



# **2024 Annual Accountability Report**

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**Department of Archives and History**

**Agency Code: H790**

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## **AGENCY’S DISCUSSION AND ANALYSIS**

### **SC Department of Archives and History**

#### **Agency Narrative, FY 2023-24**

During FY 2023-24, the Department of Archives and History once again made considerable progress in its ongoing mission to preserve and promote South Carolina’s rich documentary and cultural heritage. The agency’s Archives and Records Management Division continued to broaden the agency’s outreach and improve its service to customers and stakeholders through significant enhancements and additions to SCDAH’s digital repositories, including the South Carolina Electronic Records Archives (SCERA) and Online Records Index (ORI). The agency’s Historical Services Division, which constitutes the State Historic Preservation Office (SHPO), continued to pursue its goal of reducing customer response times while further simplifying application processes through the digitization of all grant, tax credit, and review and compliance applications in compliance with federal directives. During a time of increasing competition for meeting and event rentals, the agency’s Administrative Division continued to generate significant facility rental revenue through creative use of SCDAH’s meeting spaces and garden, while also increasing retail sales in the agency’s gift shop. These accomplishments, and those listed below, are representative of an agency endowed with an enthusiastic, focused, and professional staff that is constantly searching for ways to improve processes, better serve the people of South Carolina, and preserve the Palmetto State’s rich documentary and built history.

#### **Archives and Records Management Division FY 2023/2024**

##### Archives

- Hosted 2,208 Research Room visits and answered 4,858 queries from researchers (telephone 2,991; email 1,807 and letters 60);
- Accessioned 594.94 cubic feet and 5,717.65 MB of records, 19 rolls of microfilm, 339 volumes and processed 582.04 cubic feet of records;
- Scanned 188,950 historical documents, 44 audio cassette tapes and digitized 75 microfilm rolls;
- Educated 770 members of the public and state/local officials through building tours and speaking engagements;
- Captured and provided access to state agency websites through the continued use of the non-profit website Archive-it. In all, the agency crawled 118 state agency websites and retained 867.6 GB of data;

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- Ingested 1,265.269 MBs (62,939 files) of state agency and county government records into the South Carolina Electronic Records Archive (SCERA);
- Web page views: Main page 212,760; Research and Genealogy page 12,095; and On-Line Records Index 26,797.

### Records Management

- Transferred 1.9 million pages of historically significant records (paper, microfilm and electronic) from state and local government offices to the Archives for permanent retention;
- Transferred 8.2 million pages of state agency paper records to the State Records Center for security storage;
- Authorized the destruction of 645.9 million pages of non-permanent state and local government records;
- Prepared 89 retention/disposition schedules representing 9.2 million pages and 1.8 million MBs of state and local records;
- Fielded 2,139 contacts with state and local government officials regarding records management;
- Suspended agency microfilming operations to focus more assets on digitization;
- Approved 93% of retention schedules within two weeks of submission; and
- Implemented records retention schedules for 45% of state agencies and 16% of local governments.

### Cost Avoidance

- By working with state and local governments to set retention limits for records and by providing storage in the State Records Center for inactive, limited-term records from state agencies, the division achieved cost avoidance to the state of \$3,073,651. Records Center storage services provided by the Records Management Division are roughly 38% of similar commercial costs.

### **Historical Services Division FY 2023/2024**

- Approved the 2000<sup>th</sup> state historical marker for Finley High School in Chester County, one of 56 historical marker texts approved this year, representing 26 of the state's 46 counties. Of the approved markers, 36% focused on African American history and historic places.
- Awarded 8 grants in the second application round of the [Historic Preservation State Grant Fund](#) program totaling over \$1 million.

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- Awarded contracts to prepare four National Register of Historic Places nominations and successfully listed four buildings in the National Register using the National Park Service’s Underrepresented Communities grant awarded to SCDAH in 2022.
- Successfully implemented the digital application process for the federal historic tax credit program in partnership with the National Park Service, which helped facilitate more efficient and timely project reviews with 99% completed in 30 days, with an average of seven days (compared to 12 days last fiscal year).
- Facilitated the investment of a record-setting \$232 million in historic buildings through completed federal (34) and state homeowner (7) [historic tax credit projects](#).
- Continued to administer [federal supplemental Historic Preservation Funds](#) to assist property owners with repairs to historic properties damaged by Hurricanes Irma and Florence. All 11 projects using Hurricane Irma funding have been successfully completed, and six of the nine projects using Hurricane Florence funds now have been completed. Selected eight projects to receive subgrants from the federal FY2024 Historic Preservation Fund.
- Held three meetings of the State Review Board for the [National Register of Historic Places](#), approving 14 nominations to the National Register of Historic Places. Of these, 50% had significance for African American history. Staff evaluated over 500 archaeological sites and 700 architectural resources for National Register eligibility.
- Reviewed 86% of over 1,700 compliance project submittals (over 350 more than last year) in 30 days or less. Signed six new Memorandum of Agreements to mitigate adverse effects to historic properties and a Programmatic Agreement with the U.S. Forest Service. Made 30 site visits related to compliance projects and another 38 architectural assistance site visits.
- Facilitated training for 10 local governments on historic preservation through the National Alliance of Preservation Commissions Summer Short Course. At the annual statewide Preservation Conference four sessions were eligible for local preservation board members to receive SCPEAC Continuing Education credits. Provided in-person training on historic preservation to Pacolet, Bluffton, and Greenville.
- Gave presentations to a variety of audiences, including the Spring Island Habitat Review Board, branches of the Lexington County library, SC 250<sup>th</sup> Commission, Penn Center, SCDDA, National Park Service, State Parks, Afro American Genealogical Society, African American Historical Society of Irmo, Ridge View High School, and the SCDNR archaeology internship program.
- Provided staff support for the SC African American Heritage Commission for quarterly meetings, strategic planning, monthly newsletter, annual conference, and special projects such as a historic marker funding opportunity, Green Book project, and teacher webinar about African Americans in the American Revolution.
- Partnered with Preservation South Carolina and the Office of the Governor on the [annual statewide preservation awards](#) presented by Governor Henry McMaster at the State House on June 20, 2024.



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- Partnered with the SC Archives and History Foundation to hold the statewide [Preservation Conference on April 26, 2024](#), with 274 registered to attend. Also assisted the Foundation with the Preserving Historic Cemeteries Conference with 179 registered to attend.
- Continued to work with the SC Institute of Archaeology and Anthropology to provide SC ArchSite, the state’s online cultural resources GIS. The system includes information on thousands of historic places, including archaeological sites, National Register listed properties, areas surveyed for cultural resources, sites associated with the American Revolution and Civil War, and properties included in the statewide survey. Staff also managed the smooth transition of data layers to updated ESRI GIS software.
- Facilitated online and in-person staff training through the Advisory Council on Historic Preservation, National Preservation Institute, National Park Service, and attendance at professional conferences.

