

PROGRAM EVALUATION REPORT

South Carolina Department of Archives and History

Date of Submission: *July 12, 2016*

Agency Director

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Agency Online Resources

Website address:

- <http://scdah.sc.gov>

Online Quick Links:

Please provide any links to the agency website the agency would like listed in the report for the benefit of the public.

Social Media Addresses:

- Facebook: <https://www.facebook.com/scdah/>
- Twitter: <https://twitter.com/SCArchives>
- Flickr: <https://www.flickr.com/photos/scarchives/>

Agency Office Locations

Please list the physical address, mailing address, and phone number for each office location. You can continue onto the next page if additional space is needed.

- South Carolina Department of Archives and History
8301 Parklane Road
Columbia, SC 29223
- SCDAH State Records Center
1942-A Laurel Street
Columbia, SC 29201

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A. QUESTIONS

Please type the agency's responses to each question directly below the question. For the questions which ask the agency to complete an Excel chart, complete the chart and attach it to the end of this document when the agency submits the .pdf version.

Agency Snapshot

1. What are 3-4 items the agency considers as successes?

- The creation of the South Carolina Electronic Records Archive (SCERA) in 2015, which preserves and makes available to the public electronic records created by state and local governments.
- The creation of the South Carolina Historic Properties Record (SCHPR) in 2016, which is an electronic records archive that contains information on statewide surveys of historic properties, National Register of Historic Places listings, and historic resource survey reports.
- Completion of the conversion of the Archives and History Center's static shelving to mobile shelving in 2016 and the resulting increase of the building's storage capacity from 40,000 cubic feet to 53,000 cubic feet.

2. What are 3-4 items the agency considers as its current challenges or issues? These can include things the agency already has a plan to improve.

- The increasing use of proprietary software by cabinet-level agencies, which prevents the transfer of records to this department without the purchase of expensive licensing by the department.
- The difficulty in meeting the review requirements of historic preservation tax credit projects, which have increased dramatically over the past two years as a result of recently expanded South Carolina state tax credit rates and decreasing state tax credits in nearby states.
- Meeting customer needs for an online review process for Section 106 or other review or compliance issues related to historic properties.

3. What are 3-4 emerging issues the agency anticipates having an impact on its operations in the upcoming five years?

- Education of state and local government agencies regarding the care and transfer of the rapidly increasing accumulation of digital records by their agencies.
- The inflation of salaries associated with digital archivists and records managers, which results in personnel turnover in an increasingly critical area of the agency's operations.
- Meeting customer expectations for expedited processes for the State Historic Preservation Office with static federal funding and without state funds to augment SHPO programs.

History and Structure

4. Please provide the history of the agency by year, from its origin to the present, in a bulleted list. Include the names of each director with the year the director started, and major events (e.g. programs added, cut, departments/divisions changed, etc.).

- 1891-General Assembly created the Public Records Commission to obtain copies of South Carolina records in the British Public Records Office.

- 1894-General Assembly created the South Carolina Historical Commission to acquire further historical documents.
- 1905-General Assembly expands the mission of the Historical Commission, making it responsible for noncurrent state government records and authoring the hiring of a full time secretary.
- 1905-Alexander S. Salley became the agency's first director. He served until his retirement in 1949.
 - Early in his tenure Salley concentrated on arranging, indexing and publishing records of the American Revolution, rolls of the state's Confederate soldiers and legislative journals. During the 1920s and 1930s Salley led the successful campaign to get the World War Memorial building funded and constructed as the new home of the agency.
 - 1935-The Historical Commission moved from the three rooms in the State House to the first floor of the World War Memorial Building at the corner of Pendleton and Sumter Streets in Columbia. During the next decade Salley hired six staff members and began work on arranging the large mass of state agency records transferred from the State House.
- 1949-Dr. J. Harold Easterby is appointed second director of the Historical Commission. He served until his death in 1960.
 - 1951-Dr. Easterby expands publications program to include the Colonial Records of South Carolina series, the State Records of South Carolina series and the Papers of John C. Calhoun series.
 - 1954-General Assembly passes the Archives Act changing the agency's name to the South Carolina Archives Department. The agency is given extended responsibilities for the preservation, access and disposal of non-current government records, approval of historical marker inscriptions and the editing and publication of state historical documents.
 - 1960-Dr. Easterby completes the successful campaign for the funding, construction, and opening of the new Archives Building at the corner of Senate and Bull Streets in Columbia.
- 1961-Charles E. Lee is appointed third director of the agency. Mr. Lee served from 1961 until his retirement in 1987. During his tenure staff grew from 13 members in 1961 to a peak of 130 members in 1980.
 - 1964-Agency establishes the South Carolina Confederation of Local Historical Societies, to stimulate and promote the study of local history.
 - 1966-As a result of the National Historic Preservation Act of this year, the State Historic Preservation Office becomes part of the agency in 1969. Duties for this program will include administering the National Register of Historic Places, statewide surveys of historic properties, Section 106 review of federal projects impact on historic sites, tax credits for the rehabilitation of historic buildings, certified local government program and the distribution of federal grant money to assist preservation projects.
 - 1967-Department expands hours Research Room is open to seven days per week including evenings until 9 p.m.
 - 1968-The Archives Department became the South Carolina Department of Archives and History. The new name recognizes the Department's additional responsibilities for historic preservation, historical services and records management.
 - 1969-The department implements a records management program for state and local government that will include records retention schedules, document microfilming and

- the operation of a state record center on Blanding Street in Columbia. This program will eventually allow the state to save \$800,000 per year in cost avoidance measures.
- 1971-A new wing is added to the Archives Building doubling the size of the stack, office research and laboratory space.
 - 1972-The agency begins computer generated item level indexing of early and important record series from the archival collection.
 - 1973-General Assembly passes the Public Records Act, giving the Archives Department authority to enforce the proper disposal of records created by state agencies and local government offices.
 - 1976-Department publishes *The South Carolina Archives: A Temporary Summary Guide*, the first comprehensive list of all records in the archival collection.
 - 1981-First staff downsizing in the history of the agency closes the microfilm service bureau and reduces the publications program.
 - 1987-Department completes *A Guide to Local Government Records in the South Carolina Archives*, a more extensive list of county and municipal government records in the archival collection.
- 1987-Dr. George L. Vogt appointed agency's fourth director. Dr. Vogt served until 1996, when he left to become director of the State Historical Society of Wisconsin.
 - 1990-A series of downsizings spanning the next two decades begins, which results in staff being reduced from 98 members to 54 members. This included elimination of the agency's publication program, closing of the conservation shop, significantly reduced Research Room hours, and ever increasing reliance on earned and federal funds to keep essential programs operating.
 - 1990-Department given a role in the administration of the local option state law allowing counties and cities to offer special local property tax assessments for rehabilitated historic properties.
 - 1990-General Assembly amends the Public Records Act to expand the definition of public body and to make the definition of public records conform to the Freedom of Information Act. Archives Department given increased authority over the retention, disposition and protection of public records.
 - 1992-Establishment of the Archives and History Foundation began Dr. Vogt's successful campaign to obtain funding from the General Assembly and private sources for the 20.5 million dollar Archives and History Center. The Foundation raised two million dollars in private funds to equip the new building with shelving and computer equipment.
 - 1992-Using funds from a National Endowment for the Humanities Grant staff began creating series level catalog entries which are now available to researchers via the online catalog to our archival collection.
 - 1992-The Protection of State-Owned or Leased Historic Properties law creates a review process for state-owned properties listed in the National Register of Historic Places between state agencies and public colleges and the Department.
 - 1993-The South Carolina African American Heritage Council (now Commission) is established by a joint resolution of the General Assembly. It becomes a Commission in 2001 by executive order of Governor Jim Hodges. Their mission is to identify and promote the preservation of historic sites, structures, buildings, and culture of the African American experience in South Carolina and to assist and enhance the efforts of the Department.
 - 1995-The Department partners with the Palmetto Trust for Historic Preservation and the Office of the Governor to create statewide preservation awards program.

- 1997-Dr. Rodger Stroup is named fifth director of the department. Dr. Stroup served until his retirement in 2009.
 - 1998-Department moved to its current location at the South Carolina Archives and History Center on Parklane Road in Columbia.
 - 1999-For the next decade Department becomes host of the state contest for the National History Day competition for middle and high school students.
 - 2000-The Department organizes and hosts the first annual statewide historic preservation conference.
 - 2001-The first of several federal Teaching American History grants brought a summer program to train middle and secondary school teachers under the wings of the department.
 - 2002-Grants obtained from the State Library and allocation of existing funds enables the department to make item level descriptions of more than 300,000 records and digital images of more than 60,000 records available to researchers worldwide via the agency's website.
 - 2002-The South Carolina Historic Rehabilitation Incentives Act provides state income tax credits for the rehabilitation of historic buildings (both commercial and owner-occupied residences) requiring project reviews by the Department.
 - 2005-The Department marked its centennial with a three day conference jointly sponsored with the SC Historical Society (celebrating its 150th anniversary) and the SC Historical Association (celebrating its 75th anniversary). Under a general title of "To Collect and Preserve" leading historians presented papers on the state's history.
 - 2008-ArchSite, an online GIS system for historic property information is launched, the result of a partnership with the South Carolina Institute of Archaeology and Anthropology supported by funding from the Department of Transportation. It provides information about above-ground historic properties and archaeological sites.

- 2009-Dr. W. Eric Emerson is appointed the agency's sixth director. He continues to serve in this capacity.
 - 2010-Forced downsizings over the next two years reduce the full-time staff from 54 members to 24 members.
 - 2010-Department allows Budget and Control Board to rent two floors of office space in Building A of the Archives and History Center to reduce the amount of rent owed by the Department. Remaining department staff members move to Building C. The agency continues to occupy Buildings B, C, and D at the Center. The Human Resources Division and portions of the Department of Education occupy parts of Building A.
 - 2010- Department expands its facility rentals program by marketing the building for night and weekend events to increase generated revenue.
 - 2010-Department changes the hours of operation for the Research Room. Saturday is added so that the facility is open on its busiest five days of the week.
 - 2012-Department begins converting all stationary archival shelving to mobile shelving and increases storage capacity for the collection from 40,000 cubic feet to 53,000 cubic feet.
 - 2014-Department reboots its electronic records program and focuses its efforts on the ever-growing number of electronic records being created by state and local government.
 - 2015-Department introduces the South Carolina Electronic Records Archive (SCERA), which preserves and makes available to the public electronic records created by state and local governments.

- 2016-Department introduces the South Carolina Historic Property Record (SCHPR), an electronic records archive that contains information on statewide surveys of historic properties, National Register of Historic Places listings, and historic resource survey reports.
5. Please provide information about the body that governs the agency and to whom the agency head reports. Explain what the agency's enabling statute outlines about the agency's governing body (e.g. board, commission, etc.), including, but not limited to: total number of individuals in the body; whether the individuals are elected or appointed; who elects or appoints the individuals; the length of term for each individual; whether there are any limitations on the total number of terms an individual can serve; whether there are any limitations on the number of consecutive terms an individual can serve; and any other requirements or nuisances about the body which the agency believes is relevant to understanding how it and the agency operate. If the governing body operates differently than outlined in statute, please describe the differences.
- Section 60-11-40 places the Department of Archives and History under the control of the Commission of Archives and History. It also establishes the membership and meetings of the commission, the terms of office of members, as well as vacancies.
 - The South Carolina Commission of Archives and History consists of five ex officio members and six non-ex officio members.
 - The five ex officio members are the heads of the departments of history of the University of South Carolina, The Citadel, Clemson University, Winthrop University, and the head of the Department of Political Science and History of South Carolina State University, or upon approval of the governing board of the respective institution, their designees.
 - The Six non-ex officio members are appointed by the Governor as follows: one member upon the recommendation of the South Carolina Historical Society, one member upon the recommendation of the American Legion, Department of South Carolina, one member upon the recommendation of the South Carolina Historical Association, and one member upon the recommendation of the University South Caroliniana Society.
 - Each member serves for a term of five years. Two members are appointed by the Governor with the advice and consent of the Senate for terms of office to run concurrently with the term of the Governor. Vacancies are to be filled for the unexpired term in the same manner as the original appointment.
 - There are no restrictions upon the total number of terms that a member may serve.
 - There are no restrictions upon the number of consecutive terms that a member may serve.
 - There are no other requirements regarding the body that are relevant to this study, and the body operates as outlined in statute.
6. Please provide information about the agency's internal audit process including: whether the agency has internal auditors, a copy of the internal audit policy or charter, the date the agency first started performing audits, the names of individuals to whom internal auditors report, the general subject matters audited, name of person who makes the decision of when an internal audit is conducted, whether internal auditors conduct an agency-wide risk assessment routinely, whether internal auditors routinely evaluate the agency's performance measurement and improvement systems, the total number of audits performed in last five fiscal years; and the date of the most recent Peer Review of Self-Assessment by SC State Internal Auditors Association or other entity (if other entity, name of that entity).
- The agency does not have an internal audit process.

General Information

7. Please complete the **Laws Chart**, which is a tab in the attached Excel document

8. Please list all entities and individuals the agency considers stakeholders. A “stakeholder” is a person, group or organization that has interest or concern in the agency or that can affect or be affected by the agency’s actions, objectives and policies. Since the agency is providing information about its partners and customers in response to other questions, the entities who are partners and customers do not need to be listed again here.
 - Researchers
 - Historians
 - Genealogists
 - Attorneys and paralegals
 - Media (print, television, radio, internet)
 - Teachers and students (elementary, middle, high school, college, university)
 - State and local government agencies

 - Visitors
 - Civic organizations
 - Senior citizen groups
 - Church groups
 - Patriotic organizations
 - Other groups who visit for tours or that we visit for speaking engagements;

 - Facility Rental Customers
 - Federal, state, and local government agencies
 - Non-profits organizations
 - Businesses, and
 - Individuals

 - Gift Shop and Microcopy customers

 - Preservation Professionals
 - Archaeologists
 - Architects
 - Architectural Historians
 - Historians
 - CRM Firms

 - Contractors, Craftsmen, and Artisans

 - History, Archival, and Preservation-Related Non-Profit Organizations
 - National Trust – SE Office
 - Palmetto Trust for Historic Preservation
 - Palmetto Conservation Foundation
 - African American Heritage Commission
 - Confederation of SC Local Historical Societies
 - Main Street South Carolina
 - Local preservation organizations

- Local historical and archival organizations
- South Carolina Genealogical Society
- South Carolina Archival Association
- Public Records Association
- Palmetto Archives and Museum Conference
- South Carolina Historical Association
- South Caroliniana Library
- Confederate Relic Room and Military Museum
- Historic Columbia Foundation

- Local Governments
 - City and county elected officials
 - City and county government staff
 - School district officials and staff
 - Special purpose district officials and staff
 - CLG staff and commissions
 - Non-CLG staff and commissions
 - COGs
 - Municipal Association of SC
 - SC Association of Counties

- Developers
 - Previous tax credit users
 - Potential tax credit users

- Owners of Historic Properties
 - Homeowners
 - Business owners
 - Churches
 - School districts
 - Nonprofit organizations

- State Government and Federal Agencies
 - South Carolina constitutional officers and staff
 - Members of the General Assembly and staff
 - SC DHEC-OCRM
 - SC Department of Transportation
 - SC Colleges and Universities
 - SC Department of Parks, Recreation, and Tourism
 - SC colleges and universities
 - SC Arts Commission
 - SC Housing and Finance Development Authority
 - SC Dept. of Natural Resources, Heritage Trust
 - SC Department of Commerce
 - Army Corps of Engineers
 - US Department of Energy
 - US Forest Service
 - National Park Service
 - Federal Communications Commission (FCC)
 - Housing and Urban Development (HUD-CDBG)

- Not-by-Choice Customers
 - Developers
 - Architects
 - Local, state, and federal governments
 - Federal grant recipients
 - Banks
 - Environmental consultants
 - Colleges and universities
 - Cell tower companies
 - Native American Groups

- General Public

9. List all entities the agency worked with in 2015-16, or plans to work with during 2016-17, that help the agency accomplish one or more of its goals, strategies or objectives (i.e. partners). Below each entity, list the applicable year, objective(s) the entity is helping the agency accomplish and ways in which the agency works with the partner to accomplish that objective(s).

- **Confederation of South Carolina Local Historical Societies**
 - Fiscal Years 2015-16 and 2016-17
 - Worked with agency to sponsor annual Landmark Conference across the state. (Objective 1.2.2).

- **Palmetto Trust for Historic Preservation**
 - Fiscal Years 2015-16 and 2016-17
 - Worked with SHPO to sponsor annual statewide preservation awards at Archives and History Center (Objective 1.2.2).

- **South Carolina African American Heritage Commission**
 - Fiscal Year 2015-16
 - Worked with SHPO and Department of Education to revise and distribute “A Teacher’s Guide to African American Historic Places in South Carolina” to schools across the state (Objective 1.1.2).

- **South Carolina Institute of Archaeology and Anthropology**
 - Fiscal Years 2015-16 and 2016-17
 - Worked with SHPO to maintain SC Archsite database (Strategic Goal 1).

- **National Parks Service, U.S. Department of Interior**
 - Fiscal Years 2015-16 and 2016-17
 - 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 (Strategic Goal 1).

- **Certified Local Governments**
 - Fiscal Years 2015-16 and 2016-17
 - Worked with SHPO and National Parks Service to promote community preservation planning and heritage education (Strategic Goal 1).

- **South Carolina Public Records Association (SCPRA)**
- Fiscal Year 2015-16
- At SCPRA's annual meeting SCDAH staff gave presentations about records management services available to state and local government agencies (Objective 1.3.2).

- **South Carolina Archival Association (SCAA)**
- Fiscal Year 2015-16
- At SCAA's annual meeting SCDAH staff gave presentations about electronic records and disaster preparedness. (Objective 1.3.2).

- **Palmetto Archives, Libraries and Museums Council on Preservation (PALMCOP)**
- Fiscal Year 2015-16
- At PALMCOP's annual meeting SCDAH staff gave presentations about electronic records and disaster preparedness (Objective 1.3.2).

- **South Carolina Confederate Relic Room and Military Museum**
- Fiscal Years 2015-16 and 2016-17
- Worked with SCDAH to sponsor annual Civil War Symposium (Objective 1.2.2).

- **South Caroliniana Library, University of South Carolina**
- Fiscal Years 2015-16 and 2016-17
- Worked with SCDAH to sponsor annual Civil War Symposium (Objective 1.2.2).

- **Historic Columbia Foundation, City of Columbia**
- Fiscal Years 2015-16 and 2016-17
- Worked with SCDAH to sponsor annual Civil War Symposium (Objective 1.2.2).

- **South Carolina Archives and History Foundation**
- Fiscal Years 2015-16 and 2016-17
- The Foundation supported the work of SCDAH through fund raising efforts and sponsorship of conferences and workshops (Strategic Goal 2).

10. Please provide the following information regarding the amount of funds remaining at the end of each year that the agency had available to use the next year (i.e. in 2011-12, insert the amount of money left over at the end of the year that the agency was able to carry forward and use in 2012-13), for each of the last five years.

Year	Amount Remaining at end of year that agency could use the next year
2011-12	\$63
2012-13	\$226,554
2013-14	\$226,554
2014-15	\$232,496.81
2015-16	\$254,200.50

11. How much does the agency believe is necessary to have in carryforward each year? Why?
 The agency believes that it should have no more than the 10% in carry forward funds each year.

That is the amount allowed by state regulations without forfeiting those funds back to the general fund.

12. Please complete the **Employees Available Chart**, which is a tab in the attached Excel document.
13. Please complete the **Agency Daily Operation Programs Chart**, which is a tab in the attached Excel document and applies to 2015-16 and 2016-17.

2015-16 Strategic Plan, Programs, Employee Allocation and Spending

14. Please complete the **2015-16 Customers & Potential Impacts Chart**, which is a tab in the attached Excel document.
15. Please review the **2015-16 Public Benefit and Responsibility Chart**, which is a tab in the attached Excel document.
16. Please complete the **2015-16 Employee Allocation by General Appropriation Act Program Chart**, which is a tab in the attached Excel document
17. Please complete the **2015-16 Programs and Objectives Chart**, which is a tab in the attached Excel document.
18. Please complete the **2015-16 Employee Allocation by Objective Chart**, which is a tab in the attached Excel document
19. Please complete the **2015-16 Strategic Spending Chart**, which is a tab in the attached Excel document, to provide the Committee information on how the agency spent its funding in 2015-16

2016-17 Strategic Plan, Programs, Employee Allocation and Budgeting

20. Please complete the **2016-17 Customers & Potential Impacts Chart**, which is a tab in the attached Excel document. If the agency's General Appropriation Act Programs - Daily Operations subprograms; services/products provided; and customer segments are the same as in 2015-16, the agency can simply type on the first line, "Same as 2015-16 Customers & Potential Impacts Chart."
21. Please review the **2016-17 Public Benefit and Responsibility Chart**, which is a tab in the attached Excel document. If the agency's strategic plan and employees responsible are the same as in 2015-16, the agency can simply type on the first line, "Same as 2015-16 Public Benefit and Responsibility Chart."
22. Please complete the **2016-17 Employee Allocation by General Appropriation Act Program Chart**, which is a tab in the attached Excel document
23. Please complete the **2016-17 Programs and Objectives Chart**, which is a tab in the attached Excel document.
24. Please complete the **2016-17 Employee Allocation by Objective Chart**, which is a tab in the attached Excel document. If the agency's strategic plan and employee allocation are the same as in 2015-16, the agency can simply type on the first line, "Same as 2015-16 Employee Allocation by Objective Chart."

25. Please complete the **2016-17 Strategic Budgeting Chart**, which is a tab in the attached Excel document, to provide the Committee information on how the agency plans to utilize the funds it is receiving in 2016-17, including any additional funds it plans on applying for during the year such as federal grants.

Program Structure

26. Please provide the following information regarding the agency's program structure in the General Appropriations Act.

- a. Does the agency have the ability to request a restructuring or realignment of its General Appropriations Act programs? (Y/N) Yes
- b. In what year did the agency last request a restructuring or realignment of its General Appropriations Act programs? (see example of what is meant by General Appropriations Act programs to the right) 2012-13
- II. . Programs and Services*
A. Water Quality Management
2. Water Management
- c. **What was requested and why?** The agency no longer needed Public Programs (Teaching American History Project) in our General Appropriations Act, as federal grant funding for that program had expired.
- d. Was the request granted? (Y/N) If no, who denied the request and why was it denied? Yes
- e. Would an individual be able to clearly see how much the agency is spending toward each of the goals in its Strategic Plan by looking at the hierarchy of agency General Appropriation Act programs? (Y/N) Yes
- f. Could the agency make a request to the Executive Budget Office, Senate Finance Committee, and House Ways and Means Committee to realign or restructure its General Appropriations Act programs so that the agency's goals from its strategic plan were the highest level of its General Appropriations Act programs in the hierarchy? (Y/N) Yes

Performance Measures

27. Please complete the **Performance Measures Chart**, which is a tab in the attached Excel document.

28. After completing the Performance Measure Chart, please provide the following: Graphs/Charts which shows trends over the last five years for at least three performance measures (separate graph/chart for each performance measure) the agency believes are vital to knowing whether the agency is successful, and:

- a. Three agency, government, non-profit, or for-profit entities the agency considers the best in the country in this process or similar process and why. Alabama Department of Archives and History, Mississippi Department of Archives and History, North Carolina State Archives Division. The agency chose these entities because they are larger southern state archives with better-funded programs.
- b. If the agency did not use results from another entity as a performance benchmark, why not? What did the agency choose as the benchmark, and why? The agency chose

benchmark measures that are commonly used to track performance within the profession.

-See attached graphs.

Comparison to Others

29. Are there other agencies that have goals similar to those at this agency? If so, which agencies and which goals? No.
30. For each of the agency's goals that are similar to goals at other agencies,
- How are what the other agencies, and this agency, striving for the same goal?
 - How are what the other agencies, and this agency, striving for different?
 - Are there ways this agency and those other agencies could work together to accomplish the goals more efficiently?
 - Are there ways this agency and those other agencies could work together to accomplish the goals more effectively?
- Not applicable.

