

Basic Information Checklist

Agency Responding	Department of Archives and History
Date of Submission	9/15/2017

(1) If information on each of the following topics below is not available on the agency's website, please enter "Not available on agency website, see agency's Program Evaluation Report." If the information is available on the agency's website, please provide the link to the page on the agency's website where each can be found.

History	http://scdah.sc.gov/aboutus/Pages/history.aspx
Governing Body	http://scdah.sc.gov/aboutus/Pages/commission.aspx
Internal Audit Process	Not available on agency website, see agency's Program Evaluation Report
Contact this Agency	http://scdah.sc.gov/Pages/default.aspx

(2) Is the information the agency has on its website (or submitted in its Program Evaluation Report, if not on the agency's website) related to each of the following topics up to date as of the date this Annual RFI is submitted? (Y/N)

History	Yes
Governing Body	Yes
Internal Audit Process	Yes
Contact this Agency	Yes

(3) If the agency answered No to any of the items in question two, please either (1) enter "See emailed document," and submit a Word document with complete, up to date, information so the Oversight Committee can post it on the Oversight webpage; or (2) enter the date the information will be updated on the agency's website.

History	
Governing Body	
Internal Audit Process	
Contact this Agency	

Comprehensive Strategic Plan Summary

Agency Responding	Department of Archives and History
Date of Submission	9/15/2017

Mission: To preserve and promote the documentary and cultural heritage of the state through professional records, historical preservation, and education programs.
Legal Basis: SC Code 60-11-30; 60-11-40; 60-11-50; 60-11-60; 60-11-70; 60-11-80; 60-11-90; 60-11-100; 60-11-120; 30-1-40; 30-1-50; 30-1-80; 30-1-90; 30-1-100; 30-1-110; 30-1-120; 26.1 (AH: Use of Proceeds); 26.2 (AH: Disposal of Materials); 54 U.S.C. §302301; 54 U.S.C. §302501; 54 U.S.C. §302901; 54 U.S.C. §303101

Vision: To be a leader in preserving and advocating on behalf of the state's documentary and cultural heritage and to serve as a model for the nation's other state historical institutions and organizations
Legal Basis: SC Code 60-11-30; 60-11-40; 60-11-50; 60-11-60; 60-11-70; 60-11-80; 60-11-90; 60-11-100; 60-11-120; 30-1-40; 30-1-50; 30-1-80; 30-1-90; 30-1-100; 30-1-110; 30-1-120; 26.1 (AH: Use of Proceeds); 26.2 (AH: Disposal of Materials); 54 U.S.C. §302301; 54 U.S.C. §302501; 54 U.S.C. §302901; 54 U.S.C. §303101

2016-17		2017-18	
Total # of FTEs available / Total # filled	Total amount Appropriated and Authorized to Spend	Total # of FTEs available / Total # filled	Total amount Appropriated and Authorized to Spend
Available: 39 Filled: 33	\$ 6,704,624	Available: 39 Filled: 33	\$ 5,115,446
Amount of remaining \$ 730,964		Amount remaining \$ 0	

2017-18 Comprehensive Strategic Plan Part and Description (e.g., Goal 1 - Insert Goal 1; Strategy 1.1 - Insert Strategy 1.1; Objective 1.1.1 - Insert Objective 1.1.1)	Intended Public Benefit/Outcome: (Ex. Outcome = incidents decrease and public perceives that the road is safer)	2016-17		2017-18		Associated Performance Measures	Associated Organizational Unit(s)	Responsible Employee Name & Time staff member has been responsible for the goal or objective (e.g. John Doe (responsible less than 3 years) or Jane Doe (responsible more than 3 years))	Does this person have input into the budget for this goal, strategy or objective? (Y/N)	Partner(s), by segment, the agency works with to achieve the objective (Federal Government; State Government; Local Government; Higher Education Institute; K-12 Education Institute; Private Business; Non-Profit Entity; Individual; or Other)
		# of FTE equivalents utilized	Total amount spent	# of FTE equivalents planned to utilize	Total amount budgeted					
Goal 1: Promote and encourage understanding, appreciation, and preservation of the state's history and heritage	The public gains knowledge of the state's rich past, which helps facilitate the development of an informed and participatory citizenry.	28	\$3,800.00	28	\$10,000.00	1,2,3,4,5,6,7,8,9,10,11	Administration; Archives and Records Management; State Historic Preservation Office	W. Eric Emerson (responsible more than 3 years)	Y	Federal Government; State Government; Local Government; Higher Education Institute; K-12 Education Institute; Private Business; Non-Profit Entity; Individual
Strategy 1.1: Offer educational programs and products for different audiences	The public learns about South Carolina history and uses the past to inform their decision making.	5	\$3,800.00	5	\$8,500.00	1,2,3,4,5	Administration; Archives and Records Management	W. Eric Emerson (responsible more than 3 years)	Y	Federal Government; State Government; Local Government; Higher Education Institute; K-12 Education Institute; Private Business; Non-Profit Entity; Individual
Objective 1.1.1: Hold twelve records management workshops for state and local government agencies in 2017/18	The public benefits through the efficient and cost effective operation of state government by administrators, which saves taxpayer funds.	5	\$2,800.00	5	\$3,000.00	4,5	Archives and Records Management	Richard Harris (responsible more than 3 years)	Y	State Government; Local Government; Higher Education Institute; K-12 Education Institute
Objective 1.1.2: Hold a series of four free genealogical workshops to be held at the Archives and History Center in 2017/18	The public learns about South Carolina history and their family's role in that history.	4	\$1,000	4	\$1,000.00	1,2,3	Archives and Records Management	Steve Tuttle (responsible more than 3 years)	Y	Non-Profit Entity; Individual
Objective 1.1.3: Host two agency academic symposia in 2017/18	The public learns about South Carolina history and uses the past to inform their decision making.	N/A (new objective)	\$0.00	3	\$2,500.00	1,2,3	Administration; Archives and Records Management	W. Eric Emerson (responsible more than 3 years)	Y	State Government; Higher Education Institute; Private Business; Non-Profit Entity; Individual
Objective 1.1.4: Hold annual assessment of agency fee schedule to ensure fair pricing of agency products and services	The public ensures that the agency is maximizing use of its allocated resources.	N/A (new objective)	\$0.00	4	\$1,000.00	1,3,7,8,9,10,11	Administration; Archives and Records Management; State Historic Preservation Office	W. Eric Emerson (responsible more than 3 years)	Y	State Government
Strategy 1.2: Utilize social media to generate publicity regarding the agency's mission and operations	The public learns of the myriad of programs and services offered by the agency for the public's use.	N/A (new strategy)	\$0.00	3	\$1,500.00	1,2,3,4,5,6,7,8,9,10,11	Administration	Grace Salter (responsible less than 3 years)	Y	Federal Government; State Government; Local Government; Higher Education Institute; K-12 Education Institute; Private Business; Non-Profit Entity; Individual
Objective 1.2.1: Create and publish an agency blog on a bi-weekly basis in 2017/18	The public becomes aware of the myriad programs and services offered by the agency for the public benefit.	N/A (new objective)	\$0.00	3	\$1,000.00	1,2,3,4,5,6,7,8,9,10,11	Administration; Archives and Records Management; State Historic Preservation Office	Grace Salter (responsible less than 3 years)	Y	Federal Government; State Government; Local Government; Higher Education Institute; K-12 Education Institute; Private Business; Non-Profit Entity; Individual
Objective 1.2.2: Use agency social media to generate interest regarding Archives Month (October 2017)	The public becomes aware of the myriad programs and services offered by the agency for the public benefit.	N/A (new objective)	\$0.00	3	\$500.00	1,2,3,7	Administration; Archives and Records Management	Grace Salter (responsible less than 3 years)	Y	Federal Government; State Government; Local Government; Higher Education Institute; K-12 Education Institute; Private Business; Non-Profit Entity; Individual
Goal 2: Enhance preservation of, and access to, South Carolina state and local records	The public benefits from an increase in the number of public records available for customer convenience.	Formerly Goal 4; 8 equivalents	\$180,000.00	8	\$340,000.00	1,2,3,4,7	Administration; Archives and Records Management; State Historic Preservation Office	W. Eric Emerson (responsible more than 3 years)	Y	State Government; Local Government

