2.1.1	Increase the total amount of records in the agency Online Records Index by 100 GBs	60	100	75	July 1, 2017-June 30, 2018	Archives and Records Management Data- Quarterly	Archives and Records Management aggregated digital data	Promotes the public use of agency records and digital resources
Government and Citizens	M			2.1.2	Ingest and make available 2 TBs of additional electronic records in 2017/18	180 GB	2 TB	160GB	July 1, 2017-June 30, 2018	Archives and Records Management Data- Quarterly	Archives and Records Management aggregated digital data	Promotes the public use of agency records and digital resources
Government and Citizens	S		2.2		Increase accessibility to the Archives records through arrangement, description, conservation, digitization, and online access							
Government and Citizens	M			2.2.1	Make accessible 500 GBs of new data through the South Carolina Electronic Records Archive (SCERA)	347	500	180	July 1, 2017-June 30, 2018	Archives and Records Management Data- Quarterly	Archives and Records Management aggregated digital data	Promotes the public use of agency records and digital resources
Public Infrastructure and Economic Development	M			2.2.2	Digitize 40 boxes and conduct SCPHR data import for 18 boxes of historic property records	4; 13	40; 18	3; 19	July 1, 2017-June 30, 2018	Archives and Records Management Data- Quarterly	Archives and Records Management aggregated digital data	Promotes the use of agency records and digital resources for economic development
Government and Citizens	S		2.3		Ensure the efficient management of government records							
Government and Citizens	M			2.3.1	Increase by 25% the total number of records retention schedules produced	202	253	332	July 1, 2017-June 30, 2018	Archives and Records Management Data- Quarterly	Records Management aggregated data	Promotes good government through effective records management
Government and Citizens	M			2.3.2	Increase the total number of state agencies implementing records retention schedules by 10%	61%	66%	64%	July 1, 2017-June 30, 2018	Archives and Records Management Data- Quarterly	Records Management aggregated data	Promotes good government through effective records management
Government and Citizens	S		2.4		Enhance public accessibility to government records through increased Research Room efficiencies							
Government and Citizens	M			2.4.1	Reduce Archives response times to research queries by 20%	2.6	2.1	2.5	July 1, 2017-June 30, 2018	Archives and Records Management Data- Quarterly	Archives management response time aggregated data	Promotes good government through increased response time to public queries
Public Infrastructure and Economic Development	G	3			Facilitate the preservation of South Carolina's irreplaceable historic places							
Public Infrastructure and Economic Development	S		3.1		Increase local awareness and participation in historic preservation							
Government and Citizens	M			3.1.1	Hold one statewide event for Certified Local Governments (CLGs) and Non-CLGs to encourage participation in the program	1	1	1	July 1, 2017-June 30, 2018	SHPO Data-Annually	SHPO aggregated reporting data	Promotes historic preservation through the CLG program
Government and Citizens	M			3.1.2	Provide 12 presentations to organizations regarding State Historic Preservation Office (SHPO) programs and historic preservation in 2017/18	13	12	12	July 1, 2017-June 30, 2018	SHPO Data-Annually	SHPO aggregated reporting data	Promotes historic preservation by increasing public knowledge of agency programs
Government and Citizens	M			3.1.3	Approve text for at least 50 State Historical Markers	49	50	55	July 1, 2017-June 30, 2018	SHPO Data-Annually	SHPO aggregated reporting data	Promotes knowledge of history and historic preservation
Public Infrastructure and Economic Development	S		3.2		Expedite the process for federal programs related to historic preservation							

Strategic Planning and Performance Measurement Template

Statewide Enterprise Strategic Objective	Type	Item # Goal	Item # Strategy	Item # Measure	Description	2017-18 Base	2017-18 Target	2017-18 Actual	Time Applicable	Data Source and Availability	Calculation Method	Meaningful Use of Measure
Public Infrastructure and Economic Development	M			3.2.1	Review all state and federal tax credit projects in 30 days or less	79%	100%	89%	July 1, 2017-June 30, 2018	SHPO Data-Annually	SHPO aggregated reporting data	Promotes economic development through decreased response time for tax credit projects
Public Infrastructure and Economic Development	M			3.2.2	Lower the average review time for tax credit projects by three days	19	16	13.7	July 1, 2017-June 30, 2018	SHPO Data-Annually	SHPO aggregated reporting data	Promotes economic development through decreased response time for tax credit projects
Public Infrastructure and Economic Development	M			3.2.3	Reply to 90% of compliance requests in fewer than 30 days	94%	90%	94%	July 1, 2017-June 30, 2018	SHPO Data-Annually	SHPO aggregated reporting data	Promotes economic development through decreased response time for compliance issues
Public Infrastructure and Economic Development	M			3.2.4	Forward 90% of National Register nominations to the National Park Service within 45 days of State Board of Review approval	53%	90%	100%	July 1, 2017-June 30, 2018	SHPO Data-Annually	SHPO aggregated reporting data	Promotes economic development through decreased response time to National Register nominations