Looking Ahead - Agency Ideas/Recommendations

31. Please list any ideas the agency has for internal changes at the agency that may improve efficiency and outcomes. These can be ideas that are still just ideas, things the agency is analyzing the feasibility of implementing, or things the agency already has plans for implementing. For each, include the following details:
- Stage of analysis;** One position has been advertised on state job website.
 - Objectives and Associated Performance measures impacted and predicted impact;** The agency seeks to decrease the review time for state tax credit applications.
 - Costs of the objectives that will be impacted and the anticipated impact;**
The agency anticipates hiring this position at the low end of the salary range (\$32,838).
 - On which objective(s) the agency plans to utilize additional available funds if the change saves costs, or obtain funds if the change requires additional funds, and how the objective(s) receiving or releasing the funds will be impacted; and**
If this undertaking reduces cost for the agency, the agency will utilize funds to accomplish Objective 4.2.2. If the change requires additional funds, Objective 3.4.1 will be impacted.
 - Anticipated implementation date.** December 2016
32. After completing the Laws Chart (see Excel Charts in the next section). As the agency likely already has planned, please review the laws with executive management, as well as other employees, to determine ways agency operations may be less burdensome, or outcomes improved, from changes to any of the laws. Also, check if any of the laws are archaic or no longer match with current agency practices. Afterward, list any laws the agency would recommend the Committee further evaluate and possibly recommend revision or elimination of in the Committee's Oversight Report. For each one, include the information below. An example of the information to include and how to format the information is below and on the next page.
- Law;** SC Code Section 60-11-90

- b. **Summary of current statutory requirement and/or authority granted;** Names archives building, states who will occupy and operate the building, and states that the building shall provide exhibit space.
- c. **Recommendation and Rationale for recommendation;** This agency recommends eliminating the function of the Archives Building as providing exhibit space for Confederate relics, since this responsibility has been superseded by the establishment of the Confederate Relic Room and Military Museum.
- d. **Current law wording;** The name of the State Archives Building shall be “The South Carolina Archives.” It shall be occupied by the Commission of Archives and History and shall be operated by them in fulfilling the duties now assigned, or which may in the future be assigned, by the General Assembly. The Archives Building shall also provide space for the Confederate relics of the State.
- e. **Instructions and proposed new Wording of law; and** Delete the following: ~~The Archives Building shall also provide space for the Confederate relics of the State.~~
- f. **Other agencies that would be impacted by revising or eliminating the law.**
None.

Reports and Reviews

33. Please provide a list of the reports and reviews the agency must submit to a state or federal entity and the month of the year each are due.

- January
 - State Restructuring Report to House Committee on Legislative Oversight (due annually)
 - Historic Preservation Performance Report to Department of Transportation (bi-annually)
 - Government Performance and Results Act Annual Products Report for States to the National Parks Service (due annually).
- February
- March
 - Leave Transfer Pool Program Report to Department of Administration (due annually)
 - ArchSite Performance Report to Department of Transportation (due quarterly)
 - Small and Minority Business Contracting Report to Department of Administration (due quarterly)
 - Audit and Certification Report to Materials Maintenance Office (due quarterly)
 - Multiple Worksite Report to Department of Employment and Workforce (due quarterly)
 - UCE 120/121 Report for Unemployment to Department of Employment and Workforce (due quarterly)
- April
- May
- June
 - ArchSite Performance Report to Department of Transportation (due quarterly)
 - Small and Minority Business Contracting Report to Department of Administration (due quarterly)
 - Audit and Certification Report to Materials Maintenance Office (due quarterly)
 - Multiple Worksite Report to Department of Employment and Workforce (due quarterly)

- UCE 120/121 Report for Unemployment to Department of Employment and Workforce (due quarterly)
- July
 - Historic Preservation Performance Report to Department of Transportation (bi-annually)
 - National Maritime Heritage Grant Report to National Park Service (due bi-annually)
 - Closing Package Reports to State Treasurer's Office (due July, August, September)
- August
 - Closing Package Reports to State Treasurer's Office (due July, August, September)
 - Report top State Accident Fund (due annually)
 - Bonuses Spreadsheet Report to Department of Administration (due annually)
 - Monetary Awards Report to Department of Administration (due annually)
 - Voluntary Separation Program Cost Estimate Report to Department of Administration (due annually)
 - Salary Supplements Spreadsheet Report to Department of Administration (due annually)
 - Organizational Charts Report to Department of Administration (due annually)
 - Retirement Incentive Program Cost Estimate Report to Department of Administration (due annually)
 - Furlough Report to Department of Administration (due annually)
- September
 - State Accountability Report to Department of Administration (due annually)
 - Multiple Worksite Report to Department of Employment and Workforce (due quarterly)
 - Organizational Charts Report to Department of Administration (due annually)
 - ArchSite Performance Report to Department of Transportation (due quarterly)
 - Small and Minority Business Contracting Report to Department of Administration (due quarterly)
 - Closing Package Reports to State Treasurer's Office (due July, August, September)
 - Audit and Certification Report to Materials Maintenance Office (due quarterly)
 - UCE 120/121 Report for Unemployment to Department of Employment and Workforce (due quarterly)
- October
 - Equal Opportunity Employment Report to Commission on Human Affairs (due annually)
 - Detail Budget Report to Department of Administration (due annually)
- November
- December
 - Historic Preservation Fund Grant Report to National Park Service (due annually)
 - ArchSite Performance Report to Department of Transportation (due quarterly)
 - National Maritime Heritage Grant Report to National Park Service (due bi-annually)
 - Small and Minority Business Contracting Report to Department of Administration (due quarterly)
 - Agency Debt Collection Report to Department of Administration (due annually)
 - Audit and Certification Report to Materials Maintenance Office (due quarterly)
 - Multiple Worksite Report to Department of Employment and Workforce (due quarterly)

- o UCE 120/121 Report for Unemployment to Department of Employment and Workforce (due quarterly)

B. ADDITIONAL DOCUMENTS TO SUBMIT

Please submit the following additional documents in electronic format, saving them as instructed in the guidelines.

34. Please submit **electronic copies of the following:**

- a. Audits performed on the agency by external entities, other than Legislative Audit Council, State Inspector General, or State Auditor’s Office, during the last 5 years;
-None
- b. Audits performed by internal auditors at the agency during the last 10 years;
-None
- c. Other reports, reviews or publications of the agency, during the last 10 years, including Fact Sheets, Reports required by provisos, Reports required by the Federal Government, etc.; and
-See attached
- d. Organizational chart for the current year and as many years back as the agency has available.
-See attached.

Note: The Oversight Committee will collect the following documents, so do not provide copies of these:

- a. Audits performed by the State Inspector General;
- b. Audits performed by the Legislative Audit Council;
- c. Audits or AUPs performed by the State Auditor’s Office during the last 5 years; and
- d. Agency Accountability Reports.

35. Please submit a Word document that includes a **glossary of terms**, including, but not limited to, every acronym used by the agency.

Term, Phrase or Acronym	Meaning of the Term, Phrase or Acronym
Accessioning	The process of formally accepting and recording the receipt of records into archival custody
ACE	Army Corps of Engineers
ACHP	Advisory Council on Historic Preservation
APE	Area of Potential Effects
ArchSite	Online Cultural Resource Information System
ARM	Archives and Records Management
CLG	Certified Local Government
CRRMM	Confederate Relic Room and Military Museum
CSCLHS	Confederation of South Carolina Local Historical Societies
CZMA	Coastal Zone Management Act
FOIA	Freedom of Information Act
GIS	Geographic Information System

HCF	Historic Columbia Foundation
HPF	Historic Preservation Fund
MOA	Memorandum of Agreement
NEH	National Endowment for the Humanities
NHD	National History Day
NHPA	National Historic Preservation Act
NPS	National Park Service
NRHP	National Register of Historic Places
OCRM	Office of Coastal Resources Management
ORI	Online Records Index
PALMCOP	Palmetto Archives, Libraries, and Museums Council on Preservation
PRA	Public Records Act
Preservica	Digital Preservation Software
PTHP	Palmetto Trust for Historic Preservation
SCAA	South Carolina Archival Association
SCAAHC	South Carolina African American Heritage Commission
SCAHF	South Carolina Archives and History Foundation
SCArchCat	Online Catalog to Archives Collection
SCDAH	South Carolina Department of Archives and History
SCDOT	South Carolina Department of Transportation
SCERA	South Carolina Electronic Records Archive
SCHA	South Carolina Historical Association
SCHF	South Carolina Hall of Fame
SCHPR	South Carolina Historic Properties Records
SCHS	South Carolina Historical Society
SCIAA	South Carolina Institute of Archeology and Anthropology
SCL	South Caroliniana Library
SCPRA	South Carolina Public Records Association
Section 106 (of the National Historic Preservation Act)	Requires federal agencies to consider the effects of projects they carry out, approve or fund on historic properties
SHPO	State Historic Preservation Office
SHRAB	State Historic Records Advisory Board
TAH	Teaching American History

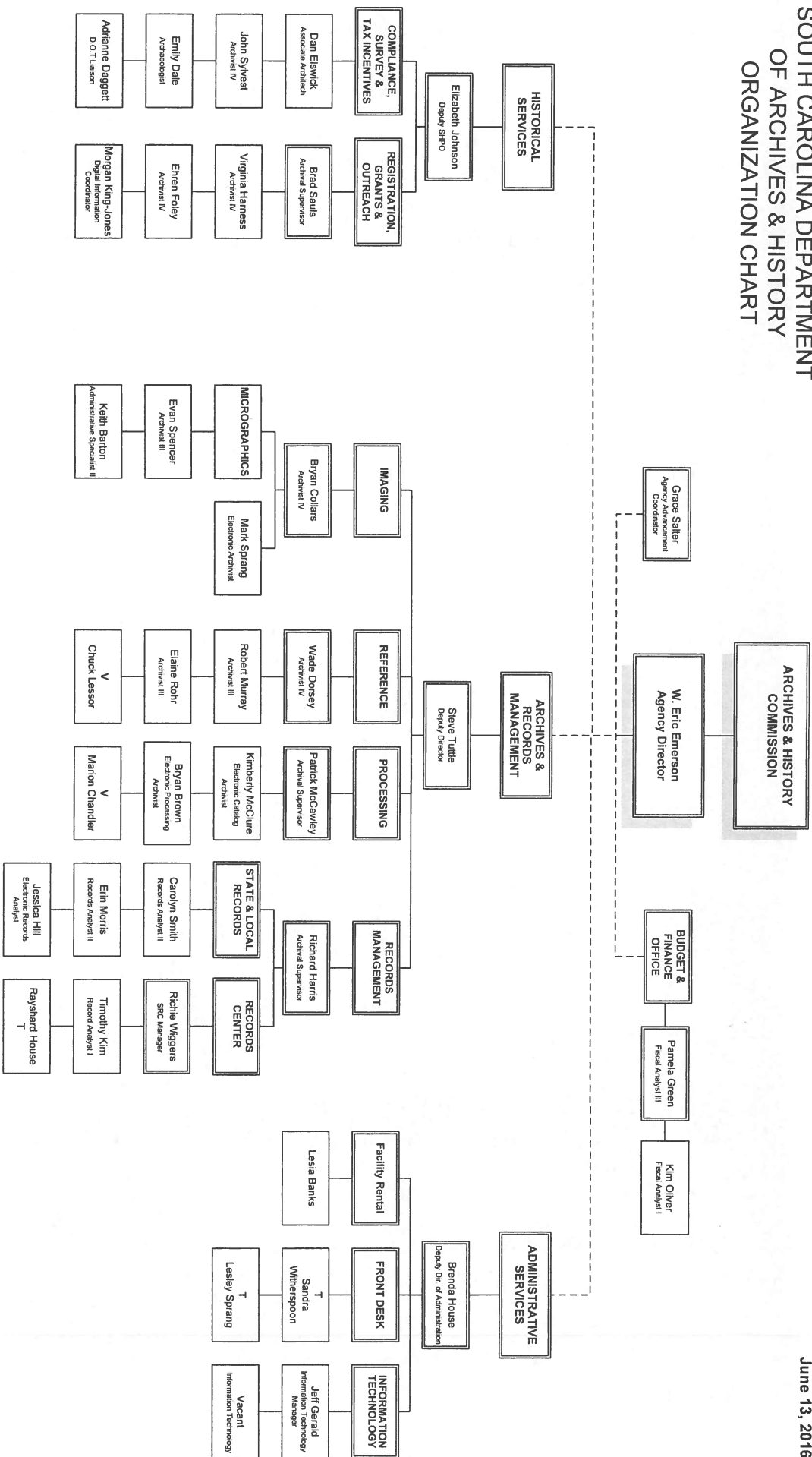
C. FEEDBACK (OPTIONAL)

After completing the Program Evaluation, please provide feedback to the Committee by answering the following questions:

36. **What other questions may provide the Committee and public information about the agency that will allow them to understand how the agency operates, budgets, and performs?** We have no suggested additional questions.
37. **What is/are the best way(s), in the agency's opinion for the Committee to be able to compare the specific results the agency obtained with the money it spent?** The Committee is asking how the agency could determine the amounts spent and the exact results obtained and be confident these numbers aligned. Please see question 38.
38. **What changes to the report questions, format, etc. would the agency recommend?** We suggest making the public survey portion of the study a stand-alone survey for each agency rather than grouping five agency surveys together. The grouping of the surveys and the need for respondents to progress through other surveys before addressing a particular survey affects survey responses. Also, Question 37 is confusing as it is currently written, and it probably should be reworded for future studies.
39. **What benefits does the agency see in the public having access to the information in the report?**
This report and similar reports provide the public with information that is vital for public oversight of government operations. This sort of transparency is a fundamental aspect of a healthy and functioning democracy, and it is part of this agency's mission as defined in the Public Records Act.
40. **What are two-three things the agency could do differently next time (or it could advise other agencies to do) to complete the report in less time and at a lower cost to the agency?** As we were compiling data for this report, our staff members also were closing out the fiscal year while simultaneously providing data to the State Auditor's office for its annual review of our agency. As a small agency with limited staff, we could have completed this report in less time if we were not completing these three tasks simultaneously.
41. **Please provide any other comments or suggestions the agency would like to provide.** We appreciate the assistance that we have received from Carmen McCutcheon and Charles Appleby in completing this report.

