



**Fiscal Year 2022-23
Agency Budget Plan**

FORM A - BUDGET PLAN SUMMARY

**OPERATING
REQUESTS
(FORM B1)**

For FY 2022-23, my agency is (mark "X"):	
<input checked="" type="checkbox"/>	Requesting General Fund Appropriations.
<input type="checkbox"/>	Requesting Federal/Other Authorization.
<input type="checkbox"/>	Not requesting any changes.

**NON-RECURRING
REQUESTS
(FORM B2)**

For FY 2022-23, my agency is (mark "X"):	
<input type="checkbox"/>	Requesting Non-Recurring Appropriations.
<input type="checkbox"/>	Requesting Non-Recurring Federal/Other Authorization.
<input checked="" type="checkbox"/>	Not requesting any changes.

**CAPITAL
REQUESTS
(FORM C)**

For FY 2022-23, my agency is (mark "X"):	
<input type="checkbox"/>	Requesting funding for Capital Projects.
<input checked="" type="checkbox"/>	Not requesting any changes.

**PROVISOS
(FORM D)**

For FY 2022-23, my agency is (mark "X"):	
<input type="checkbox"/>	Requesting a new proviso and/or substantive changes to existing provisos.
<input type="checkbox"/>	Only requesting technical proviso changes (such as date references).
<input checked="" type="checkbox"/>	Not requesting any proviso changes.

Please identify your agency's preferred contacts for this year's budget process.

	<u>Name</u>	<u>Phone</u>	<u>Email</u>
PRIMARY CONTACT:	W. Eric Emerson, Ph.D.	(803) 896-6185	eemerson@scdah.sc.gov
SECONDARY CONTACT:	Bernice Cooper-James	(803) 896-6163	bcjames@scdah.sc.gov

I have reviewed and approved the enclosed FY 2020-21 Agency Budget Plan, which is complete and accurate to the extent of my knowledge.

SIGN/DATE:	<u>Agency Director</u> 	<u>Board or Commission Chair</u>
TYPE/PRINT NAME:	W. Eric Emerson, Ph.D.	A.V. Huff, Jr., Ph.D.

This form must be signed by the agency head – not a delegate.

Agency Name:	<u>Department Of Archives & History</u>
Agency Code:	H790
Section:	26

BUDGET REQUESTS			FUNDING					FTES				
Priority	Request Type	Request Title	State	Federal	Earmarked	Restricted	Total	State	Federal	Earmarked	Restricted	Total
1	B2 - Non-Recurring	Agency Digital Conversion to Cloud Storage	250,000	0	0	0	250,000	0.00	0.00	0.00	0.00	0.00
2	B1 - Recurring	Historic Preservation State Grant Fund	1,000,000	0	0	0	1,000,000	0.00	0.00	0.00	0.00	0.00
3	B2 - Non-Recurring	SC American Revolution Sestercentennial Commission	9,399,000	0	0	0	9,399,000	0.00	0.00	0.00	0.00	0.00
4	B1 - Recurring	SC American Revolution Sestercentennial Commission	522,000	0	0	0	522,000	2.00	0.00	0.00	0.00	2.00
5	B2 - Non-Recurring	Develop African American History Curriculum for SC American Revolution 250th	100,000	0	0	0	100,000	0.00	0.00	0.00	0.00	0.00
TOTALS			11,271,000	0	0	0	11,271,000	2.00	0.00	0.00	0.00	2.00

Agency Name:	Department Of Archives & History		
Agency Code:	H790	Section:	26

FORM B1 – RECURRING OPERATING REQUEST

AGENCY PRIORITY	2
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Provide the Agency Priority Ranking from the Executive Summary.

TITLE	Historic Preservation State Grant Fund
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Provide a brief, descriptive title for this request.

AMOUNT	General: \$1,000,000 Federal: \$0 Other: \$0 Total: \$1,000,000
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What is the net change in requested appropriations for FY 2022-2023? This amount should correspond to the total for all funding sources on the Executive Summary.

NEW POSITIONS	0.00
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Please provide the total number of new positions needed for this request.

