

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

## Fiscal Year 2016-2017 Accountability Report

### SUBMISSION FORM

<b>AGENCY MISSION</b>	The mission of the South Carolina Department of Archives and History is to preserve and promote the documentary and cultural heritage of the state through the state archives, historic preservation, and education programs.
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<b>AGENCY VISION</b>	To be the state's leader in preserving and advocating for the state's documentary and cultural heritage.
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Please select yes or no if the agency has any major or minor (internal or external) recommendations that would allow the agency to operate more effectively and efficiently.

<b>RESTRUCTURING RECOMMENDATIONS:</b>	<b>Yes</b>	<b>No</b>
	<input type="checkbox"/>	<input checked="" type="checkbox"/>

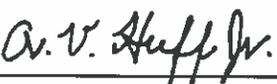
Please identify your agency's preferred contacts for this year's accountability report.

	<i>Name</i>	<i>Phone</i>	<i>Email</i>
<b>PRIMARY CONTACT:</b>	W. Eric Emerson, Ph.D.	803-896-6185	eemerson@scdah.sc.gov
<b>SECONDARY CONTACT:</b>	Steven D. Tuttle	803-896-6204	stuttle@scdah.sc.gov

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I have reviewed and approved the enclosed FY 2016-2017 Accountability Report, which is complete and accurate to the extent of my knowledge.

<b>AGENCY DIRECTOR (SIGN AND DATE):</b>			9/13/17
	<b>(TYPE OR PRINT NAME):</b> W. Eric Emerson, Ph.D.		

<b>BOARD/CMSN. CHAIR (SIGN AND DATE):</b>			9/13/17
	<b>(TYPE OR PRINT NAME):</b> A.V. Huff, Ph.D.		

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**AGENCY'S DISCUSSION AND ANALYSIS**

**I. Risk Assessment and Mitigation Strategies**

The most negative impact on the public as a result of failure by the Department of Archives and History to accomplish its goals and objectives would be the prevention of the public from accessing public records. This would create a vacuum of information concerning the operation of state government, thereby denying citizens the transparency necessary to ensure government accountability.

Such a circumstance would only result from a lack of adequate funding to ensure that the Department of Archives and History has the staff and infrastructure necessary for its continued operation. Mitigation for such a circumstance would constitute the allocation of adequate state funds to ensure that the Department of Archives and History can meet its mission and objectives.

There is only one option that the General Assembly would have to resolve the issue:

- 1) Allocate adequate funding for the continued effective operation of the agency.

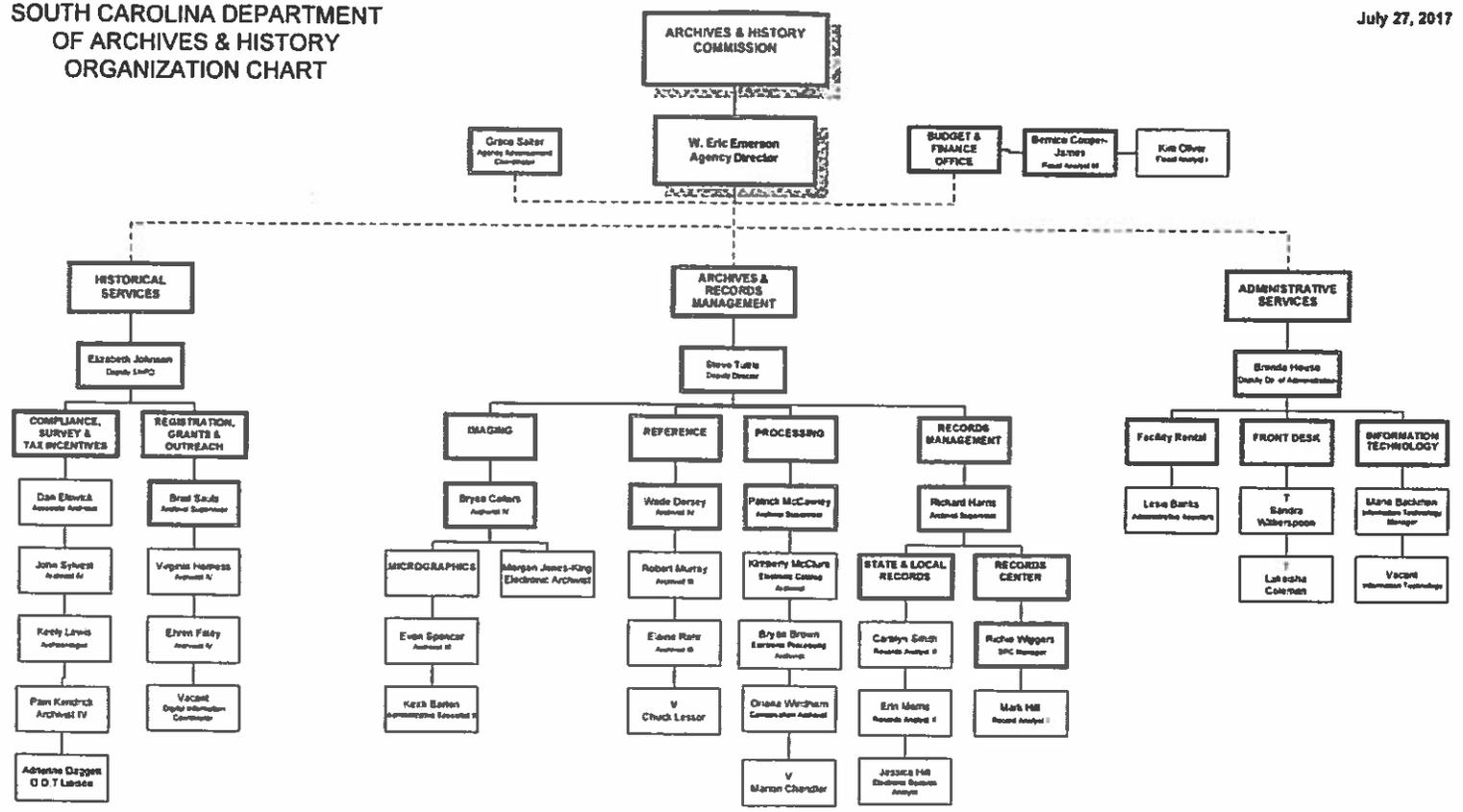
**II. Restructuring Recommendations**

The agency has no recommendations for restructuring at this time.

