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REPORT

of the

Division of General Services

STATE BUDGET AND CONTROL BOARD

to the

General Assembly of South Carolina

For The Period Ending June 30, 1971

FURMAN E. McEACHERN, JR., Director

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Printed Under the Direction of the
State Budget and Control Board

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STATE BUDGET AND CONTROL BOARD
1970-1971

JOHN C. WEST, *Governor, Chairman*

GRADY L. PATTERSON, JR., *State Treasurer*

HENRY MILLS, *Comptroller General*

EDGAR A. BROWN, *Chairman, Senate Finance Committee*

R. J. AYCOCK, *Chairman, House Ways and Means Committee*

Columbia, S. C., June 30, 1971

To the General Assembly of the State of South Carolina:

In accord with the several laws on this subject, the report of the Division of General Services for the fiscal year beginning July 1, 1970, is transmitted herewith to your honorable body.

The books, accounts, vouchers, cash balances, securities and total assets of all funds handled by this Division of the State Budget and Control Board have been thoroughly audited by the State Auditor's Office for the period July 1, 1970, to June 30, 1971.

Respectfully submitted,

THE STATE BUDGET AND CONTROL BOARD

JOHN C. WEST, Governor, *Chairman*

GRADY L. PATTERSON, JR., *State Treasurer*

HENRY MILLS, *Comptroller General*

EDGAR A. BROWN, *Chairman*
Senate Finance Committee

R. J. AYCOCK, *Chairman*
House Ways and Means Committee

Statement No. 1

DIVISION OF GENERAL SERVICES
BUDGET AND PERSONNEL
1970-1971

Budget Function	State Appropriations	Total Funds	Number of Employees
A. Administrative Services:			
1. General Administration	$ 210,732	$ 210,732	5
2. Accounting & Personnel	65,162	69,606	9
3. Insurance of Public Buildings	42,910	51,588	6
4. Lands & Legal		3,009	1
B. Agency Services:			
1. Administration	24,422	24,422	
2. Central Telephone System		840,127	5
3. Computer Center	338,104	474,771	29
4. Central Purchasing	121,010	121,010	15
5. State Printing	399,999	399,999	3
6. Central Supply & Motor Pool	46,751	114,030	5
7. Records Center	20,633	21,942	3
8. Surplus Property	175,430	175,430	25
C. Inspection Services:			
1. Administration	30,729	30,728	
2. State Fire Marshal	114,209	114,209	13
3. LP Gas			
D. Engineering Services:			
1. Space Management			
2. Buildings & Grounds	243,998	1,434,478	174
3. Renovation of State Buildings	67,710	67,710	
Total	$1,901,799	$ 4,153,791	293
Activities not reflected above:			
Capital Improvements	101,185	106,795	
Insurance Premiums		2,204,152	
Investment Income— Sinking Funds		2,459,299	
Sale of Office Supplies		251,864	
Construction Programs		5,175,023	
Sale of State Property		179,282	
GRAND TOTAL	$2,002,984	$14,530,206	293

ACCOUNTING AND PERSONNEL

The Accounting and Personnel Section of the Division of General Services is responsible for all bookkeeping, payroll, and personnel records for the Division. Personnel employed by the Division has increased from 175 as of July 1, 1966, to 293 employees as of June 30, 1971. During this same period of time, our total operating budget in dollars has more than doubled from less than two million dollars annually to over four million dollars. All other areas of the Division are expanding, which increases the work load on Accounting and Personnel.

During the fiscal year 1970-71, 10,600 invoices and 10,496 receipts were processed by the Accounting Section. This was the first full fiscal year a computerized Accounts Receivable System was operational for the Division.

Future plans for the Accounting Section include computerizing the Accounts Payable System and other aspects of accounting.

A new computerized system has been developed in the area of personnel. This system provides a leave record on both sick and annual leave for 293 persons as well as the following information:

(a) Review dates for salary increases

(b) Information for preparation of the personnel services detail section of the Budget for the current (1971-72) and budgeted year (1972-73).

ORDINARY SINKING FUND

This fund is derived from the rental and sale of public lands and chattels and is applicable to the payment of any of the existing bonded indebtedness of the State at the discretion of the State Budget and Control Board.

Net Operating Income to this fund for the fiscal year ending June 30, 1971, amounted to $38,438.20.

As shown below the fund balance amounts to $349,274.88.

Statement No. 2

ORDINARY SINKING FUND
Account Balance
June 30, 1971

Assets

Cash on Deposit—State Treasurer	$ 3,971.67
Investments	345,303.21
Total Assets	$349,274.88

Liabilities and Fund Balance

Fund Balance, July 1, 1970	$318,334.63
Less: Accrued Interest Receivable June 30, 1970	7,497.95
Adjusted Fund Balance, July 1, 1970	310,836.68*
Add: Net Operating Income 1970-1971	38,438.20
Total Liabilities and Fund Balance	$349,274.88

** Note: Beginning with fiscal year 1970-1971 investment income is accounted for on a cash basis rather than accrued.*

Statement No. 3

ORDINARY SINKING FUND
Statement of Income and Expenses
July 1, 1970 to June 30, 1971

Income

Investment	$22,916.13
Rent	8,687.91
Telephone Commission	345.10
Sale of Land and Property	12,010.00
Total Income	$43,959.14

Expenditures

Salaries	$ 4,592.15
Engineering and Appraisal Fees	905.80
Miscellaneous	22.99
Total Expenditures	$ 5,520.94
Net Operating Income	$38,438.20

HIGHWAY SINKING FUND

This fund is pledged against indebtedness of the State Highway Department. In 1968 an irrevocable trust fund was created for the purpose of retiring the debt outstanding at that time. No further indebtedness has been incurred against this fund since that date.

Statement No. 4

HIGHWAY SINKING FUND
Account Balance
June 30, 1971

Assets

Cash on Deposit—State Treasurer	$ 7,046.42
Investments	13,026,153.66
Total Assets	$13,033,200.08

Liabilities and Fund Balance

Fund Balance, July 1, 1970	$14,405,955.03
Less: Accrued Interest Receivable, June 30, 1970	163,921.77
Allocated to Highway Department	2,000,000.00
Adjusted Fund Balance, July 1, 1970	12,242,033.26*
Add: Net Operating Income 1970-1971	791,166.82
Total Liabilities and Fund Balance	$13,033,200.08

* *Note: Beginning with fiscal year 1970-1971 investment income is accounted for on a cash basis rather than accrued.*

Statement No. 5

HIGHWAY SINKING FUND
Statement of Income and Expense
July 1, 1970 to June 30, 1971

Income

Investment	$791,166.82
Total Income	$791,166.82
Net Operating Income	$791,166.82

FUNDED DEBT SINKING FUND

During 1968-1969 all identifiable liabilities of the fund were paid in full. The amount outstanding, $2,180.93 (Principal and Interest) represents teachers' notes which were issued during the depression years and remain unpaid to this time.

Statement No. 6

FUNDED DEBT SINKING FUND
Account Balance
June 30, 1971

Assets

Cash on Deposit—State Treasurer	$ 3,040.60
Investments	142,000.00
Total Assets	$145,040.60

Liabilities and Fund Balance

Interest Outstanding—Full	$ 139.93
Bonds Outstanding	$ 2,041.00
Total Liabilities	$ 2,180.93
Fund Balance, July 1, 1970	$138,142.38
Less: Accrued Interest Receivable June 30, 1970	895.53
Adjusted Fund Balance, July 1, 1970	$137,246.85*
Add: Net Operating Income	5,612.82
Fund Balance June 30, 1971	$142,859.67
Total Liabilities and Fund Balance	$145,040.60

** Note: Beginning with fiscal year 1970-1971 investment income is accounted for on a cash basis rather than accrued.*

Statement No. 7

FUNDED DEBT SINKING FUND
Statement of Income and Expense
July 1, 1970 to June 30, 1971

Income

Investment	$5,612.82
Total Income	$5,612.82
Net Operating Income	$5,612.82

Statement No. 8

FUNDED DEBT SINKING FUND
Schedule of Bonds and Interest Outstanding
June 30, 1971

	Principal	Interest	Total
Teachers' Notes	$2,041.00	$139.93	$2,180.93
Total	$2,041.00	$139,93	$2,180.93

INSURANCE SINKING FUND

The State Insurance Program provides fire, extended coverage, boiler explosion, sprinkler leakage, vandalism, and malicious mischief insurance on all State, County, and Public School Buildings and contents contained therein in South Carolina. Also available to our assureds is a Difference in Conditions contract which provides coverage against the hazards of earthquake, flood, collapse, subsidence, sonic boom, tidal wave, and water damage. Insurance in force exceeds $1,325,000,000.00 an increase of approximately $97,000,000.00 over the preceding year, is protected by a reserve of approximately $30,000,000.00 in the Insurance Sinking Fund. Further protection against the liability is provided through reinsurance on fire and extended coverage losses in excess of $250,000.00 per loss occurrence. A deductible of $150,000.00 applies to losses insured under the Difference in Conditions program. Boiler claims are reinsured for the first dollar of loss. During the fiscal year fire and extended coverage losses paid amounted to $1,074,818.13, none of which were reimbursed under the fire reinsurance contract.

Engineering and inspection services are provided for all policy holders through the reinsurance program. A high degree of conformance to recommendations is achieved and it is apparent that much of the property is being maintained in excellent condition. Vandalism and arson claims are still on the increase and it may become necessary to apply a deductible on vandalism claims.

Balances of the fund are invested in Government Securities and in loans to counties and to the State. Liquidity of the Fund is maintained through short term investments which provide a ready source of cash to meet needs as they occur. The following statements show activities of the Insurance Program for the fiscal year.

Statement No. 9

INSURANCE SINKING FUND
Account Balance
June 30, 1971

Assets

Cash on Deposit—State Treasurer	$ 639,986.09
Accounts Receivable—Premiums	255,066.24
Notes Receivable	4,152,057.05
Notes Receivable—State of South Carolina	5,346,803.16
Investments	20,923,713.49
Prepaid Insurance	68,148.00
Total Assets	$31,385,774.03

Liabilities and Fund Balance

Fire Losses Payable	$ 36,937.73
Extended Coverage Losses Payable	131,381.29
Boiler Premiums Payable	585.84
Deferred Premiums Income	989,356.01
Total Liabilities	$ 1,158,260.87
Fund Balance, July 1, 1970	$28,436,808.41
Less: Accrued Interest Receivable June 30, 1970	367,755.79
Adjusted Fund Balance, July 1, 1970	$28,069,052.62*
Add: Net Operating Income	2,158,460.54
Fund Balance June 30, 1971	$30,227,513.16
Total Liabilities and Fund Balance	$31,385,774.03

** Note: Beginning with the fiscal year 1970-1971 investment income is accounted for on a cash basis rather than accrued.*

Statement No. 10

INSURANCE SINKING FUND

Statement of Income and Expense
July 1, 1970 to June 30, 1971

Income

Insurance Premiums—Fire and Extended Coverage	$2,170,700.88
Insurance Premiums—Miscellaneous Coverage	8,187.92
Insurance Premiums—Difference in Condition Coverage	40,359.87
Investment	1,639,602.91
Miscellaneous Income	206.00
Total Income	$3,859,057.58

Expenditures

Fire Losses	$ 793,982.67
Extended Coverage Losses	222,797.43
Reinsurance Premiums—	
Fire and Extended Coverage	337,814.81
Boiler Coverage	95,474.17
Difference in Condition Coverage	166,634.31
Appropriation for Administration	75,199.00
Salaries	8,679.20
Miscellaneous	15.45
Total Expenditures	$1,700,597.04
Net Operating Income	$2,158,460.54