SOUTH CAROLINA DEPARTMENT OF ARCHIVES & HISTORY ORGANIZATION CHART

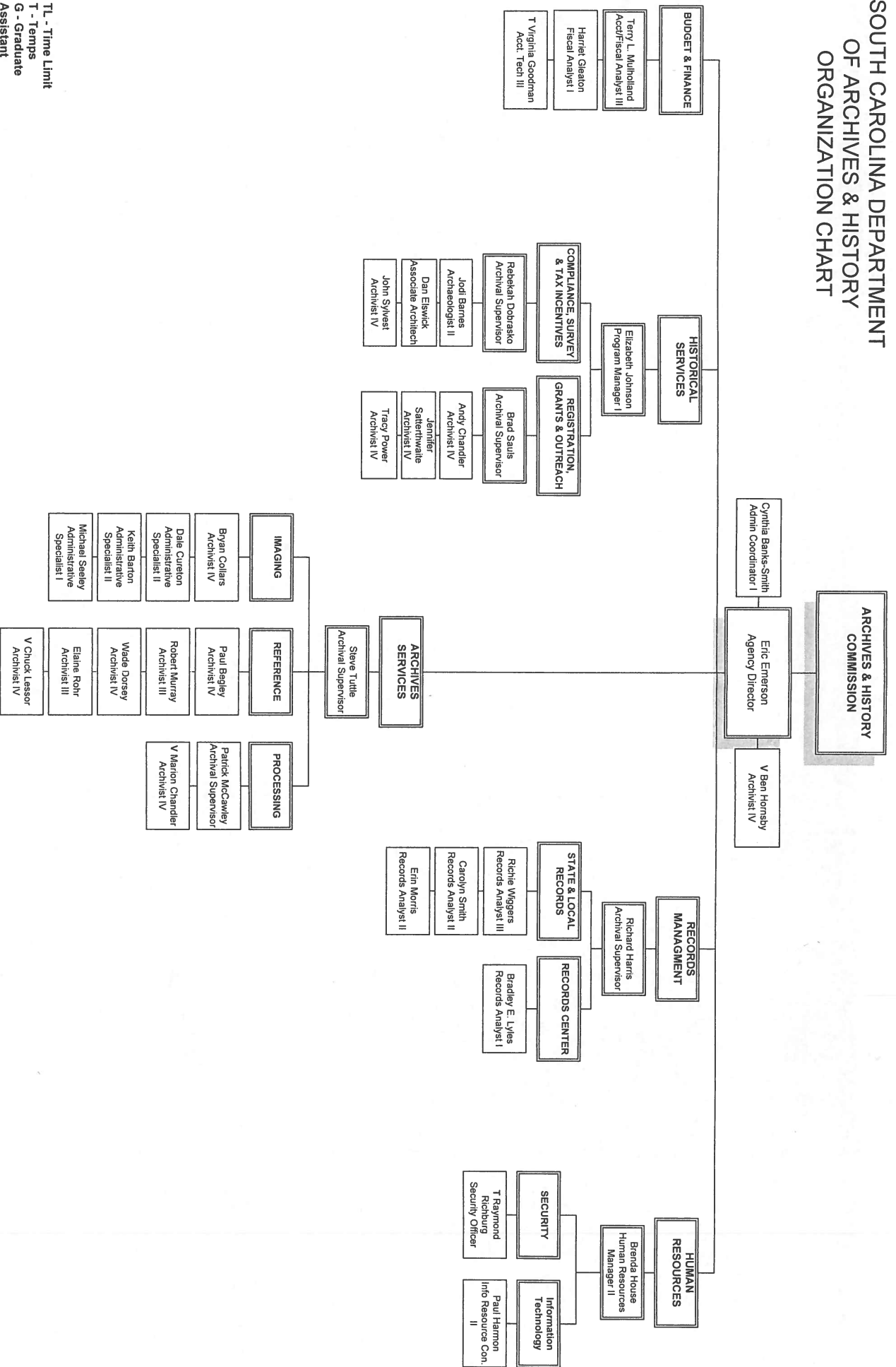
June 13, 2016



FTE Information	
Authorized	- 39
Filled	- 32
Vacant	- 7

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

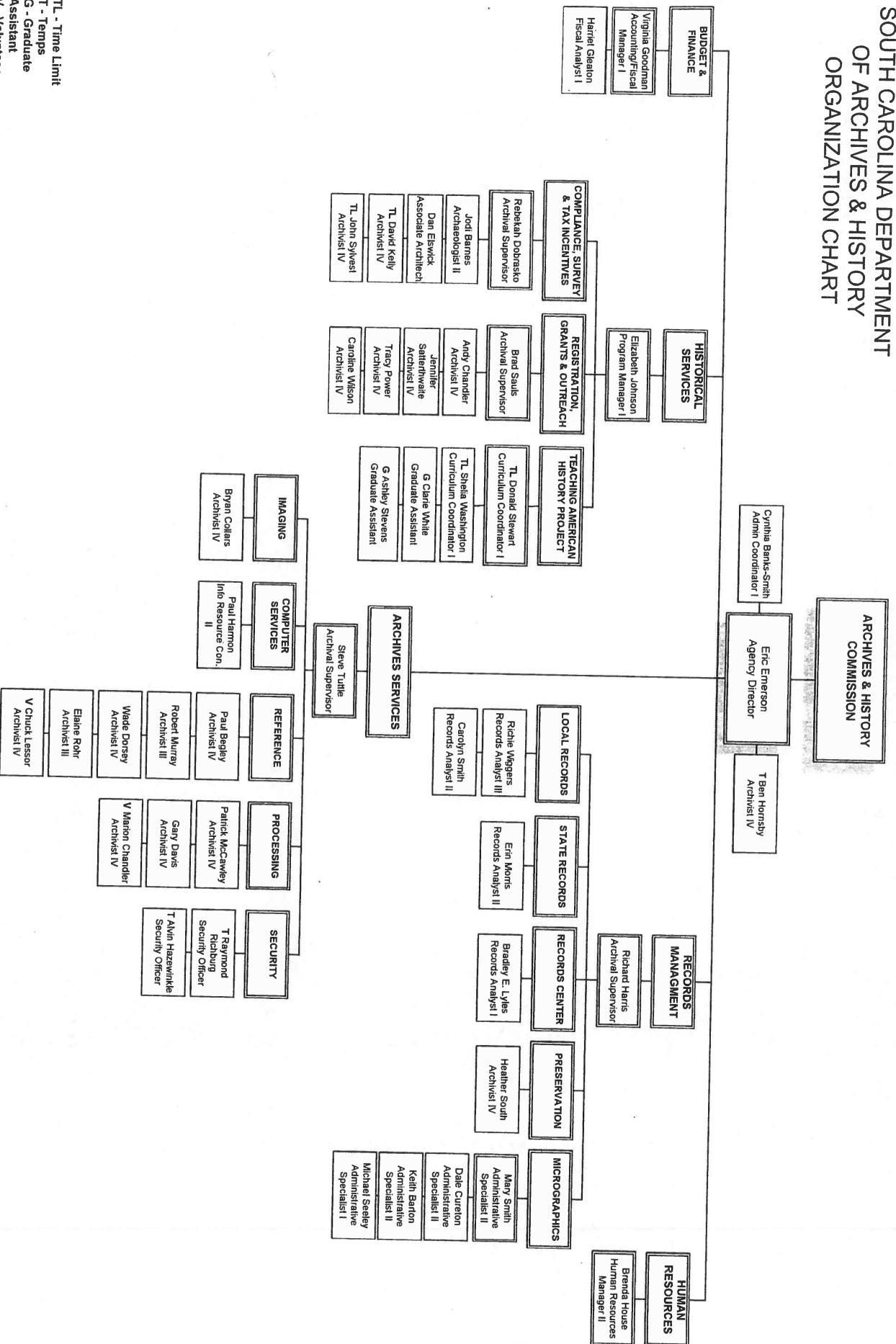
SOUTH CAROLINA DEPARTMENT OF ARCHIVES & HISTORY ORGANIZATION CHART



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

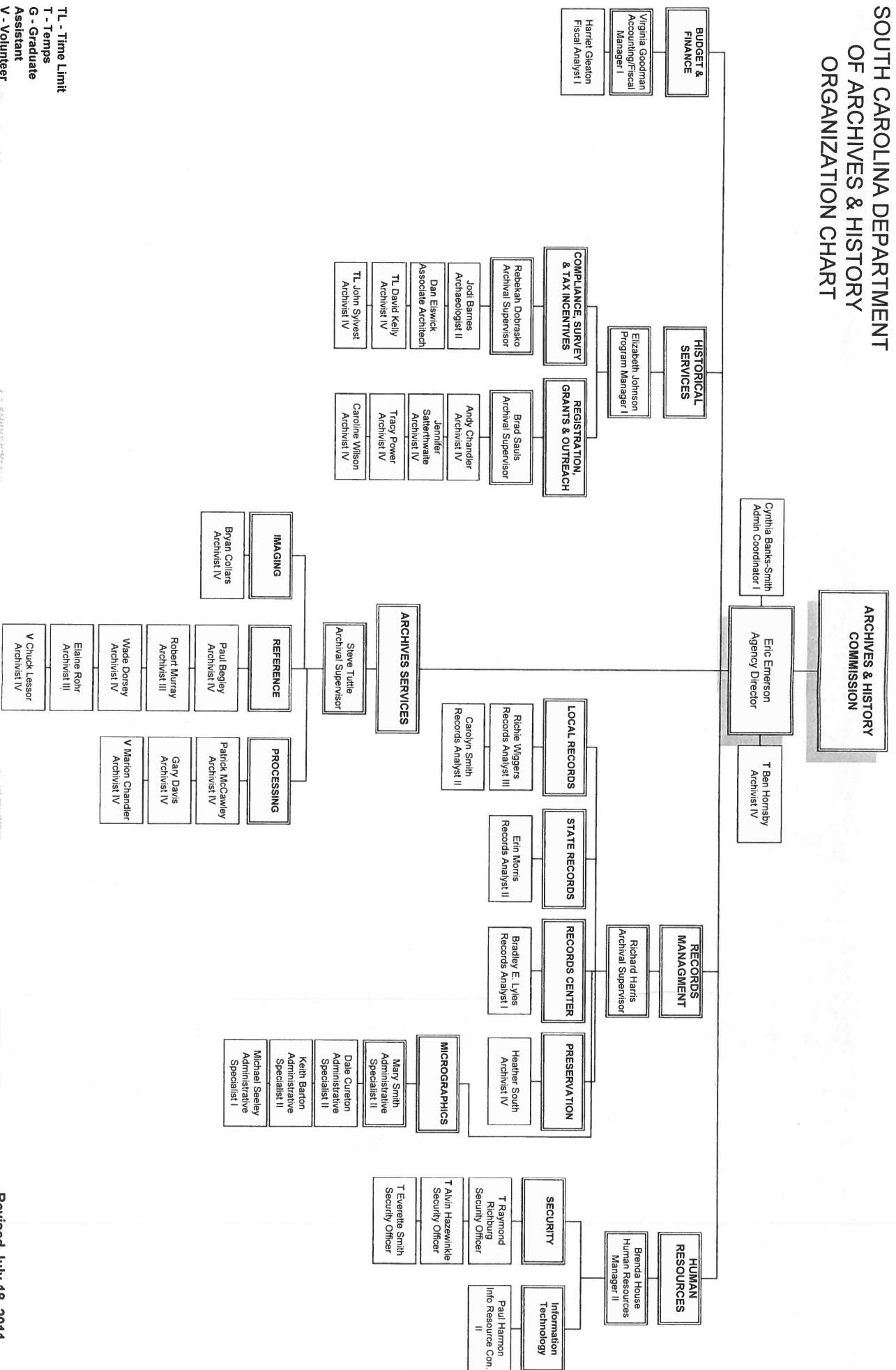
Revised April 17, 2012

SOUTH CAROLINA DEPARTMENT OF ARCHIVES & HISTORY ORGANIZATION CHART



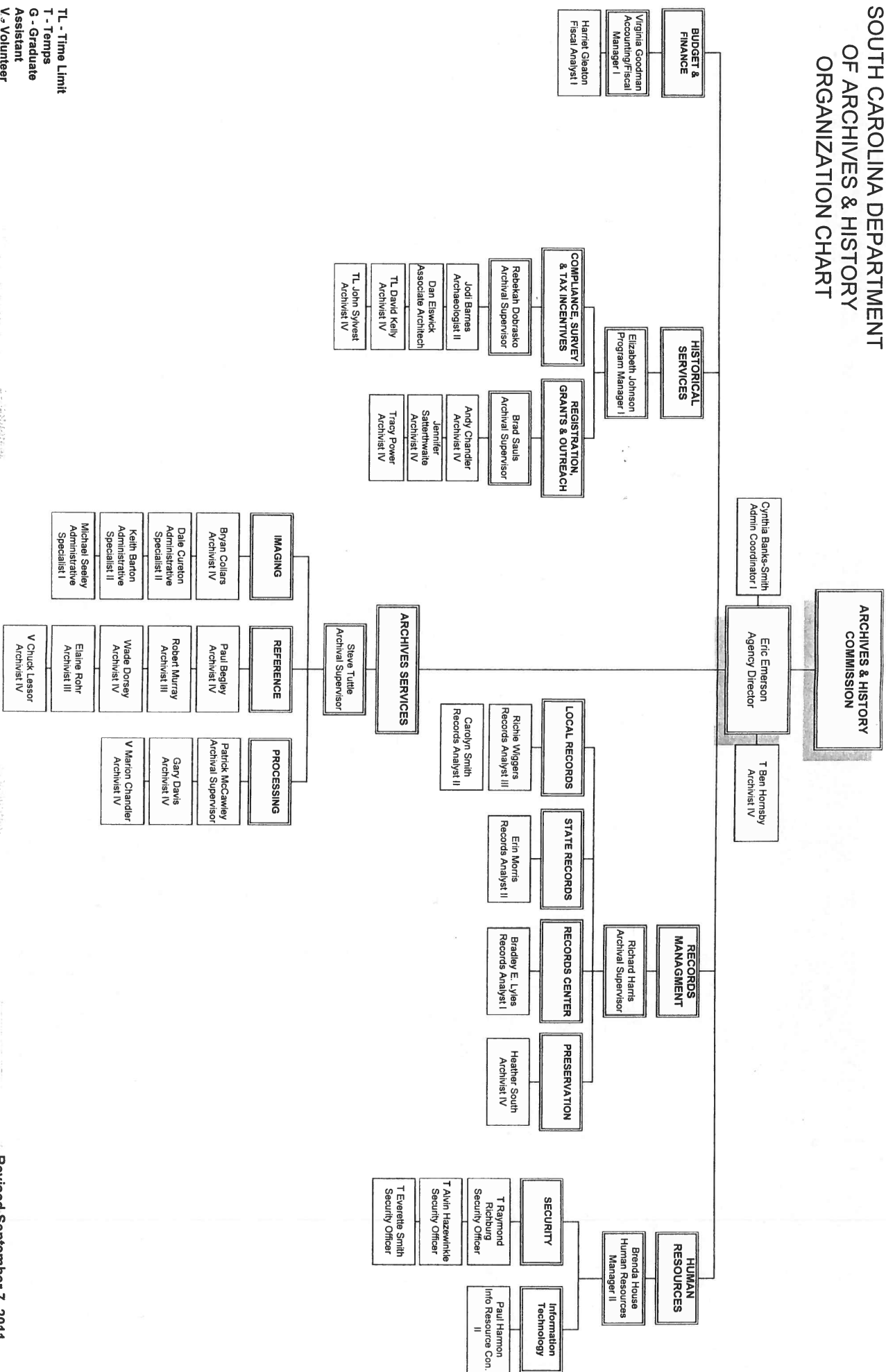
TL - Time Limit
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G - Graduate Assistant
V - Volunteer

SOUTH CAROLINA DEPARTMENT OF ARCHIVES & HISTORY ORGANIZATION CHART



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

SOUTH CAROLINA DEPARTMENT OF ARCHIVES & HISTORY ORGANIZATION CHART



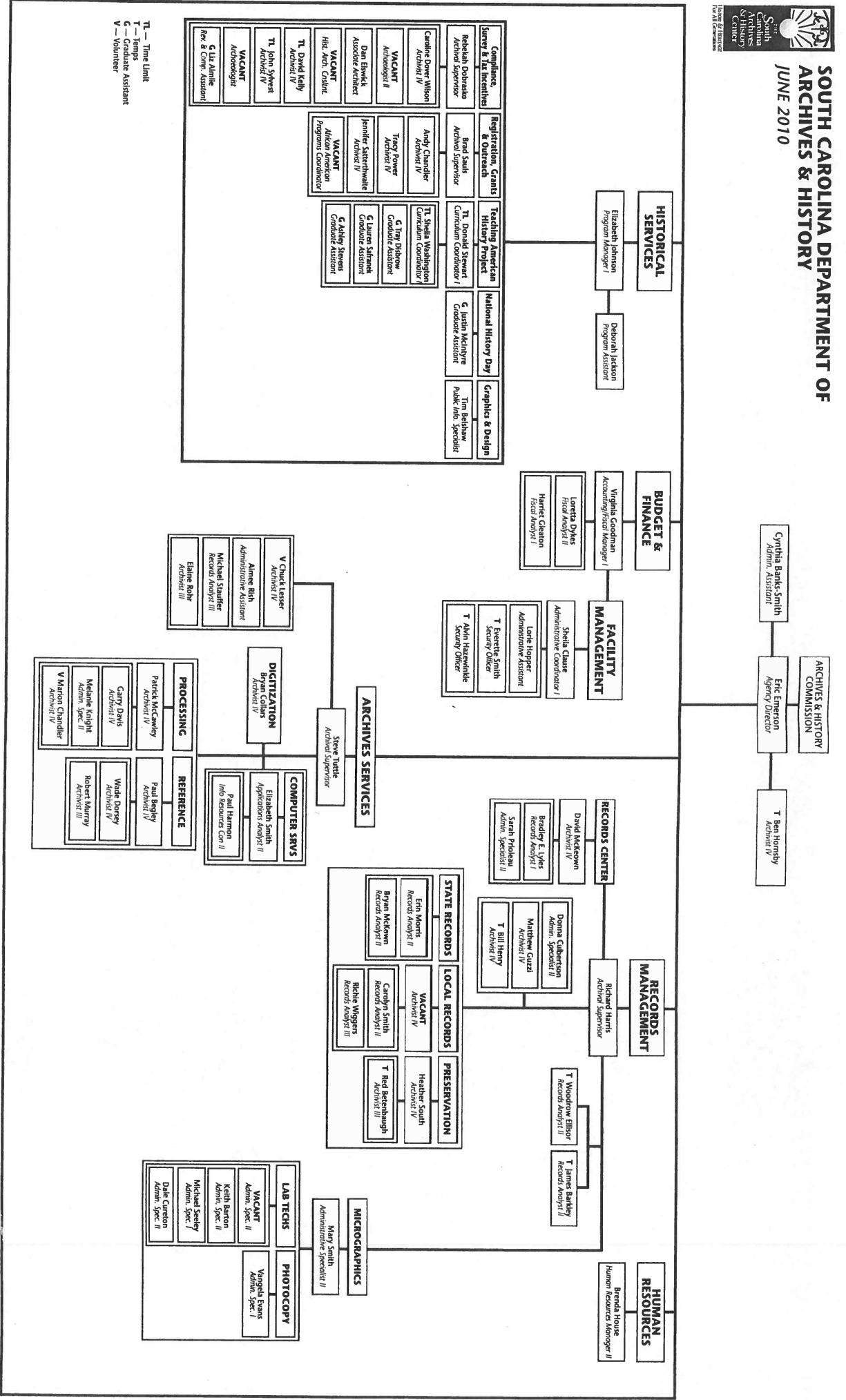
TL - Time Limit
 T - Temps
 G - Graduate
 Assistant
 V - Volunteer

Revised September 7, 2011



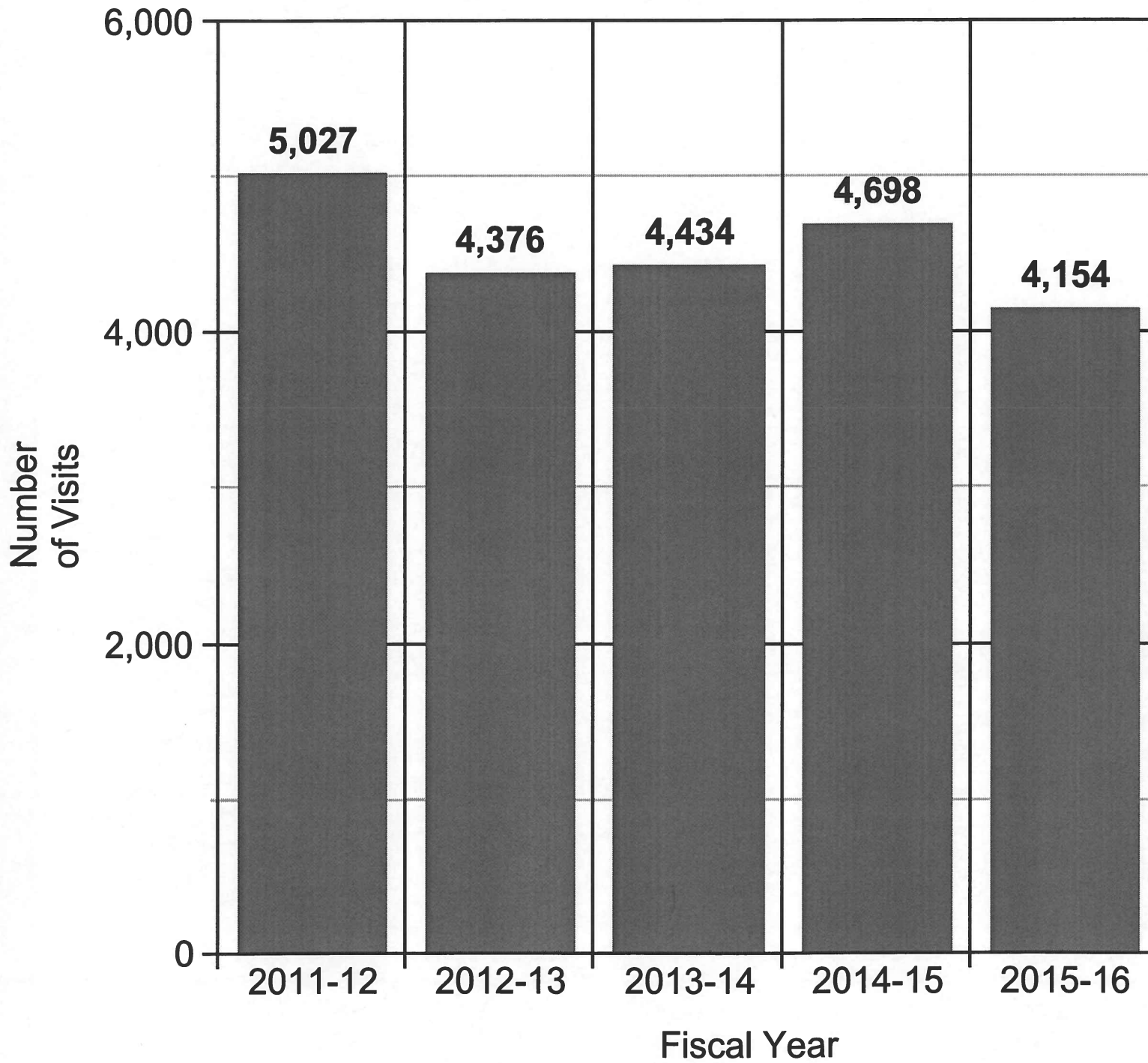
SOUTH CAROLINA DEPARTMENT OF ARCHIVES & HISTORY JUNE 2010

The South Carolina Archives & History Center
1000 E. Palmetto
Columbia, SC 29201
Tel: 803.732.8500
Fax: 803.732.8501
www.southcarolina.gov

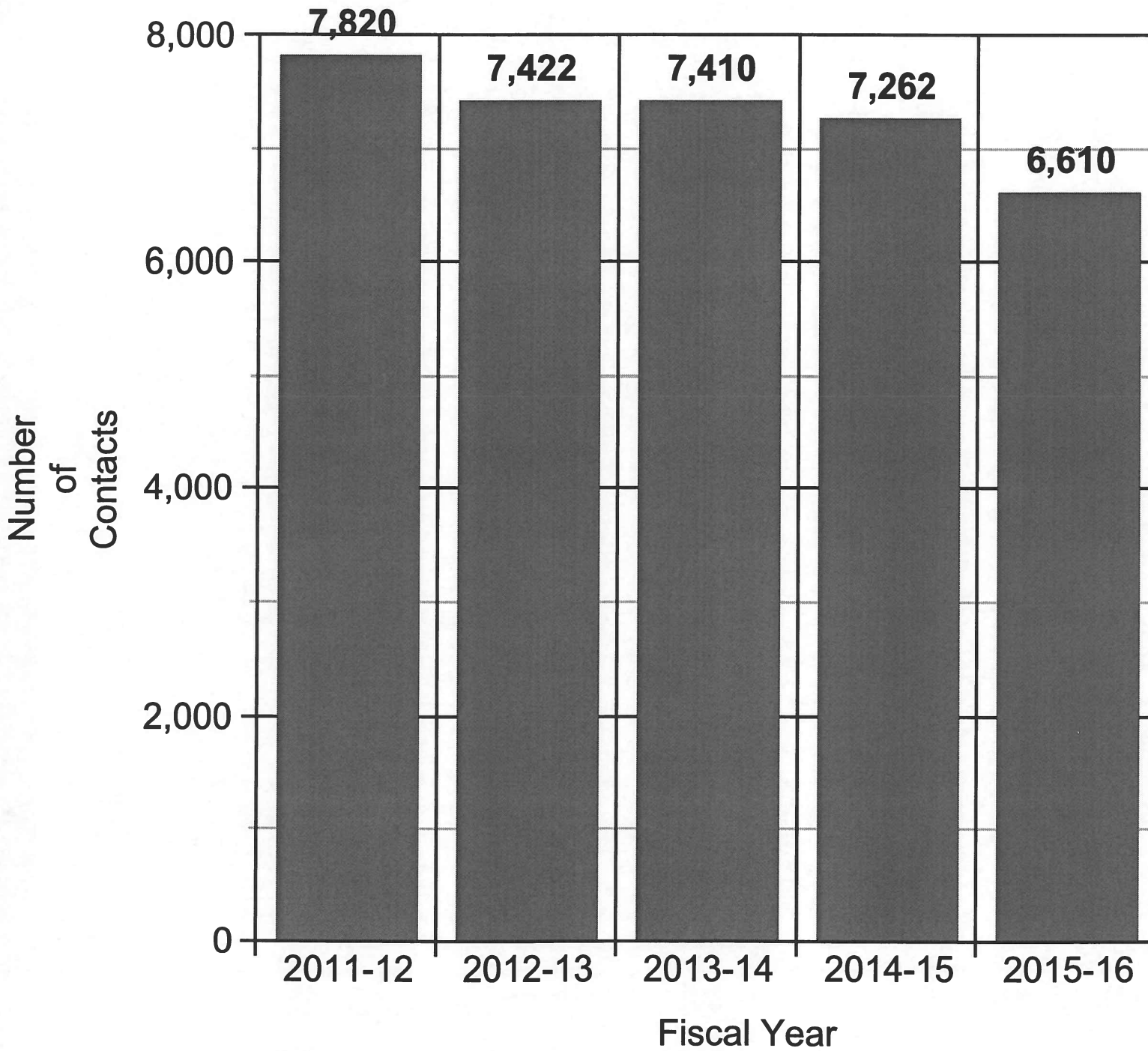


TL — Time Limit
 T — Temp
 C — Graduate Assistant
 V — Volunteer

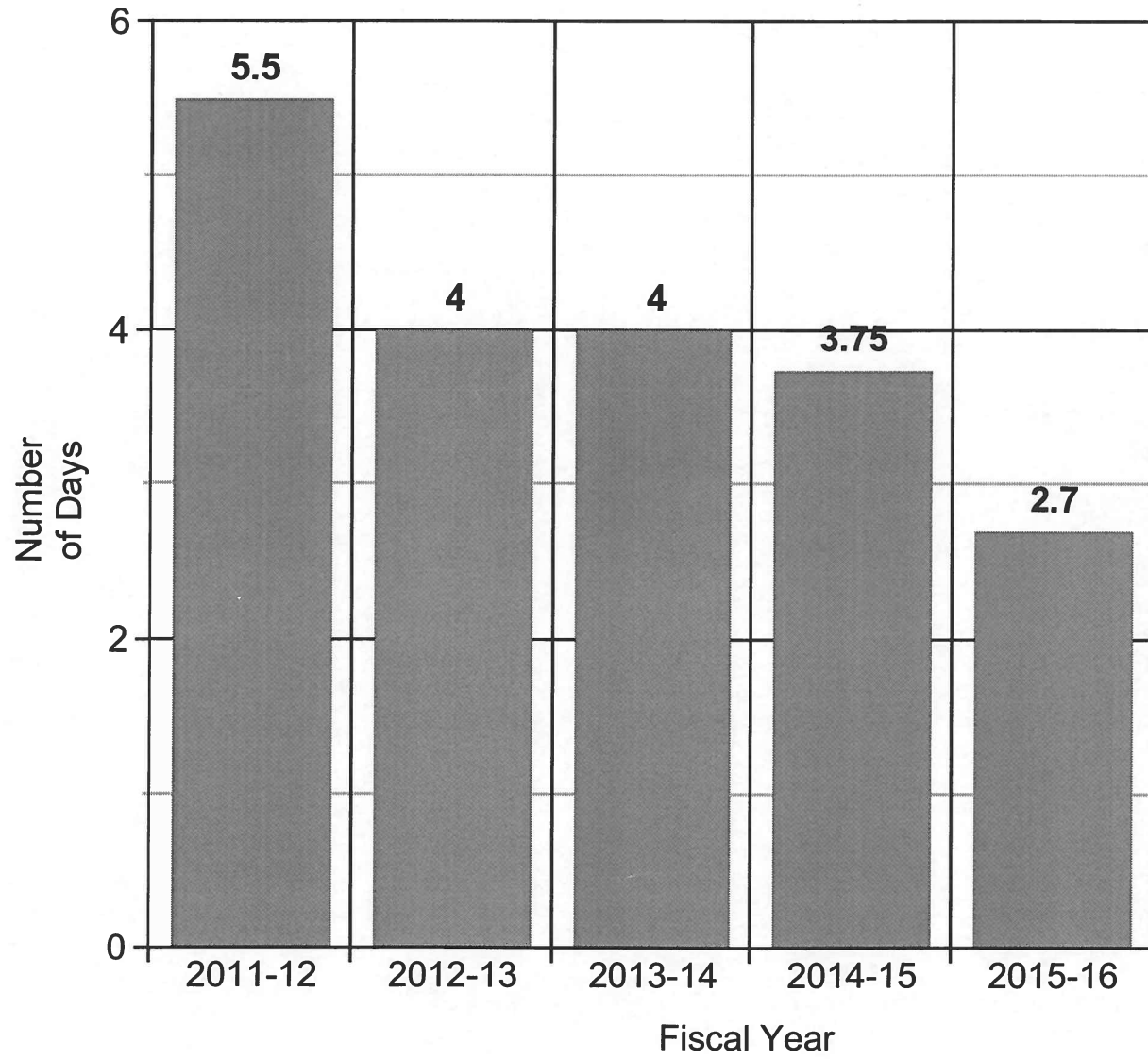
Archives Reference Room Visits



Archives Reference Room Researcher Contacts



Archives Response Time for Reference Queries



Laws

Agency Responding	Department of Archives and History
Date of Submission	

INSTRUCTIONS: In this Chart, the agency will find all of the laws it listed as applicable to that agency in its Restructuring Report. Please do the following:

- (a) If the agency grouped any laws together when completing the Restructuring Report, go back through and list each law individually (as the Annual Restructuring Report informed the agency it would have to do in this report);
- (b) Make any revisions needed, including adding or removing laws or modifying the summary of each, to ensure the list is accurate as of the date the agency submits this report; and
- (c) List which objective(s) in the Agency's strategic plan satisfies each law.

Please cite Law Number as follows:

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 #	Law Number	Jurisdiction	Type of Law	Statutory Requirement and/or Authority Granted	2015-16 Objective(s) which satisfy the law	2016-17 Objective(s) which satisfy the law
1	60-11-30	State	Statute	Statutorily required to preserve and administer public records in other states or counties dealing with South Carolina history; edit and publish documents relating to the history of South Carolina; stimulate the research and study of South Carolina history; approve inscriptions for historical markers; and improve the standards for the making, care, and administration of public records.	1.1.1; 1.1.2; 1.2.1; 1.2.2; 1.3.1; 1.3.2; 2.1.1; 2.1.2; 3.1.1; 3.3.1; 3.3.2; 3.4.2; 4.1.1; 4.1.2; 4.2.1; 4.2.2; 4.3.1; 4.3.2	1.1.1; 1.1.2; 1.2.1; 1.2.2; 1.3.1; 1.3.2; 2.1.1; 2.1.2; 3.1.1; 3.2.1; 3.3.1; 3.3.2; 3.4.1; 4.1.1; 4.1.2; 4.2.1; 4.2.2
2	60-11-40 through 60-11-50	State	Statute	Establishes the Commission of Archives and History as the governing body of the agency and gives the Commission the power to elect its chairman and vice-chairman; make rules and regulations for the governance of the department; elect a director; appoint staff members; adopt a seal for departmental use; control expenditures; accept gifts; make annual reports to the General Assembly; and adopt policies.	3.1.1; 3.1.2; 3.1.3; 3.2.1; 3.3.2; 4.2.2	3.1.1; 3.1.2; 3.1.3; 3.2.1; 3.3.1; 3.3.2; 3.4.1
3	60-11-60	State	Statute	Establishes authority of the Director to manage and administer the department.	1.1.1; 1.1.2; 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; 3.2.1; 3.3.1; 3.3.2; 3.4.1; 3.5.1; 4.1.1; 4.1.2; 4.2.1; 4.2.2; 4.3.1; 4.3.2	1.1.1; 1.1.2; 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; 3.2.1; 3.3.1; 3.3.2; 3.4.1; 4.1.1; 4.1.2; 4.2.1; 4.2.2
4	60-11-70	State	Statute	Establishes SCDAH's authority to accept private records.		
5	60-11-80	State	Statute	Establishes SCDAH's authority to publish information regarding public records.	1.1.2; 2.1.1; 4.1.1; 4.1.2; 4.2.1	2.1.1; 4.1.1; 4.1.2; 4.2.1; 4.2.2
6	60-11-100	State	Statute	Establishes authority of SCDAH to accept county and municipal funds to microfilm public records.	3.2.1	3.2.1
7	60-11-120	State	Statute	Establishes authority of SCDAH to dispose of duplicative archival materials.	1.1.1	1.1.1
8	30-1-40	State	Statute	Establishes a process whereby agencies convey public records to SCDAH.	1.1.1; 2.1.1; 4.1.2	1.1.1; 2.1.1; 4.1.2
9	30-1-50	State	Statute	Establishes penalties for agencies refusing to convey records to SCDAH.	1.1.1	1.1.1
10	30-1-80	State	Statute	Requires SCDAH to establish and administer a public records program.	1.1.1; 1.3.2; 2.1.1; 3.5.1; 4.1.2; 4.2.2	1.1.1; 1.3.2; 3.2.1; 4.1.1; 4.1.2; 4.2.2

Laws

11	30-1-90	State	Statute	Requires SCDAH to assist in the creation, filing, and preserving of records, inventories, and schedules.	1.1.1; 1.3.2; 2.1.1.; 3.5.1; 4.1.2; 4.2.2	1.1.1; 1.3.2; 3.2.1; 4.1.2; 4.2.1; 4.2.2
12	30-1-100	State	Statute	Outlines additional powers and duties of SCDAH relating to the public records of South Carolina.	1.1.1	1.1.1
13	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.	1.1.1	1.1.1
14	30-1-120	State	Statute	Establishes the authority for SCDAH to inventory, repair, or microfilm records.	1.1.1	1.1.1
15	54 U.S.C. § 302301	Federal	Statute	Establishes the State Historic Preservation Office and defines its authority.	3.2.1; 3.5.1; 4.3.2	3.1.1; 3.3.1; 3.3.2;
16	54 U.S.C. § 302501	Federal	Statute	Establishes the Certified Local Government program to be administered by the State Historic Preservation Office.	3.5.1	3.1.1; 3.3.1; 3.3.2;
17	54 U.S.C. § 302901 and 303101	Federal	Statute	Establishes guidelines for the Historic Preservation Fund and grant program.	3.2.1; 3.5.1; 4.3.2	3.1.1; 3.3.1; 3.3.2;

Employees Available

Agency Responding	Department of Archives and History
Date of Submission	

INSTRUCTIONS: This chart requests the number of authorized, filled and unfilled full time equivalent (FTE) positions at the agency by general fund, other fund and federal funds during each of the last five years. It also asks for the number of temporary non-FTE and temporary grant non-FTE positions during the same time period.