III. Agency Organization Chart

SOUTH CAROLINA DEPARTMENT  
OF ARCHIVES & HISTORY  
ORGANIZATION CHART

July 27, 2017



**FTE Information**

Authorized	- 39
Filled	- 34
Vacant	- 5

TL - Time Limit  
T - Temps  
G - Graduate Assistant  
V - Volunteer

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**IV. Major Achievements in FY2016/2017**

The Department of Archives and History is comprised of two operational divisions: Archives and Records Management, and Historical Services (SHPO). Each division noted a number of achievements in FY2016/2017.

**Archives and Records Management Division**

*Archives*

- Hosted 3,903 Research Room visits and answered 6,218 queries from researchers (telephone 2,827, email 3,120, and letters 270);
- Accessioned 612 cubic feet and 312,140 MB of records, 18 rolls of microfilm, 242 volumes, and processed 435 cubic feet of records;
- Scanned 3,200 historical documents, microfilmed 27,036 pages of state and local government records, duplicated 765 microfilm rolls, and digitized 401 microfilm rolls;
- Continued our agreement with the Generations Network, Inc. to provide a free subscription to Ancestry.com for onsite users of our Research Room;
- Continued our partnership with the Fold 3 Network to provide a free subscription to Footnote.com for onsite users of our Research Room;
- Continued as a “key partner” in the South Carolina Digital Library Project;
- Reached over 1,392 state and local officials and members of the general public through building tours and speaking engagements;
- Captured and provided access to state agency websites through the continued use of the non-profit Archive-It. This allows the agency to make available snapshots of web sites from most state agencies through the Archives’ website: <http://arm.scdah.sc.gov/webarchives/>. In all, the agency crawled 273 state agency websites and retained 3.8 million documents.
- Accessioned over 300,000 MB of Governor Nikki Haley’s records from her term in office.
- Web pages views: Main page 108,292; Archives page 107,156; and South Carolina Electronic Records Archive (SCERA) 73,196

*Records Management*

- Transferred nearly 3.3 million pages of historically-significant records (in paper and microfilm) from state and local government offices to the Archives for permanent retention.
- Transferred nearly 11.7 million pages of state agency paper records to the State Records Center for security storage.
- Authorized the destruction of 117 million pages of non-permanent state and local government records.
- Prepared 202 retention/disposition schedules representing 4.3 million pages of state and local records.
- Fielded 3,202 contacts with state and local government officials regarding records management.
- Microfilmed 27,036 pages of state and local records.
- Approved over 96% of records retention schedules within two weeks of submission.
- Implemented records retention schedules for 61% of state agencies and 22% of local governments.

*Cost Avoidance*

By working with state and local governments to set retention limits for records and by providing storage in the State Records Center for inactive, limited-term records from state agencies, the division achieved **cost avoidance to the state of \$859,711**. Overall, the microfilming and Records Center storage services provided by the Records Management Division are about **39% lower** than those in the private sector.

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### Historical Services Division (State Historic Preservation Office)

- Added significant numbers of scanned records to the South Carolina Historic Properties Record (SCHPR) and provided online access to this information. SCHPR now contains 31,925 total records (compared to 18,462 one year ago) including over 24,000 scanned historic property survey cards (compared to 5,000 one year ago). See <http://schpr.sc.gov/>.
- Of the 49 historical marker texts approved, 39% recognized African American history and historic places. Of the 19 National Register of Historic Places nominations approved by the State Review Board, 21% focused on significant African American historic places.
- In partnership with the South Carolina Archives and History Foundation, the Office of the Governor, and the Palmetto Trust for Historic Preservation, the division sponsored the 23<sup>rd</sup> annual statewide preservation awards program to recognize individuals and organizations that made outstanding contributions to preserving the state's historic resources. A June 2017 ceremony at the State House attracted over 100 participants to see Governor Henry McMaster present the awards. See <http://shpo.sc.gov/events/Pages/awards.aspx>.
- Investment in completed historic tax credit projects (both income-producing and homeowner) reached a record setting \$180.5 million, including the largest individual tax credit project in the state at Spartanburg's former Drayton Mills.
- Developed a new presentation about tax incentives for historic buildings and presented it at a Traditional Building Conference in Charleston and for the City of Rock Hill.
- Successfully listed the Melrose Heights-Oak Lawn-Fairview Historic District in Columbia in the National Register of Historic Places on November 2, 2016. Hundreds of property owners are now eligible to apply for the state's 25% income tax credit program for owner-occupied historic residences.
- Usage of SC ArchSite, the state's online cultural resources GIS maintained in partnership with the South Carolina Institute of Archaeology and Anthropology and the South Carolina Department of Transportation (SCDOT), grew 13% over last year. The site makes available information on the state's historic properties and is used for project planning and permitting by project applicants and local, state, and federal agencies. See <http://www.scarchsite.org/>
- Participated in the development of fifteen new or amended agreements to consider and mitigate the impacts of federal undertakings on historic properties, including agreements with the Army Corps of Engineers, SCDOT, Department of Housing and Urban Development, and the Department of Veterans Affairs.

