

H79

# Agency Certification and Transmittal Sheet

Code:

**H79**

Name:

**Archives and History**

Mission Statement: The mission of the the Department of Archives and History is to preserve and promote the documentary and cultural heritage of the state through professional records, historic preservation, and education programs.

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SEP 30 2011

Budget  
OFFICE OF STATE BUDGET

To the Office of State Budget

This, and accompanying statements, schedules, and explanatory sheets consisting of 26 pages constitute the operating budget estimates of this agency for all proposed expenditures for the 2012-2013 fiscal year.

All statements and explanations contained in the estimates submitted herewith are true and correct to the best of my knowledge.

Signed:

*W. E. Anderson*

(Agency Head)

Date:

9-30-11

## FISCAL YEAR 2012-13 BUDGET PLAN

### I. EXECUTIVE SUMMARY

A. **Agency Section/Code/Name:**  
15/H79/Archives and History

B. **Summary Description of Strategic or Long-Term Goals:**

1) Goal I:

To promote and encourage an understanding of the state's history and heritage.

2) Goal II:

To increase awareness, understanding, and use of the programs and services of the South Carolina Department of Archives and History.

3) Goal VI:

To increase and enhance preservation of and access to South Carolina state and local government records.

C. **2011-2012 Agency Recurring Base Appropriation:**

State \$2,178,397

Federal \$ 799,671

Other \$1,281,317

D. **Number of Budget Categories:**

5

E. **Agency-wide Vacant FTEs**

Vacant FTEs as of July 31, 2011: 14

% Vacant: 30%

F. **Efficiency Measures:**

The average response time for Research Room mail queries improved during the past fiscal year (7.1c). In addition, the percentage of state agencies implementing records retention schedules increased despite the loss of personnel in the Records Management division (7.1e). The percentage of federally-assisted projects and SC DHEC-permitted projects on historic properties plans reviewed within 30 days increased to an agency record 97% (7.1i). The staff has worked diligently to continue to offer exemplary service to our customers, while reassessing agency practices to discover new efficiencies.

G. **Number of Provisos: 2**

28.1, 28.2

**IIA. OPERATING BUDGET PROGRAMS**

Agency Section/Code/Name: 15/H79/Archives and History

**SUMMARY OF OPERATING BUDGET PROGRAMS FOR FY 2012-13**

OPERATING BUDGET PROGRAMS			FUNDING					FTEs			
Title	Activity Name	Activity No.	Non-Recurring State	Recurring State	Federal	Other	Total	State	Federal	Other	Total
DEPT. OF ARCHIVES & HISTORY	ARCHIVAL SERVICES	857		436,956			436,956	8.00			8.00
	RECORDS MANAGEMENT	858		298,687		670,000	968,687	6.00			6.00
	MICROGRAPHICS & PHOTOCOPY SERVICES	859		107,628		100,000	207,628	3.00			3.00
	STATE HISTORIC PRESERVATION PROGRAM	860		25,000	799,671	35,127	859,798		9.00	1.00	10.00
	STATE HISTORICAL MARKER PROGRAM	861				15,000	15,000				0.00
	HUNLEY PROJECT	866				316,190	316,190				
	ADMINISTRATION	865		1,310,126		145,000	1,455,126	6.00			6.00
For additional rows, place cursor in this gray box and press "Ctrl" + "b". (You need to start in this gray box for each row needed or the formulas will not copy properly.)											

**IIB. CAPITAL BUDGET/NON-RECURRING REQUESTS FOR FY 2012-13**

Agency Section/Code/Name: 15/H79/Archives and History

**SUMMARY OF CAPITAL BUDGET/NON-RECURRING REQUESTS FOR FY 2012-13**

CAPITAL BUDGET/NON-RECURRING REQUESTS				Additional State Funds	Previously Authorized State Funds	Total Other Fund Sources	Project Total
Project No.*	Project Name	Activity Name	Activity No.				
	N/A						0
							0
							0
							0
							0
For additional rows, place cursor in this gray box and press "Ctrl" + "c". (You need to start in this gray box for each row needed or the formulas will not copy properly.)							
<b>TOTAL OF ALL CAPITAL BUDGET/NON-RECURRING REQUESTS</b>				<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

\*if applicable

**A. Summary description of programs and how they relate to the mission of the agency:** The Archives Division houses, preserves and makes available the permanently valuable colonial, state, county and municipal government records for South Carolina from 1671 to ca. 2000. This function is the core mission of the agency.

**B. Budget Program Number and Name:**  
15000000 Archives and Records Management

**C. Agency Activity Number and Name:**

Note: If more than one activity maps to this program; provide all activity numbers, names, and approximate funding amounts.

Activity Number	Activity Name	State Non-Recurring	State Recurring	Federal	Other	Total
857	Archival Services		436,956.34			

**D. Performance Measures:** Number and types of researchers and research visits; number of queries answered and average response time; number of documents scanned and made available via agency website; number and attendance figures for tours and speaking engagements.

**E. Program Interaction:** The Archives Division interacts with the general public, state agencies, county offices, and other divisions within the agency.

**F. Change Management:** As budget cuts reduce the number of staff in this division, the remaining staff have to be more productive and flexible in providing service to our patrons.