General Fund Full Time Equivalent Positions (FTEs)					
	2011-12	2012-13	2013-14	2014-15	2015-16
Figures below are as of...	<i>Insert date and year</i>	<i>Insert date and year</i>	<i>Insert date and year</i>	<i>Insert date and year</i>	<i>Insert date and year</i>
Authorized	47	40	39	39	39
Filled	24	20	17	19	26
Unfilled	12	11	13	9	5

Other Fund FTEs					
	2011-12	2012-13	2013-14	2014-15	2015-16
Figures below are as of...	<i>Insert date and year</i>	<i>Insert date and year</i>	<i>Insert date and year</i>	<i>Insert date and year</i>	<i>Insert date and year</i>
Authorized	2	0	0	0	0
Filled	0	0	0	0	0
Unfilled	2	0	0	0	0

Federal FTEs					
	2011-12	2012-13	2013-14	2014-15	2015-16
Figures below are as of...	<i>Insert date and year</i>	<i>Insert date and year</i>	<i>Insert date and year</i>	<i>Insert date and year</i>	<i>Insert date and year</i>
Authorized	8	8	9	8	8
Filled	8	9	7	7	7
Unfilled	1	0	2	2	1

Total FTEs (General + Other + Federal Fund) & Non-FTEs					
	<u>Unfilled FTEs</u>	<u>Filled FTEs</u>	<u>Temporary Non-FTEs</u>	<u>Temporary Grant Non-FTEs</u>	<u>Total</u>
2011-12	15	32	0	0	47
2012-13	11	29	0	0	40
2013-14	15	24	0	0	39
2014-15	11	26	0	0	37
2015-16	6	33	0	0	39

Customers and Potential Impacts (2015-16)

Agency Responding	Department of Archives and History
Date of Submission	

INSTRUCTIONS: In this Chart, please do the following:

- (a) Take each General Appropriation Act Program and think of the agency daily operations that fit within it. Then group those daily operations programs (D.O. programs) however is best for the agency (i.e. by division, grants, etc.) to discuss each of the different services and/or products it provides. List each of those D.O. Programs, beside the General Appropriation Act Program it relates to, in the first column. The agency may need to insert additional rows between the existing General Appropriations Programs to include each of the D.O. Programs that relate to that General Appropriation Act Program.
- (b) In the second column, provide a brief description of each D.O. Program.
- (c) In the column titled, "Service/Product provided," type the service or product the D.O. Program provides. If the D.O. Program provides multiple services or products, insert additional rows to ensure each service or product is listed on a different row. Be as specific as possible when listing the services and products provided because this information may be compared with the services and products provided by other agencies to determine if there is any duplication among agencies.
- (d) In the column titled, "Customer Segment," select the applicable customer segment from the drop down menu. Insert additional rows as needed to ensure each customer segment who receives a particular service or product, is listed on a different row.
- (e) In the column titled, "Specify for the following segments," provide the additional information requested if the Customer Segment is (1) industry; (2) Professional Organization; or (3) General Public. The additional information provided about the "General Public" customer segments served may be utilized to help change the current "General Public" customer segment option into more specific and defined segments within the public.
- (f) In the column titled, "Best potential impact if agency over performs," provide a brief description of the best potential impact on that customer segment if the agency performs better than it ever thought possible.
- (g) In the column titled, "Most potential negative impact if the agency under performs," briefly describe what the agency considers the most potential negative impact to that customer segment that may occur as a result of the agency underperforming or performing at the worst level possible.
- (h) In the column titled, "What is monitored to determine if outside help is needed," type what the agency monitors on a daily, weekly or monthly basis to ensure the agency performance is at the level needed.
- (i) In the column titled, "Outside Help to Request," type the entities to whom the agency reaches out if the agency begins to see low performance.
- (j) In the column titled, "Level Requires Inform G.A.," type the level at which the agency thinks the General Assembly should be put on notice.
- (k) In the column titled, "1-3 G.A. Options," type one to three options for what the General Assembly could do to help resolve the issues before there is a potential crisis for each customer segment.

General Appropriation Act Program/Title - Daily Operations Programs	Description/Purpose of Daily Operations Program	Service/Product provided (list only one service or product per row, but insert as many rows as needed to ensure all services and products provided are listed)	Customer Segment (list the customer segment as many times as needed, but list only one per line)	Specify for the following segments:	Best potential impact on the customer segment if the agency over performs	Most potential negative impact on the customer segment if the agency under performs	What is monitored to determine if outside help is needed	Outside Help to Request	Level Requires Inform G.A.	1-3 G.A. Options
				(1) Industry - Name; (2) Professional Organization - Name; (3) Public - Other characteristics of public segment who receives service or product (i.e. age range; income levels, etc.)						
Administration	Set agency goals and strategies, acquire and account for agency funding, support program areas in carrying out agency mission.	Director's Office	Executive Branch/State Agencies, Legislative Branch, General Public	General Public (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)	Documentary and cultural heritage of the state is well preserved for current and future generations	Documentary and cultural heritage of the state are poorly preserved for current and future generations	Performance is monitored by the Archives and History Commission during quarterly meetings	Archives and History Commission	Vacancy in office	Adequately fund the agency so that it can perform its mission
Administration	Set agency goals and strategies, acquire and account for agency funding, support program areas in carrying out agency mission.	Human Resources	Personnel, building security, and maintenance	Executive Branch/State Agencies	Agency has superior staff to preserve and promote the documentary and cultural heritage of the state	Agency has inadequate staff to preserve and promote the documentary heritage of the state	Performance is monitored by weekly meeting with agency director and annual agency audit	State Human Resources Division	Major problems discovered in annual audit	Adequately fund the agency so that it can perform its mission
Administration	Set agency goals and strategies, acquire and account for agency funding, support program areas in carrying out agency mission.	Information Technology	Computer Services and Copy Equipment	Executive Branch/State Agencies	State of the art computer technology for the agency to accomplish its mission	Obsolete technology handicaps the agency in performance of its mission	Performance is monitored by weekly meeting with agency director for administration and revenue is monitored on a monthly basis by agency director	State department of information technology	When obsolete equipment does not allow the agency to perform its mission	Adequately fund the agency so that it can perform its mission
Administration	Set agency goals and strategies, acquire and account for agency funding, support program areas in carrying out agency mission.	Budget and Finance	Accounts for all funds received and spent	General Public (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)	All agency funds spent in a wise and frugal manner	Agency funds are expended in a wasteful manner	Performance is monitored by deputy director for administration, weekly by agency director, and annually by auditors	Comptroller/ General's Office	Major problems discovered in annual audit	Adequately fund the agency so that it can perform its mission
Administration	Set agency goals and strategies, acquire and account for agency funding, support program areas in carrying out agency mission.	Facility Coordinator	Rental of meeting space	General Public (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)	All available meeting space rented out on a daily basis	Rental space bookings decline in a manner that causes significant decline in revenue	Performance is monitored on a daily basis by deputy director for administration and revenue is monitored on a monthly basis by agency director	General Services	Meeting space unable to be rented	Adequately fund the agency so that it can perform its mission
Administration	Set agency goals and strategies, acquire and account for agency funding, support program areas in carrying out agency mission.	Gift Shop	Sales of books, apparel and souvenirs to the public	General Public (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)	Sales increase each fiscal year	Sales decline in a manner that causes significant decline in revenue	Revenue is monitored on a monthly basis by Budget and Finance and agency director	Vendors with new and different inventory	Sales decreased to the level that the shop has to close	Adequately fund the agency so that it can perform its mission
Administration	Set agency goals and strategies, acquire and account for agency funding, support program areas in carrying out agency mission.	Media Relations and Agency Advancement	Public relations, social media, Foundation coordination, and conferences	General Public (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)	Public well informed about the resources and mission of the agency	Public is poorly informed about the resources and mission of the agency	Performance is monitored on a weekly basis by agency director.	Archives and History Foundation	Foundation no longer supports the mission of the agency	Adequately fund the agency so that it can perform its mission
Archives and Records Management	To identify, preserve, and make available the permanently valuable state and local government records for South Carolina 1671 to ca. 2000.	Research Room	Executive Branch/State agencies, Legislative Branch, Judicial Branch, local governments, school districts, and General Public	General Public (people doing family history research, people doing historical research, people doing legal research)	All 35 million documents in our collection from 1671 to ca. 2000 are scanned, indexed, and available for citizens to access for free on the Internet	Citizens and government staff unable to access permanently valuable records which protect peoples rights and property and document the decisions, regulations and actions of all government branches.	Numbers, types and location of researchers and research visits; numbers and types of queries received and average response time; quantity of hard copy and microfilm records used on a daily basis.	Interns and volunteers	Staffing level falls below four full-time employees	Provide adequate funding so agency can successfully perform its statutory mandated duties.
Archives and Records Management	To identify, preserve, and make available the permanently valuable state and local government records for South Carolina 1671 to ca. 2000.	Photocopy Services	Executive Branch/State agencies, Legislative Branch, Judicial Branch, local governments, school districts, and General Public	General Public (people doing family history research, people doing historical research, people doing legal research)	All 35 million documents in our collection from 1671 to ca. 2000 are scanned, indexed, and available for downloading on the Internet	Citizens and government staff unable to get copies of permanently valuable records which protect people's rights and property and document the decisions, regulations and actions of all government branches.	Number of orders processed and amount of photocopy revenue	Work study students, interns, and volunteers	Staffing level falls below one full-time employee	Provide adequate funding so agency can successfully perform its statutory mandated duties.
Archives and Records Management	To identify, preserve, and make available the permanently valuable state and local government records for South Carolina 1671 to ca. 2000.	Accessioning Records	Executive Branch/State agencies, Legislative Branch, Judicial Branch, and local governments	General Public (people doing family history research, people doing historical research, people doing legal research)	All records identified as permanent are immediately transferred to the Archives in electronic format when they are no longer needed for use in state and local governments	Citizens and government staff unable to access permanently valuable records which protect peoples rights and property and document the decisions, regulations and actions of all government branches.	Number of records series accessioned, volume of records accessioned, format of records accessioned, amount of shelf space occupied and amount of shelf space available	Work study students, interns, and volunteers	Staffing level falls below three full-time employees	Provide adequate funding so agency can successfully perform its statutory mandated duties.
Archives and Records Management	To identify, preserve, and make available the permanently valuable state and local government records for South Carolina 1671 to ca. 2000.	Describing Records	Executive Branch/State agencies, Legislative Branch, Judicial Branch, local governments, school districts, and General Public	General Public (people doing family history research, people doing historical research, people doing legal research)	All 35 million documents in our collection from 1671 to ca. 2000 are scanned, indexed, and available for citizens to access for free on the Internet	Unable to locate within the collection permanently valuable records which protect peoples rights and property and document the decisions, regulations and actions of all government branches.	Amount of records added to Online Records Index, Summary Guide and SC ArchCat	Work study students, interns, and volunteers	Staffing level falls below three full-time employees	Provide adequate funding so agency can successfully perform its statutory mandated duties.
Archives and Records Management	To identify, preserve, and make available the permanently valuable state and local government records for South Carolina 1671 to ca. 2000.	Microfilming Records	Executive Branch/State agencies, Legislative Branch, Judicial Branch, local governments, school districts, and General Public	General Public (people doing family history research, people doing historical research, people doing legal research)	All records currently on microfilm are converted to a digital format	Records essential to restore order after a disaster may not be readily available	Average time to process orders	Vendors, interns, volunteers, agreements with Ancestry.com and Family Search	Staffing level falls below two full-time employees	Provide adequate funding so agency can successfully perform its statutory mandated duties.
Archives and Records Management	To identify, preserve, and make available the permanently valuable state and local government records for South Carolina 1671 to ca. 2000.	Imaging Records	Local governments and General Public	General Public (people doing family history research, people doing historical research, people doing legal research)	All 35 million documents in our collection from 1671 to ca. 2000 are scanned, indexed, and available for citizens to access for free on the Internet	Citizens and government offices unable to access information held by the eh archives via the Internet	Number of documents scanned and made available to the public	Vendors, interns, volunteers, agreements with Ancestry.com and Family Search	Staffing level falls below three full-time employees	Provide adequate funding so agency can successfully perform its statutory mandated duties.
Archives and Records Management	To identify, preserve, and make available the permanently valuable state and local government records for South Carolina 1671 to ca. 2000.	Microfilm Security Vault	Executive Branch/State agencies, Legislative Branch, Judicial Branch, local governments, school districts, and General Public	General Public (people doing family history research, people doing historical research, people doing legal research)	All microfilm currently stored in the security vault is converted to a digital format and information housed on securely backed up servers	Records essential to restore order after a disaster may not be readily available	Number of incoming reels	Works study students and temporary employees	Staffing level falls below two full-time employees	Provide adequate funding so agency can successfully perform its statutory mandated duties.
Archives and Records Management	To identify, preserve, and make available the permanently valuable state and local government records for South Carolina 1671 to ca. 2000.	Local Government Records Management	Local Governments and school districts	General Public (people doing family history research, people doing historical research, people doing legal research)	All records created in county municipal offices are immediately scheduled for disposal or transfer to the Archives once they are no longer needed in the office	Offices overwhelmed with storing records which are no longer needed for current operations	Number of training sessions and work shops held and number of records sc schedules prepared and implemented	Interns	Staffing level falls below three full-time employees	Provide adequate funding so agency can successfully perform its statutory mandated duties.
Archives and Records Management	To identify, preserve, and make available the permanently valuable state and local government records for South Carolina 1671 to ca. 2000.	State Government Records Management	Executive Branch/State agencies, Legislative Branch, and Judicial Branch	General Public (people doing family history research, people doing historical research, people doing legal research)	All records created in state government and constitutional offices are immediately scheduled for disposal or transfer to the Archives once they are no longer needed in eh office	Offices overwhelmed with storing records which are no longer needed for current operations	Number of training sessions and work shops held and number of records sc schedules prepared and implemented	Interns	Staffing level falls below two full-time employees	Provide adequate funding so agency can successfully perform its statutory mandated duties.

Customers and Potential Impacts (2015-16)

Archives and Records Management	To identify, preserve, and make available the permanently valuable state and local government records for South Carolina 1671 to ca. 2000.	State Records Center	Executive Branch/State agencies	General Public (people doing family history research, people doing historical research, people doing legal research)	All records stored in the Records Center are converted to electronic format, stored in secure servers and promptly disposed of once they are no longer needed by state agencies.	Offices overwhelmed with storing records which are no longer needed for current operations	Amount of records received of storage amount of records destroyed, number of files pulled, number of files returned and amount of storage space occupied, and amount of storage space available.	Works study students and temporary employees	Staffing level falls below two full-time employees	Provide adequate funding so agency can successfully perform its statutory mandated duties.
Historical Services (State Historic Preservation Office)	To administer state and federal historic preservation laws and programs to encourage and facilitate the responsible stewardship of South Carolina's irreplaceable historic and prehistoric places.	Statewide Survey of Historic Properties	Executive Branch/State agencies, Local Governments, General Public	General Public (includes property owners and local historical and preservation organizations)	Statewide Survey of Historic Properties (All 46 counties are comprehensively surveyed for historic properties and the information is easily accessible to citizens on the Internet)	No additional historic properties are added to the inventory and the information is not readily accessible, creating an information gap resulting in an accelerated loss of historic properties.	Number of properties recorded, number of survey cards digitized, and added to database, percentage of counties surveyed.	Volunteers, interns, local government planners, college and university programs	Federal Historic Preservation Fund Annual Allocation to South Carolina substantially reduced or eliminated resulting in loss of two or more staff to carry out mandated programs and/or no new properties added to survey in 2015-2016.	Provide adequate funding so agency can successfully perform its statutory mandated duties.
Historical Services (State Historic Preservation Office)	To administer state and federal historic preservation laws and programs to encourage and facilitate the responsible stewardship of South Carolina's irreplaceable historic and prehistoric places.	National Register of Historic Places	Executive Branch/State agencies, Local Governments, General Public	General Public (includes property owners and local historical and preservation organizations)	All properties and historic districts that are eligible are nominated and listed in the National Register and the information is easily accessible to citizens on the Internet	No additional historic properties are added to the National Register and the information is not readily accessible, creating an information gap resulting in accelerate loss of historic properties and an inability to use tax credit programs.	Number of properties and districts approved without major changes, respOnps and processing times, number of properties determined eligible for listing.	Interns, nonprofit organizations, property owners, college and university programs	Federal Historic Preservation Fund Annual Allocation to South Carolina substantially reduced or eliminated resulting in loss of two or more staff to carry out mandated programs and/or no properties listed in national 2015-2016.	Provide adequate funding so agency can successfully perform its statutory mandated duties.
Historical Services (State Historic Preservation Office)	To administer state and federal historic preservation laws and programs to encourage and facilitate the responsible stewardship of South Carolina's irreplaceable historic and prehistoric places.	Historical Markers	Executive Branch/State agencies, Local Governments, General Public	General Public (includes property owners and local historical and preservation organizations)	All places eligible for historical markers have organizations that apply for and receive approved marked texts and the information is easily accessible to citizens on the Internet	No additional historic markers are approved and the information is not readily accessible, creating a gap in awareness and knowledge of South Carolina history and historic places.	Number of marker texts approved, length of time to provide draft text to sponsor.	Volunteers, interns, nonprofit organizations	Federal Historic Preservation Fund Annual Allocation to South Carolina substantially reduced or eliminated resulting in loss of two or more staff to carry out mandated programs and/or no new historical markers produced in 2015-2016.	Provide adequate funding so agency can successfully perform its statutory mandated duties.
Historical Services (State Historic Preservation Office)	To administer state and federal historic preservation laws and programs to encourage and facilitate the responsible stewardship of South Carolina's irreplaceable historic and prehistoric places.	Historic Preservation Fund Grants	Executive Branch/State agencies, Local Governments, General Public	General Public (includes property owners and local historical and preservation organizations)	Additional funds secured to provide grants to public and nonprofit organizations that apply for grant funding for qualifying historic preservation projects	Loss of funding and fewer grants awarded resulting in the deterioration loss of historic properties.	Number of applications received, number of grants approved, grant recipient reports, number of buildings stabilized, and investment generated.	National Park Service	Federal Historic Preservation Fund Annual Allocation to South Carolina substantially reduced or eliminated resulting in loss of two or more staff to carry out mandated programs and/or no grants awarded in one year.	Provide adequate funding so agency can successfully perform its statutory mandated duties.
Historical Services (State Historic Preservation Office)	To administer state and federal historic preservation laws and programs to encourage and facilitate the responsible stewardship of South Carolina's irreplaceable historic and prehistoric places.	Historic Rehabilitation Tax Credit Programs	Executive Branch/State agencies, Local Governments, General Public	General Public (includes property owners and local historical and preservation organizations)	All owners of eligible historic properties participate in the tax credit programs for which they qualify	Eligible properties unable to qualify for historic tax credits, result in the deterioration and loss of historic properties.	Number of applications received, response times, investments generated.	National Park Service	Federal Historic Preservation Fund Annual Allocation to South Carolina substantially reduced or eliminated resulting in loss of two or more staff to carry out mandated programs and/or no tax credit projects reviewed. By 2015-2016.	Provide adequate funding so agency can successfully perform its statutory mandated duties.
Historical Services (State Historic Preservation Office)	To administer state and federal historic preservation laws and programs to encourage and facilitate the responsible stewardship of South Carolina's irreplaceable historic and prehistoric places.	Review and Compliance Program	Executive Branch/State agencies, Local Governments, General Public	General Public (includes property owners and local historical and preservation organizations)	Project reviews conducted in all-digital platform to enhance efficiency while continuing to consider impacts on historic properties	Project review times increase resulting in project and funding delays. Historical properties negatively impacted by federal and state projects.	Number of requests received and response provided, response times, number of historic properties reviewed	Advisory Council on Historic Preservation, SC Institute of Archaeology and Anthropology, federal and state agencies.	Federal Historic Preservation Fund Annual Allocation to South Carolina substantially reduced or eliminated resulting in loss of two or more staff to carry out mandated programs and/or all project review times exceed federal regulations over a six-month span	Provide adequate funding so agency can successfully perform its statutory mandated duties.
Historical Services (State Historic Preservation Office)	To administer state and federal historic preservation laws and programs to encourage and facilitate the responsible stewardship of South Carolina's irreplaceable historic and prehistoric places.	Certified Local Governments	Executive Branch/State agencies, Local Governments, General Public	General Public (includes property owners and local historical and preservation organizations)	Every community in South Carolina, which meets the criteria for being designated a Certified Local Government, chooses to join the program.	No other communities are designated a Certified Local Government. Those communities that are CLGs withdraw from the program.	Number of communities and individuals receiving training, annual reports, evaluations completed	National Park Service, National Alliance of Preservation Commissions	Federal Historic Preservation Fund Annual Allocation to South Carolina substantially reduced or eliminated resulting in loss of two or more staff to carry out mandated programs and/or no five or more local governments request decertification and removal from program within one year	Provide adequate funding so agency can successfully perform its statutory mandated duties.
Historical Services (State Historic Preservation Office)	To administer state and federal historic preservation laws and programs to encourage and facilitate the responsible stewardship of South Carolina's irreplaceable historic and prehistoric places.	Outreach and Technical Assistance	Executive Branch/State agencies, Local Governments, General Public	General Public (includes property owners and local historical and preservation organizations)	Every South Carolinians is aware of and appreciates the history and historic places in their community	No site visits are made, existing events and publications are cancelled and no new programs or publication are developed, resulting in a lack of awareness and accelerated loss of historical properties.	Number of site visits made, attendance at programs and events, visitors to selected WebPages, subscribers to newsletter.	Nonprofit organizations, volunteers, interns, college and university programs.	Federal Historic Preservation Fund Annual Allocation to South Carolina substantially reduced or eliminated resulting in loss of two or more staff to carry out mandated programs and/or no staff site visits made, events held, or publications created during a two-	Provide adequate funding so agency can successfully perform its statutory mandated duties.

Public Benefit and Staff Responsibility (2015-16)

Agency Responding	Department of Archives and History
Date of Submission	

INSTRUCTIONS: In this Chart, the agency will find information it provided in its Restructuring Report for 2015-16. Please ensure all cells are completed and the goals, strategies, objectives, intended public benefits and staff responsible are accurate for 2015-16. Cells which were left blank in the Restructuring Report and need to be completed are highlighted in yellow. Please highlight, in green, any cells where the agency provided information in the Restructuring Report, but there were changes in the plan or who was responsible after submission of the report. In another chart in this report the agency will provide information related to its 2016-17 Strategic Plan. As a reminder, the instructions for how the agency was to complete the chart are below:

- 1) Under the "Strategic Plan Part and Description" column, enter the strategic plan part number and description (i.e. Goal 1 - Increase the number of job opportunities available to juveniles to 20 per juvenile within the next 2 years).
- 2) Under the "Public Benefit/Intended Outcome" column, enter the intended outcome of accomplishing each goal and objective.
- 3) Under the "Responsible Person" columns, provide information about the individual who has primary responsibility/accountability for each goal and objective. The Responsible Person for a goal has different teams of employees beneath him/her to help accomplish the goal. The Responsible Person for an objective has employees and possibly different teams of employees beneath him/her to help accomplish the objective. The Responsible Person for a goal is the person who, in conjunction with his/her team(s) and approval from higher level superiors, determines the strategy and objectives needed to accomplish the goal. The Responsible Person for an objective is the person who, in conjunction with his/her employees and approval from higher level superiors, sets the performance measure targets and heads the game plan for how to accomplish the objective for which he/she is responsible. Under the "Position" column, enter the Responsible Person's position/title at the agency. Under "Office Address" column, enter the address for the office from which the Responsible Person works. Under the "Department/Division" column, enter the department or division at the agency in which the Responsible Person works. Under the "Department/Division Summary" column, enter a brief summary (no more than 1-2 sentences) of what that department or division does in the agency.