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Strategic Planning Template

Type	Goal	Item # Strat	Object	Associated Enterprise Objective	Description
<b>G</b>	<b>1</b>			<b>Education, Training, and Human Development</b>	<b>Promote and encourage understanding, appreciation, and preservation of the state's history and heritage</b>
<b>S</b>		<b>1.1</b>		<b>Education, Training, and Human Development</b>	<b>Offer educational programs and products for different audiences</b>
<i>O</i>		<i>1.1.1</i>	<i>Education, Training, and Human Development</i>		<i>Hold twelve records management workshops for state and local government agencies in 2017/18</i>
<i>O</i>		<i>1.1.2</i>	<i>Education, Training, and Human Development</i>		<i>Hold a series of four free genealogical workshops to be held at the Archives and History Center in 2017/18</i>
<i>O</i>		<i>1.1.3</i>	<i>Education, Training, and Human Development</i>		<i>Host two agency academic symposia in 2017/18</i>
<i>O</i>		<i>1.1.4</i>	<i>Government and Citizens</i>		<i>Hold annual assessment of agency fee schedule to ensure fair pricing of agency products and services</i>
<b>S</b>		<b>1.2</b>		<b>Education, Training, and Human Development</b>	<b>Utilize social media to generate publicity regarding the agency's mission and operations</b>
<i>O</i>		<i>1.2.1</i>	<i>Education, Training, and Human Development</i>		<i>Create and publish an agency blog on a bi-weekly basis in 2017/18</i>
<i>O</i>		<i>1.2.2</i>	<i>Education, Training, and Human Development</i>		<i>Use agency social media to generate interest regarding Archives Month (October 2017)</i>
<b>G</b>	<b>2</b>			<b>Government and Citizens</b>	<b>Enhance preservation of, and access to, South Carolina state and local records</b>
<b>S</b>		<b>2.1</b>		<b>Government and Citizens</b>	<b>Digitize historically significant state and local records</b>
<i>O</i>		<i>2.1.1</i>	<i>Government and Citizens</i>		<i>Increase the total amount of records in the agency Online Records Index by 100 GBs in 2017/18</i>
<i>O</i>		<i>2.1.2</i>	<i>Government and Citizens</i>		<i>Ingest and make available 2 TBs of additional electronic records in 2017/18</i>
<b>S</b>		<b>2.2</b>		<b>Government and Citizens</b>	<b>Increase accessibility to the Archives records through arrangement, description, conservation, digitization, and online access</b>
<i>O</i>		<i>2.2.1</i>	<i>Government and Citizens</i>		<i>Make accessible 500 GBs of new data through the South Carolina Electronic Records Archive (SCERA) in FY 2017/18</i>
<i>O</i>		<i>2.2.2</i>	<i>Public Infrastructure and Economic Development</i>		<i>Digitize 40 boxes and conduct SCPHR data import for 18 boxes of historic property records in 2017/18</i>
<b>S</b>		<b>2.3</b>		<b>Government and Citizens</b>	<b>Ensure the efficient management of government records</b>
<i>O</i>		<i>2.3.1</i>	<i>Government and Citizens</i>		<i>Increase by 25% the total number of records retention schedules produced in 2017/18</i>
<i>O</i>		<i>2.3.2</i>	<i>Government and Citizens</i>		<i>Increase the total number of state agencies implementing records retention schedules by 10% in 2017/18</i>
<b>S</b>		<b>2.4</b>		<b>Government and Citizens</b>	<b>Enhance public accessibility to government records through increased Research Room efficiencies</b>
<i>O</i>		<i>2.4.1</i>			<i>Reduce Archives response times to research queries by 20% in 2017/18</i>
<b>G</b>	<b>3</b>			<b>Public Infrastructure and Economic Development</b>	<b>Facilitate the preservation of South Carolina's irreplaceable historic places</b>
<b>S</b>		<b>3.1</b>		<b>Public Infrastructure and Economic Development</b>	<b>Increase local awareness and participation in historic preservation</b>
<i>O</i>		<i>3.1.1</i>	<i>Government and Citizens</i>		<i>Hold one statewide event for Certified Local Governments (CLGs) and Non-CLGs to encourage participation in the program</i>
<i>O</i>		<i>3.1.2</i>	<i>Government and Citizens</i>		<i>Provide 12 presentations to organizations regarding State Historic Preservation Office (SHPO) programs and historic preservation in 2017/18</i>

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Strategic Planning Template

Type	Goal	Item # Strat	Object	Associated Enterprise Objective	Description
O		3.1.3	Government and Citizens		Approve text for at least 50 State Historical Markers in 2017/18
S		3.2	Public Infrastructure and Economic Development		Expedite the process for federal programs related to historic preservation
O		3.2.1	Public Infrastructure and Economic Development		Review all state and federal tax credit projects in 30 days or less in 2017/18
O		3.2.2	Public Infrastructure and Economic Development		Lower the average review time for tax credit projects by three days in 2017/18
O		3.2.3	Public Infrastructure and Economic Development		Reply to 90% of compliance requests in fewer than 30 days in 2017/18
O		3.2.4	Public Infrastructure and Economic Development		Forward 90% of National Register nominations to the National Park Service within 45 days of State Board of Review approval

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Performance Measurement Template