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Department of Archives and History

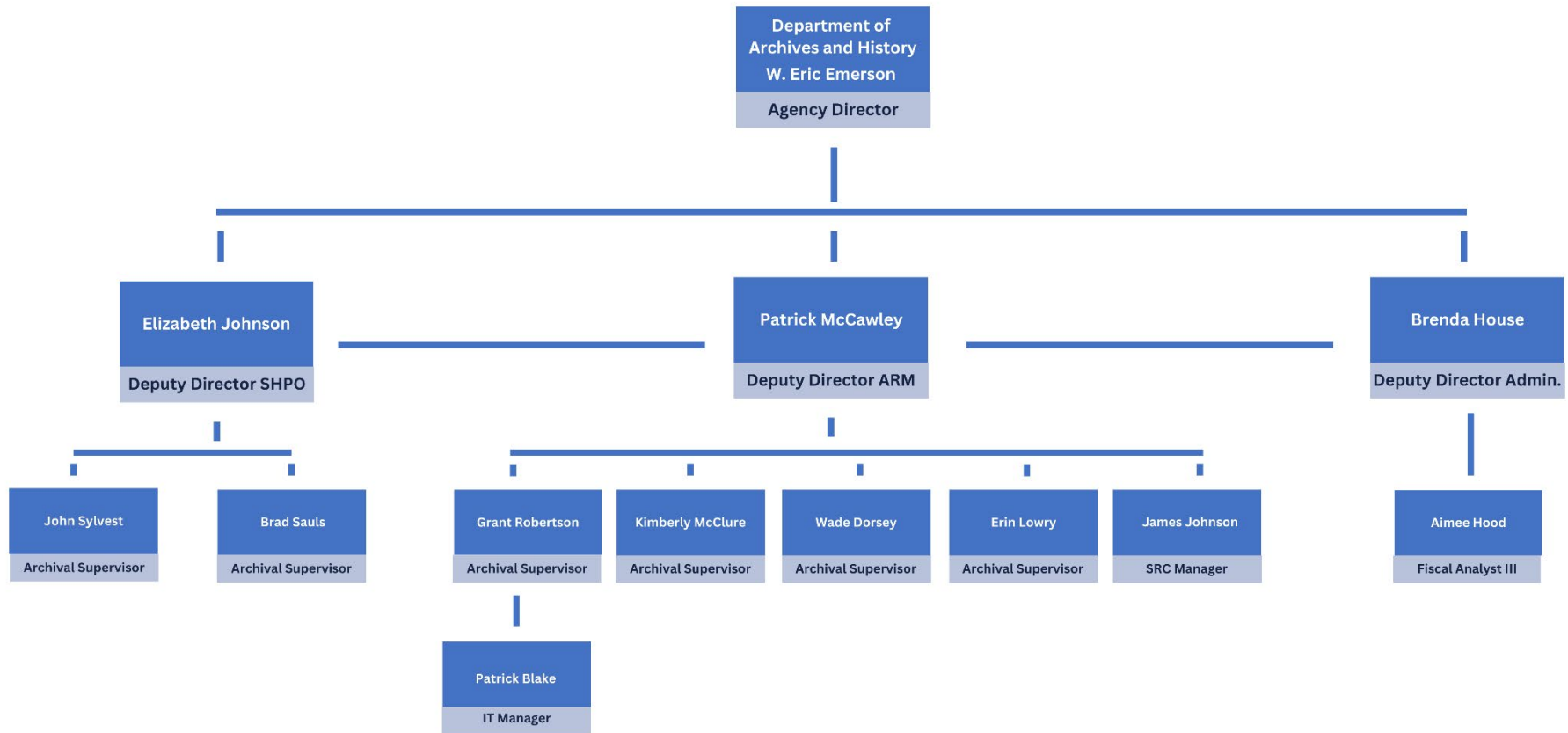
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### AGENCY ORGANIZATIONAL CHART



# 2024

## Reorganization and Compliance

as submitted for the Accountability Report by:

### H790 - Department of Archives & History

#### Primary Contact

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

#### Secondary Contact

First Name	Last Name	Role/Title	Email Address	Phone
Laura	Bass	Customer Service Coordinator	lbass@scdah.sc.gov	803-896-6196

#### Agency Mission

Adopted in:

2015

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

#### Agency Vision

Adopted in:

2019

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

#### Recommendations for reorganization requiring legislative change:

None

#### Agency intentions for other major reorganization to divisions, departments, or programs to allow the agency to operate more effectively and efficiently in the succeeding fiscal year:

None

#### Significant events related to the agency that occurred in FY2024

Description of Event	Start	End	Agency Measures Impacted	Other Impacts
Increasing private sector competition, associated with rapid growth in the number of event rental venues, led to a decrease in facility rental revenue for the agency.	July	June	Increase facility rental revenue by 10%	
Staff recruitment difficulties, resulting from higher salaries in the private and academic sectors, led to the agency not meeting its goal for the digitization of audiovisual files.	July	June	Increase audiovisual files in South Carolina Electronic Records Archives (SCERA) by 75 tapes	
Staff recruitment difficulties, resulting from higher salaries in the private and academic sectors, led to the agency not meeting its goal for increasing the number of Records Retention Schedules.	July	June	Increase Records Retention production by 10%	
A significant increase in the total number of review and compliance applications led to review staff not meeting the 90% target.	July	June	Reply to 90% of compliance requests in fewer than 30 days	

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

Yes

Reason agency is out of compliance: (if applicable)



<b>Is the agency in compliance with various requirements to transfer its records, including electronic ones, to the Department of Archives and History? See the Public Records Act (S.C. Code Ann. § 30-1-10 through 30-1-180) and the South Carolina Uniform Electronic Transactions Act (S.C. Code Ann. § 26-6-10 through 26-10-210).</b>		Yes
<b>Does the law allow the agency to promulgate regulations?</b>		Yes
<b>Law number(s) which gives the agency the authority to promulgate regulations:</b>	SC Code 60-11-50 (2); 12-6-3535	
<b>Has the agency promulgated any regulations?</b>		Yes
<b>Is the agency in compliance with S.C. Code Ann. § 1-23-120 (J), which requires an agency to conduct a formal review of its regulations every five years?</b>		Yes
(End of Reorganization and Compliance Section)		

# FY2024

## Strategic Plan Results

as submitted for the Accountability Report by:  
H790 - Department of Archives & History

- Goal 1 Promote and encourage preservation of South Carolina's historic resources
- Goal 2 Enhance preservation of, and access to, public records
- Goal 3 Facilitate the preservation of South Carolina's irreplaceable historic places