Comprehensive Strategic Plan Summary

Strategy 2.1: Digitize historically significant state and local records	The public receives enhanced access to public records through use of the agency's South Carolina Electronic Records Archive (SCERA).	Formerly Strategy 4.1; 4 equivalents	\$75,000.00	4	\$80,000.00	1,2,3,7	Archives and Records Management	Bryan Collars (responsible more than 3 years)	Y	State Government
Objective 2.1.1: Increase the total amount of records in the agency Online Records Index by 100 GBs in 2017/18	The public benefits from an increase in the number of public records available online, thus adding to customer convenience for the user.	Formerly Objective 4.1.1; 2 equivalents	\$40,000.00	2	\$50,000.00	1,2,3,7	Archives and Records Management	Bryan Collars (responsible more than 3 years)	Y	State Government
Objective 2.1.2: Ingest and make available 2 TBs of additional electronic records in 2017/18	The public benefits from an increase in the number of public records available online, thus adding to customer convenience for the user.	Formerly Objective 4.1.2; 2 equivalents	\$35,000.00	2	\$30,000.00	1,2,3,7	Archives and Records Management	Bryan Collars (responsible more than 3 years)	Y	State Government
Strategy 2.2: Increase accessibility to the Archives records through arrangement, description, conservation, digitization, and online access	The public benefits from an increase in the number of public records available for customer convenience.	Formerly Strategy 4.2; 6 equivalents	\$105,000.00	6	\$80,000.00	1,2,3,7	Archives and Records Management; State Historic Preservation Office	Steve Tuttle (responsible more than 3 years)	Y	State Government
Objective 2.2.1: Make accessible 500 GBs of new data through the South Carolina Electronic Records Archive (SCERA) in FY 2017/18	The public benefits through enhanced access to public records through use of the agency's South Carolina Electronic Records Archive (SCERA).	Formerly Objective 4.2.1; 2 equivalents	\$60,000.00	2	\$50,000.00	1,2,3,7	Archives and Records Management	Bryan Collars (responsible more than 3 years)	Y	State Government
Objective 2.2.2: Digitize 40 boxes and conduct SCPHR data import for 18 boxes of historic property records in 2017/18	The public benefits from enhanced public access to State Historic Preservation records through use of the Historic Records Properties Database.	Formerly Objective 4.2.2; 2 equivalents	\$45,000.00	3	\$30,000.00	8,9,10,11	Archives and Records Management; State Historic Preservation Office	Bryan Collars (responsible more than 3 years)	Y	State Government
Strategy 2.3: Ensure the efficient management of government records	The public benefits from the efficient and cost-effective operation of state government by administrators who understand how to effectively manage government records.	N/A (new strategy)	\$0.00	4	\$200,000.00	4,5,6	Archives and Records Management	Steve Tuttle (responsible more than 3 years)	Y	State Government; Local Government; Higher Education Institute; K-12 Education Institute
Objective 2.3.1: Increase by 25% the number of records retention schedules produced in 2017/18	The public benefits from the efficient and cost-effective operation of state government, which saves taxpayer funds.	N/A (new objective)	\$0.00	4	\$132,000.00	4,5,6	Archives and Records Management	Richard Harris (responsible more than 3 years)	Y	State Government; Local Government; Higher Education Institute; K-12 Education Institute
Objective 2.3.2: Increase the total number of state agencies implementing records retention schedules by 10% in 2017/18	The public benefits from the efficient and cost-effective operation of state government, which saves taxpayer funds.	N/A (new objective)	\$0.00	4	\$68,000.00	4,5,6	Archives and Records Management	Richard Harris (responsible more than 3 years)	Y	State Government; Higher Education Institute
Strategy 2.4: Enhance public accessibility to government records through increased Research Room efficiencies	The public receives quicker access to their records.	N/A (new strategy)	\$0.00	5	\$60,000.00	1,2,3	Archives and Records Management	Steve Tuttle (responsible more than 3 years)	Y	State Government
Objective 2.4.1: Reduce Archives response times to research queries by 20% in 2017/18	The public benefits by receiving more expedited responses to their research queries.	N/A (new objective)	\$0.00	3	\$60,000.00	3	Archives and Records Management	Steve Tuttle (responsible more than 3 years)	Y	State Government
Goal 3: Facilitate the preservation of South Carolina's irreplaceable historic places	The public benefits through the preservation of its historic places.	N/A (new goal)	\$0.00	11	\$355,000.00	8,9,10,11	State Historic Preservation Office	Elizabeth Johnson (responsible more than 3 years)	Y	Federal Government; State Government; Local Government; Higher Education Institute; K-12 Education Institute; Private Business; Non-Profit Entity; Individual
Strategy 3.1: Increase local awareness and participation in historic preservation	The public learns of the benefits of historic preservation for their community.	N/A (new strategy)	\$0.00	11	\$23,500.00	8,9,10,11	State Historic Preservation Office	Elizabeth Johnson (responsible more than 3 years)	Y	Federal Government; State Government; Local Government; Higher Education Institute; K-12 Education Institute; Private Business; Non-Profit Entity; Individual
Objective 3.1.1: Hold one statewide event for Certified Local Governments (CLGs) and Non-CLGs to encourage participation in the program	Local governments learn about the CLG program and its benefits.	N/A (new objective)	\$0.00	3	\$1,000.00	8,9,10,11	State Historic Preservation Office	Brad Sauls (responsible more than 3 years)	Y	Local Government
Objective 3.1.2: Provide 12 presentations to organizations regarding State Historic Preservation Office (SHPO) programs and historic preservation in 2017/18	Local organizations learn about the SHPO and how its programs benefit the public.	N/A (new objective)	\$0.00	10	\$2,500.00	8,9,10,11	State Historic Preservation Office	Elizabeth Johnson (responsible more than 3 years)	Y	Federal Government; State Government; Local Government; Higher Education Institute; K-12 Education Institute; Private Business; Non-Profit Entity; Individual
Objective 3.1.3: Approve text for at least 50 State Historical Markers in 2017/18	Applicants for State Historical Markers receive their markers more quickly.	N/A (new objective)	\$0.00	1	\$20,000.00	11	State Historic Preservation Office	Brad Sauls (responsible more than 3 years)	Y	Federal Government; State Government; Local Government; Higher Education Institute; K-12 Education Institute; Private Business; Non-Profit Entity; Individual
Strategy 3.2: Expedite the process for federal programs related to historic preservation	Homeowners, developers, and government agencies have their projects reviewed more quickly.	N/A (new strategy)	\$0.00	10	\$332,000.00	8,9,10	State Historic Preservation Office	Elizabeth Johnson (responsible more than 3 years)	Y	Federal Government; State Government; Local Government; Higher Education Institute; K-12 Education Institute; Private Business; Non-Profit Entity; Individual
Objective 3.2.1: Review all state and federal tax credit projects in 30 days or less in 2017/18	Homeowners and developers have their projects reviewed more quickly.	N/A (new objective)	\$0.00	3	\$57,000.00	8,9,10	State Historic Preservation Office	Elizabeth Johnson (responsible more than 3 years)	Y	Federal Government; State Government; Private Business; Non-Profit Entity; Individual
Objective 3.2.2: Lower the average review time for tax credit projects by three days in 2017/18	Homeowners and developers have their projects reviewed more quickly.	N/A (new objective)	\$0.00	3	\$57,000.00	8,9,10	State Historic Preservation Office	Elizabeth Johnson (responsible more than 3 years)	Y	Federal Government; State Government; Private Business; Non-Profit Entity; Individual
Objective 3.2.3: Reply to 90% of compliance requests in fewer than 30 days in 2017/18	Developers and government agencies get a quicker response from the agency regarding their project.	N/A (new objective)	\$0.00	2	\$98,000.00	8,9,10	State Historic Preservation Office	Elizabeth Johnson (responsible more than 3 years)	Y	Federal Government; State Government; Private Business; Non-Profit Entity; Individual
Objective 3.2.4: Forward 90% of National Register nominations to the National Park Service within 45 days of State Board of Review approval	Individuals and developers have their building listed on the National Register more quickly.	N/A (new objective)	\$0.00	3	\$120,000.00	8,9,10	State Historic Preservation Office	Brad Sauls (responsible more than 3 years)	Y	Federal Government; State Government; Local Government; Higher Education Institute; K-12 Education Institute; Private Business; Non-Profit Entity; Individual