Statement No. 11

INSURANCE SINKING FUND
STATEMENT OF LOSSES PAID

July 1, 1970 through June 30, 1971

Loss	State	County	School	Total
Fire	$130,216.05	$ 63,132.28	$756,438.57	$ 949,786.90
Less Reinsurance				
Less Salvage		15.00	$ 700.00	$ 715.00
Net Fire Loss	$130,216.05	$ 63,117.28	$755,738.57	$ 949,071.90
Extended Coverage	$ 34,721.78	$ 31,942.98	$ 64,532.13	$ 131,196.89
Less Reinsurance				
Less Salvage	5,450.66			5,450.66
Net Extended Coverage	$ 29,271.12	$ 31,942.98	$ 64,532.13	$ 125,746.23
Boiler	$ 4,016.55	$ 4,182.95	$ 9,494.00	$ 17,693.50
Less Reinsurance	4,016.55	4,182.95	9,494.00	$ 17,693.50
Less Salvage				
Total Net Loss	$159,487.17	$ 95,060.26	$820,270.70	$1,074,818.13

Statement No. 12

FIRE LOSSES PAID FISCAL YEAR 1970 - 1971
STATE PROPERTY

DATE		INSTITUTION	PROPERTY DAMAGED	CAUSE	AMOUNT
January	1, 1970	University of South Carolina	College of Engineering	High Voltage Short Circuit	$ 42,252.34
March	15, 1970	Clemson University	Johnstone Hall	Unknown	100.00
April	19, 1970	Whitten Village	Circle School (No. 49)	Unknown	3,012.83
May	2, 1970	S. C. Department of Parks, Recreation, and Tourism	Superintendent's Residence, Edisto Beach State Park	Unknown	308.32
May	22, 1970	S. C. School for the Deaf & Blind	Hughston Hall	Defective Lamp Cord	182.86
June	8, 1970	Clemson University	Manning Hall	Thermite type Flare	58.97
June	9, 1970	S. C. State Ports Authority	Union Pier Terminal, Stein Hall	Unknown	4,027.00
June	16, 1970	S. C. Department of Corrections	John Deere Combine	Leaking Gas	2,650.00
June	21, 1970	S. C. Department of Corrections	Director's Home, Harbison Women's Correctional Institution	Lightning	279.86
June	22, 1970	S. C. Wildlife Resources Department	Tenant House	Lightning	29.40
June	30, 1970	The Adjutant General of S. C.	Timmonsville Armory	Adjoining Fire	1,477.75
July	1, 1970	S. C. Department of Parks, Rerceation, and Tourism	Cabin at King's State Park, Camp Cherokee	Unknown	1,000.00
July	2, 1970	S. C. Division of General Services	Rutledge State Office Building	Cigarette	1,104.33
July	15, 1970	John G. Richards School for Boys	Assistant Superintendent's Residence	Hot Grease	41.26
July	29, 1970	University of South Carolina	Electrical Distribution System	Electrical Short Circuit	6,166.53
August	19, 1970	S. C. Division of General Services	Wade Hampton Office Buildng, (75 KVA Transformer)	Lightning	2,212.01
August	26, 1970	S. C. State Department of Education Division of Textbooks	Textbooks in Seneca Junior High	Arson	6,216.27
September	11, 1970	S. C. State Forestry Commission	Blaney Tower Residence	Unknown	569.47
October	10, 1970	University of South Carolina	South Dormitory (1 Sofa)	Unknown	165.00
November	15, 1970	State Park Health Center	Moncrief Building	Cigarette	246.13
December	25, 1970	S. C. Department of Corrections	Industry Building at Harbison	Unknown	14,000.00
January	3, 1971	S. C. Department of Parks, Recreation, and Tourism	Museum at Andrew Jackson State Park	Malfunction of Furnace	1,679,60
January	15, 1971	Clemson University	Engineering Shop (0025)	Acetylene Torch	1,856.26
January	22, 1971	S. C. Department of Education Division of Textbooks	Books stored in Ebenezer Mobile Materials Center	Heating Unit	1,192.75

Statement No. 12—Continued

FIRE LOSSES PAID FISCAL YEAR 1970 - 1971
STATE PROPERTY

DATE	INSTITUTION	PROPERTY DAMAGED	CAUSE	AMOUNT
January 25, 1971	S. C. State Forestry Commission	Tyson Tower Residence	Lightning	$ 10.92
January 30, 1971	S. C. Department of Education Division of Textbooks	Books in Monarch Elementary	Unknown	3,873.00
February 4, 1971	S. C. State Forestry Commission	Piedmont Nursery Plant, Office Building & Dwelling	Lightning & Hot Grease	168.25
February 7, 1971	S. C. State Forestry Commission	Blythewood and Lane Tower Residences	Lightning	19.19
February 25, 1971				
February 10, 1971	Whitten Village	Laundry Services Building	Overheated Dryer	219.63
March 3, 1971	University of South Carolina	Russell House	Ignition of Hot Grease	713.90
March 15, 1971	The Citadel	Sofa in Mark Clark Hall	Cigarette	252.54
April 10, 1971	Divison of General Services	Dwelling at 1507 Pendleton Street	Electrical Wiring	1,708.16
April 23, 1971	Committee on Technical Education	Howard Hall, Beaufort Regional TEC	Electrical Storm	29,750.00
May 1, 1971	Clemson University	Tenant House No. 8519 at Edisto Experiment Station	Unknown	2,200.00
May 4, 1971	Clemson University	Johnstone Hall	Unknown	300.00
May 7, 1971	S. C. Department of Corrections, Central Laundry Plant	Warden's House at Manning Correctional Institution	Burning Grease	171.52
	TOTAL FIRE LOSSES PAID—STATE PROPERTY—1970-1971			$130,216.05

Statement No. 12—Continued

FIRE LOSSES PAID FISCAL YEAR 1970 - 1971
COUNTY PROPERTY

DATE	COUNTY	PROPERTY DAMAGED	CAUSE	AMOUNT
October 23, 1969	Berkeley	County Training School	Boiler Explosion	$ 650.00
May 5, 1970	Sumter	Sumter Area Technical Education Center	Unknown	48,683.17
July 1, 1970	Spartanburg	Canteen-Spartanburg General Hospital	Deep Fryer Overheated	8,962.12
July 2, 1970	Charleston	Berkeley-Charleston-Dorchester TEC	Leak in Gas Line	2,505.78
July 2, 1970	Charleston	Berkeley-Charleston-Dorchester TEC	Leak in Gas Line	383.50
July 4, 1970	Richland	Richland County Public Library	Lightning	225.27
August 2, 1970	Richland	The Columbia Hospital of Richland County	Lightning	66.71
August 19, 1970	Bamberg	Jailer's Residence	Unknown	1,124.42
September 16, 1970	Allendale	Allendale County Hospital	Lightning	366.31
October 14, 1970	Richland	Greenview Recreation Center	Lightning	25.00
December 14, 1970	Georgetown	County Library	Unknown	140.00
TOTAL FIRE LOSSES PAID—COUNTY PROPERTY—1970-1971				$ 63,132.28

Statement No. 12—Continued

FIRE LOSSES PAID FISCAL YEAR 1970 - 1971
SCHOOL PROPERTY

DATE		COUNTY	PROPERTY DAMAGED	CAUSE	AMOUNT
September	14, 1969	Newberry	Drayton Street School	Unknown	$ 2,500.00
December	2, 1969	Allendale	C. V. Bing High School	Arson	58,253.16
March	7, 1970	Horry	Aynor Grammar Addition & Cafeteria	Unknown	849.16
May	10, 1970	Beaufort	Beaufort Elementary	Unknown	585.00
May	22, 1970	Spartanburg	Administration Building	Arson	2,052.82
June	3, 1970	Spartanburg	Woodland Heights Portable Classroom	Unknown	1,277.00
June	21, 1970	Richland	Olympia Elementary	Electrical Wiring	1,109.23
July	2, 1970	Richland	Booker T. Washington High, Cafeteria, & Home Economics	Unknown	40,141.06
July	15, 1970	Dorchester	Clay Hill and Jenkins Hill	Lightning	974.79
August	15, 1970	Greenwood	Southside Portable Unit	Electrical Wiring	7,162.00
August	26, 1970	Oconee	Seneca Junior High	Arson	172,500.00
August	27, 1970	Newberry	Pomaria Elementary Cafeteria	Hot Grease	1,197.40
September	5, 1970	Pickens	Forest Acres Elementary	Lightning	66.30
September	24, 1970	Aiken	Triune Elementary School	Arson	2,006.81
October	15, 1970	Lancaster	Washer at Indian Land School	Lightning	45.00
November	4, 1970	Orangeburg	G. W. Carver School	Faulty Wiring	388.57
November	6, 1970	Aiken	Aiken Graded and Cafeteria	Suspected Arson	173,500.00
January	21, 1971	Charleston	Hunley Park Elementary	Short Circuit	227.70
January	27, 1971	Lee	Ebenezer Mobile Materials Center	Heating Unit	20,000.00
January	30, 1971	Union	Monarch Elementary	Unknown	216,000.00
February	1, 1971	Aiken	Wagner High (Old)	Unknown	6,000.00
February	21, 1971	Florence	Wilson High School	Arson	7,625.60
March	2, 1971	Lancaster	Andrew Jackson High	Automobile Fire	4,761.99
March	16, 1971	Spartanburg	Carver Junior High	Arson	276.75
March	17, 1971	Jasper	Cray's Auditorium-Gym	Unknown	36,000.00
April	1, 1971	York	New High School	Cigarette	673.00
April	12, 1971	Spartanburg	Mary H. Wright Portable Classroom	Malfunction of Heat Control	265.23
		TOTAL FIRE LOSSES PAID—SCHOOL PROPERTY—1970-1971			$756,438.57

Statement No. 12—Continued

TOTAL FIRE LOSSES PAID FISCAL YEAR 1970 - 1971

State Property	$130,216.05
County Property	63,132.28
School Property	756,438.57
TOTAL FIRE LOSSES PAID FISCAL YEAR 1970-1971	$949,786.90

Statement No. 13

EXTENDED COVERAGE LOSSES PAID FISCAL YEAR 1970-1971
STATE PROPERTY

DATE		INSTITUTION	PROPERTY DAMAGED	CAUSE	AMOUNT
November	1, 1969	S. C. State Ports Authority	Port Facility at Port Royal	Windstorm	$ 3,461.00
April	2, 1970	S. C. Tricentennial Commission	Pavilion at Charleston	Windstorm	1,969.41
May	15, 1970	Clemson University	Residence 8515 at Edisto Experiment Station	Windstorm	46.00
May	26, 1970	University of South Carolina	Bates House	Vandalism	72.28
June	10, 1970	S. C. Department of Parks, Recreation, and Tourism	Oconee State Park, Bathhouse Pump	Lightning	66.71
June	15, 1970	S. C. Employment Security Commission	Charleston Office	Lightning	743.28
June	22, 1970	The Citadel	Transformers in Mark Clark Hall	Lightning	7,091.34
June	28, 1970	South Carolina State College	Administration Building	Vandalism	64.13
July	12, 1970	S. C. State Forestry Commission	Pamplico, Neeses, and Pritchardville Tower Residences	Lightning	35.74
July	18, 1970	S. C. State Forestry Commission	Bamberg Tower Residence	Lightning	11.34
July	19, 1970	Riverside School for Girls	Two Transformers	Lightning	557.69
July	25, 1970	Division of General Services, Budget and Control Board	Old Post Office Building	Vandalism	1,721.50
July	25, 1970	The Adjutant General of S. C.	Barnwell Armory	Vandalism	52.00
July	28, 1970	Division of General Services	State Capitol Building	Lightning	243.60
August	6, 1970	Clemson University	Residence No. 8404	Lightning	49.95
August	10, 1970	S. C. Aeronautics Commission	Georgetown Airport Office Building	Windstorm	165.00
August	15, 1970	Francis Marion College	Air Conditioning in Stokes Hall	Lightning	411.12
August	15, 1970	S. C. Department of Parks, Recreation, and Tourism	Well Cap at Table Rock State Park	Lightning	93.01
August	19, 1970	S. C. State Forestry Commission	Riverside, Rosemary, Primus, and Oakley Tower Residences	Lightning	130.53
August	21, 1970	The Adjutant General of S. C.	Barnwell Armory	Lightning	38.92
August	22, 1970	S. C. Highway Department	License Sales Office	Lightning	184.04
August	22, 1970	S. C. Department of Parks, Recreation, and Tourism	Day Use Area Pump at Poinsett State Park	Lightning	239.98
August	24, 1970	S. C. Department of Parks, Recreation and Tourism	Oconee Park Pump House, Paris Mountain State Park, Camp Buckhorn Mess Hall, Cheraw Park Mess Hall, and Ranger's Residence	Lightning	128.70
September	2, 1970	S. C. Department of Parks, Recreation, and Tourism	Bell Tower	Lightning	$ 454.36
August	25, 1970	The Citadel	Table Rock Well Cap, Huntington Beach Castle Pump House, Paris Mountain Mess Hall & Kitchen	Lightning	488.31
August	26, 1970	S. C. Department of Parks, Recreation, and Tourism	Rehabilitation Evaluation Center	Windstorm	2,996.00
August	30, 1970	S. C. Opportunity School			