Perf. Measure Number	Description	Base	Target	Actual	Value Type	Desired Outcome	Time Applicable	Calculation Method	Data Source	Data Location	Stakeholder Need Satisfied	Primary Stakeholder	State Funded Program Number Responsible	Notes	
<b>1.1 Offer educational programs and products for customers and stakeholders</b>															
<b>State Objective: Education, Training, and Human Development</b>															
1.1.1	Increase number of records management workshops for government agencies		40	45	40	Count	Equal to or greater than	State Fiscal Year	Total number of workshops	ARM Data-Quarterly	Archives and Records Management Division	Training for managing state records in accordance with the Public Records Act	State and Local Government records managers	1509.000000.000	Staff turnover and related issues led to reduced number of record management workshops.
1.1.2	Increase research workshops held at the Archives and History Center		4	5	5	Count	Equal to or greater than	State Fiscal Year	Total number of workshops	ARM Data-Quarterly	Archives and Records Management Division	Training and assistance for conducting genealogical research at SCDAH	Genealogists and Public	1509.000000.000	
<b>1.2 Maximize generated revenue to aid SCDAH in its mission</b>															
<b>State Objective: Education, Training, and Human Development</b>															
1.2.1	Increase facility rental revenue by 10%	\$ 49,050	\$ 54,000	\$ 36,786.00	Dollar Amount	Equal to or greater than	State Fiscal Year	Internal Records	Administrative Division Records	Administrative Division	Event space for government and public events	SCDAH, Government agencies, businesses, non-profits, and the public	0100.000000.000	Increased competition from the private sector in the form of a significant increase in rental venues led to reduced rental income.	
1.2.2	Increase gift shop revenue by 10%	\$ 8,361	\$ 9,000	\$ 13,750.47	Dollar Amount	Equal to or greater than	State Fiscal Year	Internal Records	Administrative Division Records	Administrative Division	Products related to South Carolina history and culture for sale to the public	SCDAH staff, government employees, and visitors to the Archives and History Center	0100.000000.000		
<b>2.1 Digitize historically significant South Carolina records</b>															
<b>State Objective: Government and Citizens</b>															
2.1.1	Increase total images in Online Records Index (ORI) by 80,000 images	628,000	708,000	699,874	Count	Equal to or greater than	State Fiscal Year	Total number of records	ARM Data-Quarterly	Archives and Records Management Division	Access to digitized historical records for genealogical and historic research	Genealogists, members of the public, historians, attorneys and state and local agencies	1509.000000.000	Staff turnover and related issues led to reduced number of images added to the Online Record Index (ORI).	
2.1.2	Increase total records in Online Records Index (ORI) by 2,500 records	326,000	329,000	330,000	Count	Equal to or greater than	State Fiscal Year	Total number of records	ARM Data-Quarterly	Archives and Records Management Division	Access to digitized historical records for genealogical and historic research	Genealogists, members of the public, historians, attorneys, and state and local agencies	1509.000000.000		
<b>2.2 Increase records accessibility through arrangement and description</b>															
<b>State Objective: Government and Citizens</b>															
2.2.1	Increase total data in the South Carolina Electronic Records Archive (SCERA) by 50 GBs	515 GB	565 GB	641	Count	Equal to or greater than	State Fiscal Year	Total data in Gigabytes	ARM Data-Quarterly	Archives and Records Management Division	Access to digitized historical records for genealogical and historic research	Genealogists, members of the public, historians, attorneys, and state and local agencies	1509.000000.000		
2.2.2	Increase audiovisual files in South Carolina Electronic Records Archives (SCERA) by 75 tapes	66	140	44	Count	Equal to or greater than	State Fiscal Year	Total number of audio files	ARM Data-Quarterly	Archives and Records Management Division	Access to digitized historical records for genealogical and historic research	Genealogists, members of the public, historians, attorneys, and state and local agencies	1509.000000.000	Staff turnover and related issues led to reduced audiovisual file ingestion output.	
<b>2.3 Ensure the efficient management of government records</b>															
<b>State Objective: Government and Citizens</b>															
2.3.1	Increase Records Retention production by 10%	250	275	95	Count	Equal to or greater than	State Fiscal Year	Total number of records retention schedules prepared	ARM Data-Quarterly	Archives and Records Management Division	Retention schedules for ensuring that state and local governments are in compliance with the Public Records Act.	Genealogists, members of the public, historians, attorneys, and state and local agencies	1509.000000.000	Staff turnover and related issues led to reduced records retention schedule output.	

Perf. Measure Number	Description	Base	Target	Actual	Value Type	Desired Outcome	Time Applicable	Calculation Method	Data Source	Data Location	Stakeholder Need Satisfied	Primary Stakeholder	State Funded Program Number Responsible	Notes	
2.3.2	Increase the number of state agencies implementing records retention schedules by 10%		50	55	52	Percent	Equal to or greater than	State Fiscal Year	Number of agencies implementing records retention policies/total number of agencies	ARM Data-Quarterly	Archives and Records Management Division	Retention schedules for ensuring that state and local governments are in compliance with the Public Records Act.	State and Local Government records managers and the public	1509.000000.000	Staff turnover and related issues led to reduced number of state agencies implementing records retention schedules
<b>2.4 Increase research room efficiencies</b>															
<b>State Objective: Government and Citizens</b>															
2.4.1	Reduce average Archives response times to research queries by 10% (in days).		7	6	3.3	Count	Equal to or less than	State Fiscal Year	Average number of days from contact response	ARM Data-Quarterly	Archives and Records Management Division	Rapid access to information	Genealogists, members of the public, historians, attorneys, and state and local agencies	1509.000000.000	
<b>3.1 Increase local awareness and participation in historic preservation</b>															
<b>State Objective: Public Infrastructure and Economic Development</b>															
3.1.1	Provide Historic Preservation presentations to organizations		15	15	17	Count	Equal to or greater than	State Fiscal Year	Total number of presentations	SHPO Data-Annually	Historic Services Division (SHPO)	Information about historic preservation and certified local governments	Preservationists, preservation organizations, developers, certified local governments, review boards	2300.010000.000	
3.1.2	Approve text for 50 State Historical Markers		50	50	56	Count	Complete	State Fiscal Year	Total number of marker texts approved	SHPO Data-Annually	Historic Services Division (SHPO)	Historical markers to mark the site of historical events	Historians, preservationists, local governments, churches, and members of the public.	2300.010000.000	
<b>3.2 Expedite federal program efficiencies related to historic preservation</b>															
<b>State Objective: Public Infrastructure and Economic Development</b>															
3.2.1	Review all state and federal tax credit projects in 30 days or less		92%	100%	99%	Percent	Equal to or greater than	State Fiscal Year	Number of projects approved in 30 days/total number of projects	SHPO Data-Annually	Historic Services Division (SHPO)	SHPO review of historic tax credit applications	Preservation consultants, developers, and homeowners.	2300.010000.000	Staff transitions during part of the year lead to some projects exceeding 30 days. Overall, as seen in the next measure, average review times improved.
3.2.2	Maintain tax credit project review time of less than 15 days		12	14	7	Count	Equal to or less than	State Fiscal Year	Average number of days from initiation to review complete	SHPO Data-Annually	Historic Services Division (SHPO)	SHPO review of historic tax credit applications	Preservation consultants, developers, and homeowners.	2300.010000.000	
3.2.3	Reply to 90% of compliance requests in fewer than 30 days		98%	98%	87%	Percent	Equal to or greater than	State Fiscal Year	Number of compliance requests responded to in 30 days/total number of requests	SHPO Data-Annually	Historic Services Division (SHPO)	SHPO compliance review	Preservation consultants, developers, and homeowners.	2300.010000.000	A significant increase in the total number of review and compliance application led to review times falling below the 90% target.
3.2.4	Forward 100% of National Register nominations to Park Service within 45 days of State Review Board approval		100%	100%	100%	Percent	Equal to or greater than	State Fiscal Year	Number of nominations forwarded within 45 days/total number of nominations	SHPO Data-Annually	Historic Services Division (SHPO)	National Register listing of a historic property	State and Federal agencies, preservation consultants, developers, members of the public	2300.010000.000	

# FY2025

## Strategic Plan Development

as submitted for the Accountability Report by:

H790 - Department of Archives & History

**Goal 1** Promote and encourage preservation of South Carolina's historic resources

**Goal 2** Enhance preservation of, and access to, public records

**Goal 3** Facilitate the preservation of South Carolina's irreplaceable historic places

Perf. Measure Number	Description	Base	Target	Value Type	Desired Outcome	Time Applicable	Calculation Method	Data Source	Data Location	Stakeholder Need Satisfied	Primary Stakeholder	State Funded Program Number Responsible	Notes
<b>1.1 Offer educational programs and products for customers and stakeholders</b>													
<b>State Objective: Education, Training, and Human Development</b>													
1.1.1	Increase number of records management workshops for government agencies	40	45	Count	Equal to or greater than	State Fiscal Year	Total number of workshops	ARM Data-Quarterly	Archives and Records Management Division	Training for managing state records in accordance with the Public Records Act	State and Local Government records managers	1509.000000.000	
1.1.2	Increase research workshops held at the Archives and History Center	5	6	Count	Equal to or greater than	State Fiscal Year	Total number of workshops	ARM Data-Quarterly	Archives and Records Management Division	Training and assistance for conducting genealogical research at SCDAH	Genealogists and the public	1509.000000.000	
<b>1.2 Maximize generated revenue to aid SCDAH in its mission</b>													
<b>State Objective: Education, Training, and Human Development</b>													
1.2.1	Increase facility rental revenue by 10%	\$ 36,786	\$ 40,000	Dollar Amount	Equal to or greater than	State Fiscal Year	Internal Records	Administrative Division Records	Administrative Division	Event space for government and public events	SCDAH, government agencies, businesses, non-profits, and the public	0100.000000.000	
1.2.2	Increase gift shop revenue by 10%	\$ 13,750	\$ 14,500	Dollar Amount	Equal to or greater than	State Fiscal Year	Internal Records	Administrative Division Records	Administrative Division	Products related to South Carolina history and culture for sale to the public	SCDAH staff, government employees, and visitors to the Archives and History Center	0100.000000.000	
<b>2.1 Digitize historically significant South Carolina records</b>													
<b>State Objective: Government and Citizens</b>													
2.1.1	Increase total images in Online Records Index (ORI) by 80,000 images	699,874	770,000	Count	Equal to or greater than	State Fiscal Year	Total number of records	ARM Data-Quarterly	Archives and Records Management Division	Access to digitized historical records for genealogical and historic research	Genealogists, members of the public, historians, attorneys, and state and local agencies	1509.000000.000	
2.1.2	Increase total records in Online Records Index (ORI) by 2,500 records	330,000	332,500	Count	Equal to or greater than	State Fiscal Year	Total number of records	ARM Data-Quarterly	Archives and Records Management Division	Access to digitized historical records for genealogical and historic research	Genealogists, members of the public, historians, attorneys, and state and local agencies	1509.000000.000	
<b>2.2 Increase records accessibility through arrangement and description</b>													
<b>State Objective: Government and Citizens</b>													
2.2.1	Increase total data in the South Carolina Electronic Records Archive (SCERA) by 50 GBs	641 GB	691 GB	Count	Equal to or greater than	State Fiscal Year	Total data in Gigabytes	ARM Data-Quarterly	Archives and Records Management Division	Access to digitized historical records for genealogical and historic research	Genealogists, members of the public, historians, attorneys, and state and local agencies	1509.000000.000	
2.2.2	Increase audiovisual files in South Carolina Electronic Records Archives (SCERA) by 75 tapes	44	119	Count	Equal to or greater than	State Fiscal Year	Total number of audiofiles	ARM Data-Quarterly	Archives and Records Management Division	Access to digitized historical records for genealogical and historic research	Genealogists, members of the public, historians, attorneys, and state and local agencies	1509.000000.000	
<b>2.3 Ensure the efficient management of government records</b>													
<b>State Objective: Government and Citizens</b>													
2.3.1	Increase Records Retention production by 10%	95	110	Count	Equal to or greater than	State Fiscal Year	Total number of records retention schedules prepared	ARM Data-Quarterly	Archives and Records Management Division	Retention schedules for ensuring that state and local governments are in compliance with the Public Records Act.	Genealogists, members of the public, historians, attorneys, and state and local agencies	1509.000000.000	

Perf. Measure Number	Description	Base	Target	Value Type	Desired Outcome	Time Applicable	Calculation Method	Data Source	Data Location	Stakeholder Need Satisfied	Primary Stakeholder	State Funded Program Number Responsible	Notes
2.3.2	Increase the number of state agencies implementing records retention schedules by 10%		52	57	Percent	Equal to or greater than	State Fiscal Year	Number of agencies implementing records retention policies/total number of agencies	ARM Data-Quarterly	Archives and Records Management Division	Retention schedules for ensuring that state and local governments are in compliance with the Public Records Act.	1509.000000.000	
<b>2.4 Increase research room efficiencies</b> State Objective: Government and Citizens													
2.4.1	Reduce average Archives response times to research queries by 10% (in days).	3.3 days	3 days	Count	Equal to or greater than	State Fiscal Year	Average number of days from contact response	ARM Data-Quarterly	Archives and Records Management Division	Rapid access to information	Genealogists, members of the public, historians, attorneys, and state and local agencies	1509.000000.000	
<b>3.1 Increase local awareness and participation in historic preservation</b> State Objective: Public Infrastructure and Economic Development													
3.1.1	Provide Historic Preservation presentations to organizations		17	17	Count	Equal to or greater than	State Fiscal Year	Total number of presentations	ARM Data-Quarterly	Archives and Records Management Division	Information about historic preservation and certified local governments	2300.010000.000	
3.1.2	Approve text for 50 State Historical Markers		56	50	Count	Complete	State Fiscal Year	Total number of marker texts approved	SHPO Data-Annually	Historic Services Division (SHPO)	Historical markers to mark the site of historical events	2300.010000.000	
<b>3.2 Expedite federal program efficiencies related to historic preservation</b> State Objective: Public Infrastructure and Economic Development													
3.2.1	Review all state and federal tax credit projects in 30 days or less		99%	100%	Percent	Equal to or greater than	State Fiscal Year	Number of projects approved in 30 days/total number of projects	SHPO Data-Annually	Historic Services Division (SHPO)	SHPO review of historic tax credit applications	2300.010000.000	
3.2.2	Maintain tax credit project review time of less than 15 days		7	7	Count	Equal to or greater than	State Fiscal Year	Average number of days from initiation to review complete	SHPO Data-Annually	Historic Services Division (SHPO)	SHPO review of historic tax credit applications	2300.010000.000	
3.2.3	Reply to 90% of compliance requests in fewer than 30 days		87%	90%	Percent	Equal to or greater than	State Fiscal Year	Number of compliance requests responded to in 30 days/total number of requests	SHPO Data-Annually	Historic Services Division (SHPO)	SHPO compliance review	2300.010000.000	
3.2.4	Forward 100% of National Register nominations to Park Service within 45 days of State Review Board approval		100%	100%	Percent	Equal to or greater than	State Fiscal Year	Number of nominations forwarded within 45 days/total number of nominations	SHPO Data-Annually	Historic Services Division (SHPO)	National Register listing of a historic property	2300.010000.000	

# 2024

## Budget Data

as submitted for the Accountability Report by:

### H790 - Department of Archives & History

State Funded Program No.	State Funded Program Title	Description of State Funded Program	(Actual) General	(Actual) Other	(Actual) Federal	(Actual) Total	(Projected) General	(Projected) Other	(Projected) Federal	(Projected) Total
Provides funding for the Director's Office, Budget and Finance, Personnel, Building Services, and Information Technology and support services for the agency.	Administration & Planning	Provides funding for the Director's Office, Budget and Finance, Personnel, Building Services, and Information Technology and support services for the agency.	\$ 1,579,140.62	\$ 14,672.74	\$ -	\$ 1,593,813.36	\$ 1,000,972.00	\$ 212,910.00	\$ -	\$ 1,213,882.00
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	Archives & Records Management	Preserves and provides access to SC's permanently valuable colonial, state, and local government records, 1671-2000. Micrographics provides microfilm services to the department, other public entities, and businesses	\$ 1,139,489.52	\$ 136,867.55	\$ 11,645.15	\$ 1,288,002.22	\$ 1,202,774.00	\$ 574,100.00	\$ -	\$ 1,776,874.00
Program provides historic preservation leadership, technical and financial assistance to individuals, organizations, local governments and state and federal agencies.	Historical Services	Program provides historic preservation leadership, technical and financial assistance to individuals, organizations, local governments and state and federal agencies.	\$ 48,454.45	\$ 213,424.42	\$ 1,541,233.10	\$ 1,803,111.97	\$ 235,900.00	\$ 151,420.00	\$ 552,075.00	\$ 939,395.00
Provides funding for state historic preservation projects.	State Historic Grant Fund	Provides funding for state historic preservation projects.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 221,747.00	\$ 193,253.00	\$ 415,000.00
Legislative earmark intended to provide support for legislatively chosen state historic preservation projects.	Historic Buildings Preservation	Legislative earmark intended to provide support for legislatively chosen state historic preservation projects.	\$ 1,500,000.00	\$ -	\$ -	\$ 1,500,000.00	\$ 1,500,000.00			\$ 1,500,000.00
Funding for the operations of the South Carolina African American Heritage Commission.	African American Heritage History Commission	Funding for the operations of the South Carolina African American Heritage Commission.	\$ 100,647.50	\$ -	\$ -	\$ 100,647.50	\$ 125,000.00			\$ 125,000.00
Tasked with commemorating the 250th Anniversary of the American Revolution in South Carolina.	Revolutionary War Sestercentennial Commission	Tasked with commemorating the 250th Anniversary of the American Revolution in South Carolina.	\$ 393,666.50	\$ -	\$ -	\$ 393,666.50	\$ 400,000.00			\$ 400,000.00
Provides state employee benefits for SCDAH staff.	State Employer Contributions	Provides state employee benefits for SCDAH staff.	\$ 786,929.97	\$ 70,730.30	\$ 223,141.29	\$ 1,080,801.56	\$ 984,986.00	\$ 133,981.00	\$ 152,255.00	\$ 1,271,222.00
Legislative earmark intended to provide support for GLEAMS and the Benjamin Mays Historical Preservation Site.	GLEAMNS - Benjamin Mays Historical Preservation Site	Legislative earmark intended to provide support for GLEAMS and the Benjamin Mays Historical Preservation Site.	\$ -			\$ -	\$ 11,214.46			\$ 11,214.46
Legislative earmark established to provide support for legislatively chosen projects.	Historic Buildings Preservation	Legislative earmark intended to provide support for legislatively chosen state historic preservation projects.	\$ -			\$ -	\$ -			\$ -
Legislative earmark intended to provide support for legislatively chosen state historic preservation projects.	Replacement Microfilm Scanner	Provides funding for a MEKEL microfilm scanner and digitizing machine.	\$ -			\$ -	\$ -			\$ -



State Funded Program No.	State Funded Program Title	Description of State Funded Program	(Actual) General	(Actual) Other	(Actual) Federal	(Actual) Total	(Projected) General	(Projected) Other	(Projected) Federal	(Projected) Total
Provides funding for a MEKEL microfilm scanner and digitizing machine.	African American Heritage Commission - Greenbook	Provides funding for the SCAAHC's Greenbook of SC project.	\$ -			\$ -	\$ -			\$ -
Provides funding for the SCAAHC's Greenbook of SC project.	Community Development Grants	Legislative earmark established to provide support for legislatively chosen projects.	\$ 59,675.00			\$ 59,675.00	\$ 59,675.00			\$ 59,675.00
Legislative earmark established to provide support for legislatively chosen projects.	Lincoln Preservation	Legislative earmark established to provide support for legislatively chosen projects.	\$ 214,780.83			\$ 214,780.83	\$ 450,000.00			\$ 450,000.00
Legislative earmark established to provide support for legislatively chosen projects.	City of Abbeville-Barksdale McGown House Climate Control	Legislative earmark established to provide support for legislatively chosen projects.	\$ 100,000.00			\$ 100,000.00	\$ 450,000.00			\$ 450,000.00
Legislative earmark established to provide support for legislatively chosen projects.	Dorchester Heritage Center	Legislative earmark established to provide support for legislatively chosen projects.	\$ -			\$ -	\$ 400,000.00			\$ 400,000.00
Legislative earmark established to provide support for legislatively chosen projects.	Drayton Hall Preservation Trust	Legislative earmark established to provide support for legislatively chosen projects.	\$ 1,095,459.16			\$ 1,095,459.16	\$ 1,500,000.00			\$ 1,500,000.00
Legislative earmark established to provide support for legislatively chosen projects.	Flagship of Luca Vasquez De Ayllon Shipwreck Survey	Legislative earmark established to provide support for legislatively chosen projects.	\$ 26,364.45			\$ 26,364.45	\$ 300,000.00			\$ 300,000.00
Legislative earmark established to provide support for legislatively chosen projects.	Town of Iva-Repair Historic Building	Legislative earmark established to provide support for legislatively chosen projects.	\$ 20,314.84			\$ 20,314.84	\$ 98,709.47			\$ 98,709.47
Legislative earmark established to provide support for legislatively chosen projects.	Digital Lab and Office Space Conversion	Provides funding for conversion of SCDAH micrographics lab to a digitization lab and office space	\$ 28,345.86			\$ 28,345.86	\$ 30,350.00			\$ 30,350.00
Provides funding for state historic preservation projects.	Revolutionary War Sestercentennial Commission	Recurring funds for commission tasked with commemoration of the American Revolution 250th anniversary in South Carolina	\$ 400,000.00				\$ 500,000.00			\$ 500,000.00
Provides funding for conversion of SCDAH micrographics lab to a digitization lab and office space	Hagood Mill	Legislative earmark established to provide support for legislatively chosen projects.	\$ 31,996.40			\$ 31,996.40	\$ 31,997.82			\$ 31,997.82
Legislative earmark established to provide support for legislatively chosen projects.	Revolutionary War Sites	Legislative earmark established to provide support for legislatively chosen projects.	\$ 100,000.00			\$ 100,000.00	\$ 100,000.00			\$ 100,000.00
Legislative earmark established to provide support for legislatively chosen projects.	Revolutionary War Sestercentennial Commission	Non-recurring funds for commission tasked with commemoration of the American Revolution 250th anniversary in South Carolina	\$ 336,475.00			\$ 336,475.00	\$ 400,000.00			\$ 400,000.00
Non-recurring funds for commission tasked with commemoration of the American Revolution 250th anniversary in South Carolina	Pickens County Historical Updates	Legislative earmark established to provide support for legislatively chosen projects.	\$ 1,557,671.49			\$ 1,557,671.49	\$ 6,794,196.20			\$ 6,794,196.20

State Funded Program No.	State Funded Program Title	Description of State Funded Program	(Actual) General	(Actual) Other	(Actual) Federal	(Actual) Total	(Projected) General	(Projected) Other	(Projected) Federal	(Projected) Total
Legislative earmark established to provide support for legislatively chosen projects.	Georgetown County Historical Society-Plantersville Cultural	Legislative earmark established to provide support for legislatively chosen projects.	\$ -			\$ -	\$ 35,000.00			\$ 35,000.00
Legislative earmark established to provide support for legislatively chosen projects.	Marion County Library-Carnegie Library Renovation	Legislative earmark established to provide support for legislatively chosen projects.	\$ 53,500.00			\$ 53,500.00	\$ 53,500.00			\$ 53,500.00
Legislative earmark established to provide support for legislatively chosen projects.	Statewide Carry Forward Appropriations		\$ 250,000.00			\$ 250,000.00	\$ 250,000.00			\$ 250,000.00