Strategic Planning and Performance Measurement Template

Statewide Enterprise Strategic Objective	Type	Item # Goal	Strategy	Measure	Description	2018-19 Base	Target	Actual	Time Applicable	Data Source and Availability	Calculation Method	Meaningful Use of Measure
Education, Training, and Human Development	G	1			Promote and encourage understanding, appreciation, and preservation of the state's history and heritage							
Education, Training, and Human Development	S		1.1		Offer educational programs and products for different audiences							
Education, Training, and Human Development	M			1.1.1	Increase records management workshops for state and local government agencies by 10%	11	12		July 1, 2018-June 30, 2019	Archives and Records Management Data-Quarterly	Records Management aggregated data by number of records workshops	Promotes education of agencies regarding records management best practices
Education, Training, and Human Development	M			1.1.2	Increase the number of genealogical worships to be held at the Archives and History Center by 10%	4	4		July 1, 2018-June 30, 2019	Administration Data-Quarterly	Administration aggregated facility use and rental data	Promotes education of South Carolina history and historic preservation
Public Infrastructure and Economic Development	S		1.2		Maximize use of the agency's resources to generate revenue and assist the agency in its mission							
Government and Citizens	M			1.2.1	Increase building rental revenue by 10%	$ 40,296	$ 45,000		July 1, 2018-June 30, 2019	Administration Data-Quarterly	Administration records	Promotes good government through the effective use of agency facilities
Government and Citizens	M			1.2.2	Increase gift shop revenue by 10%	$ 22,434	$ 25,000		July 1, 2018-June 30, 2019	Administration Data-Quarterly	Administration social media metric data	Promotes good government through the effective use of agency facilities
Government and Citizens	G	2			Enhance preservation of, and access to, South Carolina state and local records							
Government and Citizens	S		2.1		Digitize historically significant state and local records							
Government and Citizens	M			2.1.1	Increase the total amount of records in the agency Online Records Index by 35,000 digital images	35,000	35,000		July 1, 2018-June 30, 2019	Archives and Records Management Data-Quarterly	Archives and Records Management aggregated digital data	Promotes the public use of agency records and digital resources
Government and Citizens	M			2.1.2	Ingest and make available 200 GB's of additional electronic records	160	200		July 1, 2018-June 30, 2019	Archives and Records Management Data-Quarterly	Archives and Records Management aggregated digital data	Promotes the public use of agency records and digital resources
Government and Citizens	S		2.2		Increase accessibility to the Archives records through arrangement, description, conservation, digitization, and online access							
Government and Citizens	M			2.2.1	Make accessible 500 GBs of new data through the South Carolina Electronic Records Archive (SCERA)	180	500		July 1, 2018-June 30, 2019	Archives and Records Management Data-Quarterly	Archives and Records Management aggregated digital data	Promotes the public use of agency records and digital resources
Public Infrastructure and Economic Development	M			2.2.2	Digitize 5 boxes and conduct SCPHR data import for 8 boxes of historic property records	3; 19	5; 8		July 1, 2018-June 30, 2019	Archives and Records Management Data-Quarterly	Archives and Records Management aggregated digital data	Promotes the use of agency records and digital resources for economic development
Government and Citizens	S		2.3		Ensure the efficient management of government records							
Government and Citizens	M			2.3.1	Increase by 25% the total number of records retention schedules produced	332	253		July 1, 2018-June 30, 2019	Archives and Records Management Data-Quarterly	Records Management aggregated data	Promotes good government through effective records management
Government and Citizens	M			2.3.2	Increase the total number of state agencies implementing records retention schedules by 10%	64%	66%		July 1, 2018-June 30, 2019	Archives and Records Management Data-Quarterly	Records Management aggregated data	Promotes good government through effective records management
Government and Citizens	S		2.4		Enhance public accessibility to government records through increased Research Room efficiencies							
Government and Citizens	M			2.4.1	Reduce Archives response times to research queries by 20%	2.5	2.1		July 1, 2018-June 30, 2019	Archives and Records Management Data-Quarterly	Archives management response time aggregated data	Promotes good government through increased response time to public queries
Public Infrastructure and Economic Development	G	3			Facilitate the preservation of South Carolina's irreplaceable historic places							
Public Infrastructure and Economic Development	S		3.1		Increase local awareness and participation in historic preservation							
Government and Citizens	M			3.1.1	Hold one statewide event for Certified Local Governments (CLGs) and Non-CLGs to encourage participation in the program	1	1		July 1, 2018-June 30, 2019	SHPO Data-Annually	SHPO aggregated reporting data	Promotes historic preservation through the CLG program
Government and Citizens	M			3.1.2	Provide 12 presentations to organizations regarding State Historic Preservation Office (SHPO) programs and historic preservation	12	12		July 1, 2018-June 30, 2019	SHPO Data-Annually	SHPO aggregated reporting data	Promotes historic preservation by increasing public knowledge of agency programs
Government and Citizens	M			3.1.3	Approve text for at least 50 State Historical Markers	55	50		July 1, 2018-June 30, 2019	SHPO Data-Annually	SHPO aggregated reporting data	Promotes knowledge of history and historic preservation
Public Infrastructure and Economic Development	S		3.2		Expedite the process for federal programs related to historic preservation							
Public Infrastructure and Economic Development	M			3.2.1	Review all state and federal tax credit projects in 30 days or less	89%	100%		July 1, 2018-June 30, 2019	SHPO Data-Annually	SHPO aggregated reporting data	Promotes economic development through decreased response time for tax credit projects
Public Infrastructure and Economic Development	M			3.2.2	Maintain the average review time for tax credit projects below 15 days	13.7	<15		July 1, 2018-June 30, 2019	SHPO Data-Annually	SHPO aggregated reporting data	Promotes economic development through decreased response time
Public Infrastructure and Economic Development	M			3.2.3	Reply to 90% of compliance requests in fewer than 30 days	94%	90%		July 1, 2018-June 30, 2019	SHPO Data-Annually	SHPO aggregated reporting data	Promotes economic development through decreased response time for compliance issues

