

AGENCY NAME:	SC DEPARTMENT OF ARCHIVES AND HISTORY		
AGENCY CODE:	H790	SECTION:	26

**Fiscal Year 2019–2020
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.
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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.
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Does the agency have any major or minor recommendations (internal or external) that would allow the agency to operate more effectively and efficiently?

	Yes	No
RESTRUCTURING RECOMMENDATIONS:	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Is the agency in compliance with S.C. Code Ann. § 2-1-230, which requires submission of certain reports to the Legislative Services Agency for publication online and to the State Library? See also S.C. Code Ann. § 60-2-30.

	Yes	No
REPORT SUBMISSION COMPLIANCE:	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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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. § 30-1-10 through 30-1-180) and the South Carolina Uniform Electronic Transactions Act (S.C. Code Ann. § 26-6-10 through 26-10-210).

	Yes	No
RECORDS MANAGEMENT COMPLIANCE:	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Is the agency in compliance with S.C. Code Ann. § 1-23-120(J), which requires an agency to conduct a formal review of its regulations every five years?

	Yes	No
REGULATION REVIEW:	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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

	<u><i>Name</i></u>	<u><i>Phone</i></u>	<u><i>Email</i></u>
PRIMARY CONTACT:	W. Eric Emerson, Ph.D.	803-896-6185	eemerson@scdah.sc.gov
SECONDARY CONTACT:	Steven D. Tuttle	803-896-6204	stuttle@scdah.sc.gov

I have reviewed and approved the enclosed FY 2019–2020 Accountability Report, which is complete and accurate to the extent of my knowledge.

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

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

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AGENCY'S DISCUSSION AND ANALYSIS

I. Risk Assessment and Mitigation Strategies

The most negative impact on the public as a result of the Department of Archives and History's failure to accomplish its goals and objectives would be the prevention of public access to government records. This situation would create a vacuum of information concerning the operation of state and local 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. Major Achievements in FY2019/2020

The Department of Archives and History is comprised of two operational divisions: Archives and Records Management, and Historical Services (SHPO). The achievements of each division in FY 2019/20 were tempered by the onset of the COVID-19 pandemic and the resultant reduction of a number government functions in early 2020. Regardless of those circumstances, the agency noted a number of 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 2019/2020

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.

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- 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 2019/2020