**G. Detailed Funding Information:**

FY 2012-13 Cost Estimates:	State Non-Recurring	State Recurring	Federal	Other	Total
Number of FTEs*		8.0	0.00	0.00	8.0
Personal Service	\$0	309,072.00	\$0	\$0	309,072.00
Employer Contributions	\$0	127,884.34	\$0	\$0	127,884.34
Program/Case Services	\$0	\$0	\$0	\$0	\$ 0
Pass-Through Funds	\$0	\$0	\$0	\$0	\$ 0

III. Budget Category Justification Sheet	Agency Code H79	Agency Name Archives and History
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Other Operating Expenses	\$0	\$0	\$0		\$ 0
<b>Total</b>	\$ 0	436,956.34	\$ 0	\$ 0	436,956.34
<i>* If new FTEs are needed, please complete Section G (Detailed Justification for FTEs) below.</i>					

Is this budget category or program associated with a Capital Budget Priority? No  
 If yes, state Capital Budget Priority Number and Project Name:.

Please List proviso numbers that relate to this budget category or programs funded by this category.

**H. Changes to the Appropriation:**

Please explain any changes, to include re-alignments and funding or FTE increases requested in this year's appropriation, as detailed below:

Funding:

Year	State Non-Recurring	State Recurring	Federal	Other (Earmarked or Restricted)
2011-2012 Act				
2012-2013 Act				
Difference				
% Difference				

Explanation of Changes:

**I. Revenue Estimates:**

Please detail Sources of revenue for this program, identified by SAP fund number if a live SCEIS agency or the STARS number if a STARS agency. If several sources remit to a single subfund that cannot be split by source and appropriation or program, provide an estimate of the revenue dedicated to this program.

SAP Fund Number	Source Name	General Fund	Other State	Earmarked	Restricted	Federal

If expenditures for this program are greater than known or estimated revenues and the intent is to bridge part of this shortfall by drawing down balances in agency accounts or reserves, indicate the accounts and amount of the current reserve or balance that will likely be used below.

Please detail the long-term sustainability of this program if cash reserves are needed to operate.

If there is federal fund or other fund spending authority requested above the revenue streams detailed above, please indicate the amount and explanation for each.

**J. FTE Positions:**

Please detail the number of FTE's filled (F) by the program as of June 30 of each fiscal year, and the number authorized (A) by the Appropriations Act.

Fiscal Year	State	Other-Earmarked or Restricted	Federal	Total	Temporary, Temporary Grant, Time -limited
2012-2013 (A)	36.0	2.0	9.0	47.0	
2011-2012 (A)	36.0	2.0	9.0	47.0	
2010-2011 (F)	8.0			8.0	

III. Budget Category Justification Sheet

Agency Code  
H79

Agency Name  
Archives and History

2010-2011 (A)	36.0	2.0	9.0	47.0	
2009-2010 (F)	9.0			9.0	
2009-2010 (A)	39.0		8.0	47.0	
2008-2009 (F)	9.0			9.0	
2008-2009 (A)	62.0	9.0		71.0	
2007-2008 (F)	10.0			10.	
2007-2008 (A)	62.0	9.0		71.0	

**K. Detailed Justification for FTEs:**

(1) Justification for New FTEs

(a) Justification:

(b) Future Impact on Operating Expenses or Facility Requirements:

(2) **Position Details:**

	State	Federal	Earmarked	Restricted	Total
Position Title:					
Number of FTEs	0.00	0.00	0.00	0.00	0.00
Personal Service	\$0	\$0	\$0	\$0	\$ 0
Employer Contributions	\$0	\$0	\$0	\$0	\$ 0

	State	Federal	Earmarked	Restricted	Total
Position Title:					
Number of FTEs	0.00	0.00	0.00	0.00	0.00
Personal Service	\$0	\$0	\$0	\$0	\$ 0
Employer Contributions	\$0	\$0	\$0	\$0	\$ 0

	State	Federal	Earmarked	Restricted	Total
Position Title:					
Number of FTEs	0.00	0.00	0.00	0.00	0.00
Personal Service	\$0	\$0	\$0	\$0	\$ 0
Employer Contributions	\$0	\$0	\$0	\$0	\$ 0

**A. Summary description of programs and how they relate to the mission of the agency:**

The mission of the Department of Archives and History is to preserve and promote the documentary and cultural heritage of the state. The Records Management Division contributes to the agency mission by assisting state agencies, state colleges and universities, counties, municipalities, local school districts, and special purpose districts in developing records retention schedules to identify permanently valuable records and provide for the timely legal disposal of non-permanent records; provide free storage and reference services on inactive state agency records stored at the State Records Center; provide guidance in development of disaster preparedness plans and response in the event of disasters where public records are damaged; provide records conservation/preservation advice; and provide training and consultation services on various records management topics.

**B. Budget Program Number and Name:**

15000000 Archives and Records Management

**C. Agency Activity Number and Name:**

Note: If more than one activity maps to this program; provide all activity numbers, names, and approximate funding amounts.

Activity Number	Activity Name	State Non-Recurring	State Recurring	Federal	Other	Total
858	Records Management Services		298,686.62		670,000.00	968,686.62

**D. Performance Measures:**

Number of records retention schedules prepared and approved.  
 Amount of paper records transferred to the State Records Center for storage and reference services.  
 Amount of non-permanent records destroyed through the use of records retention schedules.  
 Cost avoidance by state agencies and local governments through the SC Archives' records management program.