Spent/Transferred not toward Agency's Comprehensive Strategic Plan

Comprehensive Strategic Plan Summary

<i>Unrelated Purpose #1 - Provides support for all components of the agency including Director's Office, Budget and Finance, Personnel, Building Services and Information Technology.</i>	\$1,089,690	\$1,098,190
<i>Unrelated Purpose #2 - 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.</i>	\$1,547,453	\$1,571,053
<i>Unrelated Purpose #3 - Provides leadership, technical, and financial assistance to individuals, organizations, local governments, state and federal agencies.</i>	\$1,143,495	\$1,154,395
<i>Unrelated Purpose #4 - State Employer Contributions</i>	\$963,121	\$984,381
<i>Unrelated Purpose #5 - All special items supported by the State.</i>	\$3,866,758	\$266,171

Deliverables

Agency Responding	Department of Archives and History
Date of Submission	9/15/2017

Note: Delete any rows not needed; Add any additional rows needed

How to Format Law Citations under "Applicable Laws" column:

When adding law(s), please cite them as follows and, if there are multiple laws, separate them with a ";":

State Constitution: Article # . Title of Article . Section # . Title of Section (Example - Article IV. Executive Department. Section 12. Disability of Governor)

State Statute: ## - ## - ## . Name of Provision . (Example - 1-1-110. What officers constitute executive department.)

Federal Statute: Title # . U.S.C. Section # (Any common name for the statute)

State Regulation: Chapter # - Section # (Any common name for the regulation)

Federal Regulation: Title # C.F.R. Section # (Any common name for the regulation)

State Proviso: Proviso ## .# (Proviso Description), 2015-16 (or whichever year is applicable) Appropriations Act Part 1B (Example - 117.9 (GP: Transfers of Appropriations), 2014-15 Appropriations Act, Part 1B.)

Item #	Deliverable (i.e. service or product)	Applicable Laws	Does the law(s)... A) Specifically REQUIRE the agency provide it (must or shall)? B) Specifically ALLOW the agency to provide it (may)? C) Not specifically address it?	Deliverable Component (if needed) - If deliverable is too broad to complete the remaining columns, list each product/service associated with the deliverable, and complete the remaining columns	Does the agency evaluate customer satisfaction? (Y/N)	Is the agency permitted by statute, regulation, or proviso to charge for it? (Y/N)	Does the agency know the...		
							cost per unit? (Y/N)	annual # of potential customers? (Y/N)	annual # of customers served? (Y/N)
1	Preservation and administration of public records transferred to the Historical Commission and any transferred in the future.	60-11-30. Objects and purposes of department	Require		Yes	Yes	No	Yes	Yes
2	Collection of public records in other states or counties dealing with South Carolina history.	60-11-30. Objects and purposes of department	Require		Yes	Yes	No	Yes	No
3	Preservation and administration of private records formerly in the custody of the Historical Commission and those that may be added in the future.	60-11-30. Objects and purposes of department	Require		Yes	Yes	No	Yes	Yes
4	Editing and publication of documents and treatises relating to the history of South Carolina.	60-11-30. Objects and purposes of department	Require		No	Yes	Yes	No	No
5	Stimulation of research, study, and other activities in the field of South Carolina history, genealogy, or archeology	60-11-30. Objects and purposes of department	Require		Yes	No	No	Yes	Yes
6	Approval of inscriptions for historical markers or monuments erected on State highways or other State property	60-11-30. Objects and purposes of department	Require		No	Yes	Yes	Yes	Yes
7	Improvement of standards for the making, care, and administration of public records	60-11-30. Objects and purposes of department	Require		Yes	No	Yes	Yes	Yes

Deliverables

8	Performance of such acts and requirements as may be enjoined by law.	60-11-30. Objects and purposes of department	Require		No	No	No	No	No
9	Establishment of Commission authority, membership, meetings, and vacancies.	60-11-40. Department under the control of Commission of Archives and History; membership and meeting of commission; terms of office of members; vacancies.	Require		No	No	No	No	No
10	Election of chairman and vice-chairman; creation of rules and regulations for the governance of the department; election of director; appointment of staff members; adoption of a seal for departmental use; control of expenditures; acceptance of gifts; make annual reports to the General Assembly; and adoption of policies.	60-11-50. Powers and duties of Commission	Allow		No	No	No	No	No
11	Director to manage and administer the department.	60-11-60. Director of Department	Require		No	No	No	No	No
12	Department to accept private records.	60-11-70. Private records	Require		No	No	No	No	No
13	Commission to assemble and publish information regarding matters useful in improving standards for making, care for, and administration of public records.	60-11-80. Commission shall publish information regarding public records; Director shall assist in preservation	Require		No	Yes	No	No	No
14	Names State Archive Building, establishes occupancy and operation.	60-11-90. State Archives Building	Require		Yes	Yes	Yes	Yes	Yes
15	Agency receives and use funds from county and municipal governments to microfilm public records.	60-11-100. Use of county and municipal funds to procure equipment for microfilming public records.	Allow		Yes	Yes	Yes	Yes	Yes
16	Agency can deaccession and sell duplicative records material at auction and use funds for record access and preservation.	60-11-120. Disposition of certain duplicative archival material; use of funds realized; annual report	Allow		No	Yes	Yes	Yes	Yes
17	Public records are to be turned over to successor or Archives.	30-1-40. Records shall be turned over to successor or to Archives.	Require		No	No	Yes	Yes	Yes
18	Penalties for failure to deliver records; Archives may to apply to the courts for the records.	30-1-50. Penalty for failure to deliver records.	Allow		No	No	Yes	Yes	Yes
19	Records Management program established with agency and director responsibilities.	30-1-80. Records Management Program.	Require		Yes	No	Yes	Yes	Yes