Statement No. 13—Continued

EXTENDED COVERAGE LOSSES PAID FISCAL YEAR 1970-1971
STATE PROPERTY

DATE		INSTITUTION	PROPERTY DAMAGED	CAUSE	AMOUNT
September	3, 1970	S. C. State Forestry Commission	Blenheim and Simpson Tower Residences and Camden Repair Shop	Lightning	103.24
September	28, 1970	The Adjutant General of S. C.	P & FO Office Building	Lightning	774.40
October	12, 1970	Clemson University	Johnstone Hall	Vandalism	83.60
October	21, 1970	S. C. Department of Parks, Recreation, and Tourism	Mess Hall, Kitchen Contents, Camp Buckhorn, and Paris Mountain State Park	Lightning	24.38
October	23, 1970	Riverside School for Girls	20 Bed Cottage	Rioting Inmates	151.76
October	24, 1970	S. C. State Forestry Commission	State Park Tower Residence	Lightning	27.87
October	27, 1970	S. C. Department of Parks, Recreation, and Tourism	Two Comfort Stations at Paris Mt. State Park	Vandalism	1,051.55
November	17, 1970	Division of General Services	Lace House	Vandalism	254.94
December	5, 1970	S. C. Aeronautics Commission	Crescent Beach Airport Hangar and Shed	Windstorm	155.28
December	31, 1970	S. C. Department of Parks, Recreation, and Tourism	Picnic Shelter at Myrtle Beach State Park	Wind	550.00
January	17, 1971	The Adjutant General of S. C.	Mullins Armory	Vandalism	143.50
January	20, 1971	S. C. Employment Security Commission	Spartanburg Office Building	Windstorm	45.57
February	7, 1971	S. C. Aeronautics Commission	Myrtle Beach Terminal Building	Windstorm	212.00
February	9, 1971	S. C. Department of Parks, Recreation, and Tourism	Well Cap at Table Rock State Park	Lightning	42.26
February	14, 1971	Clemson University	Sirrine Hall	Water From Sprinkler	3,218.88
February	15, 1971	S. C. Department of Parks, Recreation, and Tourism	Paris Mountain Comfort Station	Falling Trees	763.84
February	26, 1971	John G. Richards School for Boys	Welding Shop	Lightning	610.84
February	27, 1971	S. C State Forestry Commission	Monetta and Hobbeville Tower Residences	Lightning	27.18
April	4, 1971				
March	4, 1971	University of South Carolina	Capstone North Project 27-70	Windstorm	268.32
March	6, 1971	The Adjutant General of S. C.	Lancaster Armory	Windstorm	542.50
March	14, 1971	S. C. Department of Parks, Recreation, and Tourism	Allendale County Safety & Information Center	Windstorm	1,839.50
March	18, 1971	S. C. Department of Parks, Recreation, and Tourism	Water Heater in Mess Hall-Kitchen, Camp Buckhorn	Lightning	54.24
March	19, 1971	The Citadel	Summerall Chapel, Warehouse No. 1, and Boat Shed	Windstorm	195.00
March	26, 1971	Clemson University	Young and Johnstone Halls	Vandalism	756.49
March	26, 1971	S. C. Opportunity School	Physical Therapy and Recreation Building	Lightning	396.13
April	2, 1971	Division of General Services	South Carolina State Library	Lightning	85.84
May	12, 1971	S. C. State Forestry Commission	Silverstreet Tower Residence	Wind & Hail	660.19
May	31, 1971	S. C. Opportunity School	Building	Smoke	166.54
TOTAL EXTENDED COVERAGE LOSSES PAID—STATE PROPERTY — 1970-1971					$ 34,721.78

Statement No. 13—Continued

EXTENDED COVERAGE LOSSES PAID FISCAL YEAR 1970-1971
COUNTY PROPERTY

DATE	COUNTY	PROPERTY DAMAGED	CAUSE	AMOUNT
April 28, 1970	Orangeburg	Orangeburg County Health Building	Lightning	$ 355.58
June 10, 1970	Orangeburg	Orangeburg County Courthouse	Lightning	7,046.56
June 11, 1970	Chesterfield	Chesterfield-Marlboro TEC	Lightning	133.59
June 13, 1970	Barnwell	Barnwell County Area Vocational School	Lightning	306.00
June 20, 1970	Richland	Hopkins Park Center	Windstorm	10.01
June 22, 1970	Colleton	Colleton County Sheriff's Radio Equipment	Lightning	208.94
July 7, 1970	York	York County TEC (Copper Piping System)	Vandalism	391.88
July 15, 1970	Aiken	Aiken County Shop, Warehouse, and Stockade	Lightning & Wind	4,486.62
July 15, 1970	Greenwood	Greenwood Recreation Center (Sproles Street)	Lightning	2,290.55
July 22, 1970	Marlboro	Marlboro County Public Library	Lighting	8,50
July 26, 1970	Beaufort	Beaufort County Memorial Hospital	Lightning	424.91
July 29, 1970	Georgetown	F. M. Repeater System Antenna	Lightning	362.23
July 29, 1970	Greenville	Greenville County Courthouse	Lightning	630.82
July 30, 1970	Newberry	Newberry County Library	Lightning	1,654.00
August 3, 1970	Williamsburg	Williamsburg County Memorial Hospital	Lightning	274.66
August 15, 1970	Greenwood	Piedmont Technical Education Center	Lightning	960.55
August 20, 1970	Berkeley	Heat Pump at Berkeley County Health Center	Lightning	784.00
August 29, 1970	Dillon	Boiler at Dillon County Jail	Lightning	44.50
September 7, 1970	York	York County Nature Museum	Vandalism	3.70
September 11, 1970	Chesterfield	Chesterfield-Marlboro TEC	Lightning	33.60
September 15, 1970	Anderson	Contents in Anderson County Memorial Hospital	Vandalism	43.75
September 21, 1970	Greenwood	Concession Building	Vandalism	714.28
September 30, 1970	Colleton	Colleton County Courthouse	Lightning	346.17
October 29, 1970	Saluda	Saluda County Courthouse	Wind & Water	437.50
December 24, 1970	Richland	New Columbia Hospital	Vandalism	8,810.00
January 8, 1971	Greenwood	Greenwood County Library	Falling Limb	298.76
January 11, 1971	Dillon	Dillon County Courthouse	Vandalism	100.87
January 26, 1971	Anderson	Pendleton District Historical & Recreation Commission Office	Windstorm	35.00
January 26, 1971	Sumter	Sumter Area TEC Library	Windstorm	65.65
January 30, 1971	Lee	Lee County Health Center	Hail	30.00
February 4, 1971	Charleston	Dart Hall Branch Library	Vandalism	73.95
February 9, 1971	Colleton	Radio Equipment in Courthouse	Lightning	150.00
February 21, 1971	Richland	Trenholm Park Recreation Center	Vandalism	21.65
February 21, 1971	Spartanburg	Spartanburg County Public Library	Vandalism	48.56
March 3, 1971	Darlington	Guards Quarters	Lightning	35.00
March 7, 1971	York	York County TEC, Glass in Building "C"	Vandalism	34.74
March 27, 1971	York	York County TEC, Heating System	Lightning	51.80
April 21, 1971	York	Rock Hill Library	Lightning	234.10
TOTAL EXTENDED COVERAGE LOSSES PAID—COUNTY PROPERTY — 1970-1971				$ 31,942.98

Statement No. 13—Continued

EXTENDED COVERAGE LOSSES PAID FISCAL YEAR 1970-1971
SCHOOL PROPERTY

DATE	COUNTY	PROPERTY DAMAGED	CAUSE	AMOUNT
March 22, 1969	Charleston	Moultrie Junior High	Vandalism	$ 159.94
October 12, 1969	Richland	Gibbes Junior High (B & C Units)	Vandalism	74.06
December 1, 1969	Orangeburg	Metal Awnings on Portable Classrooms	Windstorm	429.00
December 14, 1969	Lexington	New Chapin High School	Windstorm	1,128.18
Various 1970	Charleston	Midland Park School Addition	Vandalism	1,132.28
Various 1970	Greenwood	Various Schools	Vandalism	929.78
January 30, 1970	Lexington	Irmo High Gym	Vandalism	18.94
March 16, 1970	Richland	Belvedere and Withers Elementary Schools	Vandalism	185.72
April 9, 1970	Anderson	Southwood Middle School	Tornado	2,500.00
April 13, 1970	Richland	Eau Claire Basketball Backboard	Vandalism	312.00
April 14, 1970	Richland	Edward L. Wright Junior High & Blythewood High	Wind	70.00
May 12, 1970	Greenville	Sans Souci Junior High School	Windstorm	814.00
May 15, 1970	Greenville	Augusta Circle Elementary	Vandalism	1,214.71
May 15, 1970	Richland	Caughman Road Junior High	Vandalism	242.91
May 23, 1970	Lexington	New Chapin High	Vandalism	290.10
May 29, 1970	Anderson	Pendleton Junior High (Riverside High)	Vandalism	686.56
May 29, 1970	Richland	A. C. Flora High School, Units 1 & 2	Vandalism	226.66
June 6, 1970	Chesterfield	Piano in Petersburg Elementary School	Vandalism	350.00
June 6, 1970	Lexington	Dutch Fork Elementary	Vandalism	113.20
June 9, 1970	Florence	Hannah-Pamplico High	Lightning	561.92
June 11, 1970	Florence	Westside High School	Windstorm	1,094.63
June 12, 1970	Barnwell	Blackville Gym	Hail	200.00
June 12, 1970	Richland	Joseph Keels, Blythewood High, & Anna Boyd Elementary	Vandalism	582.81
June 13, 1970	Anderson	New Deal High and Grammar	Vandalism	854.17
June 19, 1970	Kershaw	Blaney Elementary School	Vandalism	38.66
June 21, 1970	Chesterfield	Pine Forest Elementary	Windstorm	400.00
June 21, 1970	Richland	Webber High School	Vandalism	229.90
June 21, 1970	Richland	Lower Richland High School	Windstorm	897.00
June 27, 1970	Lexington	Irmo Elementary Gym and Water Cooler	Lightning & Water	1,179.72
June 28, 1970	Greenville	Hughes Junior High School		478.93
July 3, 1970	Kershaw	Kirkland Elementary School	Lightning	58.50
July 3, 1970	Lexington	Irmo Middle School	Windstorm	1,148.29
July 4, 1970	Lancaster	South Junior High and Brooklyn Springs Schools	Vandalism	140.48
July 5, 1970	Cherokee	B. D. Lee Elementary, 87 Windows	Vandalism	725.02
July 6, 1970	Florence	Portable at Lake City Junior High	Lightning	$ 318.75
July 7, 1970	Spartanburg	Pacolet High School Gym	Windstorm	70.00