Item	Performance Measure	Last Value	Current Target Value	Current Value	Future Target Value	Time Applicable	Data Source and Availability	Calculation Method	Associated Objective(s)	Meaningful Use of Measure
1	Archives Reference Room Visits	4,154	4,279	3,903	4,100	7/1/2016-6/30/17	Research Room records, updated daily	Research room and front desk staff count daily research room visitation and compare totals	1.1.2, 4.1.1, 4.1.2, 4.2.1, 4.2.2	Assists the Archives in allocating resources for operation of the Reference Room
2	Archives Reference Room Researcher Contacts	6,610	6,808	6,218	6,500	7/1/2016-6/30/17	Archives Division records, updated daily	Research room staff record queries received daily	1.1.2, 4.1.1, 4.1.2, 4.2.1, 4.2.2	Assists the Archives in allocating resources for serving both onsite and remote researchers
3	Archives Response Time for Reference Queries	2.7 days	2.2	2.6	2.1	7/1/2016-6/30/17	Archives Division records, updated daily	For each query, staff subtract the receipt date from the answer date	1.1.2, 4.1.1, 4.1.2, 4.2.1, 4.2.2	Aids the Archives in evaluating customer service efficiency
4	Records Retention Schedules Prepared	346	363	202	250	7/1/2016-6/30/17	Records Management records, calculated annually	Staff keep a count of total schedules prepared monthly	1.1.1	Aids the agency in evaluating the impact of Records Management program on state and local agencies
5	Percentage of State Agencies Implementing Records Retention Schedules	60%	65%	61%	67%	7/1/2016-6/30/17	Records Management records, calculated annually	Staff divide the number of agencies implementing schedules by the total number of agencies	1.1.1	Aids the agency in evaluating the impact of Records Management program on state government
6	Pages of State and Local Government Records Authorized for Disposal	139 million	152 million	117 million	130 million	7/1/2016-6/30/17	Records Management records, calculated annually	Staff keep a count of the total number of records destroyed per month	1.1.1	Helps the agency track the cost savings resulting from the operation of a State Records Center
7	Pages of Historical Documents Microfilmed and Conserved	13,307	14,000	27,036	30,000	7/1/2016-6/30/17	Records Management records, calculated monthly	Staff keep a count of total pages microfilmed	3.2.1	Helps to determine how well the agency is preserving historical records for future use
8	Review of Tax Credit Projects (State) within 30 Days	76%	100%	92%	100%	7/1/2016-6/30/17	Historic Preservation Records, calculated annually	Staff check each review receipt date, total those that exceed 30 days, and divide by the total number of reviews to get an average	4.2.2	Aids the SHPO in evaluating the efficiency of tax credit review process
9	Reviews of Tax Credit Applications (Federal) within 30 Days	42%	100%	70%	100%	7/1/2016-6/30/17	Historic Preservation Records, calculated annually	Staff check each review receipt date, total those that exceed 30 days, and divide by the total number of reviews to get an average	4.2.2	Aids the SHPO in evaluating the efficiency of tax credit review process
10	Average Review Time of Tax Credit Applications (State and Federal)	26.7 days	15 days	18.9 days	15 days	7/1/2016-6/30/17	Historic Preservation Records, calculated annually	Staff total the number of days per review and divide by the total number of reviews to get an average	4.2.2	Aids the SHPO in evaluating the efficiency of tax credit review process
11	State Historical Markers Approved	42	50	49	50	7/1/2016-6/30/17	Historic Preservation Records, calculated annually	Staff keep a record of the total number of markers prepared during the fiscal year	4.2.2	Aids the SHPO in evaluation the productivity of the State Historical Marker program

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Program Template

Program/Title	Purpose	FY 2016-17 Expenditures (Actual)				FY 2017-18 Expenditures (Projected)				Associated Objective(s)
		General	Other	Federal	TOTAL	General	Other	Federal	TOTAL	
I. Administration	Includes the Director's Office, Budget and Finance, Personnel, Building Services, and Information Technology. The areas provide support services for all the activity components of the agency.	\$ 1,136,733	\$ 164,477		\$ 1,301,210	\$ 885,280	\$ 212,910		\$ 1,098,190	1.2.1, 1.2.2, 1.3.1, 1.3.2, 2.1.1, 2.1.2, 3.1.1, 3.1.2, 3.1.3, 3.3.1, 3.3.2, 3.4.1
II. Archives & Records Management	Preserves and provides access to SC's permanently valuable colonial, state, and local government records, 1671-2000. Micrographics provides microfilm services to the department, other public entities, and businesses.	\$ 830,659	\$ 98,368		\$ 929,027	\$ 996,953	\$ 574,100		\$ 1,571,053	1.1.1, 1.1.2, 1.2.1, 1.3.2, 3.2.1, 3.3.2, 3.4.1, 4.1.1, 4.1.2, 4.2.1
III. Historical Services	The program provides leadership, technical and financial assistance to individuals, organizations, local governments and state and federal agencies.	\$ 38,635	\$ 378,962	\$ 626,283	\$ 1,043,880	\$ 10,900	\$ 373,167	\$ 745,328	\$ 1,129,395	1.2.1, 1.3.2, 3.1.1, 3.4.1, 4.2.2
IV. Employee Benefits	State Employer Contributions	\$ 425,286	\$ 99,265	\$ 130,499	\$ 655,050	\$ 698,145	\$ 133,981	\$ 152,255	\$ 984,381	3.4.1
V. All Other Items	All special items supported by the state. Example: The African American Heritage Commission and all pass through items.	\$ 3,364,891		\$ 25,000	\$ 3,389,891	\$ 267,524		\$ 25,000	\$ 292,524	