Deliverables

20	Archives examines public records, gives advice to agencies about records, makes inventory of records, and schedules records. Also destruction of records without Archives approval is prohibited.	30-1-90. Archives shall assist in creating, filing and preserving records; inventories and schedules.	Require		Yes	No	Yes	Yes	Yes
21	Extra duties for the Archives in regards to the management, disposition, and preservation of public records are established.	30-1-100. Additional powers and duties of Archives.	Require		Yes	Yes	Yes	Yes	Yes
22	Director to approve the destruction of records determined not to be of archival or other value.	30-1-110. Destruction or other disposition of records	Allow		Yes	No	Yes	Yes	Yes
23	Archives' program to inventory, repair, and microfilm records of agencies for security purposes is established.	30-1-120. Inventorying, repairing and microfilming records.	Allow		Yes	Yes	Yes	Yes	Yes
24	Grants agency authority to use generated revenue for facility operations and maintenance.	Proviso 26.1 (Use of Proceeds)	Allow		No	Yes	Yes	Yes	Yes
25	Grants authority for agency to sale duplicative record and non-record materials not eligible for auction.	Proviso 26.2 (Disposal of Materials)	Allow		No	Yes	Yes	Yes	Yes
26	Establishes State Historic Preservation Office and defines authority.	54 U.S.C. §302301	Require		Yes	Yes	Yes	Yes	Yes
27	Establishes Certified Local Government programs to be administered by the SHPO	54 U.S.C. §302301	Require		Yes	No	Yes	Yes	Yes
28	Establishes guidelines for the Historic Preservation Fund and grant programs	54 U.S.C. §302301 and 303101	Require		Yes	No	Yes	Yes	Yes

Organizational Units

Agency Responding	Department of Archives and History
Date of Submission	9/15/2017

Did the agency have an exit interview and/or survey, evaluation, etc. when employees left the agency in 2014-15; 2015-16; or 2016-17? (Y/N)	2014-15: Y 2015-16: Y 2016-17: Y
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Note: Delete any rows not needed; Add any additional rows needed

Organizational Unit	Purpose of Unit	Turnover Rate in the organizational unit in 2014-15; 2015-16; and 2016-17?	Did the agency evaluate and track employee satisfaction in the organizational unit in 2014-15; 2015-16; and 2016-17? (Y/N)	Did the agency allow for anonymous feedback from employees in the organizational unit in 2014-15; 2015-16; and 2016-17? (Y/N)	Did any of the jobs in the organizational unit require a certification (e.g., teaching, medical, accounting, etc.) in 2014-15; 2015-16; and 2016-17? (Y/N)	If yes, for any years in the previous column, did the agency pay for, or provide in-house, classes/instruction/etc. needed to maintain all, some, or none of the required certifications?
Human Resources and Facility Management (Administration)	Section is responsible for providing Human Resources Support; facility maintenance coordination; building security; facility rentals; and agency vehicles.	2014-15: 0% 2015-16: 0% 2016-17: 0%	2014-15: N 2015-16: N 2016-17: N	2014-15: N 2015-16: N 2016-17: N	2014-15: N 2015-16: N 2016-17: N	2014-15: 2015-16: 2016-17:
Budget and Finance (Administration)	Section is responsible for all aspects of agency budgeting and finance operations.	2014-15: 0% 2015-16: 100% 2016-17: 50%	2014-15: N 2015-16: N 2016-17: N	2014-15: N 2015-16: N 2016-17: N	2014-15: N 2015-16: N 2016-17: N	2014-15: 2015-16: 2016-17:
Information Technology (Administration)	Section is responsible for ensuring that the agency's information technology systems are operable, updated, and secure.	2014-15: 0% 2015-16: 100% 2016-17: 100%	2014-15: N 2015-16: N 2016-17: N	2014-15: N 2015-16: N 2016-17: N	2014-15: N 2015-16: N 2016-17: N	2014-15: 2015-16: 2016-17:
Imaging (Archives and Records Management)	Section is responsible for the scanning, microfilming, and digitization of historic records and images.	2014-15: 25% 2015-16: 25% 2016-17: 0%	2014-15: N 2015-16: N 2016-17: N	2014-15: N 2015-16: N 2016-17: N	2014-15: N 2015-16: N 2016-17: N	2014-15: 2015-16: 2016-17:
Reference (Archives and Records Management)	Section is responsible for assisting agency customers to access historical records.	2014-15: 0% 2015-16: 0% 2016-17: 0%	2014-15: N 2015-16: N 2016-17: N	2014-15: N 2015-16: N 2016-17: N	2014-15: N 2015-16: N 2016-17: N	2014-15: 2015-16: 2016-17:
Processing (Archives and Records Management)	Section is responsible for accessioning, ingesting, and processing of records of long-term or enduring values.	2014-15: 0% 2015-16: 0% 2016-17: 0%	2014-15: N 2015-16: N 2016-17: N	2014-15: N 2015-16: N 2016-17: N	2014-15: N 2015-16: N 2016-17: N	2014-15: 2015-16: 2016-17:
Records Management (Archives and Records Management)	Section is responsible with assisting local and state government with the management of records; responsible for the operation of the State Records Center.	2014-15: 0% 2015-16: 0% 2016-17: 17%	2014-15: N 2015-16: N 2016-17: N	2014-15: N 2015-16: N 2016-17: N	2014-15: N 2015-16: N 2016-17: N	2014-15: 2015-16: 2016-17:
Compliance, Survey & Tax Incentives (SHPO)	Section is responsible for ensuring compliance with preservation laws; surveying historical properties; and operating state and federal tax incentive programs.	2014-15: 0% 2015-16: 20% 2016-17: 20%	2014-15: N 2015-16: N 2016-17: N	2014-15: N 2015-16: N 2016-17: N	2014-15: N 2015-16: N 2016-17: N	2014-15: 2015-16: 2016-17:
Registration Grants & Outreach (SHPO)	Section is responsible for the National Register of Historic Places program; the state historic preservation grant program; the Certified Local Government program; and the State Historical Marker program.	2014-15: 0% 2015-16: 25% 2016-17: 0%	2014-15: N 2015-16: N 2016-17: N	2014-15: N 2015-16: N 2016-17: N	2014-15: N 2015-16: N 2016-17: N	2014-15: 2015-16: 2016-17:

Comprehensive Strategic Finances

Department of Archives and History
9/15/2017

If the agency feels additional explanation of data provided in any of the sections below would assist those reading the document in better understanding the data please add a row under the applicable section, like the sample "Additional Notes" row under the first section, and type the additional explanation.