Statement No. 13—Continued

EXTENDED COVERAGE LOSSES PAID FISCAL YEAR 1970-1971
SCHOOL PROPERTY

DATE		COUNTY	PROPERTY DAMAGED	CAUSE	AMOUNT
July	8, 1970	Florence	Olanta Training Walk-In Cooler	Lightning	153.40
July	10, 1970	Cherokee	B. D. Lee, Southside Academy	Vandalism	237.72
July	15, 1970	Richland	Eau Claire School Addition	Vandalism	208.60
July	20, 1970	Marion	Rains-Centenary Elementary School	Lightning	292.65
July	24, 1970	Orangeburg	Ellis Avenue School	Vandalism	42.50
July	30, 1970	Kershaw	Mt. Pisgah High School	Lightning	150.00
August	1, 1970	Florence	Brockington Elementary & Cafeteria Walk-In Cooler	Lightning	294.64
August	3, 1970	Pickens	D. W. Daniel High School	Vandalism	5.20
August	5, 1970	Florence	J. C. Lynch High & Elementary, Washing Machine & Dryer	Lightning	84.75
August	5, 1970	Lancaster	Flat Creek Teacherage, Lancaster Senior High	Lightning	274.04
August	10, 1970	Charleston	Lambes Elementary School	Vandalism	95.00
August	13, 1970	Florence	Carver Elementary No. 1	Lightning	526.02
August	15, 1970	Greenville	Dunean Elementary	Vandalism	107.19
August	16, 1970	Spartanburg	Woodruff-Northside School	Lightning	211.77
August	22, 1970	Pickens	Pickens Elementary	Vandalism	31.70
August	24, 1970	Union	Several Schools	Lightning	382.84
August	28, 1970	Richland	Several Schools	Vandalism	370.72
August	1970	Jasper	Hardeeville High and Elementary	Vandalism	1,048.71
September	2, 1970	Kershaw	Pump at Antioch School	Lightning	360.00
September	2, 1970	Lancaster	Kershaw Junior High and Clinton Elementary	Lightning	273.77
September	4, 1970	Lexington	Lexington Elementary	Lightning	175.23
September	9, 1970	Charleston	Haut Gap High and Elementary	Vandalism	100.00
September	12, 1970	Anderson	Crescent High School	Vandalism	1,038.75
September	12, 1970	Greenville	Donaldson Area Vocational Education Center	Windstorm	362.00
September	15, 1970	Berkeley	Berkeley Training High	Lightning	166.82
September	15, 1970	Berkeley	Macedonia High, Lunchroom, and Teacherage	Lightning	900.67
September	16, 1970	Lexington	Irmo High School	Vandalism	747.21
September	16, 1970	Oconee	Pump at Cleveland School	Lightning	286.17
September	20, 1970	Florence	Westside High School	Vandalism	27.25
September	27, 1970	Lancaster	Buford School	Vandalism	174.47
September	28, 1970	Charleston	Riverland Terrace Annex 1 and 2	Vandalism	218.00
September	1970	Richland	Several Schools	Vandalism	301.79
September	1970	Jasper	Ridgeland High and Elementary	Vandalism	$ 336.35
October	2, 1970	Oconee	New Walhalla Elementary	Vandalism	145.00
October	10, 1970	Pickens	Washer at Pickens High School	Lightning	105.98
October	16, 1970	Charleston	Bond-Wilson High School	Vandalism	1,566.00
October	18, 1970	Spartanburg	Pacolet Middle School	Vandalism	300.00

Statement No. 13—Continued

EXTENDED COVERAGE LOSSES PAID FISCAL YEAR 1970-1971
SCHOOL PROPERTY

DATE	COUNTY	PROPERTY DAMAGED	CAUSE	AMOUNT
October 19, 1970	Allendale	Allendale Middle, Allendale Primary, and Fairfax Middle Schools	Vandalism	423.18
October 26, 1970				
October 21, 1970	Lancaster	North Junior High School	Vandalism	159.12
October 26, 1970	Lexington	Chapin Elementary	Vandalism	235.96
October 28, 1970	Lancaster	South Junior High School	Vandalism	17.78
October 30, 1970	Anderson	Pelzer Grammar	Vandalism	63.95
October 31, 1970	Chesterfield	Pine Forest Elementary	Vandalism	38.50
October 31, 1970	Spartanburg	D. R. Hill Junior High Annex and Wellford Elementary	Vandalism	68.79
October 1970	Greenville	Donaldson Area Vocational Education Center	Vandalism	427.97
November 7, 1970	Lancaster	South Junior High School	Vandalism	66.94
November 10, 1970	Berkeley	Berkeley Training High, Bandroom, & Temporary Classroom	Tornado	5,810.00
November 10, 1970	Lexington	Irmo Junior High School	Lightning	61.87
November 11, 1970	Charleston	Mitchell Elementary, Moultrie High, Springfield Elementary, and Simons High Schools	Vandalism	200.94
November 11, 1970	Charleston	St. Andres High, St. Johns High, St. Pauls High, Wallace Middle, and M. P. Whitesides Elementary	Vandalism	442.20
November 11, 1970	Charleston	Courtney Elementary, Laing High, & Lincoln High	Vandalism	80.45
November 12, 1970	Charleston	District No. 9 Schools	Vandalism	549.12
November 12, 1970	Spartanburg	James F. Byrnes High School	Vandalism	113.06
November 13, 1970	Charleston	Buist Elementary, Burke High, & Charleston High	Vandalism	69.27
November 13, 1970	Charleston	Albemarle Elementary, Ben Tillman Elementary and Bonds-Wilson High School	Vandalism	144.92
November 15, 1970	Richland	Eau Claire High School Addition	Vandalism	200.00
November 15, 1970	Lancaster	Hillside School	Vandalism	97.45
November 15, 1970	Florence	Westside High School	Vandalism	121.57
November 18, 1970	Anderson	Honea Path High School	Lightning	94.21
December 1970	Charleston	Various Schools	Vandalism	660.63
December 4, 1970	Chesterfield	Long Junior High School	Vandalism	237.64
December 7, 1970	Aiken	East Aiken Elementary	Windstorm	852.64
December 1970	Richland	Several Schools	Vandalism	$ 514.89
December 15, 1970	Anderson	Honea Path Middle School	Lightning	93.57
December 17, 1970	Charleston	Bonds-Wilson High School	Vandalism	786.98
December 19, 1970	Spartanburg	D. R. Hill Annex	Vandalism	174.67
December 24, 1970	Georgetown	Parkersville Elementary School	Vandalism	60.00

Statement No. 13—Continued

EXTENDED COVERAGE LOSSES PAID FISCAL YEAR 1970-1971
SCHOOL PROPERTY

DATE	COUNTY	PROPERTY DAMAGED	CAUSE	AMOUNT
January 1971	Charleston	Various Schools	Vandalism	806.85
January 5, 1971	Sumter	Edmunds High and Winn Elementary	Vandalism	964.00
January 16, 1971	Richland	Spring Valley High School	Vandalism	1,115.57
January 28, 1971	York	Richmond Drive Elementary	Vandalism	525.22
February 1971	Charleston	Various Schools	Vandalism	1,401.69
February 1, 1971	Jasper	Ridgeland High and Elementary Schools	Vandalism	198.26
February 2, 1971	York	Oakdale Elementary	Vandalism	716.17
February 6, 1971	Pickens	Reunion School	Vandalism	83.87
February 9, 1971	Union	Foster Park Elementary and New Primary	Lightning	169.21
February 12, 1971	Barnwell	Clock in Barnwell Elementary No. 2	Lightning	200.75
February 15, 1971	Orangeburg	Wilkinson High and Ellis Avenue	Vandalism	151.00
February 16, 1971	Greenville	Crestview Elementary	Vandalism	141.35
February 20, 1971	Spartanburg	Woodruff-Northside School	Vandalism	283.77
February 25, 1971	Charleston	Burke High School	Windstorm	72.00
February 27, 1971	Lancaster	South Junior High and Lancaster Senior High	Vandalism	162.16
February 27, 1971	Dorchester	Ridgeville Gym	Windstorm	1,305.00
March 1971	Charleston	Various Schools	Vandalism	1,857.70
March 5, 1971	Richland	Blythewood Elementary	Vandalism	204.36
March 6, 1971	Richland	Caughman Road Junior High School	Vandalism	676.59
March 8, 1971	Horry	Daisy Elementary and Cafeteria	Lightning	48.43
March 9, 1971	Florence	West Florence High and Planetorium	Vandalism	166.82
March 10, 1971	Dillon	Dillon High School	Lightning	296.80
March 13, 1971	Barnwell	Blackville High School	Vandalism	236.55
March 17, 1971	Chesterfield	McBee Portable Classroom	Vandalism	17.94
March 20, 1971	Orangeburg	Branchville High and Elementary Schools	Windstorm	857.55
March 20, 1971	Charleston	Corbett Edwards School	Wind	2,820.00
March 26, 1971	Chesterfield	Prince Carr Elementary	Vandalism	66.25
March 26, 1971	Barnwell	Williston-Elko High School	Vandalism	895.00
April 1971	Charleston	Various Schools	Vandalism	1,812.82
April 5, 1971	Richland	E. L. Wright Middle and Hanbury Jr. High	Vandalism	124.12
April 14, 1971	Richland	Keenan Junior High Classroom	Vandalism	100.00
April 15, 1971	Richland	Belvedere Elementary Addition	Vandalism	233.00
April 23, 1971	Charleston	Stall High Portable Duplex	Windstorm	135.62
April 25, 1971	Richland	Belevedere School Addition	Vandalism	250.00
May 1, 1971	Lancaster	South Junior High School	Vandalism	19.00
May 21, 1971	Chesterfield	Compressor in Cheraw High Mobile Unit	Vandalism	588.71
TOTAL EXTENDED COVERAGE LOSSES PAID—SCHOOL PROPERTY — 1970-1971				$ 64,532.13

Statement No. 13 Continued

TOTAL EXTENDED COVERAGE LOSSES PAID FISCAL YEAR 1970 - 1971

State Property	$ 34,721.78
County Property	$ 31,942.98
School Property	$ 64,532.13
TOTAL EXTENDED COVERAGE LOSSES PAID FISCAL YEAR 1970-1971	$131,196.89

Statement No. 14

BOILER LOSSES PAID FISCAL YEAR 1970 - 1971
STATE PROPERTY

DATE	INSTITUTION	PROPERTY DAMAGED	CAUSE	AMOUNT
September 18, 1970	Francis Marion College	Water Storage Tank	Explosion	$ 232.85
October 22, 1970	John de la Howe School	Boiler in Administration Building	Malfunction of Controls	2,246.68
February 15, 1971	S. C. Department of Corrections, Central Laundry Plant	Central Laundry Plant	Explosion	1,366.02
March 15, 1971	The Adjutant General of S. C.	Boiler in Ware Shoals Armory	Explosion	171.00
	TOTAL BOILER LOSSES PAID—STATE PROPERTY—1970-1971			$ 4,016.55

BOILER LOSSES PAID FISCAL YEAR 1970-1971
COUNTY PROPERTY

DATE	COUNTY	PROPERTY DAMAGED	CAUSE	AMOUNT
September 18, 1970	Barnwell	Boiler at Barnwell County Hospital	Malfunction of Safety Valve	$ 3,928.60
September 30, 1970	Aiken	Boiler at Aiken County Hospital	Malfunction of Safety Controls	254.35
	TOTAL BOILER LOSSES PAID — COUNTY PROPERTY—1970-1971			$ 4,182.95

Statement No. 14—Continued

BOILER LOSSES PAID FISCAL YEAR 1970 - 1971
SCHOOL PROPERTY

DATE	COUNTY	PROPERTY DAMAGED	CAUSE	AMOUNT
August 22, 1970	Greenville	Davenport Junior High Cafeteria and Auditorium	Explosion of Water Tank	$ 2,000.00
October 6, 1970	Anderson	Wren High and Elementary Boiler	Fire (Unknown)	6,668.07
November 7, 1970	Spartanburg	Furnace in Cannon Elementary School	Explosion	133.00
December 17, 1970	Darlington	Lamar High Boiler	Explosion	324.73
January 23, 1971	Allendale	Allendale Senior High Boiler	Explosion	368.20
TOTAL BOILER LOSSES PAID—SCHOOL PROPERTY—1970-1971				$ 9,494.00

TOTAL BOILER LOSSES PAID FISCAL YEAR 1970 - 1971

State Property	$ 4,016.55
County Property	$ 4,182.95
School Property	$ 9,494.00
TOTAL BOILER LOSSES PAID FISCAL YEAR 1970-1971	$ 17,693.50