**E. Program Interaction:**

Staff interact with state agencies, state colleges and universities, counties, municipalities, local school districts, special purpose districts, and the public.

**F. Change Management:**

Budget cuts have resulted in staff reductions, which affect staff response time on projects.

**G. Detailed Funding Information:**

FY 2012-13 Cost Estimates:	State Non-Recurring	State Recurring	Federal	Other	Total
Number of FTEs*		6.0	0.00	0.00	6.0
Personal Service	\$0	219,525.00	\$0	\$0	219,525.00
Employer Contributions	\$0	79,161.62	\$0	\$0	79,161.62
Program/Case Services	\$0	\$0	\$0	\$0	\$ 0

<b>III. Budget Category Justification Sheet</b>	<b>Agency Code</b> H79	<b>Agency Name</b> Archives and History
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Pass-Through Funds	\$0	\$0	\$0	\$0	\$ 0
Other Operating Expenses	\$0	\$0	\$0	670,000.00	670,000.00
<b>Total</b>	<b>\$ 0</b>	<b>298,686.62</b>	<b>\$ 0</b>	<b>670,000.00</b>	<b>968,686.62</b>
<i>* If new FTEs are needed, please complete Section G (Detailed Justification for FTEs) below.</i>					

Is this budget category or program associated with a Capital Budget Priority? No  
 If yes, state Capital Budget Priority Number and Project Name:

Please List proviso numbers that relate to this budget category or programs funded by this category.

**H. Changes to the Appropriation:**

Please explain any changes, to include re-alignments and funding or FTE increases requested in this year's appropriation, as detailed below:

Funding:

Year	State Non-Recurring	State Recurring	Federal	Other (Earmarked or Restricted)
2011-2012 Act				
2012-2013 Act				
Difference				100,000.00
% Difference				

Explanation of Changes: FUTURE SALE OF CURRENCY

**I. Revenue Estimates:**

Please detail Sources of revenue for this program, identified by SAP fund number if a live SCEIS agency or the STARS number if a STARS agency. If several sources remit to a single subfund that cannot be split by source and appropriation or program, provide an estimate of the revenue dedicated to this program.

SAP Fund Number	Source Name	General Fund	Other State	Earmarked	Restricted	Federal
39580000	CURRENCY SALES			250,000.00		
30370000	PUBLICATIONS			35,000.00		
30370000	SALE OF PAPER RECYCLE & MISC REV			275,000.00		
30370000	SVCS& SALE OF DOCS			110,000.00		

If expenditures for this program are greater than known or estimated revenues and the intent is to bridge part of this shortfall by drawing down balances in agency accounts or reserves, indicate the accounts and amount of the current reserve or balance that will likely be used below.

Please detail the long-term sustainability of this program if cash reserves are needed to operate.

If there is federal fund or other fund spending authority requested above the revenue streams detailed above, please indicate the amount and explanation for each.

**J. FTE Positions:**

III. Budget Category Justification Sheet

Agency Code  
H79

Agency Name  
Archives and History

Please detail the number of FTE's filled (F) by the program as of June 30 of each fiscal year, and the number authorized (A) by the Appropriations Act.

Fiscal Year	State	Other-Earmarked or Restricted	Federal	Total	Temporary, Temporary Grant, Time -limited
2012-2013 (A)	360	2.0	9.0	47.0	
2011-2012 (A)	36.0	2.0	9.0	47.0	
2010-2011 (F)	8.0			8.0	
2010-2011 (A)	36.0	2.0	9.0	47.0	
2009-2010 (F)	13.0			13.0	
2009-2010 (A)	39.0		8.0	47.0	
2008-2009 (F)	16.0			16.0	
2008-2009 (A)	62.0	9.0		71.0	
2007-2008 (F)	16.0			16.0	
2007-2008 (A)	62.0	9.0		71.0	

**K. Detailed Justification for FTEs:**

(1) Justification for New FTEs

(a) Justification:

(b) Future Impact on Operating Expenses or Facility Requirements:

(2) **Position Details:**

	State	Federal	Earmarked	Restricted	Total
Position Title:					
Number of FTEs	0.00	0.00	0.00	0.00	0.00
Personal Service	\$0	\$0	\$0	\$0	\$ 0
Employer Contributions	\$0	\$0	\$0	\$0	\$ 0

	State	Federal	Earmarked	Restricted	Total
Position Title:					
Number of FTEs	0.00	0.00	0.00	0.00	0.00
Personal Service	\$0	\$0	\$0	\$0	\$ 0
Employer Contributions	\$0	\$0	\$0	\$0	\$ 0

	State	Federal	Earmarked	Restricted	Total
Position Title:					
Number of FTEs	0.00	0.00	0.00	0.00	0.00
Personal Service	\$0	\$0	\$0	\$0	\$ 0
Employer Contributions	\$0	\$0	\$0	\$0	\$ 0

**A. Summary description of programs and how they relate to the mission of the agency:**

The mission of the Department of Archives and History is to preserve and promote the documentary and cultural heritage of the state. Micrographics Services and Photocopy contributes to this mission by microfilming historical records; storing security microfilm copies of permanently valuable records; processing and duplicating microfilm for state agencies and local governments; and making microfilm and paper copies available to agencies, local governments, and the public.

**B. Budget Program Number and Name:** 15000000 Archives and Records Management

**C. Agency Activity Number and Name:**

Note: If more than one activity maps to this program; provide all activity numbers, names, and approximate funding amounts.