# 2024

## Legal Data

as submitted for the Accountability Report by:

H790 - Department of Archives & History

Law number	Jurisdiction	Type	Description	Purpose the law serves:	Notes:	Changes made during FY2024
30-1-100	State	Statute	Outlines additional powers and duties of SCDAH relating to the public records of South Carolina.	Report our agency must/may provide		No Change
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.	Report our agency must/may provide		No Change
30-1-120	State	Statute	Establishes the authority for SCDAH to inventory, repair, or microfilm records.	Requires a service	The inventory, repair, or microfilming of records.	No Change
30-1-40	State	Statute	Establishes a process whereby agencies convey public records to SCDAH.	Report our agency must/may provide		No Change
30-1-50	State	Statute	Establishes penalties for agencies refusing to convey records to SCDAH.	Requires a service	The establishment of penalties for agencies refusing to convey records to SCDAH.	No Change
30-1-80	State	Statute	Requires SCDAH to establish and administer a public records program.	Requires a service	The establishment and administration of a public records program.	No Change
30-1-90	State	Statute	Requires SCDAH to assist in the creation, filing, and preserving of records, inventories, and schedules.	Requires a service	Assistance in the creation, filing, and preserving of records, inventories, and schedules.	No Change
54 U.S.C. § 302301	Federal	Statute	Establishes the State Historic Preservation Office and defines its authority.	Report our agency must/may provide		No Change
54 U.S.C. § 302501	Federal	Statute	Establishes the Certified Local Government program to be administered by the State Historic Preservation Office.	Report our agency must/may provide		No Change
54 U.S.C. § 302901 and 303101	Federal	Statute	Establishes guidelines for the Historic Preservation Fund and grant program.	Distribute funding to another entity	Distribute funds to HPF grant recipients.	No Change
60-11-100	State	Statute	Establishes authority of SCDAH to accept county and municipal funds to microfilm public records.	Report our agency must/may provide		No Change
60-11-102	State	Statute	Establishes authority of SCDAH to dispose of duplicative archival materials.	Report our agency must/may provide		No Change

Law number	Jurisdiction	Type	Description	Purpose the law serves:	Notes:	Changes made during FY2024
60-11-30	State	Statute	Requires the preservation and administration of public records transferred to the Historical Commission and any transferred in the future; collection of public records in other states or counties dealing with South Carolina history; preservation and administration of private records formerly in the custody of the Historical Commission and those that may be added in the future; editing and publication of documents, treatises relating to the history of South Carolina; stimulation of research, study and other activities in the field of South Carolina history, genealogy, or archeology; approval of inscriptions for historical markers or monuments erected on State highways or other State property; improvement of standards for the making, care, and administration of public records; and performance of such acts and requirements as may be enjoined by law.	Requires a service	The preservation and administration of public records transferred to the Historical Commission and any transferred in the future; collection of public records in other states or counties dealing with South Carolina history; preservation and administration of private records formerly in the custody of the Historical Commission and those that may be added in the future; editing and publication of documents, treatises relating to the history of South Carolina; stimulation of research, study and other activities in the field of South Carolina history, genealogy, or archeology; approval of inscriptions for historical markers or monuments erected on State highways or other State property; improvement of standards for the making, care, and administration of public records; and performance of such acts and requirements as may be enjoined by law.	No Change
60-11-40	State	Statute	Establishes the Commission of Archives and History as the governing body of the agency and gives the Commission the power to elect its chairman and vice-chairman; make rules and regulations for the governance of the department; elect a director; appoint staff members; adopt a seal for departmental use; control expenditures; accept gifts; make annual reports to the General Assembly; and adopt policies.	Report our agency must/may provide		No Change
60-11-50	State	Statute	Establishes powers and duties of the Archives and History Commission.	Report our agency must/may provide		No Change
60-11-60	State	Statute	Establishes authority of the Director to manage and administer the department.	Report our agency must/may provide		No Change
60-11-70	State	Statute	Establishes SCDAH's authority to accept private records.	Report our agency must/may provide		No Change
60-11-80	State	Statute	Establishes SCDAH's authority to publish information regarding public records.	Report our agency must/may provide		No Change
60-11-90	State	Statute	Establishes name, occupancy, and operation of State Archives Building.	Distribute funding to another entity		No Change
Act 172; 12-6-5060 (A)	State	Statute	Relating to voluntary contributions made by an individual by means of the income tax return check off, so as to add the Department of Archives and History.	Not related to agency deliverable	Codified as Act No. 172 in FY 20/21.	No Change
Act No. 171; 60-11-102	State	Statute	Allows the agency to sale duplicative record and non-record materials that are not eligible for public auction in a manner that is most beneficial to the agency.	Report our agency must/may provide	Codified as Act No. 171 in FY 20/21.	No Change

Law number	Jurisdiction	Type	Description	Purpose the law serves:	Notes:	Changes made during FY2024
Act No. 171; 60-11-103	State	Statute	Grants the agency the authority to use revenue generated from facility rentals, gift shop operations, training sessions, sale of publications, reproductions of documents, research fees, handling charges, and the sale of National Register plaques for facility operations and maintenance.	Report our agency must/may provide	Codified as Act No. 171 in FY 20/21.	No Change
H. 3351	State	Statute	Codified the agency's last two provisos, which allow the agency to generate revenue for its operations and allows the agency to dispose of certain record and non-record materials from its collections by gift or by sale.	Funding agency deliverable(s)		Redesignated
H. 3485	State	Statute	Establishes a fee to process state historic tax credit applications with the proceeds going to a State Grant Fund that will fund competitive grants for historic preservation projects statewide.	Distribute funding to another entity		Redesignated

# 2024

## Services Data

as submitted for the Accountability Report by:  
**H790 - Department of Archives & History**

Description of Service	Description of Direct Customer	Customer Name	Others Impacted by Service	Division or major organizational unit providing the service.	Description of division or major organizational unit providing the service.	Primary negative impact if service not provided.	Changes made to services during FY2024	Summary of changes to services
Agency Administration	Visitors who conduct research, purchase items from the gift shop, use meeting space, attend conferences, or follow the agency on social media.	Public	Staff	Administration	Provide administrative support, i.e.. Finance and budgeting, human resources, payroll, benefits, information technology, security, procurement, etc. to agency personnel.	The agency would have none of the necessary administrative capabilities to maintain staff and serve the public.	No Change	
Facility Rental Coordination	Visitors to the Archives and History Center or employees who use agency meeting space or attend conferences at agency facilities.	Public	State and local government agencies, businesses and non-profits	Administration	Facilitate the successful rental of agency facilities.	The agency would lose needed revenue to help it function properly.	No Change	
Gift Shop	Visitors to the Archives and History Center or employees who purchase items from the agency gift shop.	Public	State and local government agencies, businesses and non-profits	Administration	Conduct the successful and profitable operation of the agency gift shop.	The agency would lose needed generated revenue that helps it to function properly.	No Change	
Media Relations and Agency Advancement	People who seek information about the agency's activities and hours of operation.	Public	Media, SCDAH	Administration	Provide information regarding the agency's holdings, operations, or events.	The public would be denied valuable information about the agency's operations and functions.	No Change	
Research Room	People who visit or use the agency to conduct research.	Public	State and local government agencies, businesses and non-profits	Archives and Records Management	Provide researchers with agency resources and assistance as needed.	The public would be denied in-person access to public records, which limits government transparency and diminishes our ability to discover the past.	No Change	
Imaging Services	People who seek digital images, microfilm, or photocopies of historic records held by the agency.	Public	State and local government agencies, businesses and non-profits	Archives and Records Management	Provide digital images, microfilm, or photocopies to the public as requested.	The public would be denied access to copies of public records, which limits government transparency and diminishes our ability to discover the past.	Amend	With the dramatic decrease in demand for microfilm and the retirement of a long-time staff technician, the agency has ceased creating and reproducing microfilm to concentrate on digitization.
Accessioning Records	People who use the agency to conduct research.	Public	State and local government agencies, businesses and non-profits	Archives and Records Management	Coordinate with state and local government agencies to transfer public records of historic value.	The public would be denied access to public records, which limits government transparency and diminishes our ability to uncover the past.	No Change	