Agency Name:	DEPARTMENT OF ARCHIVES & HISTORY				
Agency Code:	H790	Section:	26		

Statewide Enterprise Strategic Objective	Type	Item #			Description	2018-19			Time Applicable	Data Source and Availability	Calculation Method	Meaningful Use of Measure
		Goal	Strategy	Measure		Base	Target	Actual				
Public Infrastructure and Economic Development	M			3.2.4	Forward 100% of National Register nominations to the National Park Service within 45 days of State Board of Review approval	100%	100%		July 1, 2018-June 30, 2019	SHPO Data-Annually	SHPO aggregated reporting data	Promotes economic development through decreased response time to National Register nominations

Program Template

Program/Title	Purpose	FY 2017-18 Expenditures (Actual)				FY 2018-19 Expenditures (Projected)				Associated Measure(s)
		General	Other	Federal	TOTAL	General	Other	Federal	TOTAL	
I. Administration	Includes the Director's Office, Budget and Finance, Personnel, Building Services, and Information Technology. The areas provide support services for all the activity components of the agency.	$ 885,280	$ 212,910	$ -	$ 1,098,190	$ 935,280	$ 212,910	$ -	$ 1,148,190	1.2.1, 1.2.2, 1.3.1, 1.3.2, 2.1.1,2.1.2,3.1.1,3.1.2, 3.1.3,3.3.1,3.3.2,3.4.1
II. 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.	$ 996,953	$ 574,100	$ -	$ 1,571,053	$ 1,019,953	$ 551,100	$ -	$ 1,571,053	1.1.1,1.1.2,1.2.1, 1.3.2,3.2.1, 3.3.2,3.4.1, 4.1.1,4.1.2,4.2.1
III. Historical Services	The program provides leadership, technical and financial assistance to individuals, organizations, local governments and state and federal agencies.	$ 10,900	$ 373,167	$ 745,328	$ 1,129,395	$ 10,900	$ 380,000	$ 738,495	$ 1,129,395	1.2.1, 1.3.2, 3.1.1, 3.4.1, 4.2.2
IV. Employee Benefits	State Employer Contributions	$ 698,145	$ 133,981	$ 152,255	$ 984,381	$ 718,944	$ 133,981	$ 152,255	$ 1,005,180	3.4.1
V. All Other Items	All special items supported by the state. Example: The African American Heritage Commission and all pass through items.	$ 267,524	$ -	$ 25,000	$ 292,524	$ 217,631	$ -	$ 25,000	$ 242,631	3.1.3, 3.2.4
					$ -				$ -	