Activity Number	Activity Name	State Non-Recurring	State Recurring	Federal	Other	Total
859	Micrographics and Photocopy Services		107,628.11		100,000.00	207,628.11

**D. Performance Measures:**

Number of pages of historical documents microfilmed.  
 Number of pages of state and local government records destroyed after microfilming  
 Number of rolls of microfilm processed and duplicated

**E. Program Interaction:**

Staff interact with state agencies, state colleges and universities, counties, municipalities, local school districts, businesses, and the public.

**F. Change Management:**

Budget cuts have resulted in fewer staff available to carry out the duties of the Micrographics and Photocopy unit resulting in longer response time on orders.

**G. Detailed Funding Information:**

FY 2012-13 Cost Estimates:	State Non-Recurring	State Recurring	Federal	Other	Total
Number of FTEs*		3.0	0.00	0.00	3.0
Personal Service	\$0	73,699.00	\$0	\$0	73,699.00
Employer Contributions	\$0	33,929.11	\$0	\$0	33,929.11
Program/Case Services	\$0	\$0	\$0	\$0	\$ 0
Pass-Through Funds	\$0	\$0	\$0	\$0	\$ 0
Other Operating Expenses	\$0	\$0	\$0	100000.00	100,000.00

III. Budget Category Justification Sheet	Agency Code H79	Agency Name Archives and History
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<b>Total</b>	\$ 0	107,628.11	\$ 0	100,000.00	207,628.11
* If new FTEs are needed, please complete Section G (Detailed Justification for FTEs) below.					

Is this budget category or program associated with a Capital Budget Priority? No  
 If yes, state Capital Budget Priority Number and Project Name:

Please List proviso numbers that relate to this budget category or programs funded by this category.

**H. Changes to the Appropriation:**

Please explain any changes, to include re-alignments and funding or FTE increases requested in this year's appropriation, as detailed below:

Funding:

Year	State Non-Recurring	State Recurring	Federal	Other (Earmarked or Restricted)
2011-2012 Act				
2012-2013 Act				
Difference				
% Difference				

Explanation of Changes:

**I. Revenue Estimates:**

Please detail Sources of revenue for this program, identified by SAP fund number if a live SCEIS agency or the STARS number if a STARS agency. If several sources remit to a single subfund that cannot be split by source and appropriation or program, provide an estimate of the revenue dedicated to this program.

SAP Fund Number	Source Name	General Fund	Other State	Earmarked	Restricted	Federal
30370000	MICROGRAPHICS & PHOTOCOPY			100,000.00		

If expenditures for this program are greater than known or estimated revenues and the intent is to bridge part of this shortfall by drawing down balances in agency accounts or reserves, indicate the accounts and amount of the current reserve or balance that will likely be used below.

Please detail the long-term sustainability of this program if cash reserves are needed to operate.

If there is federal fund or other fund spending authority requested above the revenue streams detailed above, please indicate the amount and explanation for each.

**J. FTE Positions:**

Please detail the number of FTE's filled (F) by the program as of June 30 of each fiscal year, and the number authorized (A) by the Appropriations Act.

Fiscal Year	State	Other-Earmarked or Restricted	Federal	Total	Temporary, Temporary Grant, Time -limited
2012-2013 (A)	36.0	2.0	9.0	47.0	
2011-2012 (A)	36.0	2.0	9.0	47.0	
2010-2011 (F)	3.0			3.0	
2010-2011 (A)	36.0	2.0	9.0	47.0	

III. Budget Category Justification Sheet

Agency Code  
H79

Agency Name  
Archives and History

2009-2010 (F)	4.0			4.0
2009-2010 (A)	39.0		8.0	47.0
2008-2009 (F)	5.0	1.0		6.0
2008-2009 (A)	62.0	9.0		71.0
2007-2008 (F)	7.0			7.0
2007-2008 (A)	62.0	9.0		71.0

**K. Detailed Justification for FTEs:**

- (1) Justification for New FTEs
  - (a) Justification:

- (b) Future Impact on Operating Expenses or Facility Requirements:

(2) **Position Details:**

	State	Federal	Earmarked	Restricted	Total
Position Title:					
Number of FTEs	0.00	0.00	0.00	0.00	0.00
Personal Service	\$0	\$0	\$0	\$0	\$ 0
Employer Contributions	\$0	\$0	\$0	\$0	\$ 0

	State	Federal	Earmarked	Restricted	Total
Position Title:					
Number of FTEs	0.00	0.00	0.00	0.00	0.00
Personal Service	\$0	\$0	\$0	\$0	\$ 0
Employer Contributions	\$0	\$0	\$0	\$0	\$ 0

	State	Federal	Earmarked	Restricted	Total
Position Title:					
Number of FTEs	0.00	0.00	0.00	0.00	0.00
Personal Service	\$0	\$0	\$0	\$0	\$ 0
Employer Contributions	\$0	\$0	\$0	\$0	\$ 0

**A. Summary description of programs and how they relate to the mission of the agency:**

The Historical Services Division performs functions required by federal and state laws related to the identification and preservation of historic properties in South Carolina. The division manages the National Register of Historic Places in South Carolina and related financial incentives, compliance programs, and grant funding in support of the agency’s mission to preserve and promote the cultural heritage of the state. The division works with local sponsors to develop text for all official State Historical Markers and has final approval of all marker texts. There is also dedicated funding in the agency’s budget (\$25,000) to assist with the operations of the South Carolina African American Heritage Commission. The Hunley Project is funded as a pass through of this program.