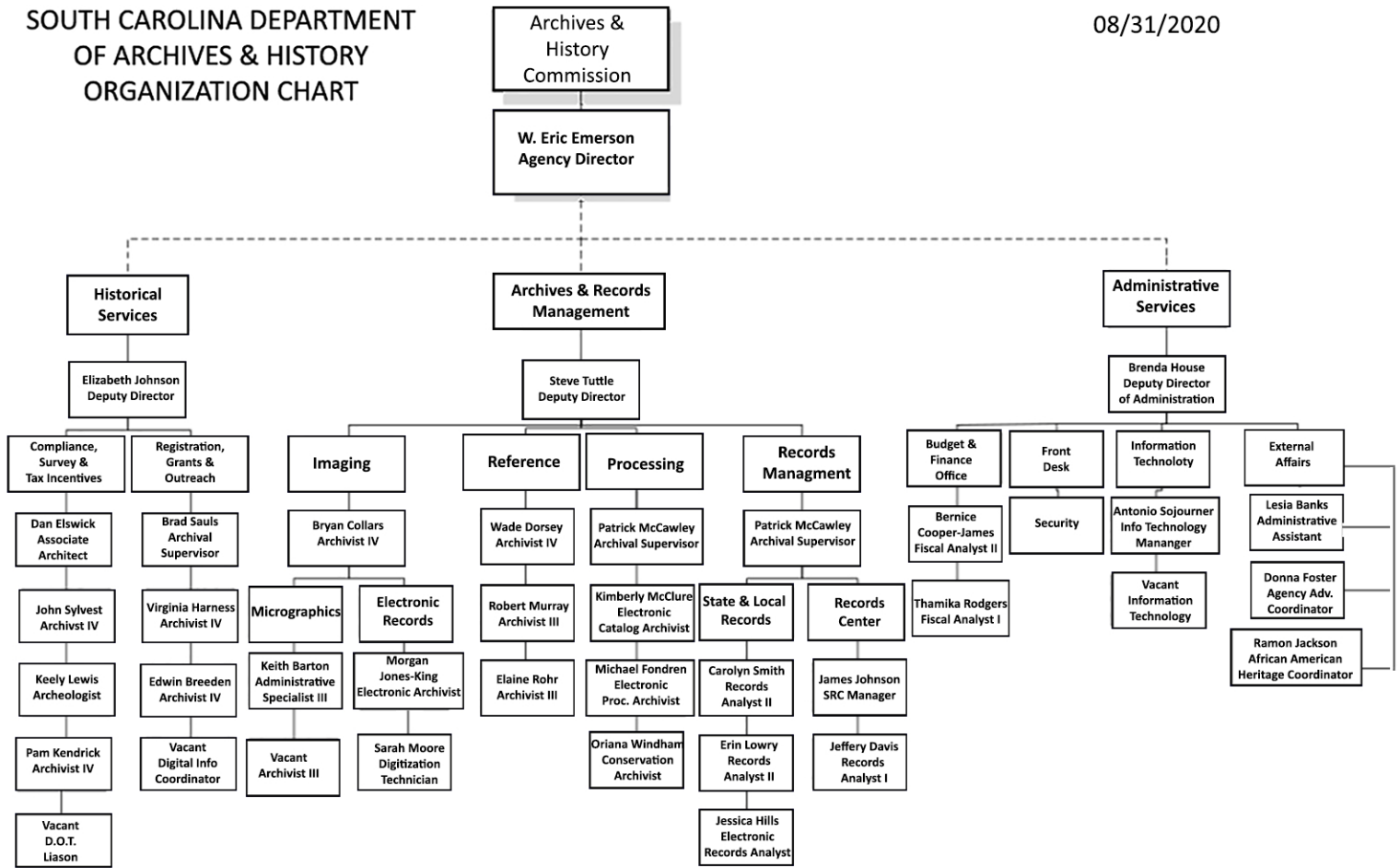
- Approximately \$32 million was invested in historic buildings assisted by the federal and state [historic tax credit programs](#) administered by the agency. The number of proposals for new homeowner projects increased from the previous year (from 19 to 24), as did the number of new income-producing project proposals (from 25 to 34). Average review days in the tax credit programs decreased from 14.3 days last year to 10.9 days, below the target goal of 15 days.
- Issued the [third annual report](#) on the federal and state historic income tax credit programs highlighting overall usage and completed projects. Completed tax credit projects are also featured 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).
- Applied to the National Park Service and was awarded \$1,155,000 in supplemental Historic Preservation Fund funding for a [sub-grant program](#) to assist property owners with repairs to historic properties damaged by Hurricane Florence in 2018. Continued to work with the National Park Service to award grants from the supplemental Historic Preservation Fund grant award for damage caused to historic properties by Hurricane Irma in 2017. Eleven projects will receive assistance through the Irma grant program.
- Added over 9,700 records to the [SC Historic Properties Record \(SCHPR\)](#) bringing the total number to 50,847, including all new National Register of Historic Places listings. We began the historic properties survey of the downtown area of Columbia focusing on properties that have reached 50 years of age since the Columbia survey conducted in the early 1990s.
- Created and posted an electronic version of a [Guidebook of South Carolina's Historical Markers](#) on the agency website.

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- Of the 42 historical marker texts approved this year, 38% recognized African American history and historic places. Of the 14 National Register of Historic Places nominations approved by the State Board of Review this year, 29% had significance in African American history.
- Replied to 98% of compliance requests for review in 30 days or less, exceeding the target goal of 90%. Average review times declined to from 15.6 to 12.4 days, while the number of project reviews remained steady.
- In partnership with the South Carolina Archives and History Foundation, organized the [21st annual statewide historic preservation conference](#) for April 17, however the COVID-19 pandemic led to the conference’s cancellation.
- Partnered with Preservation South Carolina and the Office of the Governor on the [26th annual statewide preservation awards](#). Nominations were received and recipients selected, and the awards will be presented at a later date due to the COVID-19 pandemic.