FACTORS ASSOCIATED WITH THE REQUEST	Mark "X" for all that apply:	
	<input checked="" type="checkbox"/>	Change in cost of providing current services to existing program audience
	<input type="checkbox"/>	Change in case load/enrollment under existing program guidelines
	<input type="checkbox"/>	Non-mandated change in eligibility/enrollment for existing program
	<input type="checkbox"/>	Non-mandated program change in service levels or areas
	<input type="checkbox"/>	Proposed establishment of a new program or initiative
	<input type="checkbox"/>	Loss of federal or other external financial support for existing program
	<input type="checkbox"/>	Exhaustion of fund balances previously used to support program
	<input type="checkbox"/>	IT Technology/Security related
	<input type="checkbox"/>	Consulted DTO during development
<input type="checkbox"/>	Related to a Non-Recurring request – If so, Priority #	

STATEWIDE ENTERPRISE STRATEGIC OBJECTIVES	Mark "X" for primary applicable Statewide Enterprise Strategic Objective:	
	<input type="checkbox"/>	Education, Training, and Human Development
	<input type="checkbox"/>	Healthy and Safe Families
	<input type="checkbox"/>	Maintaining Safety, Integrity, and Security
	<input checked="" type="checkbox"/>	Public Infrastructure and Economic Development
<input type="checkbox"/>	Government and Citizens	

ACCOUNTABILITY OF FUNDS	<p>The requested funds are related to <i>Strategy 3.1, Increase Local Awareness and Participation in Historic Preservation</i>, of SCDAH's strategic plan. This request is to help fund the annual operations of the Historic Preservation State Grant Fund. The State Grant Fund was reestablished in FY20/21 with the goal of supporting historic preservation projects statewide through a competitive grant program that functions in conjunction with the NPS Historic Preservation Grant Fund and other federal grant funds to significantly expand competitive grant funds provided for historic preservation projects statewide. The agency will evaluate the use of these funds by assessing a variety of measures concerning their impact on historic preservation, including: total number of organizations applying for grants; total number of projects funded annually by the State Grant Fund; total amount of funds distributed annually; and total investment generated by the project locally, regionally, and statewide as a result of the State Grant Fund.</p>
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What specific strategy, as outlined in the most recent Strategic Planning and Performance Measurement template of agency's accountability report, does this funding request support? How would this request advance that strategy? How would the use of these funds be evaluated?

RECIPIENTS OF FUNDS

The State Historic Preservation Office (SHPO) of the Department of Archives and History will be the initial recipient of the funds. The SHPO will then re-grant these funds to applicants of historic preservation projects statewide through a competitive grant program that mirrors the current Historic Preservation Grant program operated by the SHPO and funded by the National Park Service. This grant program uses national criteria for historic preservation (historical integrity, historical significance, whether or not the project is well-planned, public benefit, threats to the structure, and National Register of Historic Places eligibility or listing) in a competitive grant program that ranks applicants based upon the number of criteria met for each project.

What individuals or entities would receive these funds (contractors, vendors, grantees, individual beneficiaries, etc.)? How would these funds be allocated – using an existing formula, through a competitive process, based upon predetermined eligibility criteria?

JUSTIFICATION OF REQUEST

In FY 2020/21 the State Historic Preservation Office (SHPO) at the Department of Archives and History re-established the State Grant Fund, which had ceased to exist in FY 2006 as a result of statewide budget cuts. This grant fund was re-established with the goal of supporting historic preservation projects statewide through a competitive grant program that functions in conjunction with the National Park Service Historic Preservation Grant Fund and other federal grants to significantly expand competitive grant funds available for historic preservation projects. As envisioned, this fund will be more expansive, less restrictive, and provide greater benefit to statewide historic preservation than the ongoing and much smaller Historic Preservation Fund grants distributed by the SHPO with funds from the National Park Service. The establishment of this fund also negates to a substantial degree the need for legislative earmarks dealing with historic preservation projects.

To initially provide funding for the State Grant Fund, the General Assembly passed Act 172, which provides for the collection of a fee for processing State Historic Preservation Tax Credit applications. As originally planned, once collected, the fees would be added to the grant fund for annual distribution to historic preservation projects around the state.

Although recently approved, the language of Act 172 already has been called into question by members of the House, and newly-proposed language would make the fees insufficient to generate enough funding to make the State Grant Fund viable. With the uncertainty surrounding the program's funding source, this agency is requesting \$1,000,000 in annual recurring funds as an alternate source of investment, which more closely mirrors funding that the agency received for the program before it was cancelled in 2006.

