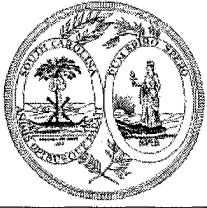


<b>AGENCY NAME:</b>	SC Archives and History		
<b>AGENCY CODE:</b>	H79	<b>SECTION:</b>	26



Fiscal Year 2014-15  
Agency Budget Plan

**FORM A – SUMMARY**

<b>RECURRING FUNDS (FORM B DECISION PACKAGES)</b>	My agency is submitting the following recurring decision packages (Form B): 1596, 1651, 1654 and 1657.	
	For FY 2014-15, my agency is (mark "X"):	
	<input checked="" type="checkbox"/>	Requesting a net increase in recurring General Fund appropriations.
	<input type="checkbox"/>	Not requesting a net increase in recurring General Fund Appropriations.

<b>CAPITAL &amp; NON-RECURRING FUNDS (FORM C DECISION PACKAGES)</b>	My agency is submitting the following one-time decision packages (Form C): 1691	
	For FY 2014-15, my agency is (mark "X"):	
	<input checked="" type="checkbox"/>	Requesting capital and/or non-recurring funds.
	<input type="checkbox"/>	Not requesting capital and/or non-recurring funds.

<b>PROVISOS</b>	For FY 2014-15, 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>
<b>PRIMARY CONTACT:</b>	W. Eric Emerson	803-896-6185	eemerson@scdah.state.sc.us
<b>SECONDARY CONTACT:</b>	Terry Mulholland	803-896-6163	tmulholland@scdah.state.sc.us

I have reviewed and approved the enclosed FY 2014-15 Agency Budget Plan, which is complete and accurate to the extent of my knowledge.

<b>AGENCY DIRECTOR (SIGN/DATE):</b>	
<b>AGENCY DIRECTOR (TYPE/PRINT NAME):</b>	W. Eric Emerson

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

<b>AGENCY NAME:</b>	<b>SC Archives &amp; History</b>		
<b>AGENCY CODE:</b>	<b>H79</b>	<b>SECTION:</b>	<b>26</b>

**FORM B – PROGRAM REVISION REQUEST**

<b>DECISION PACKAGE</b>	<b>1596</b>
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*Provide the decision package number issued by the PBF system ("Governor's Request").*

<b>TITLE</b>	<b>Hiring of two (2) full time Digital Processing/Reference Archivists</b>
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*Provide a brief, descriptive title for this request.*

<b>AMOUNT</b>	<b>\$90,000</b>
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*What is the net change in requested appropriations for FY 2014-15? This amount should correspond to the decision package's total in PBF across all funding sources.*

<b>ENABLING AUTHORITY</b>	<b>The agency collects, preserves, and administers the public records of the state in accordance with SC Code Sections 60-11-30; 30-4-30; 30-1-70; and 30-1-100. This decision package was not prompted by the establishment of or a revision to that authority.</b>
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*What state or federal statutory, regulatory, and/or administrative authority established this program? Is this decision package prompted by the establishment of or a revision to that authority?*

<b>FACTORS ASSOCIATED WITH THE REQUEST</b>	<b>Mark "X" for all that apply:</b>
	<input type="checkbox"/> Change in cost of providing current services to existing program audience.
	<input type="checkbox"/> Non-mandated change in eligibility / enrollment for existing program.
	<input type="checkbox"/> Change in case load / enrollment under existing program guidelines.
	<input type="checkbox"/> Non-mandated program change in service levels or areas.
	<input type="checkbox"/> Loss of federal or other external financial support for existing program.
	<input checked="" type="checkbox"/> Exhaustion of fund balances previously used to support program.
<input checked="" type="checkbox"/> Proposed establishment of a new program or initiative.	

<b>RECIPIENTS OF FUNDS</b>	<b>The agency's Archives Division would receive the funds for this position.</b>
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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?*

<b>AGENCY NAME:</b>	<b>SC Archives &amp; History</b>		
<b>AGENCY CODE:</b>	<b>H79</b>	<b>SECTION:</b>	<b>26</b>

<b>RELATED REQUEST(S)</b>	This decision package is associated with the Digital Access and Storage Initiative.
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*Is this decision package associated with other decision packages requested by your agency or other agencies this year? Is it associated with a specific capital or non-recurring request?*

<b>MATCHING FUNDS</b>	There would be no matching funds for this request.
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*Would these funds be matched by federal, institutional, philanthropic, or other resources? If so, identify the source and amount.*

<b>FUNDING ALTERNATIVES</b>	These positions were previously funded through the state's general fund, but were eliminated during the budget cuts of 2010. This request could not be met with other resources including fund balances.
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*What other possible funding sources were considered? Could this request be met in whole or in part with the use of other resources, including fund balances? If so, please comment on the sustainability of such an approach.*