Mission:	To preserve and promote the documentary and cultural heritage of the state through the state archives, historic preservation, and education	Legal Basis:	SC Code 60-11; 54 U.S.C. § 302301
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	Legal Basis:	SC Code 60-11; 54 U.S.C. § 302301

Strategic Plan Part and Description (2015-16)	Intended Public Benefit/Outcome: (Ex. Outcome = incidents decrease and public perceives that the road is safer) Just enter the intended outcome	Responsible Employee Name:	How long as staff member been responsible for the goal or objective: (i.e. more or less than 3 years)	Position:	Office Address:	Department or Division:	Department or Division Summary:
Goal 1 - To promote and encourage understanding, appreciation, and preservation of the state's history and heritage in 2015/16	The public benefit/intended outcome of this goal is to enhance public knowledge of the state's rich past, which helps facilitate the development of goal of developing an informed and participatory citizenry.	W. Eric Emerson	Less than 3 years	Director and SHPO	8301 Parklane Road, Columbia, SC 29223	Administration	Division is responsible for all administrative functions of the agency including finance, human resources, facility management, information technology, security, and agency advancement.
Strategy 1.1 - Offer appropriate educational programs and products for different audiences in 2015/16							
Objective 1.1.1 - Offer ten records management workshops annually for state and local government agencies in 2015/16	The public will benefit through the more efficient and cost effective operation of state government, by administrators understanding how to effectively manage the voluminous records produced by government.	Richard Harris	Less than 3 years	Manager, Records Management	8301 Parklane Road, Columbia, SC 29223	Archives and Records Management	Division is responsible for preserving and making available historic public records and for helping state and local government agencies manage their records.
Objective 1.1.2 - Complete the distribution of the recently revised "A Teacher's Guide to African American Historic Places in South Carolina" to state schools in 2015/16	The public benefit is that all South Carolina children will have the opportunity to learn of the valuable contributions of African Americans to the state's rich history.	Elizabeth Johnson	Less than 3 years	Deputy State Historic Preservation Officer	8301 Parklane Road, Columbia, SC 29223	State Historic Preservation Office	The State Historic Preservation Office encourages and facilitates the responsible stewardship of preservation of South Carolina's irreplaceable historic and prehistoric places.
Strategy 1.2 - Continue both internal and external collaboration							
Objective 1.2.1 - Establish divisional bi-monthly meetings to ensure divisional collaboration	The public benefit is derived through the more effective operation of a state agency.	W. Eric Emerson	Less than 3 years	Director and SHPO	8301 Parklane Road, Columbia, SC 29223	Administration	Division is responsible for all administrative functions of the agency including finance, human resources, facility management, information technology, security, and agency advancement.
Objective 1.2.2 - In 2015/16 continue collaboration with the Confederate Relic Room, South Caroliniana Library, USC Press to sponsor and organize agency symposia	Public benefit includes increased education regarding the state's past while sharing resources for that purpose	W. Eric Emerson	Less than 3 years	Director and SHPO	8301 Parklane Road, Columbia, SC 29223	Administration	Division is responsible for all administrative functions of the agency including finance, human resources, facility management, information technology, security, and agency advancement.
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 15 percent in 2015/16	The public benefit/intended outcome of this goal is to enhance staff professionalism and performance.	Steve Tuttle	Less than 3 years	Deputy Director for Archives and Records Management	8301 Parklane Road, Columbia, SC 29223	Archives and Records Management	Division is responsible for preserving and making available historic public records and for helping state and local government agencies manage their records.
Objective 1.3.2 - Increase the total number of outside presentations given by staff by 10 percent in 2015/16	The public benefit/intended outcome of this goal is to expand staff outreach to the public, thus expanding agency outreach.	Steve Tuttle	Less than 3 years	Deputy Director for Archives and Records Management	8301 Parklane Road, Columbia, SC 29223	Archives and Records Management	Division is responsible for preserving and making available historic public records and for helping state and local government agencies manage their records.
Goal 2 - To increase awareness, understanding, and use of the programs of SCDAH in 2015/16	The public benefit/intended outcome of this goal is to make the public aware of the myriad programs and services offered by the agency for the public benefit.	W. Eric Emerson	Less than 3 years	Director and SHPO	8301 Parklane Road, Columbia, SC 29223	Administration	Division is responsible for all administrative functions of the agency including finance, human resources, facility management, information technology, security, and agency advancement.
Strategy 2.1 - Explore new ways to use technology							
Objective 2.1.1 - Conduct media campaign to notify potential customers and stakeholders of the agency's installation of Preserica and creation of the Electronic Records Archive in 2015/16	The public benefit/intended outcome of this goal is to inform the public of new and expanded public access to the agency's collections, which will increase user convenience and decrease user costs.	Grace Salter	Less than 3 years	Agency Advancement Coordinator	Agency Advancement Coordinator	Agency Advancement Coordinator	Division is responsible for all administrative functions of the agency including finance, human resources, facility management, information technology, security, and agency advancement.
Objective 2.1.2 - Enhance use of diagnostic tools to maximize the agency's use of Social Media in 2015/16	The public benefit/intended outcome of this goal is to provide the agency with the information necessary to enhance its ability to reach the most customers through the use of social media.	Grace Salter	Less than 3 years	Agency Advancement Coordinator	Agency Advancement Coordinator	Agency Advancement Coordinator	Division is responsible for all administrative functions of the agency including finance, human resources, facility management, information technology, security, and agency advancement.
Goal 3 - To assess mission-essential needs for SCDAH and identify and secure new sources of generated funds to support its mission in 2015/16	The public benefit/intended outcome of this goal is to increase public access to government records for the purpose of making government accountable to the people, while providing for historical research by the public.	W. Eric Emerson	Less than 3 years	Director and SHPO	8301 Parklane Road, Columbia, SC 29223	Administration	Division is responsible for all administrative functions of the agency including finance, human resources, facility management, information technology, security, and agency advancement.
Strategy 3.1 - Establish new marketing strategies for services and products							
Objective 3.1.1 - Conduct an internal assessment of the agency's Preservation Conference and Civil War Symposium to improve event marketing in 2015/16	The public benefit/intended outcome of this goal is to enhance public knowledge of the educational symposia being organized and held at SCDAH.	W. Eric Emerson	Less than 3 years	Director and SHPO	8301 Parklane Road, Columbia, SC 29223	Administration	Division is responsible for all administrative functions of the agency including finance, human resources, facility management, information technology, security, and agency advancement.
Objective 3.1.2 - Develop an annual assessment of Gift Shop sales to evaluate the marketability of goods sold in 2015/16	The public benefit/intended outcome of this goal is to assist the agency with generating revenue through its gift shop operations, thus diminishing the amount of state funds that would be necessary to fund the agency.	Brenda House	Less than 3 years	Deputy Dir. for Admin.	8301 Parklane Road, Columbia, SC 29223	Administration	Division is responsible for all administrative functions of the agency including finance, human resources, facility management, information technology, security, and agency advancement.
Objective 3.1.3 - Re-assess SCDAH's marketing of rental facilities to discern trends in 2015/16	The public benefit/intended outcome of this goal is to assist the agency with generating increased revenue through its rental facilities, thus diminishing the amount of state funds that would be necessary to fund the agency.	Brenda House	Less than 3 years	Deputy Dir. for Admin.	8301 Parklane Road, Columbia, SC 29223	Administration	Division is responsible for all administrative functions of the agency including finance, human resources, facility management, information technology, security, and agency advancement.
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 ensuring that historical preservation and access issues are considered when evaluating other revenue sources for 2015/16	The public benefit/intended outcome of this goal is to ensure that the agency's revenue-generating activities do not conflict with its mission or service to the public.	W. Eric Emerson	Less than 3 years	Director and SHPO	8301 Parklane Road, Columbia, SC 29223	Administration	Division is responsible for all administrative functions of the agency including finance, human resources, facility management, information technology, security, and agency advancement.
Strategy 3.3 - Expand the archival storage capacity of the Archives and Records Center							
Objective 3.3.1 - Complete the installation of moveable shelving in the final section of the first stack at the Archives in 2015/16	The public benefit/intended outcome of this goal is to improve public access to government records by providing more shelving, which will help the agency store more government records in climate-controlled conditions.	Patrick McCawley	Less than 3 years	Archival Supervisor	8301 Parklane Road, Columbia, SC 29223	Archives and Records Management	Division is responsible for preserving and making available historic public records and for helping state and local government agencies manage their records.

Public Benefit and Staff Responsibility (2015-16)

Objective 3.3.2 - Request funds for the expansion of the agency's digital storage capacity by 50 percent in 2015/16	The public benefit/intended outcome of this goal is to ensure that the agency has sufficient digital storage capacity to house the online records that the public demand.	W. Eric Emerson	Less than 3 years	Director and SHPO	8301 Parklane Road, Columbia, SC 29223	Administration	Division is responsible for all administrative functions of the agency including finance, human resources, facility management, information technology, security, and agency advancement.
Strategy 3.4 - Expand agency internships and volunteer program to enhance staff resources							
Objective 3.4.1 - Increase the number of agency volunteers by 20 percent in 2015/16 to assist the agency with special projects	The public benefit/intended outcome of this goal is to increase agency mission effectiveness without additional public expense through increased budgeting for personnel.	Patrick McCawley	Less than 3 years	Archival Supervisor	8301 Parklane Road, Columbia, SC 29223	Archives and Records Management	Division is responsible for preserving and making available historic public records and for helping state and local government agencies manage their records.
Objective 3.4.2 - Triple the number of agency interns in 2015/16	The public benefit/intended outcome of this goal is to increase agency mission effectiveness without additional public expense through increased budgeting for personnel.	Patrick McCawley	Less than 3 years	Archival Supervisor	8301 Parklane Road, Columbia, SC 29223	Archives and Records Management	Division is responsible for preserving and making available historic public records and for helping state and local government agencies manage their records.
Strategy 3.5 - Maximize the use of agency human resources							
Objective 3.5.1 - Fill 50 percent of the agency's unfilled authorized positions in 2015/16	The public benefit/intended outcome of this goal is to maximize the agency's effectiveness in serving the public by filling staff positions authorized by state government.	W. Eric Emerson	Less than 3 years	Director and SHPO	8301 Parklane Road, Columbia, SC 29223	Administration	Division is responsible for all administrative functions of the agency including finance, human resources, facility management, information technology, security, and agency advancement.
Goal 4 - Increase and enhance preservation of, and access to South Carolina state and local government records in 2015/16	The public benefit/intended outcome of this goal is to enhance public access to government records, thereby making government more accountable while providing citizens with historical information that serves their interests.	W. Eric Emerson	Less than 3 years	Director and SHPO	8301 Parklane Road, Columbia, SC 29223	Administration	Division is responsible for all administrative functions of the agency including finance, human resources, facility management, information technology, security, and agency advancement.
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 2015/16	The public benefit/intended outcome of this goal is to increase the number of public records available online, thus adding to customer convenience for the user.	Bryan Collars	Less than 3 years	Digital Archives Archivist	8301 Parklane Road, Columbia, SC 29223	Archives and Records Management	Division is responsible for preserving and making available historic public records and for helping state and local government agencies manage their records.
Objective 4.1.2 - Ingest and make available county council records for 23 counties through the Electronic Records Archives in 2015/16	The public benefit/intended outcome of this goal is to increase the number of public records available online, thus adding to customer convenience for the user.	Bryan Collars	Less than 3 years	Digital Archives Archivist	8301 Parklane Road, Columbia, SC 29223	Archives and Records Management	Division is responsible for preserving and making available historic public records and for helping state and local government agencies manage their records.
Strategy 4.2 - Enhance the Agency's records program visibility and accountability							
Objective 4.2.1 - Intensify the agency's Social Media presence by increasing all postings by 25 percent in 2015/16	The public benefit/intended outcome of this goal is to increase public understanding and knowledge of the agency's various programs and services.	Grace Salter	Less than 3 years	Agency Advancement Coordinator	8301 Parklane Road, Columbia, SC 29223	Administration	Division is responsible for all administrative functions of the agency including finance, human resources, facility management, information technology, security, and agency advancement.
Objective 4.2.2 - Revive the State Historic Records Advisory Board through appointments by the Governor in 2015/16	The public benefit/intended outcome of this goal is to increase public understanding of the value of preserving historic records through the work of board members and the organizations that they serve.	Richard Harris	Less than 3 years	Records Management Manager	8301 Parklane Road, Columbia, SC 29223	Archives and Records Management	Division is responsible for preserving and making available historic public records and for helping state and local government agencies manage their records.
Strategy 4.3 - Increase accessibility to the Archives' records through arrangement, description, conservation, digitization and online access							
Objective 4.3.1 - Complete installation of Preserica and make accessible 400 GBs of data through the South Carolina Electronic Records Archive (SCERA) in 2015/16	The public benefit/intended outcome of this goal is to enhance public access to public records through use of the agency's South Carolina Electronic Records Archive (SCERA).	Bryan Collars	Less than 3 years	Digital Records Archivist	8301 Parklane Road, Columbia, SC 29223	Archives and Records Management	Division is responsible for preserving and making available historic public records and for helping state and local government agencies manage their records.
Objective 4.3.2 - Complete the first phase (25,000 survey records) of the Historic Properties Database in 2015/16	The public benefit/intended outcome of this goal is to enhance public access to State Historic Preservation records through use of the Historic Records Properties Database.	Elizabeth Johnson	Less than 3 years	Deputy State Historic Preservation Officer	8301 Parklane Road, Columbia, SC 29223	State Historic Preservation Office	The State Historic Preservation Office encourages and facilitates the responsible stewardship of preservation of South Carolina's irreplaceable historic and prehistoric places.

Employee Allocation by General Appropriation Act Program (2015-16)

Agency Responding	Department of Archives and History
Date of Submission	

Disclaimer: The Committee understands the number of employee equivalents are estimates from the agency. The information is acceptable as long as the agency has a logical basis, which it can explain, as to how it reached the numbers it provided.

INSTRUCTIONS: In this Chart, please do the following:

- (a) Consider the total number of FTE and non-FTE positions at the agency in 2015-16, which will auto-fill from the Employees Available Chart.
- (b) Then, in the column titled, "Number of physical employees working on the budget program in 2015-16," list the number of physical employees working on each budget program. These employees may spend 100%, 50% or even 10% of their time working toward accomplishing the program.
- (c) In the column titled, "Number of employee equivalents associated with the budget program in 2015-16," list the total number of employee equivalents working on the program in 2015-16. The agency may calculate the figure utilizing the method outlined in the Instructions and Examples for the Program Evaluation Report document

General Appropriation Act Program (2015-16)	Number of physical employees working on the program in 2015-16	Number of employee equivalents working on the program in 2015-16
Number of FTEs Available	33	33
Number of Temporary Non-FTEs Available	0	0
Number of Temporary Grant Non-FTEs Available	0	0
Total Number of Employees Available	39	39
Administration	7	7
Archives & Records Management	17	17.5
Historical Services	7	7.5
Employee Benefits	1	0.5

Programs and Objectives (2015-16)

Agency Responding	Department of Archives and History
Date of Submission	

Disclaimer: The Committee understands amount the agency spent per objective and amount of employee equivalents that are associated with costs of each program are estimates from the agency. The information is acceptable as long as the agency has a logical basis, which it can explain, as to how it reached the numbers it provided.

INSTRUCTIONS: In this Chart, please do the following:

- (a) In the first two columns, the agency can copy and paste the information from the Accountability Report, "Major Programs," chart.
- (b) In the column titled, "Money Spent on Program in 2015-16," list the amount of money the agency spent on the program in 2015-16.
- (c) In the column titled, "Number of employee equivalents associated with the budget program in 2015-16," list the total number of employee equivalents working on the program in 2015-16 from the Employee Allocation by Budget Program Chart.
- (d) In the column titled, "Objective the Program Helps Accomplish," list each objective the program helps the agency accomplish. Please list only objective per row. This may require inserting additional rows between programs.
- (e) In the column titled, "Approx. amount of money spent on objective that is associated with costs from program," consider the total amount actually spent on the program and what portion of that amount was related to each objective. If the agency adds up the amounts for each associated objective, it should equal the total amount spent on the program.
- (f) In the column titled, "Approx. amount of employee equivalents utilized on objective that are associated with the program," consider the total amount of employee equivalents utilized on the program and what portion of that time was related to each objective. If the agency adds up the amounts for each associated objective, it should equal the total number of employee equivalents utilized on the program.

General Appropriation Act Programs (2015-16)	Description of Program	Money Spent on Program in 2015-16	Number of employee equivalents associated with this Program in 2015-16	Objective the Program Helps Accomplish (The agency can copy the Objective number and description from the first column of the Strategy, Objective and Responsibility Chart) List ONLY ONE strategic objective per row.	Approx. amount of money spent on each objective in 2015-16 that is associated with costs from this program (if you add up the amounts for each objective it should equal the total amount spent on the program)	Approx. amount of employee equivalents in 2015-16 utilized on each objective that are associated with this program (if you add up the amounts for each objective it should equal the total amount employee equivalents for the program)
Administration	Division is responsible for all administrative functions of the agency including finance, human resources, facility management, information technology, security, and agency advancement.	\$1,302,403	7	Objective 1.2.1 - Establish divisional bi-monthly meetings to ensure divisional collaboration	\$0	4
Administration	Division is responsible for all administrative functions of the agency including finance, human resources, facility management, information technology, security, and agency advancement.	\$1,302,403	7	Objective 1.2.2 - In 2015/16 continue collaboration with the Confederate Relic Room, South Caroliniana Library, USC Press to sponsor and organize agency symposia	\$0	1
Administration	Division is responsible for all administrative functions of the agency including finance, human resources, facility management, information technology, security, and agency advancement.	\$1,302,403	7	Objective 2.1.1 - Conduct media campaign to notify potential customers and stakeholders of the agency's installation of Preservica and creation of the Electronic Records Archive in 2015/16	\$0	2
Administration	Division is responsible for all administrative functions of the agency including finance, human resources, facility management, information technology, security, and agency advancement.	\$1,302,403	7	Objective 2.1.2 - Enhance use of diagnostic tools to maximize the agency's use of Social Media in 2015/16	\$0	2
Administration	Division is responsible for all administrative functions of the agency including finance, human resources, facility management, information technology, security, and agency advancement.	\$1,302,403	7	Objective 3.1.1 - Conduct an internal assessment of the agency's Preservation Conference and Civil War Symposium to improve event marketing in 2015/16	\$0	5
Administration	Division is responsible for all administrative functions of the agency including finance, human resources, facility management, information technology, security, and agency advancement.	\$1,302,403	7	Objective 3.1.2 - Develop an annual assessment of Gift Shop sales to evaluate the marketability of goods sold in 2015/16	\$0	3
Administration	Division is responsible for all administrative functions of the agency including finance, human resources, facility management, information technology, security, and agency advancement.	\$1,302,403	7	Objective 3.1.3 - Reassess SCDAH's marketing of rental facilities to discern trends in 2015/16	\$0	4
Administration	Division is responsible for all administrative functions of the agency including finance, human resources, facility management, information technology, security, and agency advancement.	\$1,302,403	7	Objective 3.2.1 - Develop a plan for ensuring that historical preservation and access issues are considered when evaluating other revenue sources for 2015/16	\$0	4
Administration	Division is responsible for all administrative functions of the agency including finance, human resources, facility management, information technology, security, and agency advancement.	\$1,302,403	7	Objective 3.3.2 - Request funds for the expansion of the agency's digital storage capacity by 50 percent in 2015/16	\$0	2

Programs and Objectives (2015-16)

Administration	Division is responsible for all administrative functions of the agency including finance, human resources, facility management, information technology, security, and agency advancement.	\$1,302,403	7	Objective 3.4.1 - Increase the number of agency volunteers by 20 percent in 2015/16 to assist the agency with special projects	\$0	5
Administration	Division is responsible for all administrative functions of the agency including finance, human resources, facility management, information technology, security, and agency advancement.	\$1,302,403	7	Objective 3.4.2 - Triple the number of agency interns in 2015/16	\$0	5
Administration	Division is responsible for all administrative functions of the agency including finance, human resources, facility management, information technology, security, and agency advancement.	\$1,302,403	7	Objective 3.5.1 - Fill 50 percent of the agency's unfilled authorized positions in 2015/16	\$0	4
Administration	Division is responsible for all administrative functions of the agency including finance, human resources, facility management, information technology, security, and agency advancement.	\$1,302,403	7	Objective 4.2.1 - Intensify the agency's Social Media presence by increasing all postings by 25 percent in 2015/16	\$0	2
Administration	Division is responsible for all administrative functions of the agency including finance, human resources, facility management, information technology, security, and agency advancement.	\$1,302,403	7	Objective 4.2.2 - Revive the State Historic Records Advisory Board through appointments by the Governor in 2015/16	\$0	3
Administration	Division is responsible for all administrative functions of the agency including finance, human resources, facility management, information technology, security, and agency advancement.	\$1,302,403	7	Unrelated Purpose #1 - Provides support for all components of the agency including Director's Office, Budget and Finance, Personnel, Building Services and Information Technology.	\$1,302,403	7.4
Archives and 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.	\$1,082,851	17.5	Objective 1.1.1 - Offer ten records management workshops annually for state and local government agencies in 2015/16	\$0	4
Archives and 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.	\$1,082,851	17.5	Objective 1.3.1 - Increase total staff membership in national historical and professional organizations by 15 percent in 2015/16	\$0	4
Archives and 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.	\$1,082,851	17.5	Objective 1.3.2 - Increase the total number of outside presentations given by staff by 10 percent in 2015/16	\$1,000	4
Archives and 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.	\$1,082,851	17.5	Objective 3.1.1 - Conduct an internal assessment of the agency's Preservation Conference and Civil War Symposium to improve event marketing in 2015/16	\$0	5
Archives and 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.	\$1,082,851	17.5	Objective 3.3.1 - Complete the installation of moveable shelving in the final section of the first stack at the Archives in 2015/16	\$245,922	4
Archives and 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.	\$1,082,851	17.5	Objective 3.4.1 - Increase the number of agency volunteers by 20 percent in 2015/16 to assist the agency with special projects	\$0	5
Archives and 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.	\$1,082,851	17.5	Objective 3.4.2 - Triple the number of agency interns in 2015/16	\$0	5
Archives and 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.	\$1,082,851	17.5	Objective 4.1.1 - Increase the number of files added to the agency online record index by five percent in 2015/16	\$0	2
Archives and 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.	\$1,082,851	17.5	Objective 4.1.2 - Ingest and make available county council records for 23 counties through the Electronic Records Archives in 2015/16	\$0	2
Archives and 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.	\$1,082,851	17.5	Objective 4.2.2 - Revive the State Historic Records Advisory Board through appointments by the Governor in 2015/16	\$0	3

Programs and Objectives (2015-16)

Archives and 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.	\$1,082,851	17.5	Objective 4.3.1 - Complete installation of Preservica and make accessible 400 GBs of data through the South Carolina Electronic Records Archive (SCERA) in 2015/16	\$100,000	2
Archives and 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.	\$1,082,851	17.5	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.	\$1,082,851	17.4
Historical Services	The State Historic Preservation Office encourages and facilitates the responsible stewardship of preservation of South Carolina's irreplaceable historic and prehistoric places.	\$934,287	17.5	Objective 1.1.2 - Complete the distribution of the recently revised " A Teacher's Guide to African American Historic Places in South Carolina" to state schools in 2015/16	\$0	4
Historical Services	The State Historic Preservation Office encourages and facilitates the responsible stewardship of preservation of South Carolina's irreplaceable historic and prehistoric places.	\$934,287	7.5	Objective 4.3.2 - Complete the first phase (25,000 survey records) of the Historic Properties Database in 2015/16	\$0	3
Historical Services	The State Historic Preservation Office encourages and facilitates the responsible stewardship of preservation of South Carolina's irreplaceable historic and prehistoric places.	\$934,287	7.5	Unrelated purpose #3-Provides leadership, technical, and financial assistance to individuals, organizations, local governments, state and federal agencies	\$812,801	7.4
Employee Benefits	State Employer Contributions	\$643,393	0.5	Unrelated purpose #4-State Employer Contributions	\$643,393	0.4
Historical Services	The State Historic Preservation Office encourages and facilitates the responsible stewardship of preservation of South Carolina's irreplaceable historic and prehistoric places.	\$934,287	7.5	Unrelated purpose #5-All special items supported by the State	\$25,000	1

Employee Allocation by Objective (2015-16)

Agency Responding	Department of Archives and History
Date of Submission	

Disclaimer: The Committee understands the number of employee equivalents are estimates from the agency. The information is acceptable as long as the agency has a logical basis, which it can explain, as to how it reached the numbers it provided.

INSTRUCTIONS: In this Chart, please do the following:

- (a) Review the agency's strategic plan, which is provided in the chart based on the information from the agency's Restructuring Report.
- (b) In the column titled, "Number of employee equivalents working on the goal or objective in 2015-16," list the number of employees working toward each objective, by totaling the amounts from the Employee Allocation by Budget Program Chart.
- (c) The total number of employees working toward each goal should automatically sum based on the numbers you enter for the number of employees per objective.