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**Legal Standards Template**

Item #	Law Number	Jurisdiction	Type of Law	Statutory Requirement and/or Authority Granted	Does this law specify who (customer) the agency must or may serve? (Y/N)	Does the law specify a deliverable (product or service) the agency must or may provide? (Y/N)
1	60-11-30	State	Statute	Requires the preservation and administration of public records transferred to the Historical Commission and any transferred in the future; collection of public records in other states or counties dealing with South Carolina history; preservation and administration of private records formerly in the custody of the Historical Commission and those that may be added in the future; editing and publication of documents, treatises relating to the history of South Carolina; stimulation of research, study and other activities in the field of South Carolina history, genealogy, or archeology; approval of inscriptions for historical markers or monuments erected on State highways or other State property; improvement of standards for the making, care, and administration of public records; and performance of such acts and requirements as may be enjoined by law.	No	Yes
2	60-11-40 through 60-11-50	State	Statute	Establishes the Commission of Archives and History as the governing body of the agency and gives the Commission the power to elect its chairman and vice-chairman; make rules and regulations for the governance of the department; elect a director; appoint staff members; adopt a seal for departmental use; control expenditures; accept gifts; make annual reports to the General Assembly; and adopt policies.	Yes	Yes
3	60-11-60	State	Statute	Establishes authority of the Director to manage and administer the department.	Yes	Yes
4	60-11-70	State	Statute	Establishes SCDAH's authority to accept private records.	Yes	Yes
	60-11-80	State	Statute	Establishes SCDAH's authority to publish information regarding public records.	Yes	Yes
5	60-11-90	State	Statute	Establishes name, occupancy, and operation of State Archives Building.	Yes	Yes
6	60-11-100	State	Statute	Establishes authority of SCDAH to accept county and municipal funds to microfilm public records.	Yes	Yes
7	60-11-120	State	Statute	Establishes authority of SCDAH to dispose of duplicative archival materials.	No	Yes
8	30-1-40	State	Statute	Establishes a process whereby agencies convey public records to SCDAH.	Yes	Yes
9	30-1-50	State	Statute	Establishes penalties for agencies refusing to convey records to SCDAH.	Yes	Yes
10	30-1-80	State	Statute	Requires SCDAH to establish and administer a public records program.	Yes	Yes
11	30-1-90	State	Statute	Requires SCDAH to assist in the creation, filing, and preserving of records, inventories, and schedules.	Yes	Yes
12	30-1-100	State	Statute	Outlines additional powers and duties of SCDAH relating to the public records of South Carolina.	Yes	Yes
13	30-1-110	State	Statute	Gives SCDAH director authority to approve the destruction or disposition of the accessioned records of any agency that are determined to not be of archival value.	Yes	Yes
14	30-1-120	State	Statute	Establishes the authority for SCDAH to inventory, repair, or microfilm records.	Yes	Yes

15	26.1 (AH: Use of Proceeds)	State	Proviso	Grants the agency the authority to use revenue generated from facility rentals, gift shop operations, training sessions, sale of publications, reproductions of documents, research fees, handling charges, and the sale of National Register plaques for facility operations and maintenance.	Yes	Yes
16	26.2 (AH: Disposal of Materials)	State	Proviso	Allows the agency to sale duplicative record and non-record materials that are not eligible for public auction in a manner that is most beneficial to the agency.	Yes	Yes
17	54 U.S.C. § 302301	Federal	Statute	Establishes the State Historic Preservation Office and defines its authority.	Yes	Yes
18	54 U.S.C. § 302501	Federal	Statute	Establishes the Certified Local Government program to be administered by the State Historic	Yes	Yes
19	54 U.S.C. § 302901 and 303101	Federal	Statute	Establishes guidelines for the Historic Preservation Fund and grant program.	Yes	Yes

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Customer Template

Divisions or Major Programs	Description	Service/Product Provided to Customers	Customer Segments	Specify only for the following Segments: (1) Industry: Name; (2) Professional Organization: Name; (3) Public: Demographics.
Administration	Set agency goals and strategies, acquire and account for agency funding, support program areas in carrying out agency mission.	Agency Management	Executive Branch/State Agencies, Legislative Branch, General Public	3) Public: All people who visit or use the agency to conduct research, purchase items in the gift shop, use meeting space, attend conferences, and follow the agency on social media.
Administration	Set agency goals and strategies, acquire and account for agency funding, support program areas in carrying out agency mission.	Human Resources Support	Executive Branch/State Agencies	2) Professional Organization: SCDAH; 3) Public: All people who visit the agency to conduct research, purchase items in the gift shop, use meeting space, attend conferences, and follow the agency on social media.
Administration	Set agency goals and strategies, acquire and account for agency funding, support program areas in carrying out agency mission.	Information Technology Support	Executive Branch/State Agencies	2) Professional Organization: SCDAH; 3) Public: All people who visit the agency to conduct research, purchase items in the gift shop, use meeting space, attend conferences, and follow the agency on social media.
Administration	Set agency goals and strategies, acquire and account for agency funding, support program areas in carrying out agency mission.	Agency Budget and Finance Operations	Executive Branch/State Agencies	3) Public: All people who visit or use the agency to conduct research, purchase items in the gift shop, use meeting space, attend conferences, and follow the agency on social media.
Administration	Set agency goals and strategies, acquire and account for agency funding, support program areas in carrying out agency mission.	Facility Use Coordination	General Public	3) Public: All people who visit or use the agency to conduct research, purchase items in the gift shop, use meeting space, attend conferences, and follow the agency on social media.
Administration	Set agency goals and strategies, acquire and account for agency funding, support program areas in carrying out agency mission.	Gift Shop	General Public	3) Public: All people who visit or use the agency to conduct research, purchase items in the gift shop, use meeting space, attend conferences, and follow the agency on social media.
Administration	Set agency goals and strategies, acquire and account for agency funding, support program areas in carrying out agency mission.	Media Relations and Agency Advancement	General Public	3) Public: All people who visit or use the agency to conduct research, purchase items in the gift shop, use meeting space, attend conferences, and follow the agency on social media.
Archives and Records Management	To identify, preserve, and make available the permanently valuable state and local government records for South Carolina 1671 to ca. 2000.	Research Room	Executive Branch/State agencies, Legislative Branch, Judicial Branch, Local Governments, School districts, and General Public	3) Public: All people who visit or use the agency to conduct research, purchase items in the gift shop, use meeting space, attend conferences, and follow the agency on social media.
Archives and Records Management	To identify, preserve, and make available the permanently valuable state and local government records for South Carolina 1671 to ca. 2000.	Photocopy Services	Executive Branch/State agencies, Legislative Branch, Judicial Branch, Local Governments, School Districts, and General Public	3) Public: All people who visit or use the agency to conduct research, purchase items in the gift shop, use meeting space, attend conferences, and follow the agency on social media.
Archives and Records Management	To identify, preserve, and make available the permanently valuable state and local government records for South Carolina 1671 to ca. 2000.	Accessioning Records	Executive Branch/State agencies, Legislative Branch, Judicial Branch, and Local Governments	3) Public: All people who visit or use the agency to conduct research, purchase items in the gift shop, use meeting space, attend conferences, and follow the agency on social media.