**SOUTH CAROLINA DEPARTMENT
OF ARCHIVES & HISTORY
ORGANIZATION CHART**

08/31/2020



FTE Information

Authorized	- 39
Filled	- 33
Vacant	- 6

TL - Time Limit
T - Temps
G - Graduate Assistant

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Strategic Planning and Performance Measurement Template

Statewide Enterprise Strategic Objective	Type	Item #			Description	2019-20			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 preservation of South Carolina's historic							
	S	1.1			Offer educational programs and products for customers and							
	M		1.1.1	Increase the number of Records Management Workshops for Government Agencies	10	12	15	July 1-June 30	ARM Data-Quarterly	ARM aggregated data by number of records workshops	Promotes education of agencies regarding records management best practices	
	M		1.1.2	Increase genealogical workshops held at the Archives and History Center	5	4	3	July 1-June 30	ARM Data-Quarterly	ARM aggregated data by number of workshops	Promotes local and South Carolina history	
	S	1.2			Maximize generated revenue to aid SCDAH in its mission							
	M		1.2.1	Increase facility rental revenue by 10%	\$53,157	\$58,500	\$38,330	July 1-June 30	Administration Data-Quarterly	Administrative Division Records	Promotes good government through the effective use of agency assets	
	M		1.2.2	Increase gift shop revenue by 10%	\$16,560	\$18,250	\$8,081	July 1-June 30	Administration Data-Quarterly	Administrative Division Records	Promotes good government through the effective use of agency assets	
Government and Citizens	G	2			Enhance preservation of, and access to, public records							
	S	2.1			Digitize historically significant South Carolina records							
	M		2.1.1	Increase total records in Online Records Index (ORI) by 35,000 images	30,000	35,000	12,000	July 1-June 30	ARM Data-Quarterly	ARM aggregated digital data	Increases number of agency records and digital resources available for public use	
	M		2.1.2	Ingest and make available 250 GBs of digital records	216	250	400	July 1-June 30	ARM Data-Quarterly	ARM aggregated digital data	Increases number of agency records and digital resources available for public use	
	S	2.2			Increase records accessibility through arrangement and description							
	M		2.2.1	Make available 250 GBs of new data in SC Electronic Records Archive (SCERA)	217	250	393	July 1-June 30	ARM Data-Quarterly	ARM aggregated digital data	Increases number of agency records and digital resources available for public use	
	M		2.2.2	Digitize ten boxes and import historic property data for twenty boxes for the SC Historic Property Records (SCHPR)	10; 66	10; 20	0; 7	July 1-June 30	ARM Data-Quarterly	ARM aggregated digital data	Increases number of agency records and digital resources available for public use	
	S	2.3			Ensure the efficient management of government records							
	M		2.3.1	Increase Records Retention production by 25%	189	225	293	July 1-June 30	ARM Data-Quarterly	ARM aggregated digital data	Ensures the efficient use of government resources and the preservation of historic records	
	M		2.3.2	Increase the number of state agencies implementing records retention schedules by 10%	65%	67%	54%	July 1-June 30	ARM Data-Quarterly	ARM aggregated digital data	Ensures the efficient use of government resources and the preservation of historic records	
	S	2.4			Increase Research Room efficiencies							
	M		2.4.1	Reduce Archives response times to research queries by 20%	2.5	2.1	2.2	July 1-June 30	ARM Data-Quarterly	ARM aggregated digital data	Promotes good government through increased public response times	
Public Infrastructure and Economic Development	G	3			Facilitate the preservation of South Carolina's irreplaceable historic places							
	S	3.1			Increase local awareness and participation in historic preservation							
	M		3.1.1	Provide 12 Historic Preservation presentations to organizations	8	12	7	July 1-June 30	SHPO Data-Annually	SHPO aggregated reporting data	Promotes historic preservation by increasing public knowledge of SHPO programs	
	M		3.1.2	Approve text for 50 State Historical Markers	45	50	42	July 1-June 30	SHPO Data-Annually	SHPO aggregated reporting data	Promotes knowledge of history and historic preservation	
	S	3.2			Expedite federal program efficiencies related to historic preservation							
	M		3.2.1	Review all state and federal tax credit projects in 30 days or less	86%	100%	95%	July 1-June 30	SHPO Data-Annually	SHPO aggregated reporting data	Promotes economic development through decreased response times for tax credit projects	
	M		3.2.2	Maintain tax credit project review time of less than 15 days	14.3	< 15	10.9	July 1-June 30	SHPO Data-Annually	SHPO aggregated reporting data	Promotes economic development through decreased response times for tax credit projects	
	M		3.2.3	Reply to 90% of compliance requests in fewer than 30 days	95%	90%	98%	July 1-June 30	SHPO Data-Annually	SHPO aggregated reporting data	Promotes economic development through decreased response times for compliance issues	
	M		3.2.4	Forward 100% of National Register nominations to Park Service within 45 days of State Review Board approval	100%	100%	100%	July 1-June 30	SHPO Data-Annually	SHPO aggregated reporting data	Promotes economic development through decreased response times for National Register nominations	