**B. Budget Program Number and Name:**

23000000 Historical Services

**C. Agency Activity Number and Name:**

Note: If more than one activity maps to this program; provide all activity numbers, names, and approximate funding amounts.

Activity Number	Activity Name	State Non-Recurring	State Recurring	Federal	Other	Total
860	State Historic Preservation Program		25,000.00	799,671.15	35,126.68	859,797.83
861	State Historical Marker Program				15,000.00	15,000.00
866	Hunley Project				316,189.62	316,189.62

**D. Performance Measures:**

The Historical Services Division tracks performance measures including, among other things, the number of historic properties added to the state-wide inventory, properties added to the National Register of Historic Places, properties evaluated for National Register eligibility, historic properties stabilized through our grant program, and investment in preservation generated by grants and tax incentives.

**E. Program Interaction:**

The Historical Services Division interacts with other state agencies as well as with local governments, Federal agencies, non-profit organizations, and other private individuals and organizations to conduct required reviews of projects affecting historic properties and to provide guidance and assistance for their preservation initiatives.

**F. Change Management:**

The Historical Services Division continues to operate required programs as efficiently as possible considering the cumulative affect of lost staff and resources. By focusing on core programs, we are providing limited outreach assistance and making only essential on-site visits around the state. Trips are frequently consolidated so that multiple on-site visits can be accomplished whenever possible.

**G. Detailed Funding Information:**

III. Budget Category Justification Sheet

Agency Code  
H79

Agency Name  
Archives and History

FY 2012-13 Cost Estimates:	State Non-Recurring	State Recurring	Federal	Other	Total
Number of FTEs*		0.00	9.00	1.00	10.0
Personal Service	\$0	\$0	379,368.00	37,502.00	416,870.00
Employer Contributions	\$0	\$0	140,588.77	12,624.68	153,213.45
Program/Case Services	\$0	\$0	\$0	\$0	\$ 0
Pass-Through Funds	\$0	\$0	25,000.00	316,189.62	341,189.62
Other Operating Expenses	\$0	\$0	279,714.38	\$0	279,714.38
<b>Total</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>824,671.15</b>	<b>366,316.30</b>	<b>1,190,987.45</b>

\* If new FTEs are needed, please complete Section G (Detailed Justification for FTEs) below.

Is this budget category or program associated with a Capital Budget Priority? No  
If yes, state Capital Budget Priority Number and Project Name:.

Please List proviso numbers that relate to this budget category or programs funded by this category.

**H. Changes to the Appropriation:**

Please explain any changes, to include re-alignments and funding or FTE increases requested in this year's appropriation, as detailed below:

Funding:

Year	State Non-Recurring	State Recurring	Federal	Other (Earmarked or Restricted)
2011-2012 Act				
2012-2013 Act				
Difference				
% Difference				

Explanation of Changes:

**I. Revenue Estimates:**

Please detail Sources of revenue for this program, identified by SAP fund number if a live SCEIS agency or the STARS number if a STARS agency. If several sources remit to a single subfund that cannot be split by source and appropriation or program, provide an estimate of the revenue dedicated to this program.

SAP Fund Number	Source Name	General Fund	Other State	Earmarked	Restricted	Federal
50550000	NPS					799,671.15
30350000	HUNLEY & AFRICAN AMERICAN HERITAGE	25,000.00		316,189.62		
30350000	DOT			50,126.68		
50550000	DOE					47,028.00

If expenditures for this program are greater than known or estimated revenues and the intent is to bridge part of this shortfall by drawing down balances in agency accounts or reserves, indicate the accounts and amount of the current reserve or balance that will likely be used below.

Please detail the long-term sustainability of this program if cash reserves are needed to operate.

If there is federal fund or other fund spending authority requested above the revenue streams detailed above, please indicate the amount and explanation for each.

**J. FTE Positions:**

Please detail the number of FTE's filled (F) by the program as of June 30 of each fiscal year, and the number authorized (A) by the Appropriations Act.

Fiscal Year	State	Other-Earmarked or Restricted	Federal	Total	Temporary, Temporary Grant, Time -limited
2012-2013 (A)	36.0	2.0	9.0	47.00	
2011-2012 (A)	36.0	2.0	9.0	47.00	
2010-2011 (F)		5.0	9.0	14.00	
2010-2011 (A)	36.0	2.0	9.0	47.00	
2009-2010 (F)	2.0	4.0	10.0	16.0	
2009-2010 (A)	39.0		8.00	47.00	
2008-2009 (F)	1.0	14.0	1.0	16.0	
2008-2009 (A)	62.0	9.0		71.0	
2007-2008 (F)	3.0	13.0	4.0	20.0	
2007-2008 (A)	62.0	9.00		71.0	

**K. Detailed Justification for FTEs:**

(1) Justification for New FTEs

(a) Justification:

(b) Future Impact on Operating Expenses or Facility Requirements:

(2) **Position Details:**

	State	Federal	Earmarked	Restricted	Total
Position Title:					
Number of FTEs	0.00	0.00	0.00	0.00	0.00
Personal Service	\$0	\$0	\$0	\$0	\$ 0
Employer Contributions	\$0	\$0	\$0	\$0	\$ 0