If the agency does not receive these funds and the language of Act 172 is modified to reduce the generated funding by roughly 80%, then the State Grant Fund will not be a viable source of historic preservation grant funding.

Please thoroughly explain the request to include the justification for funds, potential offsets, matching funds, and method of calculation. Please include any explanation of impact if funds are not received. If new positions have been requested, explain why existing vacancies are not sufficient.

Agency Name:	Department Of Archives & History		
Agency Code:	H790	Section:	26

FORM B1 – RECURRING OPERATING REQUEST

AGENCY PRIORITY	4
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Provide the Agency Priority Ranking from the Executive Summary.

TITLE	SC American Revolution Sestercentennial Commission
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Provide a brief, descriptive title for this request.

AMOUNT	<p>General: \$522,000</p> <p>Federal: \$0</p> <p>Other: \$0</p> <p>Total: \$522,000</p>
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What is the net change in requested appropriations for FY 2022-2023? This amount should correspond to the total for all funding sources on the Executive Summary.

NEW POSITIONS	2.00
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Please provide the total number of new positions needed for this request.

FACTORS ASSOCIATED WITH THE REQUEST	Mark "X" for all that apply:	
	<input checked="" type="checkbox"/>	Change in cost of providing current services to existing program audience
	<input type="checkbox"/>	Change in case load/enrollment under existing program guidelines
	<input type="checkbox"/>	Non-mandated change in eligibility/enrollment for existing program
	<input type="checkbox"/>	Non-mandated program change in service levels or areas
	<input type="checkbox"/>	Proposed establishment of a new program or initiative
	<input type="checkbox"/>	Loss of federal or other external financial support for existing program
	<input type="checkbox"/>	Exhaustion of fund balances previously used to support program
	<input type="checkbox"/>	IT Technology/Security related
	<input type="checkbox"/>	Consulted DTO during development
<input type="checkbox"/>	Related to a Non-Recurring request – If so, Priority # 3	

STATEWIDE ENTERPRISE STRATEGIC OBJECTIVES	Mark "X" for primary applicable Statewide Enterprise Strategic Objective:	
	<input type="checkbox"/>	Education, Training, and Human Development
	<input type="checkbox"/>	Healthy and Safe Families
	<input type="checkbox"/>	Maintaining Safety, Integrity, and Security
	<input type="checkbox"/>	Public Infrastructure and Economic Development
<input checked="" type="checkbox"/>	Government and Citizens	

ACCOUNTABILITY OF FUNDS	<p>These funds, which are being requested by the SC Revolutionary War Sestercentennial Commission, relate to <i>Strategy 3.1, Increase Local Awareness and Participation in Historic Preservation</i>, of SCDAH's strategic plan. This request is to fund the annual operations of the Sestercentennial Commission, which has been given the authority and responsibility "to plan and execute, insofar as authorized and funded by the General Assembly, a proper observance of the Sestercentennial of the American Revolution in South Carolina..." The use of these funds could be evaluated by assessing a variety of measures concerning the annual impact that the commission will have upon statewide efforts to commemorate the American Revolution 250th.</p>
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What specific strategy, as outlined in the most recent Strategic Planning and Performance Measurement template of agency's accountability report, does this funding request support? How would this request advance that strategy? How would the use of these funds be evaluated?

RECIPIENTS OF	The SC American Revolution Sestercentennial Commission would receive these funds to accomplish the Commission's goals. The SC Department of Archives and History will serve as the fiscal agent for the Sestercentennial Commission and will ensure that
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FUNDS

the Commission follows all applicable state procurement laws in the contracting and expenditure of these funds.

What individuals or entities would receive these funds (contractors, vendors, grantees, individual beneficiaries, etc.)? How would these funds be allocated – using an existing formula, through a competitive process, based upon predetermined eligibility criteria?

**JUSTIFICATION OF
REQUEST**

Created by a joint resolution of the General Assembly and signed by the Governor on March 20, 2019, the SC American Revolution Sestercentennial Commission was given the authority and responsibility "to plan and execute, insofar as authorized and funded by the General Assembly, a proper observance of the Sestercentennial of the American Revolution in South Carolina..." To fund its operations, the Commission is requesting **\$522,000** of recurring funds and two full-time positions (Director and Administrative Coordinator).