Item #	Law Number	Jurisdiction	Type of Law	Statutory Requirement and/or Authority Granted	Does this law specify who your agency must or may serve? (Y/N)	Does the law specify a product or service your agency must or may provide?	If yes, what type of service or product?	If other service or product, please specify what service or product.
1	60-11-30	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.	No	Yes	Other service or product our agency must/may provide	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.
2	60-11-40 through 60-11-50	State	Statute	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.	Yes	Yes	Report our agency must/may provide	
3	60-11-60	State	Statute	Establishes authority of the Director to manage and administer the department.	Yes	Yes	Report our agency must/may provide	
4	60-11-70	State	Statute	Establishes SCDAH's authority to accept private records.	Yes	Yes	Report our agency must/may provide	
5	60-11-80	State	Statute	Establishes SCDAH's authority to publish information regarding public records.	Yes	Yes	Report our agency must/may provide	
6	60-11-90	State	Statute	Establishes name, occupancy, and operation of State Archives Building	Yes	Yes	Distribute funding to another entity	
7	60-11-100	State	Statute	Establishes authority of SCDAH to accept county and municipal funds to microfilm public records.	Yes	Yes	Report our agency must/may provide	
8	60-11-120	State	Statute	Establishes authority of SCDAH to dispose of duplicative archival materials.	Yes	Yes	Report our agency must/may provide	
9	30-1-40	State	Statute	Establishes a process whereby agencies convey public records to SCDAH.	Yes	Yes	Report our agency must/may provide	
10	30-1-50	State	Statute	Establishes penalties for agencies refusing to convey records to SCDAH.	Yes	Yes	Other service or product our agency must/may provide	The establishment of penalties for agencies refusing to convey records to SCDAH
11	30-1-80	State	Statute	Requires SCDAH to establish and administer a public records program.	Yes	Yes	Other service or product our agency must/may provide	The establishment and administration of a public records program.
12	30-1-90	State	Statute	Requires SCDAH to assist in the creation, filing, and preserving of records, inventories, and schedules.	Yes	Yes	Other service or product our agency must/may provide	Assistance in the creation, filing, and preserving of records, inventories, and schedules.
13	30-1-100	State	Statute	Outlines additional powers and duties of SCDAH relating to the public records of South Carolina.	Yes	Yes	Report our agency must/may provide	
14	30-1-110	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.	Yes	Yes	Report our agency must/may provide	
15	30-1-120	State	Statute	Establishes the authority for SCDAH to inventory, repair, or microfilm records.	Yes	Yes	Other service or product our agency must/may provide	The inventory, repair, or microfilming of records.
16	26.1 (AH: Use of Proceeds)	State	FY 2018-19 Proviso	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.	Yes	Yes	Report our agency must/may provide	
17	26.2 (AH: Disposal of Materials)	State	FY 2018-19 Proviso	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.	Yes	Yes	Report our agency must/may provide	
18	54 U.S.C. § 302301	Federal	Statute	Establishes the State Historic Preservation Office and defines its authority.	Yes	Yes	Report our agency must/may provide	
19	54 U.S.C. § 302501	Federal	Statute	Establishes the Certified Local Government program to be administered by the State Historic Preservation Office.	Yes	Yes	Report our agency must/may provide	
20	54 U.S.C. § 302901 and 303101	Federal	Statute	Establishes guidelines for the Historic Preservation Fund and grant program.	Yes	Yes	Distribute funding to another entity	Distribute funds to HPF grant recipients

| Agency Name: | DEPARTMENT OF ARCHIVES & HISTORY |
| Agency Code: | H790 | Section: | 26 |