Archives and Records Management	To identify, preserve, and make available the permanently valuable state and local government records for South Carolina 1671 to ca. 2000.	Describing Records	Executive Branch/State agencies, Legislative Branch, Judicial Branch, Local Governments, School Districts, and General Public	3) Public: All people who visit or use the agency to conduct research, purchase items in the gift shop, use meeting space, attend conferences, and follow the agency on social media.
Archives and Records Management	To identify, preserve, and make available the permanently valuable state and local government records for South Carolina 1671 to ca. 2000.	Microfilming Records	Executive Branch/State agencies, Legislative Branch, Judicial Branch, Local Governments, School Districts, and General Public	3) Public: All people who visit or use the agency to conduct research, purchase items in the gift shop, use meeting space, attend conferences, and follow the agency on social media.
Archives and Records Management	To identify, preserve, and make available the permanently valuable state and local government records for South Carolina 1671 to ca. 2000.	Imaging Records	Executive Branch/State agencies, Legislative Branch, Judicial Branch, Local Governments, School Districts, and General Public	3) Public: All people who visit or use the agency to conduct research, purchase items in the gift shop, use meeting space, attend conferences, and follow the agency on social media.
Archives and Records Management	To identify, preserve, and make available the permanently valuable state and local government records for South Carolina 1671 to ca. 2000.	Microfilm Security Vault Operations	Executive Branch/State agencies, Legislative Branch, Judicial Branch, Local Governments, School Districts, and General Public	3) Public: All people who visit or use the agency to conduct research, purchase items in the gift shop, use meeting space, attend conferences, and follow the agency on social media.
Archives and Records Management	To identify, preserve, and make available the permanently valuable state and local government records for South Carolina 1671 to ca. 2000.	Local Government Records Management	Local Governments and School Districts	3) Public: All people who visit or use the agency to conduct research, purchase items in the gift shop, use meeting space, attend conferences, and follow the agency on social media.
Archives and Records Management	To identify, preserve, and make available the permanently valuable state and local government records for South Carolina 1671 to ca. 2000.	State Government Records Management	Executive Branch/State agencies, Legislative Branch, and Judicial Branch	3) Public: All people who visit or use the agency to conduct research, purchase items in the gift shop, use meeting space, attend conferences, and follow the agency on social media.
Archives and Records Management	To identify, preserve, and make available the permanently valuable state and local government records for South Carolina 1671 to ca. 2000.	State Records Center	Executive Branch/State agencies	3) Public: All people who visit or use the agency to conduct research, purchase items in the gift shop, use meeting space, attend conferences, and follow the agency on social media.
Historical Services (State Historic Preservation Office)	To administer state and federal historic preservation laws and programs to encourage and facilitate the responsible stewardship of South Carolina's irreplaceable historic and prehistoric places.	Statewide Survey of Historic Properties	Executive Branch/State agencies, Local Governments, General Public	2): Local historical and preservation organizations; 3) Public: Property owners and local historical and preservation organizations
Historical Services (State Historic Preservation Office)	To administer state and federal historic preservation laws and programs to encourage and facilitate the responsible stewardship of South Carolina's irreplaceable historic and prehistoric places.	National Register of Historic Places Program	Executive Branch/State agencies, Local Governments, General Public	2): Local historical and preservation organizations; 3) Public: Property owners and local historical and preservation organizations
Historical Services (State Historic Preservation Office)	To administer state and federal historic preservation laws and programs to encourage and facilitate the responsible stewardship of South Carolina's irreplaceable historic and prehistoric places.	State Historical Marker Programs	Executive Branch/State agencies, Local Governments, General Public	2): Local historical and preservation organizations; 3) Public: Property owners and local historical and preservation organizations