Administrative cost includes salaries & fringe, general overhead costs such as office supplies and travel, and costs associated with facilitating commission meetings.

Administration:

Executive \$135,000

General Administration \$250,000

Commission / Board Support \$31,000

Office – IT, legal, accounting travel, personnel, rent, furniture, equipment, supplies, communications, postage \$106,000

Please thoroughly explain the request to include the justification for funds, potential offsets, matching funds, and method of calculation. Please include any explanation of impact if funds are not received. If new positions have been requested, explain why existing vacancies are not sufficient.

Agency Name:	Department Of Archives & History		
Agency Code:	H790	Section:	26

FORM B2 – NON-RECURRING OPERATING REQUEST

AGENCY PRIORITY	1
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Provide the Agency Priority Ranking from the Executive Summary.

TITLE	Agency Digital Conversion to Cloud Storage
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Provide a brief, descriptive title for this request.

AMOUNT	\$250,000
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What is the net change in requested appropriations for FY 2022-2023? This amount should correspond to the total for all funding sources on the Executive Summary.

FACTORS ASSOCIATED WITH THE REQUEST	Mark "X" for all that apply:	
	<input type="checkbox"/>	Change in cost of providing current services to existing program audience
	<input type="checkbox"/>	Change in case load/enrollment under existing program guidelines
	<input type="checkbox"/>	Non-mandated change in eligibility/enrollment for existing program
	<input type="checkbox"/>	Non-mandated program change in service levels or areas
	<input type="checkbox"/>	Proposed establishment of a new program or initiative
	<input type="checkbox"/>	Loss of federal or other external financial support for existing program
	<input type="checkbox"/>	Exhaustion of fund balances previously used to support program
	<input checked="" type="checkbox"/>	IT Technology/Security related
	<input type="checkbox"/>	Consulted DTO during development
<input checked="" type="checkbox"/>	Request for Non-Recurring Appropriations	
<input type="checkbox"/>	Request for Federal/Other Authorization to spend existing funding	
<input type="checkbox"/>	Related to a Recurring request – If so, Priority #	

STATEWIDE ENTERPRISE STRATEGIC OBJECTIVES	Mark "X" for primary applicable Statewide Enterprise Strategic Objective:	
	<input type="checkbox"/>	Education, Training, and Human Development
	<input type="checkbox"/>	Healthy and Safe Families
	<input type="checkbox"/>	Maintaining Safety, Integrity, and Security
	<input type="checkbox"/>	Public Infrastructure and Economic Development
	<input checked="" type="checkbox"/>	Government and Citizens

ACCOUNTABILITY OF FUNDS	<p>The request for these funds fall under <i>Strategy 2.1, Digitize historically significant South Carolina records</i> of the agency's strategic plan. This request would ensure continued public accessibility to the agency's digitized historical records by converting the agency's current blade server storage to cloud storage.</p> <p>The agency would evaluate the use of these funds by tracking the number of visitors to the agency's three digital archival platforms: the South Carolina Electronic Records Archive (SCERA); the South Carolina Historic Property Record (SCHPR); and the Online Records Index (ORI). The agency will simultaneously track the number of service disruptions while using cloud storage versus the number of disruptions experienced over a similar period using its legacy blade servers.</p> <p>Cloud storage should facilitate increased access to these platforms and reduce instances of interrupted service.</p> <p><i>What specific strategy, as outlined in the most recent Strategic Planning and Performance Measurement template of agency's accountability report, does this funding request support? How would this request advance that strategy? How would the use of these funds be evaluated?</i></p>
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RECIPIENTS OF FUNDS	<p>The South Carolina Department of Archives and History will receive the funds and then contract with service providers on state contract to ensure that the conversion and migration of the platforms to cloud storage takes place.</p>
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What individuals or entities would receive these funds (contractors, vendors, grantees, individual beneficiaries, etc.)? How would these funds be allocated – using an existing formula, through a competitive process, based upon predetermined eligibility criteria?

**JUSTIFICATION
OF REQUEST**

In FY2015/16, the agency requested and received funds to purchase additional servers to house the South Carolina Electronic Record Archive (SCERA), which was the agency's first archive of born-digital records of historical value. Since that time, the agency has created one other digital platform, the South Carolina Historic Property Record (SCERA), and has significantly enhanced its Online Records Index (ORI). The servers purchased during FY 2015/16 have now reached the end of their life cycle, and the vendor who supplied them will no longer support them with maintenance.