Divisions or Major Programs	Description	Service/Product Provided to Customers	Customer Segments	Specify only for the following Segments: (1) Industry: Name; (2) Professional Organization: Name; (3) Public: Demographics.
Administration	Set agency goals and strategies, acquire and account for agency funding, support program	Agency Management	Executive Branch/State Agencies, Legislative Branch, General Public	3) Public: All people who visit or use the agency to conduct research, purchase items in the gift shop, use meeting space, attend conferences, and follow the agency on social media.
Administration	Set agency goals and strategies, acquire and account for agency funding, support program areas in carrying out agency mission.	Human Resources Support	Executive Branch/State Agencies	2) Professional Organization: SCDAH; 3) Public: All people who visit the agency to conduct research, purchase items in the gift shop, use meeting space, attend conferences, and follow the agency on social media.
Administration	Set agency goals and strategies, acquire and account for agency funding, support program areas in carrying out agency mission.	Information Technology Support	Executive Branch/State Agencies	2) Professional Organization: SCDAH; 3) Public: All people who visit the agency to conduct research, purchase items in the gift shop, use meeting space, attend conferences, and follow the agency on social media.
Administration	Set agency goals and strategies, acquire and account for agency funding, support program	Agency Budget and Finance Operations	Executive Branch/State Agencies	3) Public: All people who visit or use the agency to conduct research, purchase items in the gift shop, use meeting space, attend conferences, and follow the agency on social media.
Administration	Set agency goals and strategies, acquire and account for agency funding, support program	Facility Use Coordination	General Public	3) Public: All people who visit or use the agency to conduct research, purchase items in the gift shop, use meeting space, attend conferences, and follow the agency on social media.
Administration	Set agency goals and strategies, acquire and account for agency funding, support program	Gift Shop	General Public	3) Public: All people who visit or use the agency to conduct research, purchase items in the gift shop, use meeting space, attend conferences, and follow the agency on social media.
Administration	Set agency goals and strategies, acquire and account for agency funding, support program	Media Relations and Agency Advancement	General Public	3) Public: All people who visit or use the agency to conduct research, purchase items in the gift shop, use meeting space, attend conferences, and follow the agency on social media.
Archives and Records Management	To identify, preserve, and make available the permanently valuable state and local government records for South Carolina 1671 to ca. 2000.	Research Room	Executive Branch/State agencies, Legislative Branch, Judicial Branch, Local Governments, School districts, and General Public	3) Public: All people who visit or use the agency to conduct research, purchase items in the gift shop, use meeting space, attend conferences, and follow the agency on social media.
Archives and Records Management	To identify, preserve, and make available the permanently valuable state and local government records for South Carolina 1671 to ca. 2000.	Photocopy Services	Executive Branch/State agencies, Legislative Branch, Judicial Branch, Local Governments, School Districts, and General Public	3) Public: All people who visit or use the agency to conduct research, purchase items in the gift shop, use meeting space, attend conferences, and follow the agency on social media.
Archives and Records Management	To identify, preserve, and make available the permanently valuable state and local government records for South Carolina 1671 to ca. 2000.	Accessioning Records	Executive Branch/State agencies, Legislative Branch, Judicial Branch, and Local Governments	3) Public: All people who visit or use the agency to conduct research, purchase items in the gift shop, use meeting space, attend conferences, and follow the agency on social media.
Archives and Records Management	To identify, preserve, and make available the permanently valuable state and local government records for South Carolina 1671 to ca. 2000.	Describing Records	Executive Branch/State agencies, Legislative Branch, Judicial Branch, Local Governments, School Districts, and General Public	3) Public: All people who visit or use the agency to conduct research, purchase items in the gift shop, use meeting space, attend conferences, and follow the agency on social media.
Archives and Records Management	To identify, preserve, and make available the permanently valuable state and local government records for South Carolina 1671 to ca. 2000.	Microfilming Records	Executive Branch/State agencies, Legislative Branch, Judicial Branch, Local Governments, School Districts, and General Public	3) Public: All people who visit or use the agency to conduct research, purchase items in the gift shop, use meeting space, attend conferences, and follow the agency on social media.
Archives and Records Management	To identify, preserve, and make available the permanently valuable state and local government records for South Carolina 1671 to ca. 2000.	Imaging Records	Executive Branch/State agencies, Legislative Branch, Judicial Branch, Local Governments, School Districts, and General Public	3) Public: All people who visit or use the agency to conduct research, purchase items in the gift shop, use meeting space, attend conferences, and follow the agency on social media.
Archives and Records Management	To identify, preserve, and make available the permanently valuable state and local government records for South Carolina 1671 to ca. 2000.	Microfilm Security Vault Operations	Executive Branch/State agencies, Legislative Branch, Judicial Branch, Local Governments, School Districts, and General Public	3) Public: All people who visit or use the agency to conduct research, purchase items in the gift shop, use meeting space, attend conferences, and follow the agency on social media.
Archives and Records Management	To identify, preserve, and make available the permanently valuable state and local government records for South Carolina 1671 to ca. 2000.	Local Government Records Management	Local Governments and School Districts	3) Public: All people who visit or use the agency to conduct research, purchase items in the gift shop, use meeting space, attend conferences, and follow the agency on social media.
Archives and Records Management	To identify, preserve, and make available the permanently valuable state and local government records for South Carolina 1671 to ca. 2000.	State Government Records Management	Executive Branch/State agencies, Legislative Branch, and Judicial Branch	3) Public: All people who visit or use the agency to conduct research, purchase items in the gift shop, use meeting space, attend conferences, and follow the agency on social media.