Statement No. 15

INSURANCE IN EFFECT JUNE 30, 1971
STATE PROPERTY

Adjutant General, State	$ 11,508,667.00
Aeronautics Commission, State	464,972.00
Aging, Interagency Council on	16,000.00
Agriculture, State Department of	72,000.00
Agricultural Marketing Commission	1,002,268.00
Alcoholic Beverage Control Center	12,000.00
Alcoholism, S. C. Commission on	19,000.00
Archives Department, South Carolina	1,218,000.00
Bank Control, Board of	7,500.00
Blind, Commission for the	103,500.00
Budget and Control Board, Division of General Services	28,204,048.00
Citadel, The Military College of South Carolina	20,418,500.00
Clemson University	69,987,454.00
College of Charleston	3,583,756.00
Corrections, Department of	8,539,550.00
de la Howe School, John	2,446,200.00
Deaf and Blind School	5,439,822.00
Education, Committee for Technical	4,332,169.00
Education, State Department of	23,581,038.00
Educational Television Commission	2,304,246.00
Employment Security Commission	1,191,502.00
Forestry Commission of South Carolina	2,770,263.00
Francis Marion College	4,915,377.00
Governor's House and Contents in Office	351,000.00
Health, State Board of	324,061.00
Highway Commission, South Carolina	7,314,600.00
Labor Department	27,115.00
Law Enforcement, Division of, State	401,000.00
Library Board, State	1,695,231.00
Medical University of South Carolina	31,828,939.00
Mental Health, Department of	32,736,628.00
Opportunity School, The South Carolina	2,704,130.00
Palmetto Center	351,900.00
Parks, Recreation, and Tourism, S. C. Department of	6,353,439.00
Personnel Division, State	50,000.00
Ports Authority of South Carolina, State	19,158,750.00
Probation, Parole and Pardon Board	20,000.00
Public Service Commission	55,708.00
Recreation Commission, South Carolina	15,000.00
Richards, John G., Industrial School	1,606,350.00
Riverside School for Girls	1,061,000.00
South Carolina Retarded Children's Center	6,666,256.00
South Carolina School for Boys	1,373,869.00
South Carolina School for Girls	996,275.00
State Park Health Center	4,800,000.00
Soil and Water Conservation Commission	6,035.00

State College, South Carolina	21,902,225.00
Tax Commission, South Carolina	60,000.00
Tricentennial Commission	4,643,000.00
University of South Carolina	94,370,468.00
Water Resources Commission	8,700.00
Welfare, Department of Public	88,000.00
Whitten Village	10,832,755.00
Wildlife Resources Department	2,312,280.00
Winthrop College	18,468,781.00
TOTAL	$464,721,327.00

INSURANCE IN EFFECT JUNE 30, 1971

	County Property	Public Schools
Abbeville	$ 2,038,250.00	$ 4,006,926.00
Aiken	4,294,400.00	23,348,013.00
Allendale	1,132,147.00	3,268,372.00
Anderson	15,275,669.00	31,727,867.00
Bamberg	1,692,042.00	2,825,400.00
Barnwell	2,039,800.00	5,944,300.00
Beaufort	6,448,400.00	7,995,600.00
Berkeley	1,748,010.00	10,176,087.00
Calhoun	359,350.00	2,164,128.00
Charleston	16,872,346.00	50,939,490.00
Cherokee	3,507,499.00	11,419,012.00
Chester	3,514,190.00	6,434,873.00
Chesterfield	2,312,850.00	4,198,075.00
Clarendon	682,750.00	10,051,734.00
Colleton	3,291,619.00	6,715,192.00
Darlington	2,748,383.00	14,869,152.00
Dillon	1,299,500.00	7,389,302.00
Dorchester	950,350.00	6,873,651.00
Edgefield	1,597,564.00	2,834,000.00
Fairfield	1,594,800.00	4,967,401.00
Florence	3,840,846.00	25,805,022.00
Georgetown	933,558.00	7,860,603.00
Greenville	13,785,468.00	64,701,701.00
Greenwood	8,733,051.00	14,730,618.00
Hampton	2,916,481.00	3,776,900.00
Horry	6,075,131.00	16,851,263.00
Jasper	441,000.00	2,974,500.00
Kershaw	4,268,179.00	8,984,363.00
Lancaster	1,130,050.00	13,228,602.00
Laurens	5,173,388.00	11,460,584.00
Lee	678,632.00	2,958,630.00
Lexington	8,518,995.00	19,231,824.00
McCormick	463,500.00	1,657,580.00
Marion	3,927,895.00	8,190,978.00
Marlboro	521,950.00	7,037,615.00

Newberry	2,098,825.00	5,208,834.00
Oconee	5,625,073.00	9,943,137.00
Orangeburg	7,010,387.00	19,294,420.00
Pickens	1,273,600.00	14,998,363.00
Richland	33,510,750.00	58,312,239.00
Saluda	1,086,103.00	1,946,000.00
Spartanburg	23,594,140.00	42,570,282.00
Sumter	4,604,875.00	19,822,347.00
Union	4,060,645.00	6,961,500.00
Williamsburg	3,653,800.00	6,549,250.00
York	3,456,668.00	22,680,102.00
TOTALS	$225,232,909.00	$635,885,832.00

TOTAL INSURANCE IN EFFECT JUNE 30, 1971

State Property	$ 464,721,327.00
County Property	225,232,909.00
School Property	635,885,832.00
TOTAL INSURANCE IN EFFECT JUNE 30, 1971	$1,325,840,068.00

LANDS AND LEGAL

The legal office in the Division of General Services is established to aid and advise the Director of the Division of General Services and the agency divisions under that office. Legal assistance is given the Fire Marshal, State Purchasing Office, State Printing and Supply, and other administrative divisions.

Inasmuch as the Division of General Services is the administrative agency with responsibility for state owned property, tidelands, and the sinking funds, legal assistance is given in those areas.

Most legal work is being concentrated in the establishing and maintaining of a file of all state owned real property with other work in related areas.

CAPITOL COMPLEX (Centrex) TELEPHONE SYSTEM

Growth of the Capitol Complex telephone system is increasing at a steady rate every year. This system provides eighty-five state government agencies with local and long distance telephone service. Since the system is centrally located in the Capitol Complex area, it provides quick and precise assistance.

As of June 30, 1971, there were 3,542 main lines (stations) and extensions in use as compared to 3,230 this same date a year ago. This represents an increase of 312 telephones during the year.

There are 19 FX lines (direct lines to large cities) servicing Charleston (5); Greenville (4); Spartanburg (3); Florence (3); Bath (2); and Atlanta, Georgia (2). The latest two lines were added in May, 1971, and connect Aiken, Bath, Beech Island, Graniteville, North Augusta and Augusta, Georgia. Studies conducted periodically indicate that more FX lines probably can be installed to Anderson, Clemson and Pendleton. As the need increases, additional lines can be installed to Charlotte, N. C., Washington, D. C. and New York City. Providing FX lines to Atlanta resulted in a cost reduction of opproximately 30 percent as compared to the telephone company DDD toll cost. There are thirteen WATS (wide area telephone service) lines in use at present, and because the need is increasing, more WATS are being considered now. These lines provide long distance service to any telephone location in the state. As more and more calls come through the switchboards, it is conceivable that more WATS lines will have to be added to control the system. The greatest reduction in cost comes from our use of WATS lines.

Intercity calls increase at the rate of 25 percent per year, and a fourth attendant switchboard was installed in September, 1969. These switchboards are managed by five competent attendants. Inter-city calls average 2,000 to 2,500 daily, and these operators do a commendable job.

CAPITOL COMPLEX TELEPHONE SYSTEM
ANNUAL STATION GAIN

Date	Main Stations	Extension Telephones	Total	Annual Gain
June 24, 1965	763	1032	1795	——
June 24, 1966	892	1166	2028	+233
June 24, 1967	961	1301	2262	+233
June 24, 1968	1060	1432	2495	+230
June 24, 1969	1160	1569	2729	+137
June 24, 1970	1298	1932	3230	+538
June 24, 1971	1415	2127	3542	+312

CAPITOL COMPLEX TELEPHONE SYSTEM
INTER-CITY CALLS

Date	Total Inter-City Calling (Calls)	Annual Percentage Increase	Total Minutes	Annual Percentage Increase
July 1, 1966 to June 30, 1967	116,915	—	467,665	—
July 1, 1967 to June 30, 1968	156,036	25.1	627,159	25.4
July 1, 1968 to June 30, 1969	209,391	25.5	857,581	26.9
July 1, 1969 to June 30, 1970	306,811	31.8	1,212,101	29.2
July 1, 1970 to June 30, 1971	456,455	32.8	1,806,834	32.9

RECAP OF CHARGES TO STATE AGENCIES

Date	Local Service	Intercity Calling	Installation And Other Charges	Total	Annual Percentage Increase
July 1, 1966 to June 30, 1967	$212,387.98	$152,279.01	$ 6,848.00	$371,510.99	—
July 1, 1967 to June 30, 1968	$266,987.87	$219,987.31	$12,883.27	$499,858.45	34.5
July 1, 1968 to June 30, 1969	$312,801.69	$267,474.56	$14,833.06	$595,159.31	19.1
July 1, 1969 to June 30, 1970	$403,382.04	$375,338.01	$23,093.30	$801,813.35	34.7
July 1, 1970 to June 30, 1971	$451,699.95	$415,971.71	$22,958.78	$890,628.44	11.1

DATA PROCESSING

During the fiscal year 1970-71 the Data Processing Unit continued to provide a full range of data processing services to state, local, county governments and municipalities. These services were provided for the following agencies: the Adjutant General's Department; Department of Agriculture; Commission on Alcoholism; Commission for the Blind; State Dairy Commission; Division of General Services; Department of Corrections; Department of Education; Employment Security Commission; Engineering Examiner's Board; State Insurance Department; State Law Enforcement Division; Department of Mental Retardation; Parks, Recreation and Tourism; State Personnel Division; Probation, Parole, and Pardon Board; State Retirement System; Division of Research and Statistical Services; State Board of Health; Pollution Control Authority; State Development Board; State Planning and Grants; S. C. Public Service Authority; State Auditor's Office; State Elec-

tion Commission; Wildlife Resources Department; Beaufort County; Greenville County Health Department; and Sumter County.

The present computer is an IBM S/360 Model 30 with 65K positions of core storage. The system has four tapes, four disks, a card reader, a printer, and a card punch attached to it to handle the input/output functions.

During the fiscal year 1970-71, four 2311 disk drives were replaced by four 2314 disk drives which have a greater storage capacity (four times the capacity) and are 20 percent faster than the 2311 disks. This equipment added more power and flexibility to the system.

During the year an off-line communications terminal was added for use with the Wildlife Resources Department Licensing Application. This allows the unit to transmit information between General Services and the Wildlife Department over a telephone line. This initial installation can be expanded to include other agencies in this network.

During the fiscal year 1970-71 the Operations Section of the Data Processing Unit moved from three shifts per day, five days a week to three shifts per day, seven days a week. This was necessary to accomplish the increased amount of work which the unit developed during the year. This resulted in a monthly average of 376 metered hours on the computer and a monthly average of 509 clock hours.

Among the projects undertaken during the fiscal year includes a Statistical Services System for the Commission for the Blind which produces statistics on a group of clients as they progress through the rehabilitation process. A system for Parks, Recreation, and Tourism was developed to provide and maintain an inventory of recreational facilities and generate several related reports for use by management.

During the year a system analyst was assigned to the Wildlife Department to design and implement a detailed system for better and more useful information for management of the department. Three application areas were completed during the year:

(1) A Fiscal Accounting System which processes output from the Burroughs L-2000 Accounting Machine and generates a monthly listing of transactions by types and a monthly updated master journal.

(2) A Violations and Suspensions System which posts game and fish violations by individuals and accumulate points up to a maximum of 18. This system also posts merits for Conservation Officers.

(3) The Wildlife Licensing System generates from a purchase order submitted by the Wildlife Department an output tape with the necessary information to print game and fish licenses on a remote printer at the Wildlife Department. This system also maintains the necessary data to account for all game and fish licenses that were issued by the system.

