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# South Carolina Department of Archives and History

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October 13, 1997

Office of State Budget  
Attention: Donna Capps  
1122 Lady Street, 12th Floor  
Columbia, SC 29201

The attached report provides a measure of the effectiveness of the Department Of Archives & History for the year ending June 30, 1997. In compiling this report we:

- Reviewed our current mission statement and accomplishments under the strategic planning cycle ending June 30, 1997.
- Evaluated programs on their ability to supply effective performance in a manner recognizing the limited resources of all participants.
- Developed measures that not only provide a clear, concise picture of our operations, but allow us to benchmark our efforts in the future.

We are concerned with preserving and promoting the cultural heritage of the state, but in an efficient manner. Each of our programs recognize this in the way they establish and meet objectives.

Please contact T.R. Runnels at 734-8601 for questions or additional information.

Sincerely,  
*Rodger E. Stroup*  
Rodger E. Stroup  
Executive Director

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## Mission Statement

To preserve and promote the documentary and cultural heritage of the state.

The agency accomplishes this through professional records, historic preservation, and public awareness programs.

### Summary: Archives & Records Management

The Archives & Records Management program is concerned with more than identifying and preserving archivally valuable documents. A major issue for this program is efficiency with respect to retention of government records. The staff and leadership take pride in their efforts at improving efficiency through a professional records management program. Our collection reflects this effort in its size (22,000 cubic feet) and historical significance (Earliest document dates to 1673).

Efficiency is major objective as reflected in the report:

1. Our records retention allows agencies and local governments to dispose of unneeded records saving \$1 million per year in storage and maintenance costs.
2. Almost \$80,000 in local government spending to improve records and archives management was generated by efficient use of SHRAB grant funds
3. A 64% saving in microfilming costs as compared to other service bureau operations. This also provides efficiencies in storage by allowing paper records to be destroyed while storing information on smaller microfilm rolls.

This program is given a One ranking due to state mandates and other requirements for the management and collection of records and documents.

### Summary: Historic Services

The Historic Services program provides advice and assistance to the public and private sector in the preservation of the state's historic properties. Funded in large part by grants from the National Park Service, this program also provides oversight and technical assistance under the National Historic Preservation Act.

Identifying and nominating properties to the National Register of Historic Places; providing limited grant assistance for restoration and preservation; review and comment on federal

permitting requests effecting historic properties, and management of the state's historic marker program are all functions of this program.

Historic Services is considered the second ranked program because of its mission of preserving the state's historic properties and mandates under the NHPA.

**Summary: Public Programs**

In 1831 Samuel Taylor Coleridge wrote, "If men could learn from history, what lessons it might teach us! But passion and party blind our eyes, and the light which experience gives us is a lantern on the stern, which shines only on the waves behind us!" We feel that a major part of our responsibility is providing information on the state's rich and colorful history to all citizens while we get the light on the bow, where it belongs.

Our Public Programs office distributes information about South Carolina history in many ways. Major publications, brochures, classes, and seminars are only a few of the ways our staff assist primary, secondary, and adult educational institutions in teaching subjects concerned with the history of our state and region. A major issue during the past year was improving the efficiency of the program allowing us to provide more service at lower cost. We accomplished this through:

1. Reorganization providing full time staff dedicated to the advancement of educational activities for the department. We reached a larger audience at less cost than in previous years.
2. Review and improvements in our publication program not only decreased costs but generated income helping make these programs self-supporting.

With the completion of the South Carolina History Center in April 1998, facilities will be available for the expansion of this program to larger, more varied audience.

This program is ranked third because of reduced funding and legislative mandates.

**Program Ranking:** One

**Program Name:** Archives and Records Management

**Program Cost:** \$1,531,057 (\$195,623 Federal & Other Funds,  
\$1,293,723 General Funds)

**Program Goal:** To assist state agencies and local governments in the efficient management of public records and to preserve and provide effective access to South Carolina's documentary heritage.

**Program Objectives:**

- 1) Provide technical assistance and services to state and local officials in the management, preservation, and disposal of public records, encouraging good records management practices.
- 2) Identify historically valuable state and local government records and ensure their transfer to the Archives for preservation and/or proper maintenance in state and local government agencies.
- 3) Exercise review and approval authority, per statute, for the destruction of state and local government records.
- 4) Provide for public access to the State's Archives.
- 5) Microfilm state and local government records and provide secure climate-controlled storage for original microfilms of historically-valuable records produced by public and commercial microfilm service bureaus.
- 6) Provide conservation advice and services to the general public for the proper preservation of historical records.
- 7) Collaborate with other state agencies and local governments in activities and projects supporting the improved management and preservation of SC public records.
- 8) Assist the State Historical Records Advisory Board (SHRAB) in statewide historical records planning, grant, and other activities.
- 9) Increase the public's awareness of the importance of SC's historical records and the services of the Archives and the SHRAB.