	State	Federal	Earmarked	Restricted	Total
Position Title:					
Number of FTEs	0.00	0.00	0.00	0.00	0.00
Personal Service	\$0	\$0	\$0	\$0	\$ 0
Employer Contributions	\$0	\$0	\$0	\$0	\$ 0

	State	Federal	Earmarked	Restricted	Total
Position Title:					
Number of FTEs	0.00	0.00	0.00	0.00	0.00
Personal Service	\$0	\$0	\$0	\$0	\$ 0
Employer Contributions	\$0	\$0	\$0	\$0	\$ 0

**A. Summary description of programs and how they relate to the mission of the agency:**

The overall mission of the Dept. of Archives & History is to preserve and promote the documentary & cultural heritage of the state through professional records and educational programs. The agency director is responsible for all aspects of agency operations. Administration includes the agency director, who is responsible for all aspects of agency operations; Human Resources, which offers support of agency personnel; and Budget and Finance, which is responsible for all agency financial functions. Information Technology, security, and gift shop operations fall under Human Resources. Facility management renders services inclusive of promoting and renting the agency's facilities to generate additional revenue.

**B. Budget Program Number and Name:**

01000000 Administration and Personal Services

**C. Agency Activity Number and Name:**

Note: If more than one activity maps to this program; provide all activity numbers, names, and approximate funding amounts.

Activity Number	Activity Name	State Non-Recurring	State Recurring	Federal	Other	Total
865	Administration		1,310,126.00		145,000.00	1,455,126.00

**D. Performance Measures:** SCEIS reports are generated to reflect detailed statistics relative to financial transactions. Information Technology maintains documentation on service calls and equipment.

**E. Program Interaction:** Administration interacts with all agency employees, as well as other state agencies, local and county governments, and the private sector.

**F. Change Management:** Budget cuts have significantly reduced the number of staff available to render administrative services. Maintaining efficiencies remains a top priority for administrative personnel.

**G. Detailed Funding Information:**

FY 2012-13 Cost Estimates:	State Non-Recurring	State Recurring	Federal	Other	Total
Number of FTEs*		6.0	0.00	0.00	6.0
Personal Service	\$0	318,609.00	\$0	\$0	318,609.00
Employer Contributions	\$0	111,822.56	\$0	\$0	111,822.56
Program/Case Services	\$0	\$0	\$0	\$0	\$ 0
Pass-Through Funds	\$0	\$0	\$0	\$0	\$ 0

III. Budget Category Justification Sheet	Agency Code H79	Agency Name Archives and History
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Other Operating Expenses	\$0	879,694.44	\$0	145,000.00	1,024,694.44
<b>Total</b>	<b>\$ 0</b>	<b>1,310,126.00</b>	<b>\$ 0</b>	<b>145,000.00</b>	<b>1,455,126.00</b>
* If new FTEs are needed, please complete Section G (Detailed Justification for FTEs) below.					

Is this budget category or program associated with a Capital Budget Priority? No  
 If yes, state Capital Budget Priority Number and Project Name:

Please List proviso numbers that relate to this budget category or programs funded by this category.

**H. Changes to the Appropriation:**

Please explain any changes, to include re-alignments and funding or FTE increases requested in this year's appropriation, as detailed below:

Funding:

Year	State Non-Recurring	State Recurring	Federal	Other (Earmarked or Restricted)
2011-2012 Act				
2012-2013 Act				
Difference				
% Difference				

Explanation of Changes:

**I. Revenue Estimates:**

Please detail Sources of revenue for this program, identified by SAP fund number if a live SCEIS agency or the STARS number if a STARS agency. If several sources remit to a single sub fund that cannot be split by source and appropriation or program, provide an estimate of the revenue dedicated to this program.

SAP Fund Number	Source Name	General Fund	Other State	Earmarked	Restricted	Federal
30370000	RENTALS, SALE OF GOODS, DONATIONS, & MARKERS			145,000.00		

If expenditures for this program are greater than known or estimated revenues and the intent is to bridge part of this shortfall by drawing down balances in agency accounts or reserves, indicate the accounts and amount of the current reserve or balance that will likely be used below.

Please detail the long-term sustainability of this program if cash reserves are needed to operate.

If there is federal fund or other fund spending authority requested above the revenue streams detailed above, please indicate the amount and explanation for each.

**J. FTE Positions:**

Please detail the number of FTE's filled (F) by the program as of June 30 of each fiscal year, and the number authorized (A) by the Appropriations Act.

Fiscal Year	State	Other-	Federal	Total	Temporary,
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III. Budget Category Justification Sheet

Agency Code  
H79

Agency Name  
Archives and History

		Earmarked or Restricted			Temporary Grant, Time -limited
2012-2013 (A)	36.0	2.0	9.0	47.0	
2011-2012 (A)	36.0	2.0	9.0	47.0	
2010-2011 (F)	5.0			5.0	
2010-2011 (A)	36.0	2.0	9.0	47.0	
2009-2010 (F)	5.0			5.0	
2009-2010 (A)	39.0		8.00	47.0	
2008-2009 (F)	8.0	2.0		10.0	
2008-2009 (A)	62.0	9.0		71.0	
2007-2008 (F)	8.00	2.0		10.0	
2007-2008 (A)	62.0	9.0		71.0	