Archives and Records Management	To identify, preserve, and make available the permanently valuable state and local government records for South Carolina 1671 to ca. 2000.	State Records Center	Executive Branch/State agencies	3) Public: All people who visit or use the agency to conduct research, purchase items in the gift shop, use meeting space, attend conferences, and follow the agency on social media.
Historical Services (State Historic Preservation Office)	Historical Services (State Historic Preservation Office)	Statewide Survey of Historic Properties	Executive Branch/State agencies, Local Governments, General Public	2): Local historical and preservation organizations 3) Public: Property owners and local historical and preservation organizations.
Historical Services (State Historic Preservation Office)	Historical Services (State Historic Preservation Office)	National Register of Historic Places Program	Executive Branch/State agencies, Local Governments, General Public	2): Local historical and preservation organizations 3) Public: Property owners and local historical and preservation organizations.
Historical Services (State Historic Preservation Office)	Historical Services (State Historic Preservation Office)	State Historical Marker Programs	Executive Branch/State agencies, Local Governments, General Public	2): Local historical and preservation organizations 3) Public: Property owners and local historical and preservation organizations.
Historical Services (State Historic Preservation Office)	Historical Services (State Historic Preservation Office)	Historic Preservation Fund Grants	Executive Branch/State agencies, Local Governments, General Public	2): Local historical and preservation organizations 3) Public: Property owners and local historical and preservation organizations.
Historical Services (State Historic Preservation Office)	Historical Services (State Historic Preservation Office)	Historic Rehabilitation Tax Credit Programs	Executive Branch/State agencies, Local Governments, General Public	2): Local historical and preservation organizations 3) Public: Property owners and local historical and preservation organizations.
Historical Services (State Historic Preservation Office)	Historical Services (State Historic Preservation Office)	Review and Compliance Program	Executive Branch/State agencies, Local Governments, General Public	2): Local historical and preservation organizations 3) Public: Property owners and local historical and preservation organizations.
Historical Services (State Historic Preservation Office)	Historical Services (State Historic Preservation Office)	Certified Local Governments	Executive Branch/State agencies, Local Governments, General Public	2): Local historical and preservation organizations 3) Public: Property owners and local historical and preservation organizations.
Historical Services (State Historic Preservation Office)	Historical Services (State Historic Preservation Office)	Outreach and Technical Assistance	Executive Branch/State agencies, Local Governments, General Public	2): Local historical and preservation organizations 3) Public: Property owners and local historical and preservation organizations.

