

INTO THE 21ST CENTURY

**A plan for
South Carolina's
Historical Records
2000–2005**

SUMMARY

South Carolina State Historical Records Advisory Board

South Carolina
State Historical Records
Advisory Board

Serving the citizens of South Carolina since 1975



October 18, 2000

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Department of
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Dear Colleague:

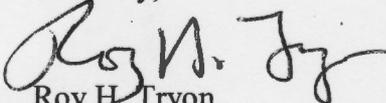
It is with great pleasure that I enclose a copy of the recently published South Carolina state plan for historical records and a summary brochure. *Into the 21st Century: A Plan for South Carolina's Historical Records, 2000-2005*, is the product of two years of effort coordinated by the SC State Historical Records Advisory Board (SC SHRAB) and involved over one thousand individuals from around the Palmetto State.

The plan includes considerable detail about historical records conditions and needs, based on consultant, survey, focus group, and task force input. From this diverse input, the SC SHRAB set priorities and objectives, identified the preferred activities to address them, and developed performance measures that will be used to assess progress under the plan.

As part of the planning process the Board also reassessed its mission, developed a vision statement, and revised its funding priorities. These are also contained in *Into the 21st Century*.

If you would like additional copies of the state plan and/or summary brochure, please feel free to contact Donna C. Millwood (803) 896-6135, millwood@scdah.state.sc.us, or Melanie Knight (803) 896-6114, knight@scdah.state.sc.us.

Sincerely,


Roy H. Tryon
Chairman

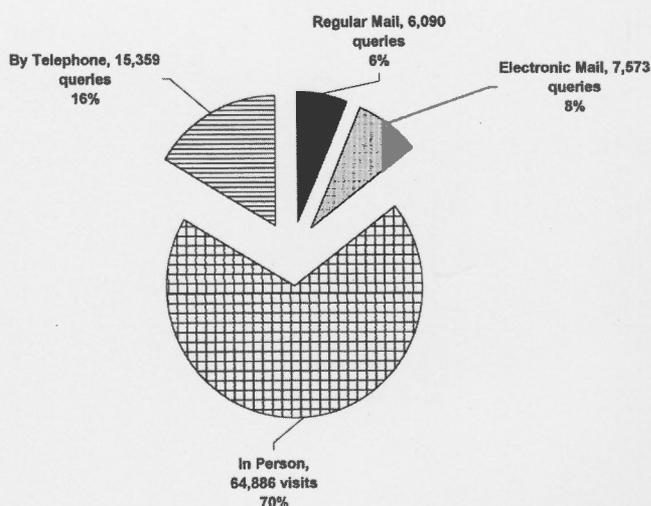
Enclosures

BACKGROUND

From mid-1998 through mid-2000, the SC SHRAB conducted a strategic planning project to establish priorities and goals for improving the management of, preservation of, and access to South Carolina's historical records for 2000–2005. Funded by the National Historical Publications and Records Commission (NHPRC), a branch of the National Archives, and the South Carolina Department of Archives and History (SCDAH), the project included input from five consultants and over one thousand South Carolinians. Areas investigated and analyzed included state and local government and non-government repositories of historical records like historical societies, museums, libraries, colleges and universities, and churches.

This is much more than a SC SHRAB plan. It is the state's plan for advancing historical records programs and the preservation of its documentary heritage. As such, it requires cooperation and collaboration among the state's historical organizations and institutions and the widest range of the state's citizens and leaders.

Number of research requests received each year by all historical repository survey respondents



Source: Victoria Irons Walch, "Report on the South Carolina 1999 Survey of Historical Records Repositories," January 2000, page 8.

"Support from the top [in South Carolina local governments] is lacking. There is not a well-developed sense that records are essential to government administration . . . and that records need managing in the same sense that other governmental assets need . . . managing."

Dr. Bruce W. Dearstyne, SC SHRAB consultant.

FINDINGS

The SC SHRAB gathered much information about historical records conditions and needs in South Carolina through consultants, on-site and mail surveys, task forces, focus groups, and other meetings. Though there are differences in needs, the Board identified the following common themes:

Funding/Resources • Access • Preservation • Education and Training • Information Technology/ Electronic Records • Visibility

THE STATE PLAN: PRIORITIES AND PERFORMANCE

The SC SHRAB identified six priorities for which action is necessary over the next several years to improve the preservation and use of South Carolina's historical records:

- A:** Educate the public on the importance and value of historical records
- B:** Increase financial support for South Carolina's historical records
- C:** Increase archival education/training and program development
- D:** Ensure the preservation and accessibility of South Carolina's Historical Records
- E:** Address the challenges posed by the proliferation of information technology and electronic records
- F:** Ensure a productive and visible State Historical Records Advisory Board

In the full state plan the importance of these six priorities is explained. The priorities are related to specific goals and objectives, and lists of possible activities for each are given along with measures of progress. The SC SHRAB will review progress regularly and will widely disseminate the results in its annual and other reports.