**K. Detailed Justification for FTEs:**

- (1) Justification for New FTEs
  - (a) Justification:

- (b) Future Impact on Operating Expenses or Facility Requirements:

(2) **Position Details:**

	State	Federal	Earmarked	Restricted	Total
Position Title:					
Number of FTEs	0.00	0.00	0.00	0.00	0.00
Personal Service	\$0	\$0	\$0	\$0	\$ 0
Employer Contributions	\$0	\$0	\$0	\$0	\$ 0

	State	Federal	Earmarked	Restricted	Total
Position Title:					
Number of FTEs	0.00	0.00	0.00	0.00	0.00
Personal Service	\$0	\$0	\$0	\$0	\$ 0
Employer Contributions	\$0	\$0	\$0	\$0	\$ 0

	State	Federal	Earmarked	Restricted	Total
Position Title:					
Number of FTEs	0.00	0.00	0.00	0.00	0.00
Personal Service	\$0	\$0	\$0	\$0	\$ 0
Employer Contributions	\$0	\$0	\$0	\$0	\$ 0



**A. Proviso Number**

Using the renumbered 2012-13 proviso base provided on the OSB website indicate the proviso number (*If new indicate "New #1", "New #2", etc.*):

28.1

**B. Appropriation**

Related budget category, program, or non-recurring request (*Leave blank if not associated with funding priority*):

15000000      Archives and Records Management  
23000000      Historical services  
01000000      Administration

**C. Agency Interest**

Is this proviso agency-specific, a general proviso that affects the agency, or a proviso from another agency's section that has had consequences?

Agency specific

**D. Action**

(Indicate Keep, Amend, Delete, or Add):

Keep

**E. Title**

Descriptive Proviso Title:

AH: Use of Proceeds

**F. Summary**

Summary of Existing or New Proviso:

The proceeds of facilities rentals, gift shop operations, training sessions, sales of publications, reproductions of documents, repair of documents, research fees, handling charges, and the proceeds of sales of National Register of Historic Places certificates and plaques by the Archives Department shall be deposited in a special account in the State Treasury, and may be used by this department to cover the cost of facility operations and maintenance, gift shop inventory, additional training sessions, publication, reproduction expenses, repair expenses, and National Register of Historic Places certificates and plaques, and selected Historic Preservation Grants.

**G. Explanation of Amendment to/or Deletion of Existing Proviso**

(If request to delete proviso is due to codification, note the section of the Code of Laws where the language has been codified):

**H. Explanation of how this proviso directs the expenditure or appropriation of funds, and why this direction is necessary**

This proviso allows the agency to use generated revenue to cover expenses related to facility operations, training, and associated costs related to mission essential tasks.

**I. Justification**

Refer to the instructions for the correct question to answer in this space, based on the action you selected

- J. Fiscal Impact (Include impact on each source of funds – state, federal, and other)** This proviso impacts other funds (generated revenue) estimated at \$140,000. It does not affect state or federal funds.

- K. Text of New Proviso with Underline or Entire Existing Proviso Text with Strikeover and Underline**

*(INSERT PROVISO FROM FY 2012-13 RENUMBERED PROVISO BASE HERE)*

**A. Proviso Number**

Using the renumbered 2012-13 proviso base provided on the OSB website indicate the proviso number (*If new indicate "New #1", "New #2", etc.*):

28.2

**B. Appropriation**

Related budget category, program, or non-recurring request (*Leave blank if not associated with funding priority*):

23000000 Historical Services

**C. Agency Interest**

Is this proviso agency-specific, a general proviso that affects the agency, or a proviso from another agency's section that has had consequences?

Agency specific

**D. Action**

(Indicate Keep, Amend, Delete, or Add):

Delete

**E. Title**

Descriptive Proviso Title:

AH: Nat'l. Historic Preservation Program

**F. Summary**

Summary of Existing or New Proviso:

The funds earned from the United States Department of Interior by the South Carolina Department of Archives and History for administering the National Historic Preservation Program in this State, with the exception of the appropriate amount of indirect cost reimbursement to the general fund, must be deposited in a special account in the State Treasury, to be used by this department for a Historic Preservation Grants program that will assist historic properties throughout South Carolina.

**G. Explanation of Amendment to/or Deletion of Existing Proviso**

(If request to delete proviso is due to codification, note the section of the Code of Laws where the language has been codified): This proviso should be deleted, because the agency no longer uses the state grant fund that was integral to this proviso.

**H. Explanation of how this proviso directs the expenditure or appropriation of funds, and why this direction is necessary**

This proviso no longer affects the expenditure or appropriation of agency funds.

**I. Justification**

Refer to the instructions for the correct question to answer in this space, based on the action you selected:

The National Park Service at the Department of the Interior awards an annual allocation from the Historic Preservation Fund to the Department of Archives and History to assist in administering the state's Historic Preservation Program under the National Historic Preservation Act. When this proviso was first used in 1986-87, SCDAH used state appropriations to administer the Historic Preservation Program in the state. By expending state funds to administer the program, the Department earned a reimbursement of 60% of those funds from Historic Preservation Fund. The proviso directed this reimbursement go into a special account to be used for Historic Preservation grants in the state. Because of cuts in state

appropriations over the years, SCDHAH no longer uses state funds to administer the Historic Preservation program. SCDHAH pays for the Historic Preservation Program expenses directly from the federal Historic Preservation Fund allocation. Therefore, because SCDHAH is not spending state funds to administer the Historic Preservation Program, it no longer earns a reimbursement from the Department of the Interior and this proviso is no longer needed.