Agency Name:	DEPARTMENT OF ARCHIVES & HISTORY		
Agency Code:	H790	Section:	026

Name of Partner Entity	Type of Partner Entity	Description of Partnership	Associated Goal(s)
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.	3
South Carolina Institute of Archaeology and	State Government	Worked with SHPO to maintain SC ArchSite database.	2
South Carolina Archives and History Foundation	Non-Governmental Organization	Worked with SCDAH to sponsor the State Preservation Conference, the State Preservation Awards, Annual Civil War Symposium, and Genealogy workshops.	1
South Carolina African American Heritage Commission	State Government	Worked with SHPO to develop the Green Book of South Carolina for African American historic sites.	3
Palmetto Trust for Historic Preservation	Non-Governmental Organization	Worked with SHPO to sponsor annual statewide preservation awards.	3
Certified Local Governments	Local Government	Worked with SHPO and National Parks Service to promote community preservation planning and heritage education.	3
South Carolina Public Records Association (SCPRA)	Professional Association	At SCPRA's annual meeting SCDAH staff gave presentations about records management services available to state and local government agencies.	2
South Carolina Archival Association (SCAA)	Professional Association	At SCAA's annual meeting SCDAH staff gave presentations about electronic records and disaster preparedness.	1
Palmetto Archives, Libraries and Museums Council on Preservation (PALMCOP)	Professional Association	At PALMCOP's annual meeting SCDAH staff gave presentations about electronic records and disaster preparedness.	1
South Carolina Confederate Relic Room and Military Museum	State Government	Worked with SCDAH to sponsor annual Civil War Symposium.	1
South Caroliniana Library, University of South Carolina	Higher Education Institute	Worked with SCDAH to sponsor annual Civil War Symposium.	1
Historic Columbia Foundation, City of Columbia	Local Government	Worked with SCDAH to sponsor annual Civil War Symposium.	1