Historical Services (State Historic Preservation Office)	To administer state and federal historic preservation laws and programs to encourage and facilitate the responsible stewardship of South Carolina's irreplaceable historic and prehistoric places.	Historic Preservation Fund Grants	Executive Branch/State agencies, Local Governments, General Public	2): Local historical and preservation organizations; 3) Public: Property owners and local historical and preservation organizations
Historical Services (State Historic Preservation Office)	To administer state and federal historic preservation laws and programs to encourage and facilitate the responsible stewardship of South Carolina's irreplaceable historic and prehistoric places.	Historic Rehabilitation Tax Credit Programs	Executive Branch/State agencies, Local Governments, General Public	2): Local historical and preservation organizations; 3) Public: Property owners and local historical and preservation organizations
Historical Services (State Historic Preservation Office)	To administer state and federal historic preservation laws and programs to encourage and facilitate the responsible stewardship of South Carolina's irreplaceable historic and prehistoric places.	Review and Compliance Program	Executive Branch/State agencies, Local Governments, General Public	2): Local historical and preservation organizations; 3) Public: Property owners and local historical and preservation organizations
Historical Services (State Historic Preservation Office)	To administer state and federal historic preservation laws and programs to encourage and facilitate the responsible stewardship of South Carolina's irreplaceable historic and prehistoric places.	Certified Local Governments	Executive Branch/State agencies, Local Governments, General Public	2): Local historical and preservation organizations; 3) Public: Property owners and local historical and preservation organizations
Historical Services (State Historic Preservation Office)	To administer state and federal historic preservation laws and programs to encourage and facilitate the responsible stewardship of South Carolina's irreplaceable historic and prehistoric places.	Outreach and Technical Assistance	Executive Branch/State agencies, Local Governments, General Public	2): Local historical and preservation organizations; 3) Public: Property owners and local historical and preservation organizations

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**Partner Template**

Name of Partner Entity	Type of Partner Entity	Description of Partnership	Associated Objective(s)
National Parks Service, U.S. Department of Interior	Federal Government	Worked with SHPO to place South Carolina properties on the National Register of Historic Places and provided grant funds to support local historic preservation activities.	4.2.2
South Carolina Institute of Archaeology and Anthropology	State Government	Worked with SHPO to maintain SC ArchSite database.	4.2.2
South Carolina Archives and History Foundation	Non-Governmental Organization	Worked with SCDAH to sponsor the State Preservation Conference, the State Preservation Awards, Annual Civil War Symposium, and Genealogy workshops.	3.1.1
South Carolina African American Heritage Commission	State Government	Worked with SHPO to develop the Greenbook of South Carolina for African American historic sites.	4.2.2
Palmetto Trust for Historic Preservation	Non-Governmental Organization	Worked with SHPO to sponsor annual statewide preservation awards.	3.1.1
Certified Local Governments	Local Government	Worked with SHPO and National Parks Service to promote community preservation planning and heritage education.	1.3.2
South Carolina Public Records Association (SCPRA)	Professional Association	At SCPRA's annual meeting SCDAH staff gave presentations about records management services available to state and local government agencies.	1.3.2
South Carolina Archival Association (SCAA)	Professional Association	At SCAA's annual meeting SCDAH staff gave presentations about electronic records and disaster preparedness.	1.3.2
Palmetto Archives, Libraries and Museums Council on Preservation (PALMCOP)	Professional Association	At PALMCOP's annual meeting SCDAH staff gave presentations about electronic records and disaster preparedness.	1.3.2
South Carolina Confederate Relic Room and Military Museum	State Government	Worked with SCDAH to sponsor annual Civil War Symposium.	1.2.2
South Caroliniana Library, University of South Carolina	Higher Education Institute	Worked with SCDAH to sponsor annual Civil War Symposium.	1.2.2
Historic Columbia Foundation, City of Columbia	Local Government	Worked with SCDAH to sponsor annual Civil War Symposium.	1.2.2