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Statewide Enterprise Strategic Objective	Type	Item #			Description	2020-2021			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 preservation of South Carolina's historic							
	S	1.1			Offer educational programs and products for customers and							
	M		1.1.1	Increase the number of online Records Management workshops for government agencies by 17%	15	18		July 1-June 30	ARM Data-Quarterly	ARM aggregated data by number of records workshops	Promotes education of agencies regarding records management best practices	
	M		1.1.2	Hold at least four online genealogical workshops in FY 20/21	3	4		July 1-June 30	ARM Data-Quarterly	ARM aggregated data by number of workshops	Promotes local and South Carolina history	
	S	1.2			Maximize generated revenue to aid SCDAH in its mission							
	M		1.2.1	Earn facility rental revenue equaling 30% of pre-Covid 19 totals	\$38,330	\$11,500		July 1-June 30	Administration Data-Quarterly	Administrative Division Records	Promotes good government through the effective use of agency assets	
	M		1.2.2	Generate gift shop revenue by equaling 30% of pre-Covid 19 totals	\$8,081	\$2,425		July 1-June 30	Administration Data-Quarterly	Administrative Division Records	Promotes good government through the effective use of agency assets	
Government and Citizens	G	2			Enhance preservation of, and access to, public records							
	S	2.1			Digitize historically significant South Carolina records							
	M		2.1.1	Increase the total number of images in the Online Records Index (ORI) by 30,000	317,249	347,249		July 1-June 30	ARM Data-Quarterly	ARM aggregated digital data	Increases number of agency records and digital resources available for public use	
	M		2.1.2	Increase the total number of records in the Online Records Index (ORI) by 5,000	313,168	318,168		July 1-June 30	ARM Data-Quarterly	ARM aggregated digital data	Increases number of agency records and digital resources available for public use	
	S	2.2			Increase records accessibility through arrangement and description							
	M		2.2.1	Increase total data in SC Electronic Records Archive (SCERA) by 25 GBs	3TBs	3.025 TBS		July 1-June 30	ARM Data-Quarterly	ARM aggregated digital data	Increases number of agency records and digital resources available for public use	
	M		2.2.2	Increase the number of records in the SC Historic Property Records (SCHPR) by 10,000	50,847	60,847		July 1-June 30	ARM Data-Quarterly	ARM aggregated digital data	Increases number of agency records and digital resources available for public use	
	S	2.3			Ensure the efficient management of government records							
	M		2.3.1	Increase Records Retention production by 7%	293	313		July 1-June 30	ARM Data-Quarterly	ARM aggregated digital data	Ensures the efficient use of government resources and the preservation of historic records	
	M		2.3.2	Increase state agencies implementing records retention schedules by 10%	54%	60%		July 1-June 30	ARM Data-Quarterly	ARM aggregated digital data	Ensures the efficient use of government resources and the preservation of historic records	
	S	2.4			Increase Research Room efficiencies							
	M		2.4.1	Reduce Archives response times to research queries by 10%	2.2 days	2 days		July 1-June 30	ARM Data-Quarterly	ARM aggregated digital data	Promotes good government through increased public response times	
Public Infrastructure and Economic Development	G	3			Facilitate the preservation of South Carolina's irreplaceable historic places							
	S	3.1			Increase local awareness and participation in historic preservation							
	M		3.1.1	Annually provide four Historic Preservation presentations to organizations (one-third of Pre-Covid Target)	7	4		July 1-June 30	SHPO Data-Annually	SHPO aggregated reporting data	Promotes historic preservation by increasing public knowledge of SHPO programs	
	M		3.1.2	Approve text for 50 State Historical Markers	42	50		July 1-June 30	SHPO Data-Annually	SHPO aggregated reporting data	Promotes knowledge of history and historic preservation	
	S	3.2			Expedite federal program efficiencies related to historic preservation							
	M		3.2.1	Complete review of 100% of state and federal tax credit projects within 30 days	95%	100%		July 1-June 30	SHPO Data-Annually	SHPO aggregated reporting data	Promotes economic development through decreased response times for tax credit projects	
	M		3.2.2	Maintain an average review time for tax credit projects of 12 days or less	10.9	12		July 1-June 30	SHPO Data-Annually	SHPO aggregated reporting data	Promotes economic development through decreased response times for tax credit projects	
	M		3.2.3	Reply to 98% of compliance requests in fewer than 30 days	98%	98%		July 1-June 30	SHPO Data-Annually	SHPO aggregated reporting data	Promotes economic development through decreased response times for compliance issues	
	M		3.2.4	Forward 100% of National Register nominations to Park Service within 45 days of State Review Board approval	100%	100%		July 1-June 30	SHPO Data-Annually	SHPO aggregated reporting data	Promotes economic development through decreased response times for National Register nominations	