Strategic Plan Part and Description (2015-16) <i>(i.e. Goal 1 - Insert description, Strategy 1.1 - Insert Description, Objective 1.1.1 - Insert Description)</i>	Number of physical employees working on the goal or objective in 2015-16	Number of employee equivalents working the goal or objective in 2015-16
Number of FTEs Available	33	33
Number of Temporary Non-FTEs Available	0	0
Number of Temporary Grant Non-FTEs Available	0	0
Total Number of Employees Available	39	39
Goal 1 - To promote and encourage understanding, appreciation, and preservation of the state's history and heritage in 2015/16	18	18
<i>Strategy 1.1 - Offer appropriate educational programs and products for different audiences in 2015/16</i>	5	5
Objective 1.1.1 - Offer ten records management workshops annually for state and local government agencies in 2015/16	4	4
Objective 1.1.2 - Complete the distribution of the recently revised " A Teacher's Guide to African American Historic Places in South Carolina" to state schools in 2015/16	1	1
<i>Strategy 1.2 - Continue both internal and external collaboration</i>	5	5
Objective 1.2.1 - Establish divisional bi-monthly meetings to ensure divisional collaboration	4	4
Objective 1.2.2 - In 2015/16 continue collaboration with the Confederate Relic Room, South Caroliniana Library, USC Press to sponsor and organize agency symposia	1	1
<i>Strategy 1.3 - Encourage and facilitate staff involvement in historical and professional organizations</i>	8	8
Objective 1.3.1 - Increase total staff membership in national historical and professional organizations by 15 percent in 2015/16	4	4
Objective 1.3.2 - Increase the total number of outside presentations given by staff by 10 percent in 2015/16	4	4
Goal 2 - To increase awareness, understanding, and use of the programs of SCDAH in 2015/16	4	4
<i>Strategy 2.1 - Explore new ways to use technology</i>	4	4
Objective 2.1.1 - Conduct media campaign to notify potential customers and stakeholders of the agency's installation of Preservica and creation of the Electronic Records Archive in 2015/16	2	2
Objective 2.1.2 - Enhance use of diagnostic tools to maximize the agency's use of Social Media in 2015/16	2	2
Goal 3 - To assess mission-essential needs for SCDAH and identify and secure new sources of generated funds to support its mission in 2015/16	36	36

Employee Allocation by Objective (2015-16)

<i>Strategy 3.1 - Establish new marketing strategies for services and products</i>	12	12
Objective 3.1.1 - Conduct an internal assessment of the agency's Preservation Conference and Civil War Symposium to improve event marketing in 2015/16	5	5
Objective 3.1.2 - Develop an annual assessment of Gift Shop sales to evaluate the marketability of goods sold in 2015/16	3	3
Objective 3.1.3 - Reassess SCDAH's marketing of rental facilities to discern trends in 2015/16	4	4
<i>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</i>	4	4
Objective 3.2.1 - Develop a plan for ensuring that historical preservation and access issues are considered when evaluating other revenue sources for 2015/16	4	4
<i>Strategy 3.3 - Expand the archival storage capacity of the Archives and Records Center</i>	6	6
Objective 3.3.1 - Complete the installation of moveable shelving in the final section of the first stack at the Archives in 2015/16	4	4
Objective 3.3.2 - Request funds for the expansion of the agency's digital storage capacity by 50 percent in 2015/16	2	2
<i>Strategy 3.4 - Expand agency internships and volunteer program to enhance staff resources</i>	10	10
Objective 3.4.1 - Increase the number of agency volunteers by 20 percent in 2015/16 to assist the agency with special projects	5	5
Objective 3.4.2 - Triple the number of agency interns in 2015/16	5	5
<i>Strategy 3.5 - Maximize the use of agency human resources</i>	4	4
Objective 3.5.1 - Fill 50 percent of the agency's unfilled authorized positions in 2015/16	4	4
Goal 4 - Increase and enhance preservation of, and access to South Carolina state and local government records in 2015/16	14	14
<i>Strategy 4.1 - Digitize historically significant state and local government historical records</i>	4	4
Objective 4.1.1 - Increase the number of files added to the agency online record index by five percent in 2015/16	2	2
Objective 4.1.2 - Ingest and make available county council records for 23 counties through the Electronic Records Archives in 2015/16	2	2
<i>Strategy 4.2 - Enhance the Agency's records program visibility and accountability</i>	5	5
Objective 4.2.1 - Intensify the agency's Social Media presence by increasing all postings by 25 percent in 2015/16	2	2
Objective 4.2.2 - Revive the State Historic Records Advisory Board through appointments by the Governor in 2015/16	3	3
<i>Strategy 4.3 - Increase accessibility to the Archives' records through arrangement, description, conservation, digitization and online access</i>	5	5
Objective 4.3.1 - Complete installation of Preservica and make accessible 400 GBs of data through the South Carolina Electronic Records Archive (SCERA) in 2015/16	2	2
Objective 4.3.2 - Complete the first phase (25,000 survey records) of the Historic Properties Database in 2015/16	3	3

Strategic Spending (2015-16)

Agency Responding	Department of Archives and History
Date of Submission	

Disclaimer: The Committee understands amount the agency budgeted and spent per goal and objective are estimates from the agency. The information is acceptable as long as the agency has a logical basis, which it can explain, as to how it reached the numbers it provided.

INSTRUCTIONS:

Below you will find information the agency submitted in its 2016 Restructuring Report. Please update this information to reflect the information requested as of the end of fiscal year 2015-16.

Part A: Funds Available this past Fiscal Year (2015-16)

(a) Please enter each source of funds for the agency in a separate column. Group the funding sources however is best for the agency (i.e., general appropriation programs, proviso 18.2, proviso 19.3, grant ABC, grant XYZ, Motor Vehicle User Fees, License Fines, etc.) to provide the information requested below each source (i.e., state, other or federal funding; recurring or one-time funding; etc.). The agency is not restricted by the number of columns so please delete or add as many as needed. However the agency chooses to group its funding sources, it should be clear through Part A and B, how much the agency had available to spend and where the agency spent the funds.

Part B: Funds Spent this past Fiscal Year (2015-16)

(a) The agency's objectives and unrelated purposes are listed based on the information the agency provided in the Restructuring Report. The agency will see there are new rows between "objectives" and "unrelated purposes." These new rows are intended to allow the agency to list money it spent this year that was for previously committed multiple year projects. The intent of these new rows is to separate what the agency spent toward its current objectives and what it spent toward objectives and projects from previous years, which took multiple years to pay off.

(b) Please add any information needed in the new rows (i.e., "Money previously committed for multiple years") and make any revisions necessary to ensure all unrelated purposes are listed. As a reminder, an "unrelated purpose" is money the agency is legislatively directed to spend on something that is not related to an agency objective (i.e., pass through, carry forward, etc.).

(c) Finally, review and revise the amounts spent from each funding source on the agency objectives, money previously committed for multiple years and unrelated purposes so it reflects how much the agency actually spent on each and fill in the information requested in the remaining rows. Remember, in each row, you need to provide the total of all the values from the different funding sources for that row.

PART A - Funds Available this past Fiscal Year (2015-16)

What is the source of funds? (insert as many columns as needed, just make sure to total everything in the last column)	Totals	Administration	Administration	Archives & Records Management	Archives & Records Management	Historical Services	Historical Services	Historical Services	Employee Benefits	Employee Benefits	Employee Benefits	Special Items	Special Items
State, other or federal funding?	n/a	State	Other	State	Other	State	Other	Federal	State	Other	Federal	State	State
Recurring or one-time?	n/a	Recurring	Recurring	Recurring	Recurring	Recurring	Recurring	Recurring	Recurring	Recurring	Recurring	Recurring	One-time
§ From Last Year Available to Spend this Year													
Amount available at end of previous fiscal year	\$1,253,936	\$0	\$88,105	\$254,201	\$401,136	\$0	\$185,575	\$249,690	\$0	\$39,583	\$24,781	\$0	\$10,866
Amount available at end of previous fiscal year that agency can actually use this fiscal year:	\$265,066	\$0	\$0	\$254,201	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$10,866
If the amounts in the two rows above are not the same, explain why :	n/a	n/a	Did not meet authorized spending authority	Amount allowable to carry forward (10%)	Did not meet authorized spending authority	n/a	Did not meet authorized spending authority	Federal fiscal year overlap	n/a	Did not meet authorized spending authority	Did not meet authorized spending authority	n/a	Remainder of Digital Access & Storage Initiative
§ Received this Year													
Amount budgeted to receive in this fiscal year:	\$6,714,674	\$876,780	\$212,910	\$937,353	\$574,100	\$36,000	\$373,167	\$745,328	\$676,885	\$133,981	\$152,255	\$25,000	\$1,970,915
Amount actually received this fiscal year:	\$6,685,715	\$876,780	\$212,910	\$973,353	\$574,100	\$0	\$373,167	\$745,328	\$666,872	\$133,981	\$152,255	\$25,000	\$1,951,969
If the amounts in the two rows above are not the same, explain why :	n/a	n/a	n/a	Transfer of allocation for one FTE	n/a	Transfer of allocation for one FTE	n/a	n/a	Base allocation for fringe	n/a	n/a	n/a	
Total Actually Available this Year													
Total amount available to spend this fiscal year (i.e. Amount available at end of previous fiscal year that agency can actually use in this fiscal year PLUS Amount budgeted/estimated to receive this fiscal year):	\$6,950,781	\$876,780	\$212,910	\$1,227,554	\$574,100	\$0	\$373,167	\$745,328	\$666,872	\$133,981	\$152,255	\$25,000	\$1,962,835

Additional Explanations regarding Part A: Insert any additional explanations the agency would like to provide related to the information it provided above.

PART B - Funds Spent this past Fiscal Year (2015-16)

What is the source of funds? (insert as many columns as needed, just make sure to total everything in the last column)	Totals	Administration	Administration	Archives & Records Management	Archives & Records Management	Historical Services	Historical Services	Historical Services	Employee Benefits	Employee Benefits	Employee Benefits	Special Items	Special Items
State, other or federal funding?	n/a	State	Other	State	Other	State	Other	Federal	State	Other	Federal	State	State
Recurring or one-time?	n/a	Recurring	Recurring	Recurring	Recurring	Recurring	Recurring	Recurring	Recurring	Recurring	Recurring	Recurring	One-time
What are the external restrictions (from state or federal government, grant issuer, etc.), if any, on how the agency was able to spend the funds from this source:	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	SHPO Reimbursement	SC African American Heritage Commission	Per instruction of General Assembly

Strategic Spending (2015-16)

Additional Explanations regarding Part B:

Insert any additional explanations the agency would like to provide related to the information it provided above.

Performance Measures

Agency Responding	Department of Archives and History
Date of Submission	

INSTRUCTIONS: In this Chart, please do the following:

- (a) Notice there are three blank template charts. One for Program Measure #1, Program Measure #2, and Program Measure #3. Count the total number of performance measures the agency utilizes. Then, copy and paste the blank templates as many times as needed so the agency has a blank one for each agency performance measure. Finally, fill in the blanks for each performance measure.
- (b) In the column titled, "Performance Measure," enter the performance measure just like the agency did in the Accountability report.
- (c) In the column titled, "Type of Measure," pick the type of measure that best fits the performance measure from the drop down box (see Types of Performance Measures explained at the top of the chart).
- (d) In the column titled, "Related to the following at the agency," select which of the following the performance measures most relates to, which are included in a drop down menu.
 - i. Mission effectiveness (i.e., a process characteristic indicating the degree to which the process output (work product) conforms to statutory requirements (i.e., is the agency doing the right things?))
 - ii. Mission efficiency (i.e., a process characteristic indicating the degree to which the process produces the required output at minimum resource cost (i.e., is the agency doing things right?))
 - iii. Quality (i.e., degree to which a deliverable (product or service) meets customer requirements and expectations (a customer is defined as an actual or potential user of the agency's products or services))
 - iv. Operational efficiency and work system performance (includes measures related to the following: innovation and improvement results; improvements to cycle or wait times; supplier and partner performance; and results related to emergency drills or exercises)
- (e) In the column titled, "Agency selected; Required by State; or Required by Federal," pick State from the drop down menu if an entity in state government requires the agency to track this information, Federal if an entity in the federal government requires the agency to track this information, or Only Agency Selected if there is no state or federal entity that requires the agency to track this information and the agency selected it.
- (f) In the next set of columns enter the actual and target results for each year. Next to "Actual Results," enter the actual value the agency had for that performance measure at the end of that year. Next to "Target Results," enter the target value the agency wanted to reach for the performance measure for that year. If the agency did not utilize a particular performance measure during certain years, then enter the following next to the applicable "Actual Results" and "Target Results," - "Agency did not use PM during this year."
- (g) Note: Benchmarks are goals to aim for. Agencies choose benchmarks based on standards within their industry. For instance, the agency might look to peak performers in their industry and set their targets so that the agency can work to incrementally reach those peak performers. In the Column labeled, "Benchmark," list the peak performers or other data the agency referenced when setting its target.

Types of Performance Measures:

Outcome Measure - A quantifiable indicator of the public and customer benefits from an agency's actions. Outcome measures are used to assess an agency's effectiveness in serving its key customers and in achieving its mission, goals and objectives. They are also used to direct resources to strategies with the greatest effect on the most valued outcomes. Outcome measures should be the first priority. Example - % of licenses with no violations.

Efficiency Measure - A quantifiable indicator of productivity expressed in unit costs, units of time, or other ratio-based units. Efficiency measures are used to assess the cost-efficiency, productivity, and timeliness of agency operations. Efficiency measures measure the efficient use of available resources and should be the second priority. Example - cost per inspection

Output Measure - A quantifiable indicator of the number of goods or services an agency produces. Output measures are used to assess workload and the agency's efforts to address demands. Output measures measure workload and efforts and should be the third priority. Example - # of business license applications processed.

Input/Activity Measure - Resources that contribute to the production and delivery of a service. Inputs are "what we use to do the work." They measure the factors or requests received that explain performance (i.e. explanatory). These measures should be the last priority. Example - # of license applications received

Performance Measure #1	Type of Measure:	Related to the following at the agency:	Agency selected; Required by State; or Required by Federal:	Associated Objectives
Archives Reference Room Visits	Output Measure	Mission Effectiveness	Agency Selected	1, 6.1.1, 6.1.2, 6.2.1, 6.2.2, 6.3.1, 6.3.2

Why was this performance measure chosen?	2011-12 Actual Results	2012-13 Actual Results	2013-14 Actual Results	Was 2014-15 target standard, moderate, or stretch challenge:	2014-15 Target Results:	2014-15 Actual Results:	Benchmark for 2015-16 target results:	Was 2015-16 target standard, moderate, or stretch challenge:	2015-16 Target Results:	2015-16 Actual Results:	Benchmark for 2016-17 target results:	Is 2016-17 target standard, moderate, or stretch challenge:	2016-17 Target Results:
It quantifies how well the agency is performing a core function of its mission over an extended period.	5,027	43,276	4,434	moderate	4,500	4,698	Increase visits by 3%	moderate	4,838	4,154	Increase visits by 3%	moderate	4,279

Performance Measure #2	Type of Measure:	Related to the following at the agency:	Agency selected; Required by State; or Required by Federal:	Associated Objectives
Archives Reference Room Researcher Contacts	Output Measure	Mission Effectiveness	Agency selected	1, 6.1.1, 6.1.2, 6.2.1, 6.2.2, 6.3.1, 6.3.2

Why was this performance measure chosen?	2011-12 Actual Results	2012-13 Actual Results	2013-14 Actual Results	Was 2014-15 target standard, moderate, or stretch challenge:	2014-15 Target Results:	2014-15 Actual Results:	Benchmark for 2015-16 target results:	Was 2015-16 target standard, moderate, or stretch challenge:	2015-16 Target Results:	2015-16 Actual Results:	Benchmark for 2016-17 target results:	Is 2016-17 target standard, moderate, or stretch challenge:	2016-17 Target Results:
It quantifies how well the agency is performing a core function of its mission over an extended period.	7,820	7,422	7,410	moderate	7,500	7,262	Increase by 3%	stretch	7,480	6,610	Increase by 3%	stretch	6,808

Performance Measure #3	Type of Measure:	Related to the following at the agency:	Agency selected; Required by State; or Required by Federal:	Associated Objectives
Archives Response Time for Reference Queries	Efficiency Measure	Operational efficiency	Agency selected	1, 6.1.1, 6.1.2, 6.2.2, 6.3.1, 6.3.2

Why was this performance measure chosen?	2011-12 Actual Results	2012-13 Actual Results	2013-14 Actual Results	Was 2014-15 target standard, moderate, or stretch challenge:	2014-15 Target Results:	2014-15 Actual Results:	Benchmark for 2015-16 target results:	Was 2015-16 target standard, moderate, or stretch challenge:	2015-16 Target Results:	2015-16 Actual Results:	Benchmark for 2016-17 target results:	Is 2016-17 target standard, moderate, or stretch challenge:	2016-17 Target Results:
It quantifies how well the agency is performing a core function of its mission over an extended period.	5.5 days	4 days	4 days	moderate	3.75 days	3.5 days	Improve by .5 days	moderate	3 days	2.7 days	Improve by .5 days	moderate	2.2 days

Performance Measure #4	Type of Measure:	Related to the following at the agency:	Agency selected; Required by State; or Required by Federal:	Associated Objectives
Records Retention Schedules Prepared	Output Measure	Mission Effectiveness	Agency selected	1, 1.1.2, 1.2.2, 3.5.1, 3.5.2, 6.3.1, 6.3.2

Why was this performance measure chosen?	2011-12 Actual Results	2012-13 Actual Results	2013-14 Actual Results	Was 2014-15 target standard, moderate, or stretch challenge:	2014-15 Target Results:	2014-15 Actual Results:	Benchmark for 2015-16 target results:	Was 2015-16 target standard, moderate, or stretch challenge:	2015-16 Target Results:	2015-16 Actual Results:	Benchmark for 2016-17 target results:	Is 2016-17 target standard, moderate, or stretch challenge:	2016-17 Target Results:
It quantifies how well the agency is performing a core function of its mission over an extended period.	329	301	310	moderate	350	405	Increase by 5%	moderate	425	346	5% increase	moderate	363

Performance Measure #5	Type of Measure:	Related to the following at the agency:	Agency selected; Required by State; or Required by Federal:	Associated Objectives
Percentage of State Agencies Implementing Records Retention Schedules	Outcome Measure	Mission Effectiveness	Agency selected	1, 1.2.1, 1.2.2, 3.5.1, 3.5.2, 6.3.1, 6.3.2

Why was this performance measure chosen?	2011-12 Actual Results	2012-13 Actual Results	2013-14 Actual Results	Was 2014-15 target standard, moderate, or stretch challenge:	2014-15 Target Results:	2014-15 Actual Results:	Benchmark for 2015-16 target results:	Was 2015-16 target standard, moderate, or stretch challenge:	2015-16 Target Results:	2015-16 Actual Results:	Benchmark for 2016-17 target results:	Is 2016-17 target standard, moderate, or stretch challenge:	2016-17 Target Results:
It quantifies how well the agency is performing a core function of its mission over an extended period.	61%	59%	57%	stretch	65%	62%	Increase to 65%	moderate	65%	60%	Increase to 65%	stretch	65%

Performance Measures

Performance Measure #6	Type of Measure:	Related to the following at the agency:	Agency selected; Required by State; or Required by Federal:	Associated Objectives									
Pages of State and Local Government Records Authorized for Disposal	Output Measure	Mission Effectiveness	Agency selected	1, 6.1.1, 6.1.2, 6.2.1, 6.2.2, 6.3.1, 6.3.2									
Why was this performance measure chosen?	2011-12 Actual Results	2012-13 Actual Results	2013-14 Actual Results	Was 2014-15 target standard, moderate, or stretch challenge:	2014-15 Target Results:	2014-15 Actual Results:	Benchmark for 2015-16 target results:	Was 2015-16 target standard, moderate, or stretch challenge:	2015-16 Target Results:	2015-16 Actual Results:	Benchmark for 2016-17 target results:	Is 2016-17 target standard, moderate, or stretch challenge:	2016-17 Target Results:
It quantifies how well the agency is performing a core function of its mission over an extended period.	103.9 million	163 million	163 million	moderate	170 million	104 million	Increase by 10%	moderate	120 million	139 million	Increase by 10%	moderate	152 million
Performance Measure #7	Type of Measure:	Related to the following at the agency:	Agency selected; Required by State; or Required by Federal:	Associated Objectives									
Pages of Historical Documents Microfilmed and Conserved	Output Measure	Mission Effectiveness	Agency selected	1, 6.1.1, 6.1.2, 6.2.1, 6.2.2, 6.3.1, 6.3.2									
Why was this performance measure chosen?	2011-12 Actual Results	2012-13 Actual Results	2013-14 Actual Results	Was 2014-15 target standard, moderate, or stretch challenge:	2014-15 Target Results:	2014-15 Actual Results:	Benchmark for 2015-16 target results:	Was 2015-16 target standard, moderate, or stretch challenge:	2015-16 Target Results:	2015-16 Actual Results:	Benchmark for 2016-17 target results:	Is 2016-17 target standard, moderate, or stretch challenge:	2016-17 Target Results:
It quantifies how well the agency is performing a core function of its mission over an extended period.	94,787	87,834	36,294	moderate	40,000	89,070	Increase by 5%	moderate	93,500	13,307	5% increase	moderate	14,000
Performance Measure #8	Type of Measure:	Related to the following at the agency:	Agency selected; Required by State; or Required by Federal:	Associated Objectives									
Review of Tax Credit Projects (State) within 30 Days	Outcome Measure	Mission Effectiveness	Agency selected	1, 1.1.1, 2 Preservation Plan									
Why was this performance measure chosen?	2011-12 Actual Results	2012-13 Actual Results	2013-14 Actual Results	Was 2014-15 target standard, moderate, or stretch challenge:	2014-15 Target Results:	2014-15 Actual Results:	Benchmark for 2015-16 target results:	Was 2015-16 target standard, moderate, or stretch challenge:	2015-16 Target Results:	2015-16 Actual Results:	Benchmark for 2016-17 target results:	Is 2016-17 target standard, moderate, or stretch challenge:	2016-17 Target Results:
It quantifies how well the agency is performing a core function of its mission over an extended period.	Did not use measure	Did not use measure	100%	standard	100%	64%	Review all within 30 days	standard	100%	76%	Review all within 30 days	standard	100%
Performance Measure #9	Type of Measure:	Related to the following at the agency:	Agency selected; Required by State; or Required by Federal:	Associated Objectives									
Reviews of Tax Credit Applications (Federal) within 30 Days	Outcome Measure	Mission Effectiveness	Agency selected	1, 1.1.1, 2 Preservation Plan									
Why was this performance measure chosen?	2011-12 Actual Results	2012-13 Actual Results	2013-14 Actual Results	Was 2014-15 target standard, moderate, or stretch challenge:	2014-15 Target Results:	2014-15 Actual Results:	Benchmark for 2015-16 target results:	Was 2015-16 target standard, moderate, or stretch challenge:	2015-16 Target Results:	2015-16 Actual Results:	Benchmark for 2016-17 target results:	Is 2016-17 target standard, moderate, or stretch challenge:	2016-17 Target Results:
It quantifies how well the agency is performing a core function of its mission over an extended period.	Did not use measure	Did not use measure	90%	standard	100%	71%	Review all within 30 days	standard	100%	42%	Review all within 30 days	standard	100%
Performance Measure #10	Type of Measure:	Related to the following at the agency:	Agency selected; Required by State; or Required by Federal:	Associated Objectives									
Average Review Time of Tax Credit Applications (State and Federal)	Efficiency Measure	Operational efficiency at	Agency selected	1, 1.1.1, 2 Preservation Plan									
Why was this performance measure chosen?	2011-12 Actual Results	2012-13 Actual Results	2013-14 Actual Results	Was 2014-15 target standard, moderate, or stretch challenge:	2014-15 Target Results:	2014-15 Actual Results:	Benchmark for 2015-16 target results:	Was 2015-16 target standard, moderate, or stretch challenge:	2015-16 Target Results:	2015-16 Actual Results:	Benchmark for 2016-17 target results:	Is 2016-17 target standard, moderate, or stretch challenge:	2016-17 Target Results:
It quantifies how well the agency is performing a core function of its mission over an extended period.	Did not use measure	Did not use measure	Did not use measure	stretch	15 days	11.8 days	Review all within 30 days	stretch	15 days	26.7 days	Review all within 30 days	stretch	15 days
Performance Measure #11	Type of Measure:	Related to the following at the agency:	Agency selected; Required by State; or Required by Federal:	Associated Objectives									
State Historical Markers Approved	Output Measure	Mission effectiveness	Agency selected	1, 1.1.1, 2 Preservation Plan									
Why was this performance measure chosen?	2011-12 Actual Results	2012-13 Actual Results	2013-14 Actual Results	Was 2014-15 target standard, moderate, or stretch challenge:	2014-15 Target Results:	2014-15 Actual Results:	Benchmark for 2015-16 target results:	Was 2015-16 target standard, moderate, or stretch challenge:	2015-16 Target Results:	2015-16 Actual Results:	Benchmark for 2016-17 target results:	Is 2016-17 target standard, moderate, or stretch challenge:	2016-17 Target Results:
It quantifies how well the agency is performing a core function of its mission over an extended period.	Did not use measure	Did not use measure	79	standard	50	32	Average of previous 12 yrs.	standard	50	42	Average of previous 12 yrs.	standard	50

Customers and Potential Impacts (2016-17)

Agency Responding	Department of Archives and History
Date of Submission	

INSTRUCTIONS: In this Chart, please do the following:

- (a) Take each General Appropriation Act Program and think of the agency daily operations that fit within it. Then group those daily operations programs (D.O. programs) however is best for the agency (i.e. by division, grants, etc.) to discuss each of the different services and/or products it provides. List each of those D.O. Programs, beside the General Appropriation Act Program it relates to, in the first column. The agency may need to insert additional rows between the existing General Appropriations Programs to include each of the D.O. Programs that relate to that General Appropriation Act Program.
- (b) In the second column, provide a brief description of each D.O. Program.
- (c) In the column titled, "Service/Product provided," type the service or product the D.O. Program provides. If the D.O. Program provides multiple services or products, insert additional rows to ensure each service or product is listed on a different row. Be as specific as possible when listing the services and products provided because this information may be compared with the services and products provided by other agencies to determine if there is any duplication among agencies.
- (d) In the column titled, "Customer Segment," select the applicable customer segment from the drop down menu. Insert additional rows as needed to ensure each customer segment who receives a particular service or product, is listed on a different row.
- (e) In the column titled, "Specify for the following segments," provide the additional information requested if the Customer Segment is (1) industry; (2) Professional Organization; or (3) General Public. The additional information provided about the "General Public" customer segments served may be utilized to help change the current "General Public" customer segment option into more specific and defined segments within the public.
- (f) In the column titled, "Best potential impact if agency over performs," provide a brief description of the best potential impact on that customer segment if the agency performs better than it ever thought possible.
- (g) In the column titled, "Most potential negative impact if the agency under performs," briefly describe what the agency considers the most potential negative impact to that customer segment that may occur as a result of the agency underperforming or performing at the worst level possible.
- (h) In the column titled, "What is monitored to determine if outside help is needed," type what the agency monitors on a daily, weekly or monthly basis to ensure the agency performance is at the level needed.
- (i) In the column titled, "Outside Help to Request," type the entities to whom the agency reaches out if the agency begins to see low performance.
- (j) In the column titled, "Level Requires Inform G.A.," type the level at which the agency thinks the General Assembly should be put on notice.
- (k) In the column titled, "1-3 G.A. Options," type one to three options for what the General Assembly could do to help resolve the issues before there is a potential crisis for each customer segment.