Description of Service	Description of Direct Customer	Customer Name	Others Impacted by Service	Division or major organizational unit providing the service.	Description of division or major organizational unit providing the service.	Primary negative impact if service not provided.	Changes made to services during FY2024	Summary of changes to services
Processing Records	People who use the agency to conduct research.	Public	State and local government agencies, businesses and non-profits	Archives and Records Management	Prepare public records for use by researchers.	The public would be denied access to the public records, which limits government transparency diminishes our ability to discover the past.	No Change	
Microfilm Security Vault Operations	People who visit or use the agency to conduct research.	Public	State and local government agencies, businesses and non-profits	Archives and Records Management	Maintain security copies of microfilm for state and local government agencies.	State and local government agencies and the public would be denied a secure method to store and make available their records, which limits government transparency.	No Change	
Local Government Records Management	People who visit or use the agency to conduct research regarding the operations of local government.	Public	Local government agencies	Archives and Records Management	Provide assistance to local government agencies for the effective management of their records.	Local government records managers would be denied training and technical assistance to help them comply with the Public Records Act.	No Change	
State Government Records Management	People who visit or use the agency to conduct research regarding the operations of state government.	Public	State government agencies	Archives and Records Management	Provide assistance to state government agencies for the effective management of their records.	State government records managers would be denied training and technical assistance to help them comply with the Public Records Act.	No Change	
State Records Center	State and Local government agencies that need to have their temporary records housed and made available.	State and Local Government agencies	Public	Archives and Records Management	Provide assistance to state and local government agencies for the effective housing and management of their temporary records.	State and local government agencies would be forced to contract with commercial storage facilities at the cost of nearly \$1 million annually.	No Change	
Statewide Survey of Historic Properties	Organizations and individuals interested in identifying and locating historic properties	Local historical and preservation organizations	Public, developers, Federal and state agencies	Historical Services (State Historic Preservation Office)	Assist organizations and the public in the identification of historic properties in South Carolina.	Historic preservationists, the public, and developers would be denied vital information about the location and status of historic properties around the state.	No Change	
National Register of Historic Places Program	Individuals and organizations interested in adding their property to the National Register of Historic Places	Historic preservationists	Developers, Public, Federal and State agencies	Historical Services (State Historic Preservation Office)	Assist organizations and the public in the identification and recognition of South Carolina properties that are listed, or eligible for listing, on the National Register of Historic Places	Individuals, organizations, and developers would have no means of adding their properties to the National Register of Historic Places.	No Change	
State Historical Marker Programs	Individuals and organizations interested in marking a historic site or property	Public	Historic preservationists, developers, local, state and federal agencies	Historical Services (State Historic Preservation Office)	Assist organizations and the public in the identification and recognition of South Carolina properties that are eligible for a State Historical Marker.	Individuals, organizations, and developers would have no means of marking their historic site or property with a physical marker that is researched and approved by the State Historic Preservation Office.	No Change	

Description of Service	Description of Direct Customer	Customer Name	Others Impacted by Service	Division or major organizational unit providing the service.	Description of division or major organizational unit providing the service.	Primary negative impact if service not provided.	Changes made to services during FY2024	Summary of changes to services
Historic Preservation Fund Grants	Individuals and organizations interested in preserving a historic property	Public	Historic preservationists and developers	Historical Services (State Historic Preservation Office)	Operate the Historic Preservation Grant program for the benefit of historic preservation throughout the state.	Individuals and organizations would be denied access to federal historic preservation funds for buildings or sites.	No Change	
Historic Rehabilitation Tax Credit Programs	Developers and homeowners seeking tax credits related to the rehabilitation of a historic property	Public	Developers	Historical Services (State Historic Preservation Office)	Operate the State and Federal Historic Rehabilitation Tax Credit Programs for the benefit of home and business owners in South Carolina.	Developers and homeowners would be denied access to state and federal historical rehabilitation tax credits.	No Change	
Review and Compliance Program	Federal and state agencies and developers who are undertaking a projects concerning a historic property	Developers	Federal agencies, Public	Historical Services (State Historic Preservation Office)	Conduct federal review and compliance in keeping with agency obligations as outlined in the Historic Preservation Act of 1966.	Developers and federal agencies would be denied review of projects that affect historic properties in keeping with Section 106 of the National Historic Preservation Act.	No Change	
Certified Local Governments	Local government officials and preservation review board members belonging to a Certified Local Government	Local governments	Public, Historic preservationists	Historical Services (State Historic Preservation Office)	Operate the Certified Local Government program in keeping with National Park Service regulations.	Local governments, historic preservationists and the public would be denied access to the benefits of the Certified Local Government program in South Carolina.	No Change	
Outreach and Technical Assistance	Individuals and organizations interested in learning about historic preservation	Public	Historic Preservationists, Developers	Historical Services (State Historic Preservation Office)	Provide historic preservation outreach and technical assistance for government agencies, local organizations, and individuals in South Carolina.	The public, historic preservationists and developers would be denied valuable information and training regarding historic preservation in South Carolina.	No Change	
Internal and External Document Exhibits	People who visit exhibits both at the Archives and History Center and at the State House.	Public	State Government officials and members of the General Assembly.	Archives and Records Management	Provides access to historic records for informational and educational benefit.	Visitors to the Archives and History Center and the State House would be denied access to historical records and historical context.	No Change	
Conservation Services	People who wish to have historic documents and images conserved.	Public	State and local governments, historical organizations.	Archives and Records Management	Provides conservation services for historic documents and images.	The public and various organizations would be denied access to the services of a qualified document conservator.	No Change	

# 2024

## Partnerships Data

as submitted for the Accountability Report by:  
**H790 - Department of Archives & History**

Type of Partner Entity	Name of Partner Entity	Description of Partnership	Change to the partnership during the past fiscal year
Local Government	Certified Local Governments	Worked with SHPO and National Parks Service to promote community preservation planning and heritage education.	No Change
Professional Association	Council of State Archivists (CoSA)	CoSA provides training and technical assistance to each state and territorial archive. The agency director served as President of CoSA and gave presentations at its annual meeting.	No Change
Federal Government	National Historic Records and Publications Commission (NHPRC)	The agency director is a past Commission member of NHPRC, and it awarded grants to the State Historic Records Advisory Board (SHRAB).	No Change
Federal Government	National Parks Service, U.S. Department of Interior	NPS staff worked with the SHPO to place South Carolina properties on the National Register of Historic Places and provided grant funds to support local historic preservation activities.	No Change
Professional Association	Palmetto Archives, Libraries and Museums Council on Preservation (PALMCOP)	SCDAH staff belong to PALMCOP and serve as officers of the organization.	No Change
Non-Governmental Organization	Preservation South Carolina	Worked with SHPO to sponsor the annual statewide preservation awards.	No Change
State Government	SC American Revolution Sestercentennial Commission	The Commission of Archives and History Chair has a seat on the commission, and the agency provides administrative support and serves as its fiscal agent.	No Change
State Government	SCDNR-Heritage Trust	Agency has an ex-officio seat on the Heritage Trust Board and the Commission of Archives and History approves acquisition of historic properties and sites.	No Change
State Government	South Carolina African American Heritage Commission	The agency provides administrative support through the SHPO and aids the SCAAHC in its mission to preserve and promote South Carolina's rich African American history.	No Change
Professional Association	South Carolina Archival Association (SCAA)	SCDAH staff serve as officers of SCAA and gave presentations at the SCAA Annual Meeting.	No Change
Non-Governmental Organization	South Carolina Archives and History Foundation	The Foundation worked with SCDAH to sponsor the American Revolution Symposium, a symposium on historic cemeteries, and the annual Statewide Historic Preservation Conference.	No Change
Higher Education Institute	South Carolina Institute of Archaeology and Anthropology (SCIAA)	SCIAA worked with the SHPO to maintain SC ArchSite database.	No Change