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Program Template

Program/Title	Purpose	FY 2019-20 Expenditures (Actual)				FY 2020-21 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.	\$ 1,100,391	\$ 88,003		\$ 1,188,394	\$ 1,120,280	\$ 212,910		\$ 1,333,190	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.	\$ 943,111	\$ 17,150		\$ 960,261	\$ 872,853	\$ 574,100		\$ 1,446,953	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.	\$ 76,275	\$ 322,019	\$ 637,550	\$ 1,035,844	\$ 60,900	\$ 430,000	\$ 989,995	\$ 1,480,895	1.2.1, 1.3.2, 3.1.1, 3.4.1, 4.2.2
IV. Employee Benefits	State Employer Contributions	\$ 518,586	\$ 123,406	\$ 178,072	\$ 820,063	\$ 621,290	\$ 133,981	\$ 152,255	\$ 907,526	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.	\$ 207,616	\$ 4,443,711	\$ 125,000	\$ 4,776,327	\$ 1,530,219	\$ 7,153,510	\$ 125,000	\$ 8,808,729	3.1.1, 3.1.2, 3.2.4

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Legal Standards Template

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	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	60-11-50	State	Statute	Establishes powers and duties of the Archives and History Commission.	Yes	Yes	Report our agency must/may provide	
4	60-11-60	State	Statute	Establishes authority of the Director to manage and administer the department.	Yes	Yes	Report our agency must/may provide	
5	60-11-70	State	Statute	Establishes SCDAH's authority to accept private records.	Yes	Yes	Report our agency must/may provide	
6	60-11-80	State	Statute	Establishes SCDAH's authority to publish information regarding public records.	Yes	Yes	Report our agency must/may provide	
7	60-11-90	State	Statute	Establishes name, occupancy, and operation of State Archives Building.	Yes	Yes	Distribute funding to another entity	
8	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	
9	60-11-120	State	Statute	Establishes authority of SCDAH to dispose of duplicative archival materials.	Yes	Yes	Report our agency must/may provide	
10	30-1-40	State	Statute	Establishes a process whereby agencies convey public records to SCDAH.	Yes	Yes	Report our agency must/may provide	
11	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.
12	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.
13	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.
14	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	
15	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	
16	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.
17	26.1 (AH: Use of Proceeds)	State	FY 2019-20 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	
18	26.1 (AH: Disposal of Materials)	State	FY 2019-20 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	
19	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	
20	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	
21	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.

