

APPENDIX

South Carolina Department of Archives and History (SCDAH)

Populating the Online Records Index

Plan and Budget Phases I through V, 2007-2012

The following is the SCDAH plan for scanning historical records from its holdings for wider public access via the Online Records Index. Though Phase I is a well developed plan as far as resource needs are concerned, Phases II through V are approximations, subject to refinement over the next few years.

As noted below, for some of the high volume record series that are on microfilm of good image quality, the SCDAH plans to outsource to a vendor production of scanned images. Smaller runs of records on microfilm will be scanned at the SCDAH using existing equipment. For microfilm of poor image quality the SCDAH will attempt to scan from the film, but if a quality scan is not possible from the microfilm and the hardcopy original is available, the SCDAH project personnel will scan from the hardcopy originals.

At this point, the SCDAH estimates that it will need \$472,859 over the five phases, with SCDAH cost sharing totaling at least \$230,032:

Proposed Budget 2007-2012	Grant Funds	Local Matching	Total
Personal Services	\$298,000	\$230,032 (minimum)	\$528,032
Library Materials	\$3,947	0	\$3,947
Equipment	\$12,911	0	\$12,911
Other	\$158,000	0	\$158,000
Total	\$472,859	\$230,032	\$702,890

The following pages detail the scanning planned for each of the five phases and a budget for each phase.

Phase I: Completed by September 30, 2008

The following are the record series to be digitized:

Series Title	Records	Estimated Images
South Carolina Will Transcripts, (does not include Charleston District), 1782-ca. 1855	11,059	30,000
Military Department, Adjutant and Inspector General, Militia Enrollments, 1869, 27 volumes (unindexed, to be added to the ORI) (Microfilm)	N/A	1,600
1824 Tax Returns	5,000	7-10,000
TOTALS		Ca. 40,000

Budget proposal for Phase I:

Proposed Budget	Grant Funds	Local Matching In-Kind	Total
Personal Services	\$28,800 ¹	\$40,032	\$68,832
Library Materials	\$3,947 ²	0	\$3,947
Equipment	\$10,111 ³	0	\$10,111
Other	0	0	0
Total	\$42,858	\$40,032	\$82,890

¹ Two part-time personnel, 20 hours per week each

² Software for new PCs

³ Three PCs

Phase II: Completed by September 30, 2009

The following are the record series to be digitized:

Series Title	Records	Estimated Images
Governor's Messages, 1783-1866 (microfilm)	837	4,185
Resolutions of the General Assembly, 1782-1865 (OS, V)	4,352	15,232
Misc. Communications to the General Assembly, 1783-1865 (OS, V)	1,891	5,682
Petitions to Practice Law (Charleston District Court of Equity), 1804-1808	8	16
Petitions to Practice Law (Constitutional Court), 1820	1	2
Petitions and Decrees in Summary Process (SC Court of Common Pleas), 1783-1790	292	876
Petitions to Practice Law (Court of Appeals, 1824-1836), 1825-1836	154	308
Petitions to Practice Law (Court of Appeals, 1859-1868), 1860-1867	7	14
Petitions to Practice Law (Court of Appeals in Law, 1836-1859), 1837-1859	126	252
Petitions to Practice Law (Court of Appeals in Equity, 1809-1824), 1809-1824	100	200
Petitions to Practice Law (Court of Appeals in Equity, 1836-1859) 1836-1859	96	192
Petitions to Practice Law (Court of Chancery), 1752-1778	36	72
Town Lot Grants, 1772-1775	10	20
Petitions to the General Assembly, 1782- 1866 (microfilm: outsource scanning)	16,734	66,936
Misc. Records (Main Series), 1741-1843 (microfilm: possible outsource scanning)	13,262	18,140
TOTALS	37,906	106,253

Budget proposal for Phase II:

Proposed Budget	Grant Funds	Local Matching In-Kind	Total
Personal Services	\$65,000 ⁴	\$40,000 (minimum)	\$105,000
Library Materials	0	0	0
Equipment	\$2,800 ⁵	0	\$2,800
Other	\$40,000 ⁶	0	\$40,000
Total	\$107,800	\$40,000	\$147,800

⁴ Two part- time personnel at 20 hours each per week and a full time quality control technician, with benefits

⁵ Flatbed scanner

⁶ Estimated contractual services for scanning from microfilm (\$10,000) and lease of equipment to scan volumes and oversize materials. N.B.: Cost of OS/V scanner in 2007 is \$80,000; lease is estimated at between \$2,500 and \$3,000 per month

Phase III: Completed by September 30, 2010

The following are the record series to be digitized:

Series Title	Records	Estimated Images
Accounts Audited of Claims Growing of the Revolution, 1776-1858 (microfilm)	11,170	90,000
Committee Reports of the General Assembly, 1782-1866 (OS, V)	23,909	59,772
State Plat Books (Charleston Series), 1784-1860 (microfilm: outsource scanning)	30,258	30,258
State Plat Books (Columbia Series), 1796-1868 (microfilm: outsource scanning)	20,699	20,699
Plan Books, 1784-1826 (V)	852	852
Criminal Journals, 1769-1776 (microfilm)	2,087	2,087
TOTALS	81,175	203,668

Budget proposal for Phase III:

Proposed Budget	Grant Funds	Local Matching In-Kind	Total
Personal Services	\$65,000 ⁷	\$50,000 (minimum)	\$115,000
Library Materials	0	0	0
Equipment	0	0	0
Other	\$40,000 ⁸	0	\$40,000
Total	\$105,000	\$50,000	\$155,000

⁷ Two part- time personnel at 20 hours each per week and a full time quality control technician, with benefits

⁸ Estimated contractual services for scanning from microfilm (\$10,000) and lease of equipment to scan volumes and oversized materials. N.B.: Cost of OS/V scanner in 2007 is \$80,000; lease is estimated at between \$2,500 and \$3,000 per month

Phase IV: Completed by September 30, 2011

The following are the record series to be digitized:

Series Title	Records	Estimated Images
Colonial Land Grants (Copy Series), 1749-1799 (microfilm: outsource scanning)	25,978	25,978
Judgment Rolls (Charleston District), 1791-1839 (OS, V)	22,776	14,8004
Memorial Books (Copy Series), 1731-1778 (microfilm: possibly outsource scanning)	21,515	43,000
Colonial Land Grants (Documents Omitted), 1749-1799 (V)	180	180
Township Grants (Documents Omitted), 1736-1791 (V)	429	860
TOTALS	70,878	218,062

Budget proposal for Phase IV:

Proposed Budget	Grant Funds	Local Matching In-Kind	Total
Personal Services	\$70,000 ⁹	\$50,000 (minimum)	\$120,000
Library Materials	0	0	0
Equipment	0	0	0
Other	\$38,000 ¹⁰	0	\$38,000
Total	\$108,000	\$50,000	\$158,000

⁹ Two part- time personnel at 20 hours each per week and a full time quality control technician, with benefits

¹⁰ Estimated contractual services for scanning from microfilm (\$8,000) and lease of scanner for volumes and oversize materials. N.B.: Cost of OS/V scanner in 2007 is \$80,000; lease is estimated at between \$2,500 and \$3,000 per month

Phase 5: Completed by September 30, 2012

The following are the record series to be digitized:

Series Title	Records	Estimated Images
Judgment Rolls (SC Court of Common Pleas), 1703-1790 (microfilm: outsource scanning)	14,981	74,905
Plat Collection of John McCrady, 1680-1929 (microfilm)	8,107	8,107
Renunciation of Dower Books (Charleston District), 1787-1887 (V)	992	1,500
Petition and Decrees in Summary Process (Charleston District), 1791-1823 (OS, V)	4,583	18,332
Bills of Sale, 1843-1872 (microfilm)	2,863	2,863
Robert W. Gibbes Collection of Revolutionary War Manuscripts, 1773-1840	248	800
Unrecorded Plats for Lands Not Granted, 1731-1866 (microfilm)	1,274	2,548
Mortgages (Commission on the Paper Medium Loan), 1786-1815 (V)	415	415
Conveyance Books (SC Register of Mesne Conveyance), 1776-1785 (microfilm)	2,173	11,000
Conveyance Books (Public Register), 1719-1776 (microfilm)	9,588	45,000
Renunciations of Dower (SC Court of Common Pleas), 1726-1786 (V)	2,028	2,500
TOTALS	47,252	165,670

Budget proposal for Phase V:

Proposed Budget	Grant Funds	Local Matching In-Kind	Total
Personal Services	\$70,000 ¹¹	\$50,000 (minimum)	\$120,000
Library Materials	0	0	0
Equipment	0	0	0
Other	\$40,000 ¹²	0	\$40,000
Total	\$110,000	\$50,000	\$160,000

¹¹ Two part-time assistants at 20 hours per week each and a full time quality control technician, with benefits

¹² Estimated contractual services for scanning from microfilm (\$10,000) and lease of scanner for volumes and oversize materials. N.B.: Cost of OS/V scanner in 2007 is \$80,000; lease is estimated at between \$2,500 and \$3,000 per month