Electronic records contained on these computer tapes pose a major preservation and access challenge to archivists and records managers. New approaches and skills are required to ensure that historically significant information generated by the new information technology is available for research in the future.

THE SC STATE HISTORICAL RECORDS ADVISORY BOARD

Federal regulation (36 CFR 1206) requires all states and territories to have historical records boards so they can participate in the grants program of the NHPRC of the National Archives. The South Carolina SHRAB traces its beginnings to a November 17, 1975, executive order issued by Governor James B. Edwards, to “. . . serve as the central advisory board for historical records planning and for projects developed and carried out under the program in the State.”

The governor appoints the SHRAB. Its members have experience or interest in the collection, administration, and use of historical records and are dedicated to the preservation and use of South Carolina's documentary heritage. The SCDH provides staff support. The board serves as the state's central advisory body for planning, reviews grant proposals submitted to the NHPRC by South Carolina institutions and organizations, conducts a grants program funded by the state and the NHPRC for records within South Carolina, and engages in a variety of educational activities, both independently and in conjunction with other organizations. The board meets on average three times per year.

Mission

The SC State Historical Records Advisory Board (SC SHRAB) serves the public by advising and supporting efforts to identify, preserve, and provide access to South Carolina's historical records.

Vision

The SC SHRAB is an active and effective agent for the preservation of and wider public access to South Carolina's historical records, serving as a model for the nation's other SHRABs. It fosters and supports communication and collaboration among the state's historical organizations and institutions, playing the roles of educator, advocate, promoter, planner, and coordinator.

The SC SHRAB aids its wide array of constituents directly through grant funding and indirectly through its coordinating role. The board provides a meeting ground, where common agendas and goals can be developed and pursued.



The SC SHRAB meets at least three times a year to deal with a multitude of historical records matters. The board serves as the state's central advisory body for planning, reviews grant proposals submitted to the NHPRC by South Carolina institutions and organizations, conducts a grants program funded by the state and the NHPRC for records within South Carolina, and engages in a variety of educational activities, both independently and with other organizations.



Many of South Carolina's historical records repositories lack space for processing and storage.

SC SHRAB FUNDING PRIORITIES

The following are the three priorities the SC SHRAB will use to rate grant proposals from South Carolina institutions and organizations seeking NHPRC and/or other funding administered by the board. They are of equal importance. Examples of the types of projects appropriate for grant funding are also given, but they do not preclude the consideration of other projects.

The SC SHRAB is especially interested in projects that would address access to historical records and under-documented subjects and social groups. These projects could fall under any of the priorities. The SC SHRAB is most interested in collaborative efforts.

1. Improving preservation of and access to historical records

Examples:

- Implementation of description and access standards
- Collaborative projects to expand access

- Application of best practices for the management of historical records and records management programs
- Cooperative preservation activities
- Arrangement and description of historical records
- Preservation microfilming

2. Educating and training staff and members of organizations and professional groups managing historical records

Examples:

- Seminars, workshops, and other presentations on archival issues and practices
- Collaborative educational initiatives

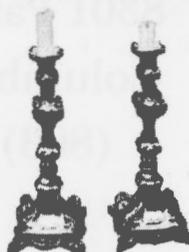
3. Increasing awareness of the significance and need to preserve historical records

Examples:

- Conferences, meetings, publications, and other promotional activities
- Initiatives to attract funding for statewide activities
- Research and demonstration projects that study issues relating to historical records

Jewish Heritage Collection

of the College of Charleston's
Robert Scott Small Library



About the Collection
South Carolina Jews Tell Their Stories
Oral History Archives
Field Work Files Publications

Robert Scott Small Library • Special Collections • College of Charleston • Charleston, SC 29424
Telephone: 843.953.5028 • E-mail: rosen@land@cofc.edu
Produced with the support of the South Carolina State Historical Records Advisory Board
Last updated: June 2000 • Webmaster: willem@cofc.edu

About the Collection • SC Jews Tell Their Stories • Oral History Archives • Field Work Files • Publications