Report and External Review Template

Item	Is this a Report, Review, or both?	Report or Review Name	Name of Entity Requesting the Report or Conducting Review	Type of Entity	Reporting Frequency	Current Fiscal Year: Submission Date or Review Timeline (MM/DD/YYYY)	Summary of Information Requested in the Report or Reviewed	Method to Access the Report or Information from the Review
1	External Review and Report	Restructuring Report	House Committee on Legislative Oversight	State	Annually	October 30, 2018	Agency information in regards to its strategic planning, operations, and performance.	Request from SCDAH or http://www.scstatehouse.gov/CommitteeInfo/HouseLegislativeOversightCommittee/AgencyPHPFiles/ArchivesandHistory.php
2	External Review and Report	Historic Preservation Performance Report	Department of Transportation	State	Annually	July 1, 2018	Activities carried out by the State Historic Preservation Office (SHPO) to review SCDOT projects for impacts to historic properties.	Request from SCDAH or SCDOT Environmental Services Office http://www.scdot.org/business/environmental-landing.aspx, (803) 737-1396 or (803) 737-1645
3	External Review only	Government Performance and Results Act Annual Products Report	National Park Service	Federal	Twice a year	12/31/2017 and 07/01/18	Historic preservation activities carried out under state programs.	Request from SCDAH or the National Park Service, Office of State, Tribal, and Local Plans and Grants Division https://www.nps.gov/orgs/1623/index.htm, (202) 354-2066
4	External Review and Report	Leave Transfer Pool Program Report	Department of Administration	State	Annually	March 1, 2018	Provides an account of the amount of leave that has been moved to the Leave Transfer Pool.	Request from SCDAH, bhouse.scdah.sc.gov
5	External Review and Report	ArchSite Performance Report	Department of Transportation	State	Quarterly	1/15/18; 4/15/18; 07/15/18; 10/15/18	Activities performed by the SHPO and the SC Institute of Archaeology & Anthropology to maintain the state's online GIS system for cultural resources.	Request from SCDAH or SCDOT Environmental Services Office, https://www.scdot.org/business/environmental-landing.aspx, (803) 737-1396
6	External Review and Report	Small and Minority Business Contracting Report	Department of Administration	State	Quarterly	10/30/2017; 01/30/2018; 04/15/2018; 07/15/2018	Documents the agency's utilization of Minority Business Enterprises.	Request from SCDAH, bhouse.scdah.sc.gov
7	External Review and Report	Audit and Certification Report to MMO	Department of Administration	State	Quarterly	10/30/2017; 01/30/2018; 04/15/2018; 07/15/2018	Report regarding the agency's use of Sole Source Providers. Report includes information regarding vendors and the amount spent.	Request from SCDAH or access at http://procurement.sc.gov/PS/agency/auditRpts/PS-audit-reports-login.phtm
8	External Review and Report	Multiple Worksite Report	Department of Employment and Workforce	State	Quarterly	09/31/2017; 12/31/2017; 03/30/2018; 06/30/2018	This reports lists the various places of business that exist for each state agency.	Request from SCDAH, bhouse.scdah.sc.gov
9	External Review and Report	UCE 120/121 Report for Unemployment	Department of Employment and Workforce	State	Quarterly	09/31/2017; 12/31/2017; 03/30/2018; 06/30/2018	This report lists the quarterly contributions and wages of each agency.	Request from SCDAH, bhouse.scdah.sc.gov
10	External Review and Report	National Maritime Heritage Grant Report	National Park Service	Federal	Twice a year	12/31/2017; 07/31/2018	This report is an update on the progress of the grant and an accounting of the expenses and what has been completed on the grant project.	Request from SCDAH or the National Park Service, National Maritime Heritage Program https://www.nps.gov/maritime/ or call 202-354-2266
11	External Review and Report	Closing Package Reports	Comptroller General	State	Annually	7/6/18; 7/20/18; 8/10/18; 8/24/18; 9/7/18; 10/22/18	Every agency is required to follow the Reporting Policies and Procedures Manual and submit the required reporting packages identified through the completion of the Master Reporting Package Checklist, without exception.	Request from SCDAH or access at http://www.cg.sc.gov/guidanceandformsforstateagencies/Pages/agenciesthatsubmitpackages.aspx
12	External Review and Report	Report to State Accident Fund	Department of Administration	State	Annually	August 31, 2018	This is a report of workman's compensation and other insurance claims that would be covered by the State Accident Fund.	Request from SCDAH, bhouse.scdah.sc.gov
13	External Review and Report	Bonuses Spreadsheet Report	Department of Administration	State	Annually	August 31, 2018	This is a report of all bonuses awarded during the fiscal year.	Request from SCDAH, bhouse.scdah.sc.gov
14	External Review and Report	Monetary Awards Report	Department of Administration	State	Annually	August 31, 2018	This is a report of all monetary awards to include any allowances for residences or compensation.	Request from SCDAH, bhouse.scdah.sc.gov
15	External Review and Report	Voluntary Separation Program Cost Estimate Report	Department of Administration	State	Annually	August 15, 2018	This is a report of estimated costs associated with any agency voluntary separation program.	Request from SCDAH, bhouse.scdah.sc.gov
16	External Review and Report	Salary Supplement Spreadsheets Report	Department of Administration	State	Annually	August 31, 2018	This is a report of any supplementary salaries awarded to agency staff.	Request from SCDAH, bhouse.scdah.sc.gov
17	External Review and Report	Organizational Charts Report	Department of Administration	State	Annually	September 1, 2018	This report denotes any changes to the agency organizational chart.	Request from SCDAH, bhouse.scdah.sc.gov
18	External Review and Report	Retirement Incentive Program Cost Estimate Report	Department of Administration	State	Annually	August 15, 2018	This report provides a cost estimate of any retirement incentives awarded to agency staff.	Request from SCDAH, bhouse.scdah.sc.gov
19	External Review and Report	Furlough Report	Department of Administration	State	Annually	August 15, 2018	This is a report of any agency furlough days taken during the fiscal year.	Request from SCDAH, bhouse.scdah.sc.gov
20	External Review and Report	State Accountability Report	Department of Administration	State	Annually	September 15, 2018	This report is intended to outline agency performance for review by the Governor and the General Assembly.	Request from SCDAH, stuttle@scdah.sc.gov
21	External Review and Report	Equal Opportunity Employment Report	Commission on Human Affairs	State	Annually	October 15, 2018	Report contains information regarding the agency's efforts to meet its goals regarding Equal Opportunity Employment.	Request from SCDAH, bhouse.scdah.sc.gov
22	External Review and Report	Agency Debt Collection Report	Department of Administration	State	Annually	February 28, 2018	Report contains information regarding the amount of the agency's outstanding debt as of 12/31 and all methods that it has used to collect that debt.	Request from SCDAH, bhouse@scdah.sc.gov or submit a memo to the Department of Administration with a form attached
23	External Review only	Financial Audit	Office of the State Auditor	State	Annually	TBD	Audit of agency financial information and transactions from the previous fiscal year	Access online at http://osa.sc.gov/Reports/stateengagements/Pages/ArchivesandHistory.aspx
24	External Review and Report	Request for Information	House Legislative Oversight Committee	State	Annually	October 31, 2018	Report regarding the agency's mission and performance including strategic plans, performance measures, customers, pertinent laws, etc.	Access online at http://www.scstatehouse.gov/CommitteeInfo/HouseLegislativeOversightCommittee/AgencyPHPFiles/ArchivesandHistory.php