Over the past five years, the number of born-digital records and digitized historical records housed at Archives and History has grown exponentially, and the need for a stable source of digital storage has increased as the collections have grown. In addition, travel restrictions that accompanied the COVID-19 pandemic have increased the public's desire to access the agency's collections remotely. As a result, SCDAH website visitation and online use of the agency's three digital archives have increased dramatically. With this significant increase in use, the legacy servers have begun to experience system failures, which have resulted in service disruptions. All of these factors present the agency with a pressing need to convert the agency's platforms to cloud storage and migrate its three digital archives from its legacy blade servers to the cloud.

If these funds are not received, the agency will attempt to continue to function using its current servers, and it will search for a provider to maintain those legacy servers at an increasing cost and with resulting service disruptions. This appropriation does not create an annualization or need for recurring funds

Please thoroughly explain the request to include the justification for funds, potential offsets, matching funds, and method of calculation. Please include any explanation of impact if funds are not received. If new positions have been requested, explain why existing vacancies are not sufficient.

Agency Name:	Department Of Archives & History		
Agency Code:	H790	Section:	26

FORM B2 – NON-RECURRING OPERATING REQUEST

AGENCY PRIORITY	3
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Provide the Agency Priority Ranking from the Executive Summary.

TITLE	SC American Revolution Sestercentennial Commission
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Provide a brief, descriptive title for this request.

AMOUNT	\$9,399,000
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What is the net change in requested appropriations for FY 2022-2023? This amount should correspond to the total for all funding sources on the Executive Summary.

FACTORS ASSOCIATED WITH THE REQUEST	Mark "X" for all that apply:	
	<input type="checkbox"/>	Change in cost of providing current services to existing program audience
	<input type="checkbox"/>	Change in case load/enrollment under existing program guidelines
	<input type="checkbox"/>	Non-mandated change in eligibility/enrollment for existing program
	<input type="checkbox"/>	Non-mandated program change in service levels or areas
	<input type="checkbox"/>	Proposed establishment of a new program or initiative
	<input type="checkbox"/>	Loss of federal or other external financial support for existing program
	<input type="checkbox"/>	Exhaustion of fund balances previously used to support program
	<input type="checkbox"/>	IT Technology/Security related
	<input type="checkbox"/>	Consulted DTO during development
	<input checked="" type="checkbox"/>	Request for Non-Recurring Appropriations
<input type="checkbox"/>	Request for Federal/Other Authorization to spend existing funding	
<input type="checkbox"/>	Related to a Recurring request – If so, Priority # SC American Revolution Sestercentennial Commission	

STATEWIDE ENTERPRISE STRATEGIC OBJECTIVES	Mark "X" for primary applicable Statewide Enterprise Strategic Objective:	
	<input type="checkbox"/>	Education, Training, and Human Development
	<input type="checkbox"/>	Healthy and Safe Families
	<input type="checkbox"/>	Maintaining Safety, Integrity, and Security
	<input type="checkbox"/>	Public Infrastructure and Economic Development
<input checked="" type="checkbox"/>	Government and Citizens	

ACCOUNTABILITY OF FUNDS	<p>These funds, which are being requested by the SC Revolutionary War Sestercentennial Commission, relate to <i>Strategy 3.1, Increase Local Awareness and Participation in Historic Preservation</i>, of SCDAH's strategic plan. This request is to fund the annual operations of the Sestercentennial Commission, which has been given the authority and responsibility "to plan and execute, insofar as authorized and funded by the General Assembly, a proper observance of the Sestercentennial of the American Revolution in South Carolina..." The use of these funds could be evaluated by assessing a variety of measures concerning the annual impact that the commission will have upon statewide efforts to commemorate the American Revolution 250th.</p>
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What specific strategy, as outlined in the most recent Strategic Planning and Performance Measurement template of agency's accountability report, does this funding request support? How would this request advance that strategy? How would the use of these funds be evaluated?