- J. Fiscal Impact (Include impact on each source of funds – state, federal, and other)** This proviso no longer has a fiscal impact on state, federal, or other funds.
- K. Text of New Proviso with Underline or Entire Existing Proviso Text with Strikeover and Underline**

*(INSERT PROVISO FROM FY 2012-13 RENUMBERED PROVISO BASE HERE)*

<b>Federal Aid Justification</b>	<b>45-11-31947</b>
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**Summary**

Award Title	Historic Preservation Fund Grant		
CFDA Number/Title	(XX.XXX) Other CFDA	→	If "Other", identify: 15.904 (Historic Preservation Fund)
Award Number (Federal)	45-11-31947	Start Date	10/01/10
		Federal Agency	Department of the Interior (14)
Award Number (State)		End Date	09/30/12
		Federal Subagency	National Park Service. (1443)
Award Period	Other	→	If "Other", explain: Part of Annual Allocation to States. Grants are for 2 years. Second year of grant overlaps with first year of next grant.

**Financial**

Total Award Amount	\$ 752,638.00	Amount Available in FY 2012-13	\$94,080.00 (estimated amount remaining in Federal FY11 grant for period 7/1/12-9/30/12; amount of Federal FY12 grant is not known at this time).
State Match Required?	Yes	If "Yes", describe, and provide SAP Fund Number(s) of funding sources	40%
Local Match Required?	No	If "Yes", describe	1001 ADMINISTRATIVE SERVICES
Assistance Type		If "Other", explain	

Is administrative and/or indirect cost recovery permitted? If so, explain: Yes. Per Special Condition #9 of the annual Historic Preservation Fund grant award, administrative costs charged to the grant may not exceed 25% of the total grant award (Federal plus nonfederal share).

Will funds be passed-through to other entities? If so, what types of entities, and how will funds be distributed? Yes. Some funds will be passed through to local governments and non-profit organizations via a competitive application process to projects meeting state preservation plan priorities. Most sub-grants are paid out as reimbursements for up to 50% of an approved dollar amount.

FY 2012-13 Agency Budget Request	Agency Code	Agency Name
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Federal Aid Justification	45-11-31947
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**Questions**

How is the use of these funds essential to your agency's mission?

These funds cover the costs of operating the Historical Services Division (also known as the State Historic Preservation Office) which performs functions required by federal laws (National Historic Preservation Act; Internal Revenue Code for historic rehabilitation tax credit; Federal Regulations governing the National Register of Historic Places; Federal Regulations for State, Local, and Tribal Government Historic Preservation Programs; and Federal Regulations for Protection of Historic Properties) and state laws (SC Mining Act, Coastal Zone Management Act, Protection of State-Owned or Leased Historic Properties, SC Historic Rehabilitation Incentives Act, Special Property Tax Assessments for Rehabilitated Historic Buildings, the SC Archives Act for approving State Historical Markers, and state regulations for Implementation of the Certified Local Government Program in South Carolina).

What budgetary, compliance, and programmatic obligations will the state incur (now or in the future) through the receipt of these funds?

We are obligated to match the grant amount with non-federal funds in the ratio of 60% Federal/40% Non-federal and expend funds within a 24-month period. The last year and first year of consecutive grants overlap. We, along with all sub-grantees, must comply with all applicable Federal laws as outlined in the grant award. We are required to administer the National Register of Historic Places at the state level and administer related program areas, including: Review and Compliance of Federal Undertakings Effecting National Register properties (listed and eligible for listing), Preservation Tax Incentives, Compiling and maintaining a Statewide Survey and Inventory of historic properties, Certification of Local Government Historic Preservation Programs, Pass-Through Grant Program for Certified Local Governments, and Monitoring of Preservation Covenants on Historic Properties that Received Grant Funds for Stabilization and Weatherization.

What outcome and/or performance measures will you track and/or report on in association with this award?

Properties Meeting National Register Criteria For Which a Written Eligibility Opinion is Provided; Properties Not Meeting National Register Criteria For Which a Written Eligibility Opinion is Provided; Findings of "No Properties" and/or "No Effect" on Which Written Opinions are Provided; Other Findings of "Effect" on which a Written Opinion Has Been Provided; Memoranda of Agreement (MOAs) Signed; Programmatic Agreements (PAs) Signed; Number of Federal [National Register] Nominations Commented On; Number of Properties Newly Added to the State Inventory (Architecture/History and Archaeology); Number of Certified Local Governments Evaluated; Number of Predevelopment Projects For Which Plans and Specifications Are Reviewed; Number of Predevelopment Projects For Which Historic Structures Reports Are Reviewed; Number of Development Projects Completed; Number of HPF[Historic Preservation Fund]-Funded Covenants and Preservation Agreements Monitored; Project/Activity Database Report for each activity and sub-grant project; Report 10% Minimum Pass-Through to Certified Local Governments (CLGs); Unexpended Carryover Funds Table; Carryover Statement; Sources of Nonfederal Matching Share; Significant Preservation Accomplishments Summary; End-of-Year Report (includes all of the above).

What is the name and title of the individual in your agency who is responsible for the success of this program?

Dr. W. Eric Emerson, Director and State Historic Preservation Officer