General Appropriation Act Program/Title - Daily Operations Program	Description/Purpose of Daily Operations Program	Service/Product provided (list only one service or product per row, but insert as many rows as needed to ensure all services and products provided are listed)	Customer Segment (list the customer segments as many times as needed, but list only one per line)	Specify for the following segments: (1) Industry Name; (2) Professional Organization Name; (3) Public: Other characteristics of public segment who receives service or product (i.e. age range, income levels, etc.)	Best potential impact on the customer segment if the agency over performs	Most potential negative impact on the customer segment if the agency under performs	What is monitored to determine if outside help is needed	Outside Help to Request	Level Requires Inform G.A.	1-3 G.A. Options
Administration	Set agency goals and strategies, acquire and account for agency funding, support program areas in carrying out agency mission.	Director's Office	Executive Branch/State Agencies, Legislative Branch, General Public	General Public (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)	Documentary and cultural heritage of the state is well preserved for current and future generations	Documentary and cultural heritage of the state are poorly preserved for current and future generations	Performance is monitored by the Archives and History Commission during quarterly meetings	Archives and History Commission	Vacancy in office	Adequately fund the agency so that it can perform its mission
Administration	Set agency goals and strategies, acquire and account for agency funding, support program areas in carrying out agency mission.	Human Resources	Personnel, building security, and maintenance	Executive Branch/State Agencies	Agency has superior staff to preserve and promote the documentary and cultural heritage of the state	Agency has inadequate staff to preserve and promote the documentary heritage of the state	Performance is monitored by weekly meeting with agency director and annual agency audit	State Human Resources Division	Major problems discovered in annual audit	Adequately fund the agency so that it can perform its mission
Administration	Set agency goals and strategies, acquire and account for agency funding, support program areas in carrying out agency mission.	Information Technology	Computer Services and Copy Equipment	Executive Branch/State Agencies	State of the art computer technology for the agency to accomplish its mission	Obsolete technology handicaps the agency in performance of its mission	computer systems and copy machines running effectively on a daily basis	State department of information technology	When obsolete equipment does not allow the agency to perform its mission	Adequately fund the agency so that it can perform its mission
Administration	Set agency goals and strategies, acquire and account for agency funding, support program areas in carrying out agency mission.	Budget and Finance	Accounts for all funds received and spent	General Public (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)	All agency funds spent in a wise and frugal manner	Agency funds are expended in a wasteful manner	monitored daily by deputy director for administration, weekly by agency director, and annually by auditors	Comptroller/ General's Office	Major problems discovered in annual audit	Adequately fund the agency so that it can perform its mission
Administration	Set agency goals and strategies, acquire and account for agency funding, support program areas in carrying out agency mission.	Facility Coordinator	Rental of meeting space	General Public (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)	All available meeting space rented out on a daily basis	Rental space bookings decline in a manner that causes significant decline in revenue	Performance is monitored on a daily basis by deputy director for administration and revenue is monitored on a monthly basis by agency director	General Services	meeting space unable to be rented	Adequately fund the agency so that it can perform its mission
Administration	Set agency goals and strategies, acquire and account for agency funding, support program areas in carrying out agency mission.	Gift Shop	Sales of books, apparel and souvenirs to the public	General Public (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)	Sales increase each fiscal year	Sales decline in a manner that causes significant decline in revenue	Revenue is monitored on a monthly basis by Budget and Finance and agency director	Vendors with new and different inventory	Sales decreased to the level that the shop has to close	Adequately fund the agency so that it can perform its mission
Administration	Set agency goals and strategies, acquire and account for agency funding, support program areas in carrying out agency mission.	Media Relations and Agency Advancement	Public relations, social media, Foundation coordination, and conferences	General Public (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)	Public well informed about the resources and mission of the agency	Public is poorly informed about the resources and mission of the agency	Performance is monitored on a weekly basis by agency director.	Archives and History Foundation	Foundation no longer supports the mission of the agency	Adequately fund the agency so that it can perform its mission
Archives and Records Management	To identify, preserve, and make available the permanently valuable state and local government records for South Carolina 1671 to ca. 2000.	Research Room	Executive Branch/State agencies, Legislative Branch, Judicial Branch, local governments, school districts, and General Public	General Public (people doing family history research, people doing historical research, people doing legal research)	All 35 million documents in our collection from 1671 to ca. 2000 are scanned, indexed, and available for citizens to access for free on the Internet	citizens and government staff unable to access permanently valuable records which protect peoples rights and property and document the decisions, regulations and actions of all government branches.	Numbers, types and location of researchers and research visits; numbers and types of queries received and average response time; quantity of hard copy and microfilm records used on a daily basis.	interns and volunteers	Staffing level falls below four full-time employees	Provide adequate funding so agency can successfully perform its statutory mandated duties.
Archives and Records Management	To identify, preserve, and make available the permanently valuable state and local government records for South Carolina 1671 to ca. 2000.	Photocopy Services	Executive Branch/State agencies, Legislative Branch, Judicial Branch, local governments, school districts, and General Public	General Public (people doing family history research, people doing historical research, people doing legal research)	All 35 million documents in our collection from 1671 to ca. 2000 are scanned, indexed, and available for downloading on the Internet	Citizens and government staff unable to get copies of permanently valuable records which protect people's rights and property and document decisions relating and actions of all government branches	Number of orders processed and amount of photocopy revenue	Work study students, interns, and volunteers	Staffing level falls below one full-time employee	Provide adequate funding so agency can successfully perform its statutory mandated duties.
Archives and Records Management	To identify, preserve, and make available the permanently valuable state and local government records for South Carolina 1671 to ca. 2000.	Accessioning Records	Executive Branch/State agencies, Legislative Branch, Judicial Branch, and local governments	General Public (people doing family history research, people doing historical research, people doing legal research)	All records identified as permanent are immediately transferred to the Archives in electronic format when they are no longer needed for use in state and local governments	citizens and government staff unable to access permanently valuable records which protect peoples rights and property and document the decisions, regulations and actions of all government branches.	Number of records series accessioned, volume of records accessioned, format of records accessioned, amount of shelf space occupied and amount of shelf space available	Work study students, interns, and volunteers	Staffing level falls below three full-time employees	Provide adequate funding so agency can successfully perform its statutory mandated duties.
Archives and Records Management	To identify, preserve, and make available the permanently valuable state and local government records for South Carolina 1671 to ca. 2000.	Describing Records	Executive Branch/State agencies, Legislative Branch, Judicial Branch, local governments, school districts, and General Public	General Public (people doing family history research, people doing historical research, people doing legal research)	All 35 million documents in our collection from 1671 to ca. 2000 are scanned, indexed, and available for citizens to access for free on the Internet	Unable to locate within the collection permanently valuable records which protect peoples rights and property and document the decisions, regulations and actions of all government branches	Amount of records added to Online Records Index, Summary Guide and SC ArchCat	Work study students, interns, and volunteers	Staffing level falls below three full-time employees	Provide adequate funding so agency can successfully perform its statutory mandated duties.
Archives and Records Management	To identify, preserve, and make available the permanently valuable state and local government records for South Carolina 1671 to ca. 2000.	Microfilming Records	Executive Branch/State agencies, Legislative Branch, Judicial Branch, local governments, school districts, and General Public	General Public (people doing family history research, people doing historical research, people doing legal research)	All records currently on microfilm are converted to a digital format	citizens and government offices unable to access information held by the eh archives via the Internet	Average time to process orders	Vendors, interns, volunteers, agreements with Ancestry.com and Family Search	Staffing level falls below two full-time employees	Provide adequate funding so agency can successfully perform its statutory mandated duties.
Archives and Records Management	To identify, preserve, and make available the permanently valuable state and local government records for South Carolina 1671 to ca. 2000.	Imaging Records	Local governments and General Public	General Public (people doing family history research, people doing historical research, people doing legal research)	All 35 million documents in our collection from 1671 to ca. 2000 are scanned, indexed, and available for citizens to access for free on the Internet	Citizens and government offices unable to access information held by the eh archives via the Internet	Number of documents scanned and made available to the public	Vendors, interns, volunteers, agreements with Ancestry.com and Family Search	Staffing level falls below three full-time employees	Provide adequate funding so agency can successfully perform its statutory mandated duties.
Archives and Records Management	To identify, preserve, and make available the permanently valuable state and local government records for South Carolina 1671 to ca. 2000.	Microfilm Security Vault	Executive Branch/State agencies, Legislative Branch, Judicial Branch, local governments, school districts, and General Public	General Public (people doing family history research, people doing historical research, people doing legal research)	All microfilm currently stored in the security vault is converted to a digital format and information housed on securely backed up servers	Records essential to restore order after a disaster may not be readily available	Number of incoming reels	Works study students and temporary employees	Staffing level falls below two full-time employees	Provide adequate funding so agency can successfully perform its statutory mandated duties.
Archives and Records Management	To identify, preserve, and make available the permanently valuable state and local government records for South Carolina 1671 to ca. 2000.	Local Government Records Management	Local Governments and school districts	General Public (people doing family history research, people doing historical research, people doing legal research)	All records created in county municipal offices are immediately scheduled for disposal or transfer to the Archives once they are no longer needed in the office	Offices overwhelmed with storing records which are no longer needed for current operations	Number of training sessions and work shops held and number of records sc schedules prepared and implemented	Interns	Staffing level falls below three full-time employees	Provide adequate funding so agency can successfully perform its statutory mandated duties.
Archives and Records Management	To identify, preserve, and make available the permanently valuable state and local government records for South Carolina 1671 to ca. 2000.	State Government Records Management	Executive Branch/State agencies, Legislative Branch, and Judicial Branch	General Public (people doing family history research, people doing historical research, people doing legal research)	All records created in state government and constitutional offices are immediately scheduled for disposal or transfer to the Archives once they are no longer needed in eh office	Offices overwhelmed with storing records which are no longer needed for current operations	Number of training sessions and work shops held and number of records sc schedules prepared and implemented	Interns	Staffing level falls below two full-time employees	Provide adequate funding so agency can successfully perform its statutory mandated duties.

Customers and Potential Impacts (2016-17)

Archives and Records Management	To identify, preserve, and make available the permanently valuable state and local government records for South Carolina 1671 to ca. 2000.	State Records Center	Executive Branch/State agencies	General Public (people doing family history research, people doing historical research, people doing legal research)	All records stored in the Records Center are converted to electronic format, stored in secure servers and promptly disposed of once they are no longer needed by state agencies.	Offices overwhelmed with storing records which are no longer needed for current operations	Amount of records received of storage amount of records destroyed, number of files pulled, number of files returned and amount of storage space occupied, and amount of storage space available.	Works study students and temporary employees	Staffing level falls below two full-time employees	Provide adequate funding so agency can successfully perform its statutory mandated duties.
Historical Services (State Historic Preservation Office)	To administer state and federal historic preservation laws and programs to encourage and facilitate the responsible stewardship of South Carolina's irreplaceable historic and prehistoric places.	Statewide Survey of Historic Properties	Executive Branch/State agencies, Local Governments, General Public	General Public (includes property owners and local historical and preservation organizations)	Statewide Survey of Historic Properties (All 46 counties are comprehensively surveyed for history properties and the information is easily accessible to citizens on the Internet)	No additional historic properties are added to the inventory and the information is not readily accessible, creating an information gap resulting in an accelerated loss of historic properties.	Number of properties recorded, number of survey cards digitized, and added to database, percentage of counties surveyed.	Volunteers, interns, local government planners, college and university programs	Federal Historic Preservation Fund Annual Allocation to South Carolina substantially reduced or eliminated resulting in loss of two or more staff to carry out mandated programs and/or no new properties added to survey in one year.	Provide adequate funding so agency can successfully perform its statutory mandated duties.
Historical Services (State Historic Preservation Office)	To administer state and federal historic preservation laws and programs to encourage and facilitate the responsible stewardship of South Carolina's irreplaceable historic and prehistoric places.	National Register of Historic Places	Executive Branch/State agencies, Local Governments, General Public	General Public (includes property owners and local historical and preservation organizations)	All properties and historic districts that are eligible are nominated and listed in the National Register and the information is easily accessible to citizens on the Internet	No additional historic properties are added to the National Register and the information is not readily accessible, creating an information gap resulting in accelerated loss of historic properties and an inability to use tax credit programs.	Number of properties and districts approved without major changes, respo0ms and processing times, number of properties determined eligible for listing.	Interns, nonprofit organizations, property owners, college and university programs	Federal Historic Preservation Fund Annual Allocation to South Carolina substantially reduced or eliminated resulting in loss of two or more staff to carry out mandated programs and/or no properties listed in national register in one year.	Provide adequate funding so agency can successfully perform its statutory mandated duties.
Historical Services (State Historic Preservation Office)	To administer state and federal historic preservation laws and programs to encourage and facilitate the responsible stewardship of South Carolina's irreplaceable historic and prehistoric places.	Historical Markers	Executive Branch/State agencies, Local Governments, General Public	General Public (includes property owners and local historical and preservation organizations)	All places eligible for historical markers have organizations that apply for and receive approved marked texts and the information is easily accessible to citizens on the Internet	No additional historic markers are approved and the information is not readily accessible, creating a gap in awareness and knowledge of South Carolina history and historic places.	Number of marker texts approved, length of time to provide draft text to sponsor.	Volunteers, interns, nonprofit organizations	Federal Historic Preservation Fund Annual Allocation to South Carolina substantially reduced or eliminated resulting in loss of two or more staff to carry out mandated programs and/or no new historical markers produced in one year.	Provide adequate funding so agency can successfully perform its statutory mandated duties.
Historical Services (State Historic Preservation Office)	To administer state and federal historic preservation laws and programs to encourage and facilitate the responsible stewardship of South Carolina's irreplaceable historic and prehistoric places.	Historic Preservation Fund Grants	Executive Branch/State agencies, Local Governments, General Public	General Public (includes property owners and local historical and preservation organizations)	Additional funds secured to provide grants to public and nonprofit organizations that apply for grant funding for qualifying historic preservation projects	Loss of funding and fewer grants awarded resulting in the deterioration loss of historic properties.	Number of applications received, number of grants approved, grant recipient reports, number of buildings stabilized, and investment generated.	National Park Service	Federal Historic Preservation Fund Annual Allocation to South Carolina substantially reduced or eliminated resulting in loss of two or more staff to carry out mandated programs and/or no grants awarded in one year	Provide adequate funding so agency can successfully perform its statutory mandated duties.
Historical Services (State Historic Preservation Office)	To administer state and federal historic preservation laws and programs to encourage and facilitate the responsible stewardship of South Carolina's irreplaceable historic and prehistoric places.	Historic Rehabilitation Tax Credit Programs	Executive Branch/State agencies, Local Governments, General Public	General Public (includes property owners and local historical and preservation organizations)	All owners of eligible historic properties participate in the tax credit programs for which they qualify	Eligible properties unable to qualify for historic tax credits, result in the deterioration and loss of historic properties.	Number of applications received, response times, investments generated.	National Park Service	Federal Historic Preservation Fund Annual Allocation to South Carolina substantially reduced or eliminated resulting in loss of two or more staff to carry out mandated programs and/or no tax credit projects reviewed by HUD in one year.	Provide adequate funding so agency can successfully perform its statutory mandated duties.
Historical Services (State Historic Preservation Office)	To administer state and federal historic preservation laws and programs to encourage and facilitate the responsible stewardship of South Carolina's irreplaceable historic and prehistoric places.	Review and Compliance Program	Executive Branch/State agencies, Local Governments, General Public	General Public (includes property owners and local historical and preservation organizations)	Project reviews conducted in all-digital platform to enhance efficiency while continuing to consider impacts on historic properties	Project review times increase resulting in project and funding delays. Historical properties negatively impacted by federal and state projects.	Number of requests received and response provided, response times, number of historic properties reviewed	Advisory Council on Historic Preservation, SC Institute of Archaeology and Anthropology, federal and state agencies.	Federal Historic Preservation Fund Annual Allocation to South Carolina substantially reduced or eliminated resulting in loss of two or more staff to carry out mandated programs and/or all project review times exceed federal regulations over a six-month span	Provide adequate funding so agency can successfully perform its statutory mandated duties.
Historical Services (State Historic Preservation Office)	To administer state and federal historic preservation laws and programs to encourage and facilitate the responsible stewardship of South Carolina's irreplaceable historic and prehistoric places.	Certified Local Governments	Executive Branch/State agencies, Local Governments, General Public	General Public (includes property owners and local historical and preservation organizations)	Every community in South Carolina, which meets the criteria for being designated a Certified Local Government, chooses to join the program.	No other communities are designated a Certified Local Government. Those communities that are CLGs withdraw from the program.	Number of communities and individuals receiving training, annual reports, evaluations completed	National Park Service, National Alliance of Preservation Commissions	Federal Historic Preservation Fund Annual Allocation to South Carolina substantially reduced or eliminated resulting in loss of two or more staff to carry out mandated programs and/or no five or more local governments request decertification and removal from program within one year	Provide adequate funding so agency can successfully perform its statutory mandated duties.
Historical Services (State Historic Preservation Office)	To administer state and federal historic preservation laws and programs to encourage and facilitate the responsible stewardship of South Carolina's irreplaceable historic and prehistoric places.	Outreach and Technical Assistance	Executive Branch/State agencies, Local Governments, General Public	General Public (includes property owners and local historical and preservation organizations)	Every South Carolinian is aware of and appreciates the history and historic places in their community	No site visits are made, existing events and publications are cancelled and no new programs or publication are developed, resulting in a lack of awareness and accelerated loss of historical properties.	Number of site visits made, attendance at programs and events, visitors to selected WebPages, subscribers to newsletter.	Nonprofit organizations, volunteers, interns, college and university programs.	Federal Historic Preservation Fund Annual Allocation to South Carolina substantially reduced or eliminated resulting in loss of two or more staff to carry out mandated programs and/or no staff site visits made, events held, or publications created during a two-	Provide adequate funding so agency can successfully perform its statutory mandated duties.

Public Benefit and Responsibility (2016-17)

Agency Responding	Department of Archives and History
Date of Submission	

INSTRUCTIONS: If the agency's strategic plan and employees responsible are the same as in 2015-16, the agency can simply type on the first line, "Same as 2015-16 Public Benefit and Responsibility Chart." If the agency is revising its 2015-16 Strategic Plan for this year, or revising which employee is responsible for certain goals or objectives, please provide information for the strategic plan the agency will follow in 2016-17 and the employees who will be responsible for ensuring it is accomplished. As a reminder, the instructions for how the agency is to complete the chart is below:
 1) Under the "Strategic Plan Part and Description" column, enter the strategic plan part number and description (i.e. Goal 1 - Increase the number of job opportunities available to juveniles to 20 per juvenile within the next 2 years).
 2) Under the "Public Benefit/Intended Outcome" column, enter the intended outcome of accomplishing each goal and objective.
 3) Under the "Responsible Person" columns, provide information about the individual who has primary responsibility/accountability for each goal and objective. The Responsible Person for a goal has different teams of employees beneath him/her to help accomplish the goal. The Responsible Person for an objective has employees and possibly different teams of employees beneath him/her to help accomplish the objective. The Responsible Person for a goal is the person who, in conjunction with his/her team(s) and approval from higher level superiors, determines the strategy and objectives needed to accomplish the goal. The Responsible Person for an objective is the person who, in conjunction with his/her employees and approval from higher level superiors, sets the performance measure targets and heads the game plan for how to accomplish the objective for which he/she is responsible. Under the "Position" column, enter the Responsible Person's position/title at the agency. Under "Office Address" column, enter the address for the office from which the Responsible Person works. Under the "Department/Division" column, enter the department or division at the agency in which the Responsible Person works. Under the "Department/Division Summary" column, enter a brief summary (no more than 1-2 sentences) of what that department or division does in the agency.

Mission:		Legal Basis:	SC Code 60-11; 54 U.S.C. § 302301
Vision:		Legal Basis:	SC Code 60-11; 54 U.S.C. § 302301

Strategic Plan Part and Description (2016-17)	Intended Public Benefit/Outcome: (Ex. Outcome = incidents decrease and public perceives that the road is safer) Just enter the intended outcome	Responsible Employee Name:	How long as staff member been responsible for the goal or objective: (i.e. more or less than 3 years)	Position:	Office Address:	Department or Division:	Department or Division Summary:
Goal 1 - To promote and encourage understanding, appreciation, and preservation of the state's history and heritage	The public benefit/intended outcome of this goal is to enhance public knowledge of the state's rich past, which helps facilitate the development of goal of developing an informed and participatory citizenry.	W. Eric Emerson	Less than 3 years	Director and SHPO	8301 Parklane Road, Columbia, SC 29223	Administration	Division is responsible for all administrative functions of the agency including finance, human resources, facility management, information technology, security, and agency advancement.
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	The public will benefit through the more efficient and cost effective operation of state government, by administrators understanding how to effectively manage the voluminous records produced by government.	Richard Harris	Less than 3 years	Manager, Records Management	8301 Parklane Road, Columbia, SC 29223	Archives and Records Management	Division is responsible for preserving and making available historic public records and for helping state and local government agencies manage their records.
Objective 1.1.2 - Offer a series of free Genealogical Workshops to be held at the Archives and History Center in 2016/17	The public benefit is that South Carolinians will be exposed to the methods of conducting family research, while being introduced to the agency's vast collections.	Steve Tuttle	Less than 3 years	Deputy Director for Archives and Records Management	8301 Parklane Road, Columbia, SC 29223	Archives and Records Management	Division is responsible for preserving and making available historic public records and for helping state and local government agencies manage their records.
Strategy 1.2 - Continue both internal and external collaboration							
Objective 1.2.1 - Hold weekly Division Head meetings to ensure divisional collaboration	The public benefit is derived through the more effective operation of a state agency.	W. Eric Emerson	Less than 3 years	Director and SHPO	8301 Parklane Road, Columbia, SC 29223	Administration	Division is responsible for all administrative functions of the agency including finance, human resources, facility management, information technology, security, and agency advancement.
Objective 1.2.2 - Continue collaboration with the Confederate Relic Room, South Caroliniana Library, USC Press to sponsor and organize agency symposia	Public benefit includes increased education regarding the state's past while sharing resources for that purpose	W. Eric Emerson	Less than 3 years	Director and SHPO	8301 Parklane Road, Columbia, SC 29223	Administration	Division is responsible for all administrative functions of the agency including finance, human resources, facility management, information technology, security, and agency advancement.
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	The public benefit/intended outcome of this goal is to enhance staff professionalism and performance.	Steve Tuttle	Less than 3 years	Deputy Director for Archives and Records Management	8301 Parklane Road, Columbia, SC 29223	Archives and Records Management	Division is responsible for preserving and making available historic public records and for helping state and local government agencies manage their records.
Objective 1.3.2 - Increase the total number of outside presentations given by staff by 10 percent in 2016/17	The public benefit/intended outcome of this goal is to expand staff outreach to the public, thus expanding agency outreach.	Steve Tuttle	Less than 3 years	Deputy Director for Archives and Records Management	8301 Parklane Road, Columbia, SC 29223	Archives and Records Management	Division is responsible for preserving and making available historic public records and for helping state and local government agencies manage their records.
Goal 2 - To increase awareness, understanding, and use of the programs of SCDAH in 2016/17	The public benefit/intended outcome of this goal is to make the public aware of the myriad programs and services offered by the agency for the public benefit.	W. Eric Emerson	Less than 3 years	Director and SHPO	8301 Parklane Road, Columbia, SC 29223	Administration	Division is responsible for all administrative functions of the agency including finance, human resources, facility management, information technology, security, and agency advancement.
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	The public benefit/intended outcome of this goal is to inform the public in a creative and effective manner, which educates and illuminates the Archives' collections as they apply to South Carolina history.	Grace Salter	Less than 3 years	Agency Advancement Coordinator	Agency Advancement Coordinator	Agency Advancement Coordinator	Division is responsible for all administrative functions of the agency including finance, human resources, facility management, information technology, security, and agency advancement.
Objective 2.1.2 - Enhance the use of diagnostic tools to maximize the agency's online presence	The public benefit/intended outcome of this goal is to measure and maximize the agency's online presence.	Grace Salter	Less than 3 years	Agency Advancement Coordinator	Agency Advancement Coordinator	Agency Advancement Coordinator	Division is responsible for all administrative functions of the agency including finance, human resources, facility management, information technology, security, and agency advancement.
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	The public benefit/intended outcome of this goal is to increase public access to government records for the purpose of making government accountable to the people, while providing for historical research by the public.	W. Eric Emerson	Less than 3 years	Director and SHPO	8301 Parklane Road, Columbia, SC 29223	Administration	Division is responsible for all administrative functions of the agency including finance, human resources, facility management, information technology, security, and agency advancement.
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	The public benefit/intended outcome of this goal is to enhance public knowledge of the educational symposia being organized and held at SCDAH.	W. Eric Emerson	Less than 3 years	Director and SHPO	8301 Parklane Road, Columbia, SC 29223	Administration	Division is responsible for all administrative functions of the agency including finance, human resources, facility management, information technology, security, and agency advancement.
Objective 3.1.2 - Evaluate the marketability of goods sold in the agency gift shop to maximize profits	The public benefit/intended outcome of this goal is to assist the agency with generating revenue through its gift shop operations, thus diminishing the amount of state funds that would be necessary to fund the agency.	Brenda House	Less than 3 years	Deputy Dir. for Admin.	8301 Parklane Road, Columbia, SC 29223	Administration	Division is responsible for all administrative functions of the agency including finance, human resources, facility management, information technology, security, and agency advancement.
Objective 3.1.3 - Broaden SCDAH's marketing of rental facilities to increase revenue in 2016/17	The public benefit/intended outcome of this goal is to assist the agency with generating increased revenue through its rental facilities, thus diminishing the amount of state funds that would be necessary to fund the agency.	Brenda House	Less than 3 years	Deputy Dir. for Admin.	8301 Parklane Road, Columbia, SC 29223	Administration	Division is responsible for all administrative functions of the agency including finance, human resources, facility management, information technology, security, and agency advancement.
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	The public benefit/intended outcome of this goal is to ensure that the agency's revenue-generating activities do not conflict with its mission or service to the public.	W. Eric Emerson	Less than 3 years	Director and SHPO	8301 Parklane Road, Columbia, SC 29223	Administration	Division is responsible for all administrative functions of the agency including finance, human resources, facility management, information technology, security, and agency advancement.
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	The public benefit/intended outcome of this goal is to increase agency mission effectiveness without additional public expense through increased budgeting for personnel.	Patrick McCawley	Less than 3 years	Archival Supervisor	8301 Parklane Road, Columbia, SC 29223	Archives and Records Management	Division is responsible for preserving and making available historic public records and for helping state and local government agencies manage their records.
Objective 3.3.2 - Double the number of agency interns in 2016/17	The public benefit/intended outcome of this goal is to increase agency mission effectiveness without additional public expense through increased budgeting for personnel.	Patrick McCawley	Less than 3 years	Archival Supervisor	8301 Parklane Road, Columbia, SC 29223	Archives and Records Management	Division is responsible for preserving and making available historic public records and for helping state and local government agencies manage their records.
Strategy 3.4 - Maximize the use of agency human resources							