RECIPIENTS OF FUNDS	<p>The SC American Revolution Sestercentennial Commission would receive these funds and would contract with various vendors as needed for the responsible use of the funds to accomplish the Commission's goals. The SC Department of Archives and History will serve as the fiscal agent for the Sestercentennial Commission and will ensure that the Commission follows all applicable state procurement laws in the contracting and expenditure of these funds.</p>
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What individuals or entities would receive these funds (contractors, vendors, grantees, individual beneficiaries, etc.)? How would these funds be allocated – using an existing formula, through a competitive process, based upon predetermined eligibility criteria?

**JUSTIFICATION
OF REQUEST**

Created by a joint resolution of the General Assembly and signed by the Governor on March 20, 2019, the SC American Revolution Sestercentennial Commission was given the authority and responsibility "to plan and execute, insofar as authorized and funded by the General Assembly, a proper observance of the Sestercentennial of the American Revolution in South Carolina..." To fund its operations, the Commission is requesting funds as follows:

***Product Development - Total \$8,710,000**

Through the critical task of product development, the SC American Revolution Sestercentennial Commission will preserve and enhance significant American Revolution historic sites in South Carolina. Key product development activities will include the following:

1. Acquisition and site development
2. Development of interpretative exhibits and historic markers
3. Providing financial support for local efforts, including events and site development

Acquisition & Site Development \$8,000,000

Historic Markers & Waysides \$250,000

Museum/ Visitor Center Exhibits \$180,000

Local Project Grants \$280,000

***Education & Promotion - Total \$689,000**

Through the critical task of education and promotion the SC American Revolution Sestercentennial Commission will work with partnering agencies and organizations to advance public awareness of South Carolina's crucial role in the Southern Campaign of the American Revolution through the following activities:

1. Development and implement a comprehensive branding and marketing plans
2. Facilitate scholarly research and publications
3. Develop and distribute educational materials for K-12 curriculum
4. Engage the public through seminars, symposia and other outreach activities.

Marketing & PR \$192,000

Research & Publication Support \$250,000

K-12 Educational Material Development \$80,000

Public Outreach Support \$75,000

Miscellaneous \$92,000

Request Total - \$9,399,000

Please thoroughly explain the request to include the justification for funds, potential offsets, matching funds, and method of calculation. Please include any explanation of impact if funds are not received. If new positions have been requested, explain why existing vacancies are not sufficient.

Agency Name:	Department Of Archives & History		
Agency Code:	H790	Section:	26

FORM B2 – NON-RECURRING OPERATING REQUEST

AGENCY PRIORITY	5
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Provide the Agency Priority Ranking from the Executive Summary.

TITLE	Develop African American History Curriculum for SC American Revolution 250th
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Provide a brief, descriptive title for this request.

AMOUNT	\$100,000
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What is the net change in requested appropriations for FY 2022-2023? This amount should correspond to the total for all funding sources on the Executive Summary.

FACTORS ASSOCIATED WITH THE REQUEST	Mark "X" for all that apply:	
	<input type="checkbox"/>	Change in cost of providing current services to existing program audience
	<input type="checkbox"/>	Change in case load/enrollment under existing program guidelines
	<input type="checkbox"/>	Non-mandated change in eligibility/enrollment for existing program
	<input type="checkbox"/>	Non-mandated program change in service levels or areas
	<input type="checkbox"/>	Proposed establishment of a new program or initiative
	<input type="checkbox"/>	Loss of federal or other external financial support for existing program
	<input type="checkbox"/>	Exhaustion of fund balances previously used to support program
	<input type="checkbox"/>	IT Technology/Security related
	<input type="checkbox"/>	Consulted DTO during development
	<input checked="" type="checkbox"/>	Request for Non-Recurring Appropriations
<input type="checkbox"/>	Request for Federal/Other Authorization to spend existing funding	
<input type="checkbox"/>	Related to a Recurring request – If so, Priority #	

STATEWIDE ENTERPRISE STRATEGIC OBJECTIVES	Mark "X" for primary applicable Statewide Enterprise Strategic Objective:	
	<input checked="" type="checkbox"/>	Education, Training, and Human Development
	<input type="checkbox"/>	Healthy and Safe Families
	<input type="checkbox"/>	Maintaining Safety, Integrity, and Security
	<input type="checkbox"/>	Public Infrastructure and Economic Development
	<input type="checkbox"/>	Government and Citizens