Line #	2016-17 Comprehensive Strategic Spending	Total	Administration	Administration	Archives & Records Management	Archives & Records Management	Historical Services	Historical Services	Historical Services	Employee Benefits	Employee Benefits	Employee Benefits	Special Items	Special Items
1A	Revenue Source (do not combine recurring with one-time and please list the revenue sources deposited in the same Fund in SCEIS in consecutive columns)	N/A	Recurring State	Recurring Other	Recurring State	Recurring Other	Recurring State	Recurring Other	Recurring Federal	Recurring State	Recurring Other	Recurring Federal	Recurring State	One-Time State

Revenue Generated Last Year	Total	Administration	Administration	Archives & Records Management	Archives & Records Management	Historical Services	Historical Services	Historical Services	Employee Benefits	Employee Benefits	Employee Benefits	Special Items	Special Items
4A Total revenue generated by June 30, 2016 (end of 2015-16)	\$ 1,290,933	\$ -	\$ 68,290	\$ -	\$ 14,250	\$ 45,482	\$ 316,573	\$ 744,525	\$ -	\$ -	\$ -	\$ 101,812	\$ -
5A Does this revenue remain with the agency or go to the General Fund?	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Funds in SCEIS where Revenue deposited	Total	Administration	Administration	Archives & Records Management	Archives & Records Management	Historical Services	Historical Services	Historical Services	Employee Benefits	Employee Benefits	Employee Benefits	Special Items	Special Items
6A Fund # (Expendable Level - 8 digit) (full set of financials available for each through SCEIS); same Fund may be in multiple columns if multiple revenue sources are deposited into it	N/A		30370000	30350000	30370000 and 39580000	N/A	30350000	50550000	N/A	N/A	N/A	30370000	N/A
7A Fund Description	N/A		Rental and Sale of Goods	Operating Revenue	Sale of Assets/Reference Room	N/A	Plaques/Hunley/ DOT	Historical Allocation	N/A	N/A	N/A	Special Deposits	N/A

Cash Balances at Start of Year	Total	Administration	Administration	Archives & Records Management	Archives & Records Management	Historical Services	Historical Services	Historical Services	Employee Benefits	Employee Benefits	Employee Benefits	Special Items	Special Items
8A Cash balance as of July 1, 2016 (start of FY 2016-17) (see instructions for how to enter cash balances)	\$ 103,457	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (1,419)	\$ -	\$ -	\$ -	\$ 104,876	\$ -

General Appropriations Act Programs	Total	Administration	Administration	Archives & Records Management	Archives & Records Management	Historical State	Historical Other	State Historical Federal	General Employee Contributions	Other Employee Contributions	Federal Employee Contributions	Special Deposits	Special Items
9A State Funded Program #	N/A	0100.000000.000	0100.000000.000	1509.000000.000	1509.000000.000	2300.010000.000	2300.010000.000	2300.010000.000	9500.050000.000	9500.050000.000	9500.050000.000	2300.100000.000	56100 Misc Operations _ Series 8900s and 9800s
10A State Funded Program Description in the General Appropriations Act	N/A	Administration	Other Operating Expenses	Administration	Other Operating Expenses	Historical State	Historical Other	State Historical Federal	General Employee Contributions	Other Employee Contributions	Federal Employee Contributions	Special Deposits	Special Items

Amounts Appropriated and Authorized	Total	Administration	Administration	Archives & Records Management	Archives & Records Management	Historical State	Historical Other	State Historical Federal	General Employee Contributions	Other Employee Contributions	Federal Employee Contributions	Special Deposits	Special Items
11A Amounts appropriated, and amounts authorized, to the agency for 2015-16 that were not spent AND the agency is authorized to spend in 2016-17	\$ 288,471	\$ -	\$ -	\$ 224,211	\$ -	\$ -	\$ -	\$ -	\$ 64,260	\$ -	\$ -	\$ -	\$ -
12A 2016-17 Appropriations & Authorizations to agency (start of year)	\$ 4,743,669	\$ 876,780	\$ 212,910	\$ 973,353	\$ 574,100	\$ 38,724	\$ 373,167	\$ 745,328	\$ 676,885	\$ 133,891	\$ 152,255	\$ 25,000	\$ -
13A Total Appropriated and Authorized (i.e. allowed to spend) at start of 2016-17	\$ 4,743,669	\$ 876,780	\$ 212,910	\$ 973,353	\$ 574,100	\$ 38,724	\$ 373,167	\$ 745,328	\$ 676,885	\$ 133,891	\$ 152,255	\$ 25,000	\$ -
14A 2016-17 Appropriations & Authorizations to agency (during the year)	\$ 2,839,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,839,000
15A Total Appropriated and Authorized (i.e. allowed to spend) by end of 2016-17	\$ 6,704,624	\$ 876,780	\$ 212,910	\$ 973,353	\$ 574,100	\$ 38,724	\$ 373,167	\$ 745,328	\$ 676,885	\$ 133,891	\$ 152,255	\$ 25,000	\$ 1,922,231

How Spending is Tracked	Total	Administration	Administration	Archives & Records Management	Archives & Records Management	Historical State	Historical Other	State Historical Federal	General Employee Contributions	Other Employee Contributions	Federal Employee Contributions	Special Deposits	Special Items
16A Database(s) through which expenditures are tracked	N/A	General Assembly / SCEIS	General Assembly / SCEIS	General Assembly / SCEIS	General Assembly / SCEIS	General Assembly / SCEIS	General Assembly / SCEIS	General Assembly / SCEIS	General Assembly / SCEIS	General Assembly / SCEIS	General Assembly / SCEIS	General Assembly / SCEIS	General Assembly / SCEIS

Spent toward Agency's 2016-17 Comprehensive Strategic Plan - By Strategy at a minimum, and if possible, by Objective	Total	Administration	Administration	Archives & Records Management	Archives & Records Management	Historical State	Historical Other	State Historical Federal	General Employee Contributions	Other Employee Contributions	Federal Employee Contributions	Special Deposits	Special Items
17A Funding Source	N/A	Administration	Administration	Archives & Records Management	Archives & Records Management	Historical State	Historical Other	State Historical Federal	General Employee Contributions	Other Employee Contributions	Federal Employee Contributions	Special Deposits	Special Items
18A If funding source is multi-year grant, # of years, including this yr., remaining	N/A	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
19A External restrictions (from state/federal govt, grant issuer, etc.), if any, on how the agency can use the funds	N/A	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
20A State Funded Program Description in the General Appropriations Act	N/A	General Fund- Personal Services	General Operating Expenses	General Fund- Personal Services	General-Operating Expenses	Federal-state	Federal-operating expenses	Federal-	General-Employee Contributions	Other -Employee Contributions	Federal Employee Contributions	African Heritage	Per Instructions of General Assembly
21A Total Appropriated and Authorized (i.e. allowed to spend) by the end of 2016-17	\$ 6,704,624	\$ 876,780	\$ 212,910	\$ 973,353	\$ 574,100	\$ 38,536	\$ 373,167	\$ 745,328	\$ 676,885	\$ 133,891	\$ 152,255	\$ 25,000	\$ 3,891,611

Prior to receiving these report guidelines, did the agency have a comprehensive strategic plan? (enter Yes or No in the cell to the right)

GOAL 1: To promote and encourage understanding, appreciation, and preservation of the state's history and heritage

Strategy 1.1: Offer appropriate educational programs and products for different audiences

Objective 1.1.1 - Offer ten records management workshops annually for state and local government agencies

Objective 1.1.2 - Offer a series of genealogical workshops to be held at the Archives and History Center in 2016/17

Strategy 1.2: Continue both internal and external collaboration

Objective 1.2.1 - Hold weekly Division Head meetings to ensure divisional collaboration

Objective 1.2.2 - Continue collaboration with the Confederate Relic Room, South Caroliniana Library, USC Press to sponsor and organize agency symposia

Strategy 1.3: Encourage and facilitate staff involvement in historical and professional organizations