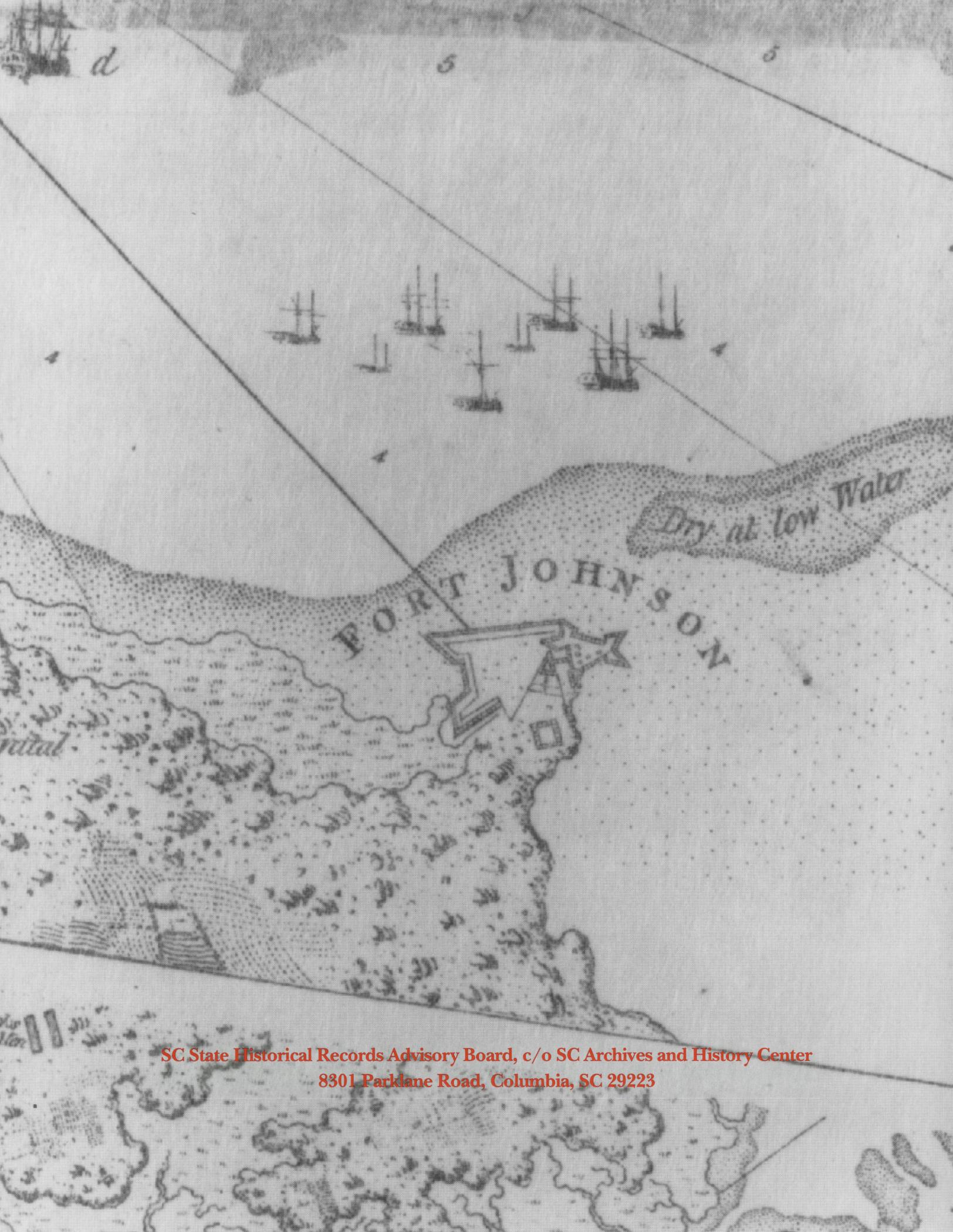
*Many of South Carolina's historical records repositories have a presence on the World Wide Web. The SC SHRAB's **Directory of South Carolina Historical Records Repositories** on the Internet is regularly updated with repository web page addresses, <http://www.state.sc.us/scdah/repositories.htm>. These web pages hold valuable information about repository holdings. The Internet homepage above is for the Jewish Heritage Collection at the College of Charleston. The development of the collection was funded in part by a regrant from the SC SHRAB.*

This is a summary of a larger strategic plan of the South Carolina State Historical Records Advisory Board (SC SHRAB), *Into the 21st Century: A plan for South Carolina's Historical Records 2000–2005*, funded in part by a grant from the National Historical Publications and Records Commission of the National Archives and Records Administration. The full SC SHRAB state plan is available online at

<http://www.state.sc.us/scdah/shrab1.htm>

or by contacting the
SC SHRAB

c/o SC Archives and History Center
8301 Parklane Road,
Columbia, SC 29223
(803) 896-6120.



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