Public Benefit and Responsibility (2016-17)

Objective 3.4.1 - Fill 25 percent of the agency's unfilled authorized positions in 2016/17	The public benefit/intended outcome of this goal is to maximize the agency's effectiveness in serving the public by filling staff positions authorized by state government.	W. Eric Emerson	Less than 3 years	Director and SHPO	8301 Parklane Road, Columbia, SC 29223	Administration	Division is responsible for all administrative functions of the agency including finance, human resources, facility management, information technology, security, and agency advancement.
Goal 4 - Increase and enhance preservation of, and access to South Carolina state and local government records in 2016/17	The public benefit/intended outcome of this goal is to enhance public access to government records, thereby making government more accountable while providing citizens with historical information that serves their interests.	W. Eric Emerson	Less than 3 years	Director and SHPO	8301 Parklane Road, Columbia, SC 29223	Administration	Division is responsible for all administrative functions of the agency including finance, human resources, facility management, information technology, security, and agency advancement.
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	The public benefit/intended outcome of this goal is to increase the number of public records available online, thus adding to customer convenience for the user.	Bryan Collars	Less than 3 years	Digital Archives Archivist	8301 Parklane Road, Columbia, SC 29223	Archives and Records Management	Division is responsible for preserving and making available historic public records and for helping state and local government agencies manage their records.
Objective 4.1.2 - Ingest and make available electronic records from three state agencies in 2016/17	The public benefit/intended outcome of this goal is to increase the number of public records available online, thus adding to customer convenience for the user.	Bryan Collars	Less than 3 years	Digital Archives Archivist	8301 Parklane Road, Columbia, SC 29223	Archives and Records Management	Division is responsible for preserving and making available historic public records and for helping state and local government agencies manage their records.
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	The public benefit/intended outcome of this goal is to enhance public access to public records through use of the agency's South Carolina Electronic Records Archive (SCERA).	Bryan Collars	Less than 3 years	Digital Records Archivist	8301 Parklane Road, Columbia, SC 29223	Archives and Records Management	Division is responsible for preserving and making available historic public records and for helping state and local government agencies manage their records.
Objective 4.2.2 - Digitize 60 boxes and conduct SCHPR data entry for 30 boxes of historic property records.	The public benefit/intended outcome of this goal is to enhance public access to State Historic Preservation records through use of the Historic Records Properties Database.	Elizabeth Johnson	Less than 3 years	Deputy State Historic Preservation Officer	8301 Parklane Road, Columbia, SC 29223	State Historic Preservation Office	The State Historic Preservation Office encourages and facilitates the responsible stewardship of preservation of South Carolina's irreplaceable historic and prehistoric places.

Employee Allocation by General Appropriation Act Program (2016-17)

Agency Responding	Department of Archives and History
Date of Submission	

Disclaimer: The Committee understands the number of employee equivalents are estimates from the agency. The information is acceptable as long as the agency has a logical basis, which it can explain, as to how it reached the numbers it provided.

INSTRUCTIONS: In this Chart, please do the following:

- (a) Consider the total number of FTE and non-FTE positions at the agency in 2015-16, which will auto-fill from the Employees Available Chart.
- (b) Then, in the column titled, "Number of physical employees working on the budget program in 2015-16," list the number of physical employees working on each budget program. These employees may spend 100%, 50% or even 10% of their time working toward accomplishing the program.
- (c) In the column titled, "Number of employee equivalents associated with the budget program in 2015-16," list the total number of employee equivalents working on the program in 2015-16. The agency may calculate the figure utilizing the method outlined in the Instructions and Examples for the Program Evaluation Report document

General Appropriation Act Program (2016-17)	Number of physical employees working on the program in 2016-17	Number of employee equivalents working on the program in 2016-17
Number of FTEs Available	33	33
Number of Temporary Non-FTEs Available	0	0
Number of Temporary Grant Non-FTEs Available	0	0
Total Number of Employees Available	39	39
Administration	7	7
Archives & Records Management	17	17.5
Historical Services	7	7.5
Employee Benefits	1	0.5

Programs and Objectives (2016-17)

Agency Responding	Department of Archives and History
Date of Submission	

Disclaimer: The Committee understands amount the agency spent per objective and amount of employee equivalents that are associated with costs of each program are estimates from the agency. The information is acceptable as long as the agency has a logical basis, which it can explain, as to how it reached the numbers it provided.

INSTRUCTIONS: In this Chart, please do the following:

- (a) In the first two columns, the agency can copy and paste the information from the Accountability Report, "Major Programs," chart.
- (b) In the column titled, "Money Budgeted on Program for 2016-17," list the amount of money the agency is budgeting to spend on the program in 2016-17.
- (c) In the column titled, "Number of employee equivalents associated with the program," list the total number of employee equivalents the agency plans to have working on the program in 2016-17.
- (d) In the column titled, "Objective the Program Helps Accomplish," list each objective the program helps the agency accomplish. Please list only objective per row. This may require inserting additional rows between programs.
- (e) In the column titled, "Approx. amount of money budgeted on objective that is associated with costs from program," consider the total amount budgeted for the program and what portion of that amount relates to each objective. If the agency adds up the amounts for each associated objective, it should equal the total amount budgeted for the program.
- (f) In the column titled, "Approx. amount of employee equivalents planned to be utilized on objective that are associated with the program," consider the total amount of employee equivalents the agency plans to utilize on the program and what portion of that time will related to each objective. If the agency adds up the amounts for each associated objective, it should equal the total number of employee equivalents the agency plans to utilize on the program.

General Appropriation Act Programs (2016-17)	Description of Program	Money Budgeted for the Program in 2016-17	Number of employee equivalents associated with the Program	Objective the Program Helps Accomplish (The agency can copy the Objective number and description from the first column of the Strategy, Objective and Responsibility Chart) List ONLY ONE strategic objective per row.	Approx. amount of money budgeted on each objective that is associated with budgeted costs from this program (if you add up the amounts for each objective it should equal the total amount spent on the program)	Approx. amount of employee equivalents planned to be utilized on each objective that are associated with this program (if you add up the amounts for each objective it should equal the total amount employee equivalents for the program)
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.	\$1,089,690	7	Objective 1.2.1 - Hold weekly Division Head Meetings to ensure division collaboration	\$0	4
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.	\$1,089,690	7	Objective 1.2.2 - Continue collaboration with the Confederate Relic Room, South Caroliniana Library, USC Press to sponsor and organize agency symposia	\$0	1
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.	\$1,089,690	7	Objective 2.1.1 - Broaden the methods of communication with the general public through a series of media outlets	\$0	2
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.	\$1,089,690	7	Objective 2.1.2 - Enhance use of diagnostic tools to maximize the agency's online presence	\$0	2

Programs and Objectives (2016-17)

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.	\$1,089,690	7	Objective 3.1.1 - Conduct an annual assessment of the agency's Preservation Conference to increase attendance and revenue	\$0	5
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.	\$1,089,690	7	Objective 3.1.2 - Evaluate the marketability of goods sold in the agency gift shop to maximize profits	\$0	3
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.	\$1,089,690	7	Objective 3.1.3 - Broaden SCDAH's marketing of rental facilities to increase revenue in 2016/17	\$2,500	4
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.	\$1,089,690	7	Objective 3.2.1 - Develop a plan for the eventual elimination of microfilm product sales and the resulting increase in digitization revenue	\$0	3
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.	\$1,089,690	7	Objective 3.4.1 - Fill 25 percent of the agency's unfilled and authorized positions in 2016/17	\$70,000	5
Archives and 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.	\$1,547,453	17.5	Objective 1.1.1 - Offer ten records management workshops annually for state and local government agencies	\$0	4
Archives and 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.	\$1,547,453	17.5	Objective 1.1.2 - Offer a series of free Genealogical Workshops at the Archives and History Center	\$1,000	5

Programs and Objectives (2016-17)

Archives and 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.	\$1,547,453	17.5	Objective 1.3.1 - Increase total staff membership in national historical and professional organizations by 10 percent in 2016/17	\$0	4
Archives and 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.	\$1,547,453	17.5	Objective 1.3.2 - Increase the total number of outside presentations given by staff by 10 percent in 2016/17	\$0	4
Archives and 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.	\$1,547,453	17.5	Objective 3.3.1 - Increase the number of agency volunteers by 10 percent in 2016/17 to assist the agency with special projects	\$0	5
Archives and 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.	\$1,547,453	17.5	Objective 4.1.1 - Increase the number of files added to the agency online record index by five percent in 2016/17	\$0	2
Archives and 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.	\$1,547,453	17.5	Objective 4.1.2 - Ingest and make available electronic records from 3 state agencies in 2016/17	\$0	2
Archives and 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.	\$1,547,453	17.5	Objective 4.2.1 - Make accessible 500 GBs of data through the South Carolina Electronic Records Archive (SCERA) in 2016/17	\$0	2
Historical Services	The program provides leadership, technical and financial assistance to individuals, organizations, local governments and state and federal agencies.	\$1,118,495	7.5	Objective 3.3.2 - Double the number of agency interns in 2016/17	\$10,000	5

Programs and Objectives (2016-17)

Historical Services	The program provides leadership, technical and financial assistance to individuals, organizations, local governments and state and federal agencies.	\$1,118,495	7.5	Objective 4.2.2 - Digitize 60 boxes of historic property records and conduct SCHPR data entry for 30 additional boxes.	\$0	3
Employee Benefits	State Employer Contributions	\$963,121	0.5		\$0	1

Employee Allocation by Objective (2016-17)

Agency Responding	Department of Archives and History
Date of Submission	

Disclaimer: The Committee understands the number of employee equivalents are estimates from the agency. The information is acceptable as long as the agency has a logical basis, which it can explain, as to how it reached the numbers it provided.

INSTRUCTIONS: In this Chart, please do the following:

- (a) Review the agency's strategic plan, which is provided in the chart based on the information from the agency's Restructuring Report.
- (b) In the column titled, "Number of employee equivalents working on the goal or objective in 2015-16," list the number of employees working toward each objective, by totaling the amounts from the Employee Allocation by Budget Program Chart.
- (c) The total number of employees working toward each goal should automatically sum based on the numbers you enter for the number of employees per objective.

Strategic Plan Part and Description (2016-17) <i>(i.e. Goal 1 - Insert description, Strategy 1.1 - Insert Description, Objective 1.1.1 - Insert Description)</i>	Number of physical employees working on the goal or objective in 2016-17	Number of employee equivalents working the goal or objective in 2016-17
Number of FTEs Available	33	33
Number of Temporary Non-FTEs Available	0	0
Number of Temporary Grant Non-FTEs Available	0	0
Total Number of Employees Available	39	39
Goal 1 - To promote and encourage understanding, appreciation, and preservation of the state's history and heritage in 2015/16	22	22
<i>Strategy 1.1 - Offer appropriate educational programs and products for different audiences in 2015/16</i>	9	9
Objective 1.1.1 - Offer ten records management workshops annually for state and local government agencies	4	4
Objective 1.1.2 - Offer a series of free Genealogical Workshops to be held at the Archives and History Center in 2016/17	5	5
<i>Strategy 1.2 - Continue both internal and external collaboration</i>	5	5
Objective 1.2.1 - Hold weekly Division Head Meetings to ensure division collaboration	4	4
Objective 1.2.2 - Continue collaboration with the Confederate Relic Room, South Caroliniana Library, USC Press to sponsor and organize agency symposia	1	1
<i>Strategy 1.3 - Encourage and facilitate staff involvement in historical and professional organizations</i>	8	8

Employee Allocation by Objective (2016-17)

Objective 1.3.1 - Increase total staff membership in national historical and professional organizations by 10 percent in 2016/7	4	4
Objective 1.3.2 - Increase the total number of outside presentations given by staff by 10 percent in 2016/17	4	4
Goal 2 - To increase awareness, understanding, and use of the programs of SCDAH in 2015/16	4	4
<i>Strategy 2.1 - Explore new ways to use technology</i>	4	4
Objective 2.1.1 - Broaden the methods of communication with the general public through a series of media outlets	2	2
Objective 2.1.2 - Enhance use of diagnostic tools to maximize the agency's online presence	2	2
Goal 3 - To assess mission-essential needs for SCDAH and identify and secure new sources of generated funds to support its mission in 2015/16	39	39
<i>Strategy 3.1 - Establish new marketing strategies for services and products</i>	12	12
Objective 3.1.1 - Conduct an annual assessment of the agency's Preservation Conference to increase attendance and revenue	5	5
Objective 3.1.2 - Evaluate the marketability of goods sold in the agency gift shop to maximize profits	3	3
Objective 3.1.3 - Broaden SCDAH's marketing of rental facilities to increase revenue in 2016/17	4	4
<i>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</i>	3	3
Objective 3.2.1 - Develop a plan for the eventual elimination of microfilm product sales and the resulting increase in digitization revenue	3	3
<i>Strategy 3.3 - Expand the archival storage capacity of the Archives and Records Center</i>	10	10
Objective 3.3.1 - Increase the number of agency volunteers by 10 percent in 2016/17 to assist the agency with special projects	5	5
Objective 3.3.2 - Double the number of agency interns in 2016/17	5	5
<i>Strategy 3.4 - Expand agency internships and volunteer program to enhance staff resources</i>	14	14
Objective 3.4.1 - Fill 25 percent of the agency's unfilled and authorized positions in 2016/17	5	5
Goal 4 - Increase and enhance preservation of, and access to South Carolina state and local government records in 2015/16	9	9

Employee Allocation by Objective (2016-17)

<i>Strategy 4.1 - Digitize historically significant state and local government historical records</i>	4	4
Objective 4.1.1 - Increase the number of files added to the agency online record index by five percent in 2016/17	2	2
Objective 4.1.2 - Ingest and make available electronic records from 3 state agencies in 2016/17	2	2
<i>Strategy 4.2 - Enhance the Agency's records program visibility and accountability</i>	5	5
Objective 4.2.1 - Make accessible 500 GBs of data through the South Carolina Electronic Records Archive (SCERA) in 2016/17	2	2
Objective 4.2.2 - Digitize 60 boxes of historic property records and conduct SCHPR data entry for 30 additional boxes.	3	3

Strategic Budgeting (2016-17)

Agency Responding	Department of Archives and History
Date of Submission	

Disclaimer: The Committee understands amount the agency budgeted and spent per goal and objective are estimates from the agency. The information is acceptable as long as the agency has a logical basis, which it can explain, as to how it reached the numbers it provided.

INSTRUCTIONS:

Part A: Funds Available in Fiscal Year 2016-17

(a) Please enter each source of funds for the agency in a separate column. Group the funding sources however is best for the agency (i.e., general appropriation programs, proviso 18.2, proviso 19.3, grant ABC, grant XYZ, Motor Vehicle User Fees, License Fines, etc.) to provide the information requested below each source (i.e., state, other or federal funding; recurring or one-time funding; etc.). The agency is not restricted by the number of columns so please delete or add as many as needed. However the agency chooses to group its funding sources, it should be clear through Part A and B, how much the agency had available to spend and where the agency spent the funds.

Part B: How Agency Plans to Budget Funds in 2016-17

(a) The agency's objectives and unrelated purposes are listed based on the information the agency provided in the Restructuring Report. The agency will see there are new rows between "objectives" and "unrelated purposes." These new rows are intended to allow the agency to list money it spent this year that was for previously committed multiple year projects. The intent of these new rows is to separate what the agency spent toward its current objectives and what it spent toward objectives and projects from previous years, which took multiple years to pay off.

(b) Please add any information needed in the new rows (i.e., "Money previously committed for multiple years") and make any revisions necessary to ensure all unrelated purposes are listed. As a reminder, an "unrelated purpose" is money the agency is legislatively directed to spend on something that is not related to an agency objective (i.e., pass through, carry forward, etc.).

(c) Remember, in each row, you need to provide the total of all the values from the different funding sources for that row.

PART A - Funds Available Fiscal Year (2016-17)

What is the source of funds? (insert as many columns as needed, just make sure to total everything in the last column)	Totals	Administration	Administration	Archives & Records Management	Archives & Records Management	Historical Services	Historical Services	Historical Services	Employee Benefits	Employee Benefits	Employee Benefits	Special Items	Special Items
State, other or federal funding?	n/a	State	Other	State	Other	State	Other	Federal	State	Other	Federal	State	State
Recurring or one-time?	n/a	Recurring	Recurring	Recurring	Recurring	Recurring	Recurring	Recurring	Recurring	Recurring	Recurring	Recurring	One-time
§ From Last Year Available to Spend this Year													
Amount available at end of previous fiscal year	\$2,054,353	\$715	\$40,886	\$76,453	\$321,904	\$707	\$272,650	\$135,544	\$146,336	\$371,650	\$18,750	\$0	\$1,002,758
Amount available at end of previous fiscal year that agency can actually use this fiscal year:	\$1,080,633	\$715	\$0	\$707	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,002,758
If the amounts in the two rows above are not the same, explain why:	Amount allowable to carry forward	n/a	Did not meet budgeted spending	Amount allowable to carry forward	Did not meet budgeted spending	Amount allowable to carry forward	Did not meet budgeted spending	Did not meet budgeted spending	Did not meet budgeted spending	Did not meet budgeted spending	Did not meet budgeted spending	n/a	n/a
§ Estimated to Receive this Year													
Amount requested to receive this fiscal year:	\$7,682,759	\$876,780	\$212,910	\$973,353	\$574,100	\$0	\$373,167	\$745,328	\$676,885	\$133,981	\$152,255	\$25,000	\$2,939,000
Amount actually received this fiscal year:	\$7,582,759	\$876,780	\$212,910	\$973,353	\$574,100	\$0	\$373,167	\$745,328	\$676,885	\$133,981	\$152,255	\$25,000	\$2,839,000
If the amounts in the two rows above are not the same, explain why:	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	100,000 for Hist. African American Driving Tours
Total Available if amounts requested are received													
Amount estimated to have available to spend this fiscal year (i.e. Amount available at end of previous fiscal year that agency can actually use in this fiscal year PLUS Amount requested to receive this fiscal year):	\$8,663,392	\$877,495	\$212,910	\$1,049,806	\$574,100	\$707	\$373,167	\$745,328	\$676,885	\$133,981	\$152,255	\$25,000	\$3,841,758

Additional Explanations regarding Part A: Insert any additional explanations the agency would like to provide related to the information it provided above.

PART B - How Agency Plans to Budget Funds in 2016-17

What is the source of funds? (insert as many columns as needed, just make sure to total everything in the last column)	Totals	Administration	Administration	Archives & Records Management	Archives & Records Management	Historical Services	Historical Services	Historical Services	Employee Benefits	Employee Benefits	Employee Benefits	Special Items	Special Items
State, other or federal funding?	n/a	State	Other	State	Other	State	Other	Federal	State	Other	Federal	State	State
Recurring or one-time?	n/a	Recurring	Recurring	Recurring	Recurring	Recurring	Recurring	Recurring	Recurring	Recurring	Recurring	Recurring	One-time
What are the external restrictions (from state or federal government, grant issuer, etc.), if any, on how the agency can spend the funds from this source:	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	SHPO Reimbursement to the Agency	South Carolina African American Heritage Commission	Per instructions of General Assembly

Strategic Budgeting (2016-17)

Where Agency Plans to Spend Money - Unrelated Purpose (pass through or other purpose unrelated to agency's strategic plan)														
<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>	\$1,017,905	\$804,995	\$212,910	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<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>	\$1,585,043	\$0	\$0	\$1,010,943	\$574,100	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<i>Unrelated Purpose #3 - Provides leadership, technical, and financial assistance to individuals, organizations, local governments, state and federal agencies.</i>	\$1,147,065	\$0	\$0	\$0	\$0	\$38,570	\$373,167	\$735,328	\$0	\$0	\$0	\$0	\$0	\$0
<i>Unrelated Purpose #4 - State Employer Contributions</i>	\$963,121	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$676,885	\$133,981	\$152,255	\$0	\$0	\$0
<i>Unrelated Purpose #5 - All special items supported by the State.</i>	\$2,864,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$25,000	\$3,841,758	\$0
<i>Insert any additional unrelated purposes</i>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Agency Plans to Spend on Unrelated Purposes:	\$8,579,892	\$804,995	\$212,910	\$1,010,943	\$574,100	\$38,570	\$373,167	\$735,328	\$676,885	\$133,981	\$152,255	\$25,000	\$3,841,758	\$0

Total Agency Plans to Spend (Total on Objectives + Total on Unrelated Purposes)	\$8,663,392	\$877,495	\$212,910	\$1,011,943	\$574,100	\$38,570	\$373,167	\$745,328	\$676,885	\$133,981	\$152,255	\$25,000	\$3,841,758	\$0
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Amount Remaining	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
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Funds budgeted for use in subsequent years (i.e. when grant or other money received all at once, but intended to be spent over multiple years)														
<i>Example - WIOA 3 year funds budgeted for use in next two fiscal years</i>	n/a	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	n/a	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	n/a	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Funds budgeted for use in subsequent years	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Cash Balance Remaining, minus funds budgeted for use in subsequent years	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
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Additional Explanations regarding Part B:

Type of Law

Statute

Proviso

Regulation

Jurisdiction

State

Federal

Type of Partner Entity

Federal Government

State Government

Local Government

Higher Education Institute

K-12 Education Institute

Private Business Organization

Professional Association

Non-Governmental Organization

Individual

Customer Segments

Executive Branch/State Agencies
Legislative Branch
Judicial Branch
Local Govts.
School Districts
General Public
Industry
Professional Organization

Fiscal year

2015-16
2016-17
2015-16 and 2016-17