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Customer Template

Divisions or Major Programs	Description	Service/Product Provided to Customers	Customer Segments	<i>Specify only for the following Segments: (1) Industry: Name; (2) Professional Organization: Name; (3) Public: Demographics.</i>
Administration	Provide administrative support, i.e.. Finance and budgeting, human resources, payroll, benefits, information technology, security, procurement, etc. to agency personnel.	Agency Administration	Executive Branch/State Agencies, Legislative Branch, General Public	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	Facilitate the successful rental of agency facilities.	Facility Rental Coordination	General Public	3) Public: All people who use agency meeting space or attend conferences at agency facilities.
Administration	Conduct the successful and profitable operation of the agency gift shop.	Gift Shop	General Public	3) Public: All people who visit or purchase items from the agency gift shop.
Administration	Provide information regarding the agency's holdings, operations, or events.	Media Relations and Agency Advancement	General Public	3) Public: All people who are interested in the agency or follow it on social media.
Archives and Records Management	Provide researchers with agency resources and assistance as needed.	Research Room	General Public	3) Public: All people who visit or use the agency to conduct research.
Archives and Records Management	Provide digital images, microfilm, or photocopies to the public as requested.	Imaging Services	Executive Branch/State agencies, Legislative Branch, Judicial Branch, Local Governments, School districts, and General Public	3) Public: All people who seek digital images, microfilm, or photocopies of historic records held by the agency
Archives and Records Management	Coordinate with state and local government agencies to transfer public records of historic value.	Accessioning Records	Executive Branch/State agencies, Legislative Branch, Judicial Branch, Local Governments, School Districts, and General Public	3) Public: All people who use the agency to conduct research.
Archives and Records Management	Prepare public records for use by researchers.	Processing Records	Executive Branch/State agencies, Legislative Branch, Judicial Branch, Local Governments, School Districts, and General Public	3) Public: All people who use the agency to conduct research.
Archives and Records Management	Maintain security copies of microfilm for state and local government agencies.	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.
Archives and Records Management	Provide assistance to local government agencies for the effective management of their records.	Local Government Records Management	Local Governments and School Districts	3) Public: All people who visit or use the agency to conduct research regarding the operations of local government.
Archives and Records Management	Provide assistance to state government agencies for the effective management of their records.	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 regarding the operations of state government.
Archives and Records Management	Provide assistance to state and local government agencies for the effective housing and management of their temporary records.	State Records Center	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 regarding the operation of state or local government agencies.
Historical Services (State Historic Preservation Office)	Assist organizations and the public in the identification of historic properties in South Carolina.	Statewide Survey of Historic Properties	Executive Branch/State agencies, Legislative Branch, Judicial Branch, Local Governments, School Districts, and General Public	2): Local historical and preservation organizations; 3) Public: Property owners and local historical and preservation organizations.

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	National Register of Historic Places Program	Executive Branch/State agencies, Legislative Branch, Judicial Branch, Local Governments, School Districts, and General Public	2): Local historical and preservation organizations; 3) Public: Property owners and local historical and preservation organizations.
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.	State Historical Marker Programs	Executive Branch/State agencies, Legislative Branch, Judicial Branch, Local Governments, School Districts, and General Public	2): Local historical and preservation organizations; 3) Public: Property owners and local historical and preservation organizations.
Historical Services (State Historic Preservation Office)	Operate the Historic Preservation Grant program for the benefit of historic preservation throughout the state.	Historic Preservation Fund Grants	General Public	2): Local historical and preservation organizations; 3) Public: Property owners and local historical and preservation organizations.
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.	Historic Rehabilitation Tax Credit Programs	General Public	2): Local historical and preservation organizations; 3) Public: Property owners and local historical and preservation organizations.
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.	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)	Operate the Certified Local Government program in keeping with National Park Service regulations.	Certified Local Governments	Local Govts.	2): Local historical and preservation organizations; 3) Public: Property owners and local historical and preservation organizations.
Historical Services (State Historic Preservation Office)	Provide historic preservation outreach and technical assistance for government agencies, local organizations, and individuals in South Carolina.	Outreach and Technical Assistance	Executive Branch/State agencies, Legislative Branch, Judicial Branch, Local Governments, School Districts, and General Public	2): Local historical and preservation organizations; 3) Public: Property owners and local historical and preservation organizations.