Objective 1.3.1 - Increase total staff membership in national historical and professional organizations by 10 percent in 2016/17

Objective 1.3.2 - Increase the total number of outside presentations given by staff by 10 percent in 2016/17

GOAL 2: To increase awareness, understanding, and use of the programs of SCDAH in 2016/17

Strategy 2.1: Explore new ways to use technology

Objective 2.1.1 - Broaden the methods of communication with the general public through a series of media outlets

Objective 2.1.2 - Enhance the use of diagnostic tools to maximize the agency's online presence

GOAL 3: To assess mission-essential needs for SCDAH and identify and secure new sources of generated funds to support its mission in 2016/17

Strategy 3.1 - Establish new marketing strategies for services and products

Objective 3.1.1 - Conduct an annual assessment of the agency's Preservation Conference to increase attendance and revenue

Objective 3.1.2 - Evaluate the marketability of goods sold in the agency gift shop to maximize profits

Objective 3.1.3 - Broaden SCDAH's marketing of rental facilities to increase revenue in 2016/17

Strategy 3.2 - Evaluate the impact of revenue generating activities on agency programs and make necessary adjustments to ensure those activities do not adversely impact the agency's mission

Objective 3.2.1 - Develop a plan for the eventual elimination of microfilm product sales and the resulting increase in digitization revenue

Strategy 3.3 - Expand agency internships and volunteer program to enhance staff resources

Objective 3.3.1 - Increase the number of agency volunteers by 10 percent in 2016/17 to assist the agency with special projects

Objective 3.3.2 - Double the number of agency interns in 2016/17

Strategy 3.4 - Maximize the use of agency human resources

Objective 3.4.1 - Fill 25 percent of the agency's unfilled authorized positions in 2016/17

GOAL 4: Increase and enhance preservation of, and access to South Carolina state and local government records in 2016/17

Strategy 4.1 - Digitize historically significant state and local government historical records

Objective 4.1.1 - Increase the number of files added to the agency online record index by five percent in 2016/17

Objective 4.1.2 - Ingest and make available electronic records from three state agencies in 2016/17

Strategy 4.2 - Increase accessibility to the Archives' records through arrangement, description, conservation, digitization and online access

Objective 4.2.1 - Make accessible 400 GBs of data through the South Carolina Electronic Records Archive (SCERA) in 2016/17

Objective 4.2.2 - Digitize 60 boxes and conduct SCHPR data entry for 30 boxes of historic property records

Total Spent toward Agency's Comprehensive Strategic Plan \$ 232,800

Spent/Transferred not toward Agency's Comprehensive Strategic Plan	Total	Administration	Administration	Archives & Records Management	Archives & Records Management	Historical State	Historical Other	State Historical Federal	General Employee Contributions	Other Employee Contributions	Federal Employee Contributions	Special Deposits	Special Items
23A Unrelated Purpose #1 - Provides support for all components of the agency including Director's Office, Budget and Finance, Personnel, Building Services and Information Technology.	\$ 1,089,690	\$ 876,780	\$ 212,910	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Unrelated Purpose #2 - 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.	\$ 1,547,453	\$ 0	\$ 0	\$ 973,353	\$ 574,100	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Unrelated Purpose #3 - Provides leadership, technical, and financial assistance to individuals, organizations, local governments, state and federal agencies.	\$ 1,143,495	\$ 0	\$ 0	\$ 0	\$ 0	\$ 25,000	\$ 373,167	\$ 745,328	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Unrelated Purpose #4 - State Employer Contributions	\$ 963,121	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 676,885	\$ 133,981	\$ 152,255	\$ 0	\$ 0
Unrelated Purpose #5 - All special items supported by the State.	\$ 3,866,758	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 25,000	\$ 3,841,758	\$ 0
Insert any additional unrelated purposes	\$ -	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
24A Total spent/transferred not toward agency's strategic plan	\$ 8,610,517	\$ 876,780	\$ 212,910	\$ 973,353	\$ 574,100	\$ 25,000	\$ 373,167	\$ 745,328	\$ 676,885	\$ 133,981	\$ 152,255	\$ 25,000	\$ 3,841,758

Appropriations and Authorizations remaining at end of year	Total	Administration	Administration	Archives & Records Management	Archives & Records Management	Historical State	Historical Other	State Historical Federal	General Employee Contributions	Other Employee Contributions	Federal Employee Contributions	Special Deposits	Special Items
25A Revenue Source	N/A	Administration	Administration	Archives & Records Management	Archives & Records Management	Historical State	Historical Other	State Historical Federal	General Employee Contributions	Other Employee Contributions	Federal Employee Contributions	Special Deposits	Special Items
26A Recurring or one-time?	N/A	Recurring State	Recurring Other	Recurring State	Recurring Other	Recurring State	Recurring Other	Recurring Federal	Recurring State	Recurring Other	Recurring Federal	Recurring State	One-Time State
27A State, Federal, or Other?	N/A	Administration	Other Operating Expenses	Administration	Other Operating Expenses	0	0	0	0	0	0	0	0
28A State Funded Program Description in the General Appropriations Act	N/A	Administration	Other Operating Expenses	Administration	Other Operating Expenses	0	0	0	0	0	0	0	0
29A Total Appropriated and Authorized (i.e. allowed to spend) by end of 2016-17	\$ 6,704,624	\$ 876,780	\$ 212,910	\$ 973,353	\$ 574,100	\$ 38,635	\$ 373,167	\$ 745,328	\$ 676,885	\$ 133,981	\$ 152,255	\$ 25,000	\$ 3,890,822
30A (minus) Spent to Achieve Agency's Comprehensive Strategic Plan	\$ 232,800	\$ 1,146,733	\$ 164,478	\$ 880,148	\$ 99,568	\$ 38,635	\$ 454,030	\$ 650,185	\$ 437,286	\$ 99,265	\$ 120,499	\$ 25,000	\$ 3,836,425
31A (minus) Spent/Transferred not toward Agency's Comprehensive Strategic Plan	\$ 8,610,517	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
32A Amount of appropriations and authorizations remaining	\$ 730,964	\$ (259,953)	\$ 48,432	\$ 93,205	\$ 474,532	\$ -	\$ (80,863)	\$ 95,143	\$ 239,599	\$ 34,716	\$ 31,756	\$ -	\$ 54,397

Cash Balances at end of year	Total	Administration	Administration	Archives & Records Management	Archives & Records Management	Historical State	Historical Other	State Historical Federal	General Employee Contributions	Other Employee Contributions	Federal Employee Contributions	Special Deposits	Special Items
33A Fund Description	N/A	n/a	n/a	n/a	n/a	n/a	n/a	50000000 SHO - Fed - Special Rev	n/a	n/a	n/a	30000000 - Earmarked-Special Rev	n/a
34A Cash balance as of June 30, 2017 (end of FY 2016-17) (enter the cash balance for each Fund only once; it should appear in the column where the Fund is first listed)	\$ (111,128)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (167,048)	\$ -	\$ -	\$ -	\$ 55,920	\$ -