ACCOUNTABILITY OF FUNDS	<p>These funds, which are being requested by the SC African American Heritage Commission (SCAAHC), relate to <i>Strategy 3.1, Increase Local Awareness and Participation in Historic Preservation</i>, of SCDAH's strategic plan. The request would advance that strategy by teaching South Carolina students about the important roles that African Americans played during the American Revolution in South Carolina. The use of these funds will be evaluated by ensuring the successful completion of the curriculum during the forthcoming fiscal year and thereafter tabulating the number of teachers/districts that adopt and use the curriculum over the course of the commemorative period (2022-2033).</p>
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What specific strategy, as outlined in the most recent Strategic Planning and Performance Measurement template of agency's accountability report, does this funding request support? How would this request advance that strategy? How would the use of these funds be evaluated?

RECIPIENTS OF FUNDS	<p>The South Carolina Department of Archives and History (SCDAH) would receive the funds and serve as the fiscal agent of the African American Heritage Commission (SCAAHC). Following state procurement code, the SCAAHC would contract with educational professionals to create K-12 history curriculum detailing the various roles that African Americans played in the American Revolution.</p>
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What individuals or entities would receive these funds (contractors, vendors, grantees, individual beneficiaries, etc.)? How would these funds be allocated – using an existing formula, through a competitive process, based upon predetermined eligibility criteria?

**JUSTIFICATION
OF REQUEST**

The South Carolina African American Heritage Commission is requesting \$100,000 in non-recurring funds to develop curriculum for K-12 history teachers who wish to teach their students about the various roles that African Americans played in the American Revolution. If awarded, the 1772 Foundation would provide a \$100,000 match for these funds. If state funds are not received, the 1772 Foundation still may be willing to supply their portion of the match. This request does not necessitate an annualization or need for additional recurring funds.

Please thoroughly explain the request to include the justification for funds, potential offsets, matching funds, and method of calculation. Please include any explanation of impact if funds are not received. If new positions have been requested, explain why existing vacancies are not sufficient.

Agency Name:	Department Of Archives & History		
Agency Code:	H790	Section:	26

FORM E – AGENCY COST SAVINGS AND GENERAL FUND REDUCTION CONTINGENCY PLAN

TITLE	Agency General Fund Reduction Analysis
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AMOUNT	\$83,305
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What is the General Fund 3% reduction amount? This amount should correspond to the reduction spreadsheet prepared by EBO.

ASSOCIATED FTE REDUCTIONS	Elimination of two (2) FTE positions: one (1) Administrative Assistant I and one (1) Archivist IV in association with this General Fund Reduction.
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How many FTEs would be reduced in association with this General Fund reduction?

PROGRAM / ACTIVITY IMPACT	The elimination of these positions would impact the agency's Administrative Division and the agency's revenue-generating activities. In particular, the agency's facility-rental program, gift shop operations, and agency events would be affected by the elimination of the Administrative Assistant I position. The decision to leave unfilled an Archivist IV position responsible for accessioning and processing government paper records would have minimal impact on the agency's current operations, since the number of paper documents being produced by state and local government is decreasing.
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What programs or activities are supported by the General Funds identified?

SUMMARY	The Department of Archives and History is proposing to eliminate one (1) position in the Administrative Division and leave unfilled one (1) Archivist IV position in the Archives and Records Management Division to meet the 3% reduction, which totals \$83,305 . The elimination of the Administrative Assistant I position would impact staffing for facility rentals, gift-shop sales, and facility coordination. The agency also would leave unfilled an Archivist IV position responsible for accessioning and processing records. The agency would compensate for the loss of these two positions by adding additional duties and responsibilities to other Administrative and operational division staff members. Remaining Administrative Division staff members would be responsible for facility rentals, gift shop sales, and events, while Archives and Records Management staff members would continue with their responsibilities for accessioning and processing paper records that arrive at the Archives. By eliminating or leaving unfilled the aforementioned positions, the agency would retain all current mission-critical personnel and would not endanger its mission effectiveness.
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Please provide a detailed summary of service delivery impact caused by a reduction in General Fund Appropriations and provide the method of calculation for anticipated reductions. Agencies should prioritize reduction in expenditures that have the least significant impact on service delivery.

**AGENCY COST
SAVINGS PLANS**

The aforementioned reductions will reduce the agency's operating costs by 3%. These include the elimination of two FTE positions as previously outlined: 1) one Administrative Assistant, and 2) one Archivist IV.