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Partner Template

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.	1, 3
South Carolina Institute of Archaeology and Anthropology	Higher Education Institute	Worked with SHPO to maintain SC ArchSite database.	1, 3
South Carolina Archives and History Foundation	Non-Governmental Organization	Worked with SCDAH to sponsor the Amercian Revolution Symposium, the Spring and Fall Speakers' Series, the premiere of a documentary film at the Archives, and the Archives most recent exhibit.	1, 3
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-sponsered the premiere of a documentary film at the Archives.	1, 3
Preservation South Carolina	Non-Governmental Organization	Worked with SHPO to sponsor the annual statewide preservation awards.	1, 3
Certified Local Governments	Local Government	Worked with SHPO and National Parks Service to promote community preservation planning and heritage education.	1, 3
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).	2
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.	2
Council of State Archivists (CoSA)	Professional Association	CoSA provides training and technical assistance to each state and territorial archive. The agency director serves as Secretary/Treasurer of CoSA and gave presentations at its annual meeting.	2
South Carolina Public Records Association (SCPRA)	Professional Association	SCDAH staff gave presentations about records management services available to state and local government agencies at SCPRA's annual meeting and the agency director gave the keynote presentation at the meeting.	2
South Carolina Archival Association (SCAA)	Professional Association	SCDAH staff serve as officers of SCAA and gave presentations at the SCAA Annual Meeting.	2
Palmetto Archives, Libraries and Museums Council on Preservation (PALMCOP)	Professional Association	SCDAH staff serve as officers of PALMCOP.	2

University of South Carolina Press

Higher Education Institute

Worked with SCDAH to publish the State Historical Marker Guide.

1

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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	Historic Preservation Performance Report	Department of Transportation	State	Annually	July 1, 2020	Activities carried out by the State Historic Preservation Office (SHPO) to review SCDOT projects for impacts to historic properties.	Request from SCDAH, ejohnson@scdah.sc.gov
2	External Review only	Government Performance and Results Act Annual Products Report	National Park Service	Federal	Annually	December 31, 2019	Historic Preservation activities carried out under state programs.	Request from SCDAH, ejohnson@scdah.sc.gov or the National Park Service, Office of State, Tribal, and Local Plans and Grants Division, https://www.nps.gov/orgs/1623/index.htm , or (202) 354-2066.
3	External Review and Report	Leave Transfer Pool Program Report	Department of Administration	State	Annually	March 1, 2019	Provides an account of leave that has been moved to the Leave Transfer Pool.	Request from SCDAH, bhouse@scdah.sc.gov
4	External Review and Report	Small and Minority Business Contracting Report	Department of Administration	State	Quarterly	10/30/2019; 01/30/2020; 04/15/2020; 07/15/2020	Documents the agency's use of Minority Business Enterprises.	Request from SCDAH, bhouse@scdah.sc.gov
6	External Review and Report	Audit and Certification Report to MMO	Department of Administration	State	Quarterly	10/30/2019; 01/30/2019; 04/15/2019; 07/15/2019	Reports the use of sole-source providers and includes information regarding vendors and amounts spent.	Request from SCDAH, bhouse@scdah.sc.gov
6	External Review and Report	Multiple Worksite Report	Department of Employment and Workforce	State	Quarterly	09/31/2019; 12/31/2019; 03/30/2020; 06/30/2020	Report lists the various places of business that exist for each agency.	Request from SCDAH, bhouse@scdah.sc.gov
7	External Review and Report	Closing Package Reports	Comptroller General	State	Annually	07/2019-10/2019	Reports issued in keeping with Reporting Policies and Procedures Manual and in keeping with the Master Reporting Package Checklists.	Request from SCDAH, bcjames@scdah.sc.gov
8	External Review and Report	State Accident Report	Department of Administration	State	Annually	August 31, 2019	Report of workman's compensation and other insurance claims covered by the State Accident Fund.	Request from SCDAH, bhouse@scdah.sc.gov
9	External Review and Report	State Accountability Report	Department of Administration	State	Annually	September 15, 2019	Report highlights agency performance for review by Office of the Governor and the General Assembly.	Access online at https://www.admin.sc.gov/budget/agency-accountability-reports
10	External Review and Report	Equal Opportunity Employment Report	Commission on Human Affairs	State	Annually	October 15, 2019	Report contains information regarding the agency's efforts to meet its Equal Opportunity Employment goals.	Request from SCDAH, bhouse@scdah.sc.gov
11	External Review and Report	Agency Debt Collection Report	Department of Administration	State	Annually	February 28, 2020	Report contains information regarding any outstanding debt owed to the agency as of 12/31 and methods used to collect that debt.	Request from SCDAH, bcjames@scdah.sc.gov
12	External Review only	Financial Audit	Office of the State Auditor	State	Annually	June 30, 2019	Audit of agency financial information and transactions from the previous year.	Access online at https://osa.sc.gov/wp-content/uploads/2020/03/H7919.pdf