Type of Partner Entity	Name of Partner Entity	Description of Partnership	Change to the partnership during the past fiscal year
Professional Association	South Carolina Public Records Association (SCPRA)	SCDAH staff serve as board members and give presentations about records management services available to state and local government agencies.	No Change
State Government	State Historic Records Advisory Board (SHRAB)	The agency director is the state coordinator for SHRAB, and SHRAB distributed grant funds to local archives throughout the state.	No Change
Higher Education Institute	University of South Carolina Press	USC Press worked with SCDAH to continue publication of the State Historical Marker Guide.	No Change

# 2024

## Reports Data

as submitted for the Accountability Report by:  
H790 - Department of Archives & History

Report Name	Law Number (if applicable)	Summary of information requested in the report	Date of most recent submission DURING the past fiscal year	Reporting Frequency	Type of entity/entities	Method to access the report	Direct access hyperlink or agency contact (if not provided to LSA for posting online)	Changes to this report during the past fiscal year	Explanation why a report wasn't submitted
Agency Accountability Report	§11-1-810	The report "must contain the agency's or department's mission, objectives to accomplish the mission, and performance measures that show the degree to which objectives are being met." Agencies must "identify key program area descriptions and expenditures and link these to key financial and performance results measures."	September 2023	Annually	South Carolina state agency or agencies	Provided to LSA for posting online	<a href="https://www.admin.sc.gov/services/budget/agency-accountability-reports">https://www.admin.sc.gov/services/budget/agency-accountability-reports</a>	No Change	
Agency Debt Collection Report	§12-56-60; §12-56-62; §12-56-110	Report contains information regarding any outstanding debt owed to the agency as of 12/31 and methods used to collect that debt.	July 2023	Annually	South Carolina state agency or agencies	Electronic copy available upon request	Aimee Hood, <a href="mailto:ahood@scdah.sc.gov">ahood@scdah.sc.gov</a>	No Change	
Audit and Certification Report to MMO	§11-1-1040; §11-35-40; §11-35-510; §11-35-1210	Reports the use of sole-source providers and includes information regarding vendors and amounts spent.	July 2023	Quarterly	South Carolina state agency or agencies	Electronic copy available upon request	Aimee Hood, <a href="mailto:ahood@scdah.sc.gov">ahood@scdah.sc.gov</a>	No Change	
Closing Package Reports	§11-7-60	Reports issued in keeping with Reporting Policies and Procedures Manual and in keeping with the Master Reporting Package Checklists.	July 2023	Annually	South Carolina state agency or agencies	Electronic copy available upon request	Aimee Hood, <a href="mailto:ahood@scdah.sc.gov">ahood@scdah.sc.gov</a>	No Change	
Equal Opportunity Employment Report	§11-13-10 et seq.; 1-360-22; 1972 (57) 2651; 1979 Act No.	Report contains information regarding the agency's efforts to meet its Equal Opportunity Employment goals.	October 2023	Annually	South Carolina state agency or agencies	Electronic copy available upon request	Brenda House, <a href="mailto:bhouse@scdah.sc.gov">bhouse@scdah.sc.gov</a>	No Change	
Financial Audit	SC Code Ann. §11-7-20; §11-7-20, §11-7-30; §11-35-1230	Audit of agency financial information and transactions from the previous year.	March 2024	Annually	South Carolina state agency or agencies	Available on another website	<a href="https://osa.sc.gov/reports/">https://osa.sc.gov/reports/</a>	No Change	

Report Name	Law Number (if applicable)	Summary of information requested in the report	Date of most recent submission DURING the past fiscal year	Reporting Frequency	Type of entity/entities	Method to access the report	Direct access hyperlink or agency contact (if not provided to LSA for posting online)	Changes to this report during the past fiscal year	Explanation why a report wasn't submitted
Government Performance and Results Act Annual Products Report	§1-1-820; §30-1-10 through 30-1-180	Historic Preservation activities carried out under state programs.	December 2023	Annually	Entity within federal government	Available on another website	<a href="https://www.nps.gov/orgs/1623/index.htm">https://www.nps.gov/orgs/1623/index.htm</a>	No Change	
Leave Transfer Pool Program Report	§8-11-46; §8-11-700/720/730/740	Provides an account of leave that has been moved to the Leave Transfer Pool.	June 2024	Annually	South Carolina state agency or agencies	Electronic copy available upon request	Brenda House, <a href="mailto:bhouse@scdah.sc.gov">bhouse@scdah.sc.gov</a>	No Change	
Multiple Worksite Report	§41-29-20	Report lists the various places of business that exist for each agency.	June 2024	Quarterly	South Carolina state agency or agencies	Electronic copy available upon request	Brenda House, <a href="mailto:bhouse@scdah.sc.gov">bhouse@scdah.sc.gov</a>	No Change	
Small and Minority Business Contracting Report	§11-35-5270	Documents the agency's use of Minority Business Enterprises.	June 2024	Quarterly	South Carolina state agency or agencies	Electronic copy available upon request	Brenda House, <a href="mailto:bhouse@scdah.sc.gov">bhouse@scdah.sc.gov</a>	No Change	
State Accident Report	§42-2; §42-5-10; §42-7-75; §42-19-10; §42-19-50	Report of workman's compensation and other insurance claims covered by the State Accident Fund.	August 2023	Annually	South Carolina state agency or agencies	Electronic copy available upon request	Brenda House, <a href="mailto:bhouse@scdah.sc.gov">bhouse@scdah.sc.gov</a>	No Change	



<b>AGENCY NAME:</b>	Department of Archives and History		
<b>AGENCY CODE:</b>	H790	<b>SECTION:</b>	26

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**2024**  
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**SUBMISSION FORM**

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

- Data Template
  - Reorganization and Compliance
  - FY2024 Strategic Plan Results
  - FY2025 Strategic Plan Development
  - Legal
  - Services
  - Partnerships
  - Report or Review
  - Budget
- Discussion Template
- Organizational Template

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

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

<b>AGENCY DIRECTOR</b> <i>(SIGN AND DATE):</i>  <i>(TYPE/PRINT NAME):</i>	<b>SIGNATURE ON FILE</b>	<b>Signature Received:</b> 09/13/2024
	W. Eric Emerson, Ph.D.	

<b>BOARD/CMSN CHAIR</b> <i>(SIGN AND DATE):</i>  <i>(TYPE/PRINT NAME):</i>	<b>SIGNATURE ON FILE</b>	<b>Signature Received:</b> 09/13/2024
	A.V. Huff, Jr., Ph.D.	