What measures does the agency plan to implement to reduce its costs and operating expenses by more than \$50,000? Provide a summary of the measures taken and the estimated amount of savings. How does the agency plan to repurpose the savings?

Agency Name:	Department Of Archives & History		
Agency Code:	H790	Section:	26

FORM F – REDUCING COST AND BURDEN TO BUSINESSES AND CITIZENS

TITLE Reducing Researcher Cost through Historical Record Digitization

Provide a brief, descriptive title for this request.

EXPECTED SAVINGS TO BUSINESSES AND CITIZENS The SCDAH document digitization program and the agency’s creation of the South Carolina Electronic Records Archive (SCERA) and the South Carolina Historic Property Record (SCHPR) will save researchers the cost of travel and lodging, photocopy orders, and research fees associated with traditional research at the agency’s Archives and History Center

What is the expected savings to South Carolina’s businesses and citizens that is generated by this proposal? The savings could be related to time or money.

FACTORS ASSOCIATED WITH THE REQUEST **Mark “X” for all that apply:**

<input type="checkbox"/>	Repeal or revision of regulations.
<input checked="" type="checkbox"/>	Reduction of agency fees or fines to businesses or citizens.
<input checked="" type="checkbox"/>	Greater efficiency in agency services or reduction in compliance burden.
<input type="checkbox"/>	Other

METHOD OF CALCULATION Travel time for researchers is based upon the distance that the researcher travels to visit the Archives and Records Center. If researchers are travelling from outside of South Carolina, they also would save the cost of food and lodging while conducting research at SCDAH. In addition, online research of the agency’s collections can save photocopy fees, which are 40 cents per copy, since digital copies of documents are free and downloadable using a remote online connection. Digitization of the agency’s collections also will eliminate research fees, which are \$5 for in-state requests and \$15 for out-of- state requests. With more collections available online, researchers will rely less on agency staff research and therefore save research fees.

Describe the method of calculation for determining the expected cost or time savings to businesses or citizens.

REDUCTION OF FEES OR FINES Copy fees (40 cents per copy) and research fees (\$5 instate and \$15 out-of-state) will be reduced as the agency proceeds with its rapid digitization of its holdings.

Which fees or fines does the agency intend to reduce? What was the fine or fee revenue for the previous fiscal year? What was the associated program expenditure for the previous fiscal year? What is the enabling authority for the issuance of the fee or fine?

REDUCTION OF REGULATION N/A

Which regulations does the agency intend to amend or delete? What is the enabling authority for the regulation?

For a number of years, the agency has been digitizing its holdings to make them more accessible to researchers. This effort has intensified over the past several year and has resulted in the creation of the South Carolina Electronic Records Archive (SCERA) in 2015, the South Carolina Historic Property Record (SCHPR) in 2016, and upgrades to the agency’s Online Records Index (ORI) in 2017. These three digital archives allow the agency to make an ever-growing number of historical records available to the public online, which has resulted in an ever-increasing amount of online research of the agency’s collections and a continuing reduction in the number of researchers who travel to the Archives and History Center to access historical records. This process has intensified over the past 18 months because of COVID-19 and increasing customer expectations for online record availability and due to travel restrictions. Even prior to the onset of the pandemic, digitization of the agency’s historical records already had resulted in a continual annual decrease in the number of researchers who visit the agency’s Research Room. Annual visitation dropped below 4,000 for the first time in decades during FY 2016-17. Those numbers have continued to decline since then.

As Research Room visitation has dropped, customer use of the agency’s online holdings has increased rapidly, with over 292,000 visitors accessing the Archives online and over 115,000 visitors using the South Carolina Electronic Record Archive (SCERA) during the

SUMMARY

past fiscal year. As the agency intensifies the digitization of its historical records, we anticipate an ongoing decrease in the number of visitors to our Research Room and a significant increase in the number of researchers who conduct research through agency online platforms. This trend will result in more staff members focusing on digitization instead of filling research and photocopy orders.

This process will focus future agency expenditures on digital infrastructure (hardware, software, and memory) instead of physical infrastructure (shelving, folders, boxes, photocopy equipment). It also will necessitate the hiring of digital archivists and records analysts.

Provide an explanation of the proposal and its positive results on businesses or citizens. How will the request affect agency operations?