Other projects undertaken during the year included the development of a system to print an Industrial Directory for the State Development Board, and a Motor Pool System for the Division of General Services to provide monthly and year-to-date costs by individual vehicle. These costs are divided into gasoline, depreciation, and other costs and includes miles per gallon and cost per mile data by individual vehicle.

Other areas in which the Data Processing Unit was active included the Short Circuit System for use by the Public Service Authority, a Price Schedule System for the Dairy Commission. and Census Reports for the Division of Research and Statistical Services. Also a Payroll System was developed for the Department of Mental Retardation.

The computer usage increased 25 percent during the last fiscal year and is estimated that it will increase an additional 35 percent this year.

Some of the areas in which the Data Processing Unit's Systems and Programming Staff will be involved in this Fiscal year include efforts to modify the present Voter Registration System and make it more efficient. As soon as this is accomplished the staff will undertake a long range plan toward improving the entire Voter Registration System. The staff is involved in a Concession Stand System for the Commission for the Blind which will provide the accounting information on the monies received from these concession stands. The staff is working on a Licensing and Test Grading System for the Real Estate Board. Work is being done on adding a new account to the present Retirement Check Writing System. A major under-

taking during the coming fiscal year will be additional work for the Wildlife Resources Department. This work will include the Hunt Selection System, a Federal Assistance Funding System, and a Game Management Permit System. A feasibility study has been done on the Wildlife Boating Titling Application which is estimated to have a volume of 400,000 records to be processed weekly, which will require some 15 to 20 hours a week on the computer to maintain this file.

Initial studies are being performed for the Department of Archives and History and the Department of Parks, Recreation and Tourism, portions of a business system for the Mental Retardation Department, and study is being made on the feasibility of General Services Purchasing on a total system concepts basis.

As more and more agencies request Data Processing services from the Division of General Services the present method of handling input and output data through courier service and control clerks becomes both cumbersome and difficult to control. In order to alleviate such a situation, plans are needed to include Remote Job Entry, On-line Tele-processing, and data base applications which will allow sharing of common data between certain applications.

The immediate requirement of the Data Processing Unit is to accomplish the present job load in a reduced amount of time as well as provide for an expansion capability for future applications. This will necessitate an upgrade of our presently installed computer equipment to a more powerful processing system. This upgrade will be considered only as an interim step until further action can be taken concerning a Formal Request for Proposals which the Data Processing Staff is now working on. This upgrade should allow the Data Processing Unit to move in the direction of a tele-communication environment. This is the direction which the unit plans to take during the coming two to three years.

DIVISION OF GENERAL SERVICES
DATA PROCESSING UNIT
OCTOBER 19, 1971

	1969-70	1970-71
Total Meter Hours on CPU	3962	4509
Total Clock Hours CPU in Operation	5287	6105
Total Clock Hours of CPU in Principal Agencies:		
Department of Agriculture	46	90
Commission for the Blind	63	84
Dairy Commission	23	26
General Services:		
Data Processing and Accounting	740	1076
Building and Grounds	151	146
Motor Pool	----	10
Insurance	1	122
Purchasing	47	164
Centrex System	226	183
Employment Security Commission	127	5
Engineering Examiner's Board	14	35
S. C. Insurance Department	47	34
Metal Retardation Department	----	89
Parks, Recreation, and Tourism	57	20
Personnel Division	232	341
Retirement System	115	115
State Board of Health	567	708
Pollution Control Authority	----	14
State Development Board	----	31
Public Service Authority	34	53
State Election Commission	2325	2147
Public Welfare Department	41	----
Wildlife Resources Department		
Division of Boating	40	32
Division of Game	----	185
Beaufort County Tax System	88	85
Greenville County Health Department	38	16
Other Agencies: Department of Corrections, Department of Education, State Law Enforcement Division, Probation, Parole, and Pardon Board, Division of Research and Statistical Services, State Planning, and Grants Division, and State Auditor's Office.	265	294
Total Number of Agencies	22	29
Total Number of Programs	400	600
Average Monthly Hours on CPU:		
Meter Hours	330	376
Clock Hours	441	509

PERSONAL PROPERTY INVENTORY

State Agencies Less Than 100 Employees

The following summary of inventories of personal property is in compliance with Section 20, Part II, Permanent Provisions of the General Appropriations Act for 1967-68. Section 20 reads as follows:

Responsibility for Personal Property—Departments, Agencies and Institutions

The head of each department, agency or institution of this State, which employs less than one hundred permanent employees, shall be responsible for all personal property under his supervision and each fiscal year shall submit an inventory of all such property, except expendables, to the Director of the Division of General Services no later than August first of each year. The Director of the Division of General Services shall keep an accurate record of all such inventories and shall make rules and regulations as may be necessary to carry out the provisions of this paragraph.

The head of each department, agency or institution of this State, which employs more than one hundred permanent employees, shall be responsible for all personal property under his supervision, except expendables. The State Auditor shall make an audit of any such property whenever he sees fit or whenever requested to do so.

SUMMARY BY AGENCY

	1969-70		1970-71	
Agency	Number of Items	Value	Number of Items	Value
The Senate	381	$ 61,440	405	$ 62,723
House of Representatives	928	23,186	1,098	27,450
Judicial Department	469	72,883	469	72,883
Secretary of State	157	38,308	159	38,643
Comptroller General's Office	244	72,585	249	74,381
State Treasurer's Office	204	52,143	212	54,922
Adjutant General's Office	103	17,523	245	31,778
John de la Howe School	355	67,615	515	84,710
S. C. Opportunity School	1,942	149,888	1,272	141,613
S. C. State Library	249	58,257	258	62,038
Department of Archives & History	486	88,359	782	170,121
Codification of Laws & Legislative Council	80	37,362	84	106,623
S. C. Arts Commission	91	44,081	111	51,924
Confederate Relic Room	18	1,802	71	158,874
Commission for the Blind	890	146,830	1,069	169,380
S. C .Commission on Alcoholism	123	18,758	124	19,206
Children's Bureau	141	17,225	177	19,754
Department of Juvenile Corrections	97	29,431	100	39,437
S. C. School for Boys	1,132	154,748	1,131	153,296
John G. Richards School for Boys	1,444	109,196	1,444	109,196
S. C. School for Girls	1,832	90,006	1,832	90,006
Riverside School for Girls	1,195	62,559	1,195	62,559
Division of General Services	1,697	343,227	1,808	395,899
S. C. Pollution Control Authority	774	254,099	774	254,099
State Dairy Commission	112	12,301	112	11,811
Alcoholic Beverage Control Commission	285	104,649	285	113,215
Insurance Department	814	132,572	793	129,928
Contractor's Licensing Board	167	10,306	171	10,506
Department of Veterans Affairs	95	11,247	110	14,054

Agency	1969-70 Number of Items	1969-70 Value	1970-71 Number of Items	1970-71 Value
State Agricultural Marketing Commission	224	49,155	226	55,904
State Soil and Water Conservation Committee	70	7,020	70	7,020
Water Resources Commission	47	4,196	53	9,599
Department of Labor	178	27,067	181	28,215
S. C. Industrial Commission	552	86,340	558	86,567
S.C. Recreation Commission	59	15,701	62	17,748
Board of Bank Control	28	3,109	28	3,109
Bank Examining Division	142	14,811	142	15,962
Consumer Finance Division	51	8,188	51	8,188
Public Service Commission	544	62,464	583	76,460
S. C. Aeronautics Commission	120	27,917	126	29,604
State Development Board	773	781,226	889	804,291
Tricentennial Commission	317	58,326	317	58,326
Civil Defense Agency	283	63,874	287	66,249
S C. Council on Aging	108	15,629	124	19,597
Regional Education Board	32	2,924	31	2,718
Election Commission	29	10,907	56	8,534
State Board of Juvenile Placement and Aftercare	113	8,377	121	9,698
Division of Research and Statistical Service	42	10,720	41	11,710
Total	20,217	$3,540,537	21,001	$4,050,528

SUMMARY BY YEAR PURCHASED OR ACQUIRED

	June 30, 1970 Number of Items	June 30, 1970 Value	June 30, 1970 Per Cent	June 30, 1971 Number of Items	June 30, 1971 Value	June 30, 1971 Per Cent
2 Years and Under	3,330	$ 823,815	23.27	2,246	$ 818,154	20.21
3-5 Years Old	5,541	1,579,713	44.62	6,194	1,873,076	46.26
5-10 Years Old	3,917	506,971	14.32	4,350	593,683	14.66
Over 10 Years Old	7,429	630,038	17.79	8,202	764,132	18.87
	20,217	$3,540,537	100.00	20,992	$4,049,045	100.00

PURCHASING

During the Fiscal Year 1970-71 term contracts were made on 77 additional commodities and currently in effect are a total of 172 contracts on 361 commodities.

Purchases were made for 31 counties, 23 policital subdivisions and 14 school districts in addition to the requests received from State Agencies.

Sealed bid and auction sales were conducted for disposal of 449 vehicles and 32 items of marine equipment.

A total of 390 sedans was purchased for counties, municipalities, political subdivisions and school districts affording them savings as a result of contracts made for State Agencies.

DIVISION OF GENERAL SERVICES
PURCHASING OFFICE

Following is statement showing the activity of the Purchasing Office for the fiscal year 1970-71.

SUMMARY

June 30, 1971

Total Direct Purchases for State Agencies	$14,843,642.25	
Total Direct Purchases for Political Subdivisions	1,102,023.69	
Total Direct Purchases		$15,945,665.94
Total Purchases against Term Contracts		11,784,164.90
Total All Purchases		$27,729,830.84
Total Sales of Used Equipment conducted by Purchasing Office		277,161.18
Total Dollar Volume for Fiscal Year		$28,006,992.02

DIVISION OF GENERAL SERVICES
PURCHASING OFFICE

DETAIL OF TERM CONTRACTS JUNE 30, 1971

Asphalt, Cement, Emulsions, Cutback, Cold Laid Mixes		$ 1,768,929.36
Culvert Pipe: State Agencies	$ 650,660.93	
Political Subdivisions	139,451.03	
Total Pipe		790,111.96
Gasoline: State Agencies	$4,287,238.31	
Political Subdivisions	1,998,731.44	
Total Gasoline		6,285,969.75
Motor Oil: State Agencies	$100,442.74	
Political Subdivisions	16,660.32	
Total Motor Oil		117,103.06
Automotive Replacement Parts		652,584.97
Tires, Tire Recapping and Tubes		311,460.80
Fuel Oil: State Agencies	$126,139.78	
Political Subdivisions	89,133.12	
Total Fuel Oil		215,272.90
Welding Gases		27,143.82
Drugs, Medicines		477,713.86
Office Supplies		64,177.76

Janitorial Supplies	118,901.99
Fire Extinguishers	33,978.74
Traffic Control Equipment	187,971.99
Cement	136,192.88
Axes, Bush Hooks and Shovels	22,850.00
Work Gloves	6,200.00
Flags	1,932.55
Chemicals, Solvents	15,000.00
Driver Licenses with Color Photographs	239,361.00
Greases	47,082.90
Radios	44,000.00
Television Receivers and Stands	220,224.61
TOTAL	$11,784,164.90

STATE PRINTING

The Printing Office continues to work closely with all cooperating State agencies and departments. Counsel and advice on printing is available and gladly rendered to anyone in our state government. Requisitions for printing are received by this section and each one is carefully reviewed to determine if everything is sufficiently clear for prospective bidders to render intelligent quotations. Competitive bids on printing requirements are received regularly at least three times each week.

The following table shows the number and monetary value of printing awards each month during the 1970-71 fiscal year.

Month	Number of Contracts	Total Value
July	198	$ 83,369.80
August	201	105,784.39
September	202	104,019.93
October	212	86,416.77
November	154	102,798.51
December	155	51,770.38
January	197	70,027.24
February	157	48,070.63
March	299	207,825.17
April	216	80,940.22
May	204	66,678.01
June	272	136,706.23
Totals	2,467	$1,144,407.28

An average of 206 printing awards totaling $95,367.27 were handled each month. The difference between the low bid and second low amounted to $76,167.88, or an average of $6,347.32

per month. The difference between the low and high bids was $194,364.30 for a monthly average of $16,197.03.