Line # 2017-18 Comprehensive Strategic Budgeting

Revenue Sources	Total	Administration	Administration	Archives & Records Management	Archives & Records Management	Historical Services	Historical Services	Historical Services	Employee Benefits	Employee Benefits	Employee Benefits	Special Items	Special Items
1B Revenue Source (do not combine recurring with one-time and please list the revenue sources deposited in the same Fund in SCEIS in consecutive columns)	N/A	Administration	Administration	Archives & Records Management	Archives & Records Management	Historical State	Historical Other	Recurring Federal	Recurring State	Recurring Other	Recurring Federal	Recurring State	One-Time State
2B Recurring or one-time?	N/A	Recurring State	Recurring Other	Recurring State	Recurring Other	Recurring State	Recurring Other	Recurring Federal	Recurring State	Recurring Other	Recurring Federal	Recurring State	One-Time State
3B State, Federal, or Other?	N/A	Administration	Other Operating Expenses	Administration	Other Operating Expenses	0	0	0	0	0	0	0	0

Revenue Generated Last Year	Total	Administration	Administration	Archives & Records Management	Archives & Records Management	Historical State	Historical Other	State Historical Federal	General Employee Contributions	Other Employee Contributions	Federal Employee Contributions	Special Deposits	Special Items
4B Total revenue generated by June 30, 2017 (end of 2016-17) (BUDGETED)	\$ 1,244,175	\$ 74,515	\$ -	\$ 4,731	\$ 104,857	\$ 362,340	\$ 586,224	\$ -	\$ -	\$ -	\$ -	\$ 111,508	\$ -
5B Does this revenue remain with the agency or go to the General Fund?	N/A	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a

Funds in SCEIS where Revenue deposited	Total	Administration	Administration	Archives & Records Management	Archives & Records Management	Historical State	Historical Other	State Historical Federal	General Employee Contributions	Other Employee Contributions	Federal Employee Contributions	Special Deposits	Special Items
6B Fund # (Expendable Level - 8 digit) (full set of financials available for each through SCEIS); same Fund may be in multiple columns if multiple revenue sources are deposited into it	N/A		30370000	30350000	30370000 and 39580000	N/A	30350000	50550000	N/A	N/A	N/A	30370000	N/A