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Report Template

Item	Report Name	Name of Entity Requesting the Report	Type of Entity	Reporting Frequency	Submission Date (MM/DD/YYYY)	Summary of Information Requested in the Report	Method to Access the Report
1	Restructuring Report	House Committee on Legislative Oversight	State	Annually	12/1/2016	Agency Information in regards to its strategic planning, operations, and performance.	Request from SCDAH or <a href="http://www.scstatehouse.gov/CommitteeInfo/HouseLegislativeOversightCommittee/AgencyPHPFiles/ArchivesandHistory.php">http://www.scstatehouse.gov/CommitteeInfo/HouseLegislativeOversightCommittee/AgencyPHPFiles/ArchivesandHistory.php</a>
2	Historic Preservation Performance Report	Department of Transportation	State	Annually	7/1/2017	Activities carried out by the State Historic Preservation Office (SHPO) to review SCDOT projects for impacts to historic properties.	Request from SCDAH or SCDOT Environmental Services Office <a href="http://www.scdot.org/inside/environmentalservices.aspx">http://www.scdot.org/inside/environmentalservices.aspx</a> , (803) 737-1396 or (803) 737-1645
3	Government Performance and Results Act Annual Products Report	National Park Service	Federal	Bi-annually	December 31, 2016; July 07, 2017	Historic preservation activities carried out under state programs.	Request from SCDAH or the National Park Service, Office of State, Tribal, and Local Plans and Grants Division <a href="https://www.nps.gov/orgs/1623/index.htm">https://www.nps.gov/orgs/1623/index.htm</a> , (202) 354-2066
4	Leave Transfer Pool Program Report	Department of Administration	State	Annually	3/1/2017	Provides an account of the amount of leave that has been moved to the Leave Transfer Pool.	Request from SCDAH
5	ArchSite Performance Report	Department of Transportation	State	Quarterly	01/15/2017; 04/15/2017; 07/15/2017; 10/15/2017	Activities performed by the SHPO and the SC Institute of Archaeology & Anthropology to maintain the state's online GIS system for cultural resources.	Request from SCDAH or SCDOT Environmental Services Office <a href="http://www.scdot.org/inside/environmentalservices.aspx">http://www.scdot.org/inside/environmentalservices.aspx</a> , (803) 737-1396
6	Small and Minority Business Contracting Report	Department of Administration	State	Quarterly	10/30/2016; 01/30/2017; 04/15/2017; 07/15/2017	Documents the agency's utilization of Minority Business Enterprises.	Request from SCDAH
7	Audit and Certification Report to MMO	Department of Administration	State	Quarterly	10/30/2016; 01/30/2017; 04/15/2017; 07/15/2017	Report regarding the agency's use of Sole Source Providers. Report includes information regarding vendors and the amount spent.	Request from SCDAH or access at <a href="http://procurement.sc.gov/PS/agency/auditRpts/PS-audit-reports-login.phtml">http://procurement.sc.gov/PS/agency/auditRpts/PS-audit-reports-login.phtml</a>
8	Multiple Worksite Report	Department of Employment and Workforce	State	Quarterly	09/31/2016; 12/31/2016; 03/30/2017; 06/30/2017	This reports lists the various places of business that exist for each state agency.	Request from SCDAH
9	UCE 120/121 Report for Unemployment	Department of Employment and Workforce	State	Quarterly	09/31/2016; 12/31/2016; 03/30/2017; 06/30/2017	This report lists the quarterly contributions and wages of each agency.	Request from SCDAH
10	National Maritime Heritage Grant Report	National Park Service	Federal	Bi-annually	12/31/2016; 07/31/2017	This report is an update on the progress of the grant and an accounting of the expenses and what has been completed on the grant project.	Request from SCDAH or the National Park Service, National Maritime Heritage Program <a href="https://www.nps.gov/maritime/">https://www.nps.gov/maritime/</a> or call 202-354-2266
11	Closing Package Report	Comptroller General	State	Annually	07/08/2016; 07/22/2016; 08/12/2016; 08/26/2016; 09/09/2016; 09/16/2016; 10/24/2016	Every agency is required to follow the Reporting Policies and Procedures Manual and submit the required reporting packages identified through the completion of the Master Reporting Package Checklist, without exception.	Request from SCDAH or access at <a href="http://www.cg.sc.gov/guidanceandformsforstateagencies/Pages/agencyesthatsubmitpackages.aspx">http://www.cg.sc.gov/guidanceandformsforstateagencies/Pages/agencyesthatsubmitpackages.aspx</a>
12	Report to State Accident Fund	Department of Administration	State	Annually	8/31/2016	This is a report of workman's compensation and other insurance claims that would be covered by the State Accident Fund.	Request from SCDAH

13	Bonuses Spreadsheet Report	Department of Administration	State	Annually	8/31/2016	This is a report of all bonuses awarded during the fiscal year.	Request from SCDAH
14	Monetary Awards Report	Department of Administration	State	Annually	8/31/2016	This is a report of all monetary awards to include any allowances for residences or compensation.	Request from SCDAH
15	Voluntary Separation Program Cost Estimate Report	Department of Administration	State	Annually	8/15/2016	This is a report of estimated costs associated with any agency voluntary separation program.	Request from SCDAH
16	Salary Supplement Spreadsheets Report	Department of Administration	State	Annually	8/31/2016	This is a report of any supplementary salaries awarded to agency staff.	Request from SCDAH
17	Organizational Charts Report	Department of Administration	State	Annually	9/1/2016	This report denotes any changes to the agency organizational chart.	Request from SCDAH
18	Retirement Incentive Program Cost Estimate Report	Department of Administration	State	Annually	8/15/2016	This report provides a cost estimate of any retirement incentives awarded to agency staff.	Request from SCDAH
19	Furlough Report	Department of Administration	State	Annually	8/15/2016	This is a report of any agency furlough days taken during the fiscal year.	Request from SCDAH
20	State Accountability Report	Department of Administration	State	Annually	9/15/2016	This report is intended to outline agency performance for review by the Governor and the General Assembly.	Request from SCDAH
21	Equal Opportunity Employment Report	Commission on Human Affairs	State	Annually	10/15/2016	Report contains information regarding the agency's efforts to meet its goals regarding Equal Opportunity Employment.	Request from SCDAH
22	Agency Debt Collection Report	Department of Administration	State	Annually	2/28/2017	Report contains information regarding the amount of the agency's outstanding debt as of 12/31 and all methods that it has used to collect that debt.	Request from SCDAH or submit a memo to the Department of Administration with a form attached

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**External Review Template**

Item	Name of Entity Conducted External Review	Type of Entity	External Review Timeline (MM/DD/YYYY to MM/DD/YYYY)	Method to Access the External Review Report
1	Office of the State Auditor	State	07/01/2015 to 06/30/2016	Access online at <a href="http://osa.sc.gov/Reports/stateengagements/Pages/ArichivesandHistory.aspx">http://osa.sc.gov/Reports/stateengagements/Pages/ArichivesandHistory.aspx</a>
2	House Legislative Oversight Committee	State	07/01/2016 to 06/30/2017	Access online at <a href="http://www.scstatehouse.gov/CommitteeInfo/HouseLegislativeOversightCommittee/AgencyPHPFiles/ArchivesandHistory.php">http://www.scstatehouse.gov/CommitteeInfo/HouseLegislativeOversightCommittee/AgencyPHPFiles/ArchivesandHistory.php</a>