There were 72 more printing contracts awarded this fiscal year —2,467 as against 2,395 for 1969-70, or an increase of 3 per cent. The value increased $114,668.51 (plus 11 per cent)—$1,144,407.28 compared to $1,029,738.77.

The State Printing Office also approves invoices for printing and office supplies prior to payment by the Comptroller General. Invoice approvals for printing for the 1970-71 fiscal year were as follows:

Month	Printing Approvals	Amount
July	417	$ 120,883.07
August	370	136,400.49
September	406	119,075.55
October	532	161,025.28
November	407	151,521.69
December	356	159,673.51
January	407	109,036.64
February	369	99,544.95
March	420	163,967.97
April	379	187,934.68
May	386	178,338.57
June	357	207,873.61
Totals	4,806	$1,795,276.01

For an average month there were 400 printing approvals, amounting to $149,606.33.

There were 4,806 printing approvals. This is 548 less than the prior year, or a decrease of 10 per cent—4,806 vs. 5,354. The monetary value of these approvals increased by $29,301.23 (plus 2 per cent)—$1,795,276.01 as compared to $1,765,974.78.

The tabulation below shows office supplies approved.

Month	Office Supplies Approvals	Amount
July	2094	$ 358,054.74
August	1818	206,050.65
September	1871	262,852.49
October	2711	254,843.30
November	2075	232,606.63
December	1992	274,997.81
January	1650	251,640.29
February	1653	181,333.03

March	1999	242,500.82
April	22,46	234,741.18
May	1940	254,236.30
June	1772	258,051.33
	23,821	$3,011,308.57

On average 1985 office supplies approvals amounting to $250,942.38 were processed each month.

There were 2426 (plus 11 per cent) more office supplies approvals during the 1970-71 fiscal year over the prior year—23,821 compared to 21,395. There was a monetary decrease of $512,792.55 (minus 15 per cent)—$3,011,308.57 vs. $3,524,101.12.

Yearly contracts for the 1970-71 fiscal year with comparisons for the prior year were as follows: For printing and mailing the Market Bulletin for the State Department of Agriculture: $101,956.39 as compared to $113,980.17, a decrease of $12,023.78 or 10 per cent; for business license, beer and wine, soft drinks and alcoholic liquor tax stamps for the South Carolina Tax Commission: $164,719.15 as compared to $185,528.90, a decrease of $20,809.75 or 11 per cent; and for tax receipts, tax returns, tax execution books, auditor's duplicate sheets and treasurer's duplicate sheets furnished by the Comptroller General to the various counties: $114,703.10 as compared to $102,736.64, an increase of $11,966.46 or 12 per cent.

Public printing expenditures for legislative printing and the publication of annual reports of the various State agencies and departments amounted to $344,485.16 against $323,322.87, an increase of $21,162.29 or 7 per cent. Of the $344,485.16 spent on public printing for the 1970-71 fiscal year $266,614.44 was for legislative printing and $77,870.72 was for annual reports. The prior year, $323,322.87 was spent on public printing—$268,231.65 for legislative printing and $55,091.22 for annual reports. By comparison, there was a slight decrease in legislative printing —$266,614.44 vs. $268,231.65 ($1,617.21 or less than 1 per cent.) Cost of annual reports increased from $55,091.22 to $77,870.72 ($22,779.50 or 41 per cent.)

A concerted effort is presently being made to try to curtail the spiralling cost of annual reports.

OFFICE SUPPLIES

The Office Supply Unit continues to expand. With a Revolving Fund of $30,000.00 the unit makes purchases and maintains an inventory of supplies to service State Agencies. Sales have increased to more than $19,700.00 per month on an average. Total sales for the 1970-71 Fiscal Year amounted to $237,216.39 as compared to $176,406.81 for the prior year, an increase of $60,809.58, or approximately 34 per cent.

Being somewhat limited in funds, space and personnel, the Unit is restricted in the quantity of stock carried; however, in some instances where it is impractical to stock certain items, competitive bids are received and contracts entered into with successful vendors. By volume buying under prevailing contract prices, State Agencies have the advantage of greater savings.

The Unit provides messenger service for agencies requesting records for reference from the Records Center. The messengers make bank deposits, deliver vouchers and pick up checks and vouchers for approval from the Comptroller General's office. The mail room for the entire Division of General Services is another responsibility of this Unit.

A machine room for bursting, decollating, cutting and binding all forms and documents produced by the Data Processing Unit is maintained.

An experienced operator keeps an offset press in continuous use printing letterheads, envelopes and forms for the Division, and all bid notices and awards for the Purchasing Office, thereby enabling the Division to effect considerable cost reduction in its printing requirements.

A copying machine is operated for all units in the Division. This affords fast, economical reproductions when needed.

Monthly sales of office supplies for the 1970-71 fiscal year were as follows:

July	$ 18,073.72
August	15,905.91
September	17,456.69
October	24,583.59
November	15,493.74
December	17,727.71
January	31,398.02
February	6,874.81

March	20,930.19
April	28,285.68
May	18,935.79
June	21,550.54
Total	$237,216.39

Statement No. 17

OFFICE SUPPLY REVOLVING FUND

Statement of Income for Period July 1, 1970 to June 30, 1971

Sales		$251,863.78
Cost of Sales		
Inventory - July 1, 1970	$ 19,995.43	
Add Purchases	244,339.90	
	$264,331.33	
Less Inventory - June 30, 1971	20,655.76	243,679.57
Net Gain		$ 8,184.21

Statement No. 18

OFFICE SUPPLY REVOLVING FUND

Statement of Receipts and Disbursements

Balance July 1, 1970	
State Treasurer	$ 16,845.48
Receipts:	
Sales	251,863.78
Total Balance and Receipts	$268,709.26
Disbursements	$244,339.90
Balance - June 30, 1971, State Treasurer	10,815.03
Total Disbursements and Balance	$255,154.93

Statement No. 19

OFFICE SUPPLY REVOLVING FUND

Statement of Account Balances - June 30, 1971

Cash - State Treasurer	$10,815.03
Accounts Receivable	29,135.89
Office Supplies on Hand	20,655.76
Total Assets	$60,606.68

Liabilities and Earned Balance

Account Payable	$16,435.91
Due State of South Carolina	20,000.00
Earned Balance - July 1, 1970	15,986.56
Plus Net Gain	8,184.21
Total Liabilities and Earned Balance	$60,606.68

MOTOR POOL

The Motor Pool, an integral part of the Division of General Services, has been in continuous operation since July 1, 1964. Initially, all funds for the purchase of vehicles were obtained from the sale of excess state-owned passenger cars. The Pool has been self-sustaining and all vehicles are properly maintained, kept in good repair and updated whenever practical and feasible.

During the 1970-71 fiscal year 57 passenger cars were in operation. These vehicles were available to State agencies either on and in and out or permanently assigned basis. Passenger car usage was invoiced at a mileage rental of seven cents per mile, which is two cents less than the statutory allowance of nine cents. Based on the approximate 1,055,423 miles traveled, the two cents differential resulted in a $21,108.46 cost reduction.

There was a net gain of 7 passenger cars during the year and, although some increase is a continuing trend, demand still far exceeds supply. Supplemented by appropriated funds, the Motor Pool can become more effective.

There are 13 trucks in the Motor Pool used by General Services.

	Automobiles		Trucks
Year Ending	Number	Total Miles	Number
June 30, 1968	27	462,500	6
June 30, 1969	37	600,800	8
June 30, 1970	50	853,277	8
June 30, 1971	57	1,053,423	13

RECORDS CENTER

Implementation of record retention/disposition schedules, approved by the Budget and Control Board, has enabled the Records Center to obtain an increased turnover of records. There were 422 new schedules established this year which provide for disposition of records when they no longer have value to the creating agency. During 1970-71 1,594 cubic feet of records were destroyed or transferred for permanent retention in the Archives. This was a 100 per cent increase in records transferred or destroyed, and of this amount, 396 cubic feet were confidential in nature and were shredded before being sold for recycling. Turnover of records provides efficiency and relieves Records Center shelves of dead material.

During the year 2,591 cubic feet of records were received for storage. This relieved 432 four-drawer file cabinets for current material and represents a potential avoidance of $36,720.00. Had the additional files been purchased they would have required many square feet of floor space in existing buildings.

The following chart lists the agencies transferring material to the Records Center.

Agency	July 1, 1971 Balance Cubic Feet	Records Received	Records Disposed	Total June 30, 1971
Adjutant General	34	0	0	34
Aeronautics Commission	4	0	4	0
Agriculture Department	1011	151	389	773
Archives and History	281	33	0	314
Attorney General	174	16	0	190
Auditor's Office	205	14	0	219
Board of Bank Control	33	0	0	33
Civil Defense	23	4	0	27
Comptroller General	1251	179	226	1204
Contractor's Licensing Board	34	0	0	34
Department of Corrections	325	40	0	365
Dairy Commission	34	3	0	37
Department of Education	1769	198	51	1916
Educational Television Comm.	3	0	0	3
Employment Security Comm.	1143	128	392	879
Engineering Examiner's Board	7	34	0	41
General Services	1495	623	62	2056
Governor's Office	154	51	0	205
Health Department	442	79	0	521
Industrial Commission	2813	316	0	3129
Insurance Department	5184	147	0	1731
Juvenile Placement & Aftercare	32	27	0	59
Legislative Council	20	0	0	20
Lieutenant Governor	4	0	0	4
Mental Health	1623	67	189	1501
Nursing Board	18	1	0	19
Probation, Parole & Pardon	381	60	0	441
Public Service Commission	229	33	0	262
Retirement System	434	7	0	441
Secretary of State	558	66	0	624
Soil & Water Conservation	30	0	0	30
Supreme Court	48	0	0	48
Tax Commission	1312	172	75	1409
Treasurer	385	0	105	280
University of South Carolina	412	54	0	466
Veteran's Affairs	102	0	0	102
Vocational Rehabilitation	706	80	0	786

Water Resources Commission	9	0	0	9
Wildlife Resources	216	8	101	123
Totals (Cubic Feet)	19,338	2,591	1,594	20,335

The Records Center received 6,471 reference requests by telephone, mail or messenger service. A total of 9,759 records were refiled or interfiled. Assistance was also provided to researchers at the Center. In addition, Records Center personnel reviewed filing systems in a number of State agencies and made recommendations regarding alternatives in their filing and records program.

There was a substantial increase in microfilm services this year. Over 13,000 feet of film were exposed (up 58 per cent), 23,000 feet developed (up 8 per cent), 9,100 feet inserted into jackets (up 378 per cent), and 11,868 jackets were indexed. It is evident that agencies are finding it more economical for the Records Center to process their microfilm work on a cost recoverable basis.

Records Management personnel at General Services are charter members of the South Carolina Chapter of the American Records Management Association. This is a professional organization for people involved in records management. Its members come from groups in government, private business and industry, which are concerned with creation, retention and disposition of records.

SURPLUS PROPERTY PROCUREMENT PROGRAM

The State Agency for Surplus Property is charged with the responsibility of screening, transporting, warehousing and distributing personal property surplus to the needs of the Federal installations. In addition, the Surplus Property personnel assists the Department of Health, Education and Welfare in the transfer of real property when such property, located in this state, is declared surplus by a Federal Agency. Surplus real property disposals are limited to transactions primarily used for educational or public health purposes, including research.

The State Agency for Surplus Property acts as a bailee for the personal property acquired from Federal Agencies, and makes the property available for donation to eligible health and

educational institutions, public libraries and Civil Defense organizations. The acquisition cost of the inventory in our warehouse at the end of the fiscal year 1971 amounted to $1,760,135.14.

Defense cutbacks continue and the quantity and quality of property generated remains at a good level. However, we do anticipate some decrease this year. Continued implementation of Section 201(c) of Public Federal Property and Administrative Services Act of 1949 prevents us from obtaining much desirable property.

All school districts are now eligible to procure surplus property. Thus our service charges to recipients have been sufficient to sustain operating costs of the program. As a result we have a profit of $39,516 for the fiscal year 1970-71, as compared to a profit of $15,015 for the previous year.