Comprehensive Strategic Finances

7B	Fund Description	N/A	Rental and Sale of Goods	Operating Revenue	Sale of Assets / Reference Room	N/A	Plaques/Hunley/ DOT	Historical Allocation	N/A	N/A	N/A	Special Deposits	N/A	
8B	Cash Balances at Start of Year Cash balance as of July 1, 2017 (start of FY 2017-18) (see instructions for how to enter cash balances)	Total \$ (111,128)	\$ -	\$ 30,374	\$ 7,873	\$ -	\$ (167,048)	\$ -	\$ -	\$ -	\$ -	\$ 17,723	\$ -	
9B	General Appropriations Act Programs State Funded Program #	Total N/A	0100.000000.000	0100.000000.000	1509.000000.000	1509.000000.000	2300.010000.000	2300.010000.000	2300.010000.000	9500.050000.000	9500.050000.000	9500.050000.000	2300.100000.000	56100 Misc. Operations, Series 8900s and 9800s Special Items
10B	State Funded Program Description in the General Appropriations Act	N/A	Administration	Other Operating Expenses	Administration	Other Operating Expenses	Historical - State	Historical - Other	State Historical - Federal	General - Employee Contributions	Other - Employee Contributions	Federal - Employee Contributions	Special Deposits	
11B	Amounts Appropriated and Authorized Amounts appropriated, and amounts authorized, to the agency for 2016-17 that were not spent AND the agency is authorized to spend in 2017-18	Total \$ 282,427	\$ -	\$ 261,628	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,799	\$ -	\$ -	\$ -	\$ -
12B	2017-18 Appropriations & Authorizations to agency (start of year)	\$ 4,833,019	\$ 885,280	\$ 212,910	\$ 996,953	\$ 574,100	\$ 35,900	\$ 373,167	\$ 745,328	\$ 698,145	\$ 133,981	\$ 152,255	\$ 25,000	\$ -
13B	Total Appropriated and Authorized (i.e. allowed to spend) at start of 2017-18	\$ 5,115,446	\$ 885,280	\$ 474,538	\$ 996,953	\$ 574,100	\$ 35,900	\$ 373,167	\$ 745,328	\$ 718,944	\$ 133,981	\$ 152,255	\$ 25,000	\$ -
14B	2017-18 Appropriations & Authorizations to agency (during the year) (BUDGETED)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
15B	Total Appropriated and Authorized (i.e. allowed to spend) by end of 2017-18 (BUDGETED)	\$ 5,115,446	\$ 885,280	\$ 474,538	\$ 996,953	\$ 574,100	\$ 35,900	\$ 373,167	\$ 745,328	\$ 718,944	\$ 133,981	\$ 152,255	\$ 25,000	\$ -
16B	How Spending is Tracked Database(s) through which expenditures are tracked	Total N/A	General Assembly / SCEIS	General Assembly / SCEIS	General Assembly / SCEIS	General Assembly / SCEIS	General Assembly / SCEIS	General Assembly / SCEIS	General Assembly / SCEIS	General Assembly / SCEIS	General Assembly / SCEIS	General Assembly / SCEIS	SCEIS/CAFR	SCEIS/CAFR
17B	Budgeted toward Agency's 2017-18 Comprehensive Strategic Plan - By Strategy at a minimum, and if possible, by Objective	Total N/A	Administration	Administration	Archives & Records Management	Archives & Records Management	Historical Services	Historical Services	Historical Services	Employee Benefits	Employee Benefits	Employee Benefits	Special Items	Special Items
18B	If funding source is multi-year grant, # of years, including this yr., remaining	N/A	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
19B	External restrictions (from state/federal gov't, grant issuer, etc.), if any, on how the agency can use the funds	N/A	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
20B	State Funded Program Description in the General Appropriations Act	N/A	General Fund - Personal Services	General Operating Expenses	General Fund - Personal Services	General - Operating Expenses	Federal - State	Federal - Operating Expenses	Federal - State	General - Employee Contributions	Other - Employee Contributions	Federal - Employee Contributions	African Heritage	Amount Allowable to Carryforward
21B	Total Appropriated and Authorized (i.e. allowed to spend) by end of 2017-18 (BUDGETED)	\$ 5,115,446	\$ 885,280	\$ 212,910	\$ 996,953	\$ 574,100	\$ 35,900	\$ 373,167	\$ 745,328	\$ 698,145	\$ 133,981	\$ 152,255	\$ 25,000	\$ 262,171
	Prior to receiving these report guidelines, did the agency have a comprehensive strategic plan? (enter Yes or No in the cell to the right)	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	GOAL 1: Promote and encourage understanding, appreciation, and preservation of the state's history and heritage													
	Strategy 1.1: Offer educational programs and products for different audiences													
	Objective 1.1.1: Hold twelve records management workshops for state and local government agencies in 2017/18	\$ 10,000	\$ -	\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Objective 1.1.2: Hold a series of four free genealogical workshops to be held at the Archives and History Center in 2017/18	\$ 8,500	\$ -	\$ -	\$ 8,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Objective 1.1.3: Host two agency academic symposia in 2017/18	\$ 3,000	\$ 3,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Objective 1.1.4: Hold annual assessment of agency fee schedule to ensure fair pricing of agency products and services	\$ 1,000	\$ 1,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Strategy 1.2: Utilize social media to generate publicity regarding the agency's mission and operations													
	Objective 1.2.1: Create and publish an agency blog on a bi-weekly basis in 2017/18	\$ 1,000	\$ 1,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Objective 1.2.2: Use agency social media to generate interest regarding Archives Month (October 2017)	\$ 500	\$ 500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	GOAL 2: Enhance preservation of, and access to, South Carolina state and local records													
	Strategy 2.1: Digitize historically significant state and local records													
	Objective 2.1.1: Increase the total amount of records in the agency Online Records Index by 100 GBs in 2017/18	\$ 50,000	\$ -	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Objective 2.1.2: Ingest and make available 2 TBs of additional electronic records in 2017/18	\$ 30,000	\$ -	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Strategy 2.2: Increase accessibility to the Archives records through arrangement, description, conservation, digitization, and online access													
	Objective 2.2.1: Make accessible 500 GBs of new data through the South Carolina Electronic Records Archive (SCERA) in FY 2017/18	\$ 50,000	\$ -	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Objective 2.2.2: Digitize 40 boxes and conduct SCPHR data import for 18 boxes of historic property records in 2017/18	\$ 30,000	\$ -	\$ -	\$ 15,000	\$ -	\$ -	\$ -	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ -
	Strategy 2.3: Ensure the efficient management of government records													
	Objective 2.3.1: Increase by 25% the number of records retention schedules produced in 2017/18	\$ 132,000	\$ -	\$ -	\$ 132,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Objective 2.3.2: Increase the total number of state agencies implementing records retention schedules by 10% in 2017/18	\$ 68,000	\$ -	\$ -	\$ 68,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Strategy 2.4: Enhance public accessibility to government records through increased Research Room efficiencies													
	Objective 2.4.1: Reduce Archives response times to research queries by 20% in 2017/18	\$ 60,000	\$ -	\$ -	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	GOAL 3: Facilitate the preservation of South Carolina's irreplaceable historic places													
	Strategy 3.1: Increase local awareness and participation in historic preservation													
	Objective 3.1.1: Hold one statewide event for Certified Local Governments (CLGs) and Non-CLGs to encourage participation in the program	\$ 1,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000	\$ -	\$ -	\$ -	\$ -	\$ -
	Objective 3.1.2: Provide 12 presentations to organizations regarding State Historic Preservation Office (SHPO) programs and historic preservation in 2017/18	\$ 2,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,500	\$ -	\$ -	\$ -	\$ -	\$ -
	Objective 3.1.3: Approve text for at least 50 State Historical Markers in 2017/18	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ -
	Strategy 3.2: Expedite the process for federal programs related to historic preservation													
	Objective 3.2.1: Review all state and federal tax credit projects in 30 days or less in 2017/18	\$ 57,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 57,000	\$ -	\$ -	\$ -	\$ -	\$ -
	Objective 3.2.2: Lower the average review time for tax credit projects by three days in 2017/18	\$ 57,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 57,000	\$ -	\$ -	\$ -	\$ -	\$ -
	Objective 3.2.3: Reply to 90% of compliance requests in fewer than 30 days in 2017/18	\$ 98,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 90,000	\$ -	\$ -	\$ -	\$ -	\$ -
	Objective 3.2.4: Forward 90% of National Register nominations to the National Park Service within 45 days of State Board of Review approval	\$ 120,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 120,000	\$ -	\$ -	\$ -	\$ -	\$ -
22B	Total Spent toward Agency's Comprehensive Strategic Plan (BUDGETED)	\$ 791,500	\$ 5,300	\$ -	\$ 423,500	\$ -	\$ -	\$ -	\$ 362,500	\$ -	\$ -	\$ -	\$ -	\$ -
23B	Spent/Transferred not toward Agency's Comprehensive Strategic Plan	Total												
	Unrelated Purpose #1 - Provides support for all components of the agency including Director's Office, Budget and Finance, Personnel, Building Services and Information Technology.	\$ 1,098,190	\$ 885,280	\$ 212,910	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
	Unrelated Purpose #2 - 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.	\$ 1,571,053	\$ 0	\$ 0	\$ 996,953	\$ 574,100	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
	Unrelated Purpose #3 - Provides leadership, technical, and financial assistance to individuals, organizations, local governments, state and federal agencies.	\$ 1,154,395	\$ 0	\$ 0	\$ 0	\$ 0	\$ 10,900	\$ 373,167	\$ 745,328	\$ 0	\$ 0	\$ 0	\$ 25,000	\$ 0
	Unrelated Purpose #4 - State Employer Contributions	\$ 984,381	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 698,145	\$ 133,981	\$ 152,255	\$ 0	\$ 0
	Unrelated Purpose #5 - All special items supported by the State.	\$ 266,171	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 266,171
	Insert any additional unrelated purposes	\$ -	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
24B	Total spent/transferred not toward agency's strategic plan (BUDGETED)	\$ 5,074,190	\$ 885,280	\$ 212,910	\$ 996,953	\$ 574,100	\$ 10,900	\$ 373,167	\$ 745,328	\$ 698,145	\$ 133,981	\$ 152,255	\$ 25,000	\$ 266,171
25B	Appropriations and Authorizations remaining at end of year	Total N/A	Administration	Administration	Archives & Records Management	Archives & Records Management	Historical Services	Historical Services	Historical Services	Employee Benefits	Employee Benefits	Employee Benefits	Special Items	Special Items
26B	Revenue Source	N/A	Recurring State	Recurring Other	Recurring State	Recurring Other	Recurring State	Recurring Other	Recurring Federal	Recurring State	Recurring State	Recurring Federal	Recurring State	One-Time State
27B	State, Federal, or Other?	N/A	State	Other	State	Other	State	Other	Federal	State	State	Federal	State	State
28B	State Funded Program Description in the General Appropriations Act	N/A	General Fund - Personal Services	General Operating Expenses	General Fund - Personal Services	General - Operating Expenses	Federal - State	Federal - Operating Expenses	Federal - State	General - Employee Contributions	Other - Employee Contributions	Federal - Employee Contributions	African Heritage	Amount Allowable to Carryforward
29B	Total Appropriated and Authorized (i.e. allowed to spend) by end of 2017-18 (BUDGETED)	\$ 5,115,446	\$ 885,280	\$ 212,910	\$ 996,953	\$ 574,100	\$ 38,635	\$ 373,167	\$ 745,328	\$ 698,145	\$ 133,981	\$ 152,255	\$ 25,000	\$ 262,628
30B	(minus) Spent to Achieve Agency's Comprehensive Strategic Plan (BUDGETED)	\$ 791,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
31B	(minus) Spent/Transferred not toward Agency's Comprehensive Strategic Plan (BUDGETED)	\$ 5,074,190	\$ 885,280	\$ 212,910	\$ 996,953	\$ 574,100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
32B	Amount of appropriations and authorizations remaining (BUDGETED)	\$ 0	\$ 0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
33B	Cash Balances at end of year	Total N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
34B	Fund Description Cash balance as of June 30, 2018 (end of FY 2017-18) (enter the cash balance for each Fund only once; it should appear in the column where the Fund is first listed) (BUDGETED)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Department of Archives and
History

8/22/2017

Type of Law

Statute

Proviso

Regulation

<http://scdah.sc.gov/aboutus/Pages/history.aspx>

Jurisdiction

State

<http://scdah.sc.gov/aboutus/Pages/commission.aspx>

Federal

Not available on agency website, see agency's Program Evaluation Re

<http://scdah.sc.gov/Pages/default.aspx>

Some

Require

All

Allow

None

Not Address

Yes

Agency selected

No

Required by State

Yes-Implied

Required by Federal

Type of Measure

Outcome

Efficiency

Output

Input/Activity

:port