**Performance Measures:**

**Workload:**

10,099 state and local officials and the general public reached through technical assistance responses, conferences, workshops, tours, newsletters, and other publications.

686 retention/disposition schedules representing 31.4 million pages of state and local records approved.

12,952 individual visits made the Archives' Research Room consult state agency and local government records.

10,142 responses made mail and telephone queries about Archives' state and local government records holdings.

41.1 million pages and 10,223 microfilms transferred by state agencies and local governments for security Records Center storage.

339,410 historical documents conserved and microfilmed.

40 grants totaling \$92,000 SC organizations and institutions administered for the SHRAB.

**Efficiency:**

75% of records retention schedules approved within two weeks of submission.

\$1 million in cost-avoidance by state and local government through the Archives' records management program.

9.6 day average response time for Research Room mail queries.

85% of Archives historical records described online for citizen access.

73% lower cost for Records Center storage of paper records and microfilm than is charged by local commercial storage facilities.

\$79,594 in local cost sharing generated by SHRAB grants program.

64% lower cost for conservation and microfilming services for historical records than is charged by other service bureau operations.

**Outcomes:**

57% of state agencies and 10% local governments implemented records retention schedules.

6.4 million pages of historically-valuable state and local

government records (in paper and microfilm) transferred the Archives for permanent retention.

126 million pages and of state and local government records of no further value destroyed in conformance with authorized records retention/disposition schedules.

28 private sector historical records programs established/strengthened through the SHRAB regrant project.

A government information locator service prototype (i.e., an online directory for finding publications, services, and records) developed in collaboration with several other state agencies.

**Program Ranking:** Two

**Program Name:** Historic Preservation

**Program Cost:** \$1,226,623 (\$890,529 Federal & Other, \$333,094 General Fund)

**Program Goal:** provide the technical information, financial assistance, and encouragement enable local governments, state and federal agencies, private organizations, and the citizens of the state preserve South Carolina's historic buildings, structures, sites, landscapes, and districts. promote state and local history and support the efforts of local historical organizations.

**Performance Objectives:**

1. Identify, record, and evaluate South Carolina's historic properties.
2. Nominate significant historic properties the National Register of Historic Places.
3. Automate information about historic properties, making it accessible local governments, state and federal agencies, citizens, and agency staff.
4. Provide financial assistance for the stabilization and weatherization of historic buildings.
5. Provide financial assistance for preservation planning and education projects.
6. Encourage the revitalization of South Carolina's downtown and neighborhood areas through historic preservation.
7. Encourage local governments protect their historic properties by adopting historic preservation zoning ordinances and by attending rehabilitation training.
8. Encourage the preservation of historic properties through reviewing and commenting on federal and state construction projects.
9. Increase awareness of the state's historic properties and the historic preservation services of the Department.
10. Cooperate and collaborate with local historical societies, the Confederation of Local Historical Societies, the South

Carolina African American Heritage Council, the Palmetto Trust, and other organizations promote state and local history and historic preservation.

11. Sponsor conferences and workshops promote state and local history and the programs and services of the agency.

12. Mount exhibits promoting documents in our holdings and the services of the agency.

13. Administer the State Historical Marker program.

14. Coordinate a speakers bureau

**Performance Measures:**

**Workload:**

10 FTEs carry out the agency's historic preservation program, including administering the Statewide Survey, the National Register of Historic Places, and preservation grants and tax incentives; reviewing and commenting on state and federal construction projects; and providing information, technical assistance, and training.

27,495 man-hours, representing \$452,602 in salaries, are spent carry out the historic preservation program. (This included \$2,000 spent on the "Building Doctor" program.)

2,367 historic properties identified, recorded, photographed, and mapped. (July 1996-June 1997)

18 significant individual historic properties and 2 historic districts (containing 226 contributing properties) nominated the National Register of Historic Places. (July 1996-June 1997)

1,247 responses requests for comments on state and federal projects. (July 1996-June 1997)

74 on-site architectural assistance visits made. (July 1996-June 1997)

1.9 FTEs administer program.

3,705 man-hours administer program.