The program continues to be extremely valuable and desirable in the areas of vocational, technical and public education. During the fiscal year June 30, 1971, 3312 issues of personal property were made to eligible institutions within the State. During the same period, 1502 requests were made to the Department of Health, Education and Welfare for property located in South Carolina.

Valuation of personal property acquired from the Federal government is based on original cost of property at the time of purchase by the Federal agency. Although these figures do not represent the residual value of the property, the State Agency in 1970-71 transferred to donees property with an acquisition cost of $6,138,248.00. Charges to State institutions for handling property amounted to $218,619.00. During the year, approximately 3750 eligible donees visited our warehouse to inspect and select property. The decrease in acquisition cost of property donated can be attributed to the fact that we procured lesser amounts of high acquisition cost—property such as electronics, airplanes and airplane components.

The Department of Health, Education and Welfare Annual Award for "The Most Improved State Agency for Surplus Property" was presented to this Agency by Washington, D. C. Department of Health, Education and Welfare officials. All State Agencies in the United States were judged in the areas of performance and accomplishments during calendar year 1970 based on efficiency of management and operations in the pro-

curing and distribution of surplus property. The fact that this award was earned in competition with all the other states is a matter of pride for all our Agency personnel.

Statement No. 20

SURPLUS PROPERTY REVOLVING FUND

Assets

Current:		
On Deposit with State Treasurer		
Operating Account	$ 78,858.72	
Improvement Fund	36,222.76	$115,081.48
Accounts Receivable		31,732.85
		$146,814.33
Fixed:		
Building (On State Land)	$ 95,389.39	
Office & Other Equipment	12,329.53	
Motor Vehicles & Equipment	11,950.69	
	$119,669.61	
Less: Accumulated Depreciation	31,391.17	$ 88,278.44
Other:		
Prepaid Insurance	$ 1,114.52	
Building - Construction in Progress	5,610.28	$ 6,724.80
Total Assets		$241,817.57

Liabilities and Donees' Equity

Current Liabilities:		
Reimbursement due General Fund - State of South Carolina	$ 77,506.10	
Long Term Liabilities - Due State of South Carolina (Revolving Fund)	10,000.00	$ 87,506.10
Donees' Equity:		
Balance - July 1, 1970	$113,747.96	
Add: Net Profit for Period	40,563.51	$154,311.47
Total Liabilities and Donees' Equity		$241,817.57

Statement No. 21

SURPLUS PROPERTY REVOLVING FUND

Statement of Profit and Loss
July 1, 1970 to June 30, 1971

Income:		
Charges to Agencies for Handling Property		$218,619.54
Expenses:		
Salaries and Wages	$124,796.58	
Freight, Express and Deliveries	17,886.50	
Travel	6,056.07	
Telephone and Telegraph	3,171.59	

Repairs	3,123.95	
Water, Heat, Lights and Power	2,195.21	
Other Contractual Services	284.14	
Office Supplies	3,561.65	
Motor Vehicle Supplies	7,344.21	
Rents	4,173.00	
Insurance	2,104.02	
Contributions and Dues	100.00	
Depreciation	3,259.11	$178,056.03
Net Profit for Period		$ 40,563.51

STATE FIRE MARSHAL

The State Fire Marshal's Office divides the State into seven districts and a Deputy Fire Marshal is located in each district. It is the duty of each Deputy to inspect and report on public buildings within his district for fire and life safety. Inspections for the fiscal year July 1, 1970 through June 30, 1971 are as follow:

Schools	1278
Colleges	43
Hotels and Motels	251
Hospitals	121
Nursing Homes	164
Rest Homes and Boarding Homes	206
Foster Homes, Nurseries and Kindergartens	623
Miscellaneous Inspections	614
Number of Buildings Inspected	5663

There are sixty-five 16mm fire safety films in the State Fire Marshal's Film Library which are available upon request to fire departments, hospitals and nursing homes, schools, clubs and other organizations. These films were used to a great advantage during the fiscal year by being shown a total of 1,387 times to approximately 40,069 people.

The Advisory Committee to the State Fire Marshal consists of nine appointed members who act in an advisory capacity to the State Fire Marshal on such matters as needed changes in the Revised Code or in the standards and rules and regulations administered by the State Fire Marshal. This Committee conducts public hearings on proposed regulations and requirements of the Fire Marshal's Office. Members of the Advisory Committee are:

William A. Carlisle, Chairman, Columbia, S. C.
James H. Ward, Greenville, S. C.
J. E. Poole, Greenville, S. C.
J. Richard Coney, Columbia, S. C.
Wilmot E. Guthke, Charleston, S. C.
W. Powers McElveen, Columbia, S. C.
Bruce V. Flemming, Columbia, S. C.
H. Bernard Kahn, Columbia, S. C.
Lawrence P. Hamilton, Columbia, S. C.
Paul H. Infinger, Columbia, S. C., Legal Advisor

During the fiscal period, assistance was given to architects, engineers, contractors and building officials in reviewing plans and specifications for compliance with regulations of the State Fire Marshal's Office. Plans and specifications reviewed are:

Schools	17
Nursing Homes	4
Motels	2
Shopping Centers	3
Industrial Plants	2
Theaters	3
Boarding Home	1
Armory	1
Dairy	1

One Deputy Fire Marshal is employed as Instructor in Training in fire safety training programs for personnel of hospitals, nursing homes and other institutional occupancies throughout the State. Certificates of Training and personal identification cards are awarded upon completion of training. The safety programs conducted from July 1, 1970 through June 30, 1971 are:

Hospitals	33
Nursing Homes	38
Specialized Programs	
Schools of Nursing	3
Federal Safety Council	2
Fire Departments	1
Attendance	4756
Certificates	47
Number of Programs	208
Fire Hazard	45

Emergency Removal	56
Fire Safety Program	112
Structural Fire Program	11
Fire Extinguishing Equipment	46
Nursing Home Slides	31
Fire Drills	1

STATE PROPERTY

CAPITOL COMPLEX

Continued growth of the administrative functions of State government required renting of additional office space during the year. The OASI Division of the State Agency of Vocational Rehabilitation, the Data Processing Division of the Department of Public Welfare and the Industrial Commission were displaced from the Rutledge Building to allow for expansion of the Department of Education, State Commission for Technical Education and other divisions of the Department of Public Welfare. The Office of Economic Opportunity was moved from the Middleton Building to provide for expansion of the Division of General Services. Research and Statistical Services, Technology Utilization Division, Adjutant General's Office and Buildings and Grounds Section of the Division of General Services were displaced from the Hampton Building to provide expansion for the State Auditor, Attorney General and State Planning and Grants Division. The Board of Bank Examiners moved from the Lynch Building to provide expansion for the Wildlife Department and offices in the State House vacated by the Supreme Court provided for committee rooms and offices for the Senate and House. The Industrial Commission, Research and Statistical Services, Technology Utilization, Board of Bank Examiners and Office of Economic Opportunity were moved into the State-owned Sumter Office Building at 1026 Sumter Street. This building purchased from the R. L. Bryan Company was renovated into 22,897 square feet of office space. All needs could not be met in State-owned space and as of June 30, 1971 State agencies were renting 123,105 square feet of commercial space and 12,084 square feet from the Mental Health Commission. This compares to June 30, 1970 figures of 87,266 square feet of commercial space and 12,084 square feet from the Mental Health Commission.

The Archives Addition, Supreme Court, Energy Facility and Tunnel and Sumter Office Building (Old R. L. Bryan Printing Plant) were completed and occupied.

The Parking Garage construction continued and the Pendleton Street wing will be completed on schedule and should be ready for use during September and October, 1971. This will provide parking for approximately 600 cars. Under a separate contract the elevator and tunnel from the State House has been completed and will be connected to the Garage in late 1971.

Bids were received for the Central Complex Office Building in May and a contract has been awarded to Allan M. Campbell Company, Tyler, Texas. Construction will begin in September upon completion of the Pendleton Street wing of the Garage.

Two projects, Aereated Sewage Disposal Lagoon and Renovations to the Nurses' Residence, were completed at the State Park Health Center. The Nurses' Residence, no longer used for that purpose was renovated for use as a children's clinic and office space.

REAL ESTATE TRANSACTIONS

Negotiations were successfully completed for the purchase of one lot at 1005 Marion Street. This property is in the long range plans for the Capitol Complex and will be used as parking areas for employees in the immediate future.

MINING LEASES

There was limited mining activity in the tidelands during the year. Pine Hall Pomona Corporation continued the operation of the pilot plan processing both phosphate and bentonitic clay. Contract was negotiated with Union Camp Corporation to mine sand from the Savannah River to be used as fill for Environmental Control Pond.

STATE BUILDINGS AND GROUNDS

The budget for maintenance and operation of the Capitol Complex buildings, Governor's Mansion and Sims Building amounted to $1,423,950.00. Of this, $373,281.00 was applied to principal and interest of the loan with the Insurance Sinking Fund. Salaries and wages amounted to $577,412.00; water, electricity and fuel costs were $187,186.00. General maintenance repairs to all State office buildings amounted to approximately $43,690.00. Supplies, equipment, insurance and similar costs totaled about $140,059.00.

Renovations of offices were undertaken to improve space utilization, to keep State property in good condition and to provide additional space for growing agencies. The addition of the Supreme Court, Archives addition, Sumter Building and 921 Main Street, which increased the maintained office space from 768,954 to approximately 923,061 square feet, has necessitated the sub-contracting of most renovation projects which were formerly completed by Buildings and Grounds personnel. Buildings and Grounds has not increased personnel in proportion to increased responsibilities.

Extensive painting was done during the year. Painting associated with renovation projects is subcontracted with Buildings and Grounds personnel assigned primarily to maintenance painting.

Routine duties of Buildings and Grounds' Custodial operation include the cleaning daily of approximately 923,061 sq. ft. of floor space; shampooing and static-proofing carpet; stripping, waxing and sealing floors and polishing office furniture. The Custodial Unit has also acted as consultant to various agencies and institutions around the State. Among those assisted in their custodial maintenance programs were South Carolina Medical University, Technical Education at the Beaufort Area Training School, Medical University Hospital, the State of Texas in their Capitol Complex; Parks, Recreation and Tourism in their Welcome Centers; Kingstree MDTA Facility; Charles Towne Landing in Charleston; Department of Corrections and the State Law Enforcement Division.

The waste paper operation of the Custodial Unit continues to be successful. Waste paper is collected at the State office buildings, normally loaded at night and taken to Cayce Paper Stock Company the following day. With the expansion of State agencies and the addition of the South Carolina Highway Department, all paper cannot be collected at night with present equipment. Paper from some buildings must be collected the following day. Last year the waste paper collected amounted to over a million pounds.

Routine maintenance of State office buildings consists of preventive maintenance of and repairs to all boilers, chillers, air handlers and water towers; replacement of fluorescent and incandescent lights, ballasts, mercury vapor flood lights and pneumatic control systems. Also included is the maintenance of all

lock sets, door closers, venetian blinds, plumbing fixtures, elevators, roof coverings, underground drain lines, sprinkler systems, building exteriors and windows. The Buildings and Grounds Section is also responsible for purchasing all maintenance supplies.

Daily cleaning of all State parking lots and grassed areas around State buildings and the Governor's Mansion are responsibilities of the Grounds Unit. Grounds personnel also mow all lawns weekly, prune and fertilize shrubbery and maintain all motorized lawn equipment. Repairs to this equipment are made in the Grounds Maintenance Shop.

Duties of the Clerical Unit include preparation of the weekly payroll for the prison detail, preparation of the bi-weekly payroll for approximately 110 janitors, issuing and maintaining files for parking permits for all automobiles parking on State property, maintaining personnel records on all wage employees, preparing telephone service orders for all telephone changes and installations within the Centrex system, scheduling reservations for four multi-purpose conference rooms, preparing departmental billings for renovations performed by Buildings and Grounds personnel, writing work orders for all maintenance repairs (6,000 work orders during the past year), and editing daily and weekly time cards for Buildings and Grounds personnel.

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