\$67,372 administer program.

Efficiency:

80% of nominations approved by the State Board of Review and the National Park Service without requiring significant revisions. (July 1996-June 1997)

More than 90% of plans and specifications for State grants reviewed within 30 days. (July 1996-June 1997)

More than 90% of products for federal grants reviewed within 30 days. (July 1996-June 1997)

97% of state and federal construction projects reviewed within 30 days. (July 1996-June 1997)

\$557 (salary and benefits) spent for approval of each State Historical Marker.

Outcomes:

20% of the state's counties have identified, recorded, photographed, and mapped their historic properties. (July 1988-June 1997)

Information about the National Register listed properties in all 46 counties is included in the Geographic Information System (GIS) at the Department of Natural Resources and here at Archives and History. We are working update this information and make it more accessible other agencies and the public for use in planning purposes. A GIS layer which will locate properties that have been determined eligible for the National Register is being developed. (July 1996-June 1997)

6 historic buildings stabilized/weatherized/rehabilitated through grant programs. (July 1996-June 1997)

Over \$294,093 in local investment in historic preservation generated by grant programs. (July 1996-June 1997)

\$1,627,811 in private investment in historic preservation and the rehabilitation of six buildings stimulated by preservation tax programs. (July 1996-June 1997)

1 "Building Doctor" clinic (25 participants) held provide hands-on advice for owners of historic buildings.

13 communities protecting their historic properties by participating in the Certified Local Government program. (1987-June 1996)

33 communities with historic preservation design review ordinances (130 individual participants) received technical training.

21 historic properties identified and considered in the planning stages for state and federal construction projects.  
(July 1996-June 1997)

30 new State Historical Markers approved.

93 presentations made and 3,730 individuals reached.

170 persons attended South Carolina History Day.

17 awards presented individuals and organizations for outstanding work in promoting local history or historic preservation.

**Priority Ranking:** Three

**Program Name:** Public Programs

**Program Cost:** \$599,799 (\$197,100 Federal & Other Funds, \$402,699 General Funds)

**Program Goal:** promote the study, teaching, and understanding of South Carolina's history and documentary heritage through quality adult and student educational programming, training, publications, and client service.

**Program objectives:**

1. Research and publish historically accurate curriculum materials enhance the study of South Carolina history and records.
2. Develop and present educational programs (including SC History Day) for adult and student audiences that not only highlight the documentary holdings of the Archives, but also facilitate access and encourage use of the collection.
3. Develop and arrange appropriate educational tours for student and adult groups of the Archives and its holdings.
4. Promote school participation in the National History Day competition in South Carolina.
5. Encourage collaborative programming with related state and local institutions and organizations.
6. Increase the Archives' visibility among and use of materials and programs by South Carolina Social Studies teachers.

**Performance measures:**

**Workload:**

44 presentations given  
17 tours arranged/conducted  
327 queries answered  
4 curriculum and other materials developed  
Responded 296 requests from agency and divisions for publications  
Filled 64 requests for Archives and Records Management  
Filled 19 requests for Education  
Filled 83 requests for Historical Services  
Filled 19 requests for External Affairs  
Filled 111 requests for Agency.

Produced for sale:

2 CD-ROMS  
8 booklets (new and revised)

Efficiency:

59% increase curriculum resources sold/distributed

\$88 average cost per presentation/tour

\$2300 average cost per curriculum resource or other materials developed

849 average number of adult and student learners reached per presentation, tour, media appearance

Man hours for sale items 1342 (cost \$7896)

Sales \$14927

cost per unit = \$.53

Outcomes:

Educational Activities:

288 SC Schools (K-12) & institutions of higher education assisted

7 collaborative enterprises

30 SC schools participating National History Day state level Competition

104 teachers trained

51,787 adult and student learners reached by tours, presentations, media appearances

475 curriculum materials sold/distributed

Savings:

750 copies of Commons House Journal in hard copy would have cost \$19,000 (cost per unit \$25); 1000 CD-ROMs printed for \$1341 (cost per unit \$1.34)

Cost savings of \$23.66 per unit.

Typesetting and design work for agency: \$51,435.

Income:

During second quarter, packaged 5 booklets that had been free in a for-sale Genealogical Starter Kit, selling for \$5.00 each.

Generated sales of \$1490.

Income for sale of all publications \$39,000

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