<b>SUMMARY</b>	<p>Perhaps the oldest facet of the agency's mission is to collect, preserve, and administer public records that will be of historical value. This request aims to enhance the agency's ability to perform that aspect of its mission with a view towards those documents that will be of interest to future generations. The agency seeks to hire two Digital Processing Archivists/Reference Librarians to replace similar positions that were lost due to budget cuts in 2010. Since that time, the agency has had one Processing Archivist, whose specialty is paper documents, to cope with the flow of documents from over 70 state agencies and numerous constitutional officers.</p> <p>The hiring of two Digital Processing/Reference Archivists would diminish the workload of the current Processing Archivist and allow all three staff members to conduct more detailed document processing and create finding aids for much of the information that the agency receives. In addition, the requested staff members would provide the needed insight and experience to deal with the ever-increasing number of digital records that are being created by state government that will be of historical value.</p> <p>The work assigned to these two staff members would include preparing finding aids for online databases and inventory control on the agency's servers. They also would provide patron assistance using the agency's online databases and digital records.</p>
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*Provide a summary of the rationale for the decision package. Why has it been requested? How specifically would the requested funds be used?*

<b>AGENCY NAME:</b>	<b>SC Archives &amp; History</b>		
<b>AGENCY CODE:</b>	<b>H79</b>	<b>SECTION:</b>	<b>26</b>

<b>METHOD OF CALCULATION</b>	<p>The amount needed was calculated based upon the average salary and benefits used for a similar position prior to its elimination due to budget reductions in 2010. There would be no deviations between the request and the amount that would be required in order to perform the underlying work.</p>
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*How was the amount of the request calculated? What factors could cause deviations between the request and the amount that could ultimately be required in order to perform the underlying work?*

<b>FUTURE IMPACT</b>	<p>These positions would need to be sustained by future operating budgets.</p>
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*Will the state incur any maintenance-of-effort or other obligations by adopting this decision package? What impact will there be on future capital and/or operating budgets if this request is or is not honored? Has a source of any such funds been identified and/or obtained by your agency?*

<b>PRIORITIZATION</b>	<p>If there are no or insufficient funds to meet this need, the agency would prefer to proceed by deferring action on this request in FY 2014-15.</p>
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*If no or insufficient new funds are available in order to meet this need, how would the agency prefer to proceed? By using fund balances, generating new revenue, cutting other programs, or deferring action on this request in FY 2014-15?*

<b>AGENCY NAME:</b>	<b>SC Archives &amp; History</b>		
<b>AGENCY CODE:</b>	<b>H79</b>	<b>SECTION:</b>	<b>26</b>

<b>INTENDED IMPACT</b>	<p>The intended impact of this decision package is to increase efficiency and output in both the agency’s Processing unit and in the agency’s Research Room library. The funding of two Digital Processing/Reference Archivists would save research time for agency customers, who wish to view important state historical records in digital format, by providing them with more available information with more detailed finding aids. It also would facilitate increased access to the digital records of the executive-level officers of state government, including the Governor’s office, which produces a large quantity of digital records that will need to be processed and cataloged.</p>
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*What impact is this decision package intended to have on service delivery and program outcomes, and over what period of time?*

<b>PROGRAM EVALUATION</b>	<p>The impact of the addition of these positions would be simple to evaluate. The number of digital collections and volumes processed on an annual basis should more than double with the addition of two new staff members to perform these valuable functions.</p>
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*How would the use of these funds be evaluated? What specific outcome or performance measures would be used to assess the effectiveness of this program?*

<b>AGENCY NAME:</b>	<b>SC Archives &amp; History</b>		
<b>AGENCY CODE:</b>	<b>H79</b>	<b>SECTION:</b>	<b>26</b>

**FORM B – PROGRAM REVISION REQUEST**

<b>DECISION PACKAGE</b>	<b>1651</b>
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*Provide the decision package number issued by the PBF system ("Governor's Request").*

<b>TITLE</b>	<b>Hiring a full time Digital Records Analyst</b>
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*Provide a brief, descriptive title for this request.*

<b>AMOUNT</b>	<b>\$45,000</b>
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*What is the net change in requested appropriations for FY 2014-15? This amount should correspond to the decision package's total in PBF across all funding sources.*

<b>ENABLING AUTHORITY</b>	<b>The agency collects, preserves, and administers the public records of the state in accordance with SC Code Sections 30-1-40; 30-1-80; 30-1-90; 30-1-100; 30-1-130; 60-11-30. This decision package was not prompted by the establishment of or a revision to that authority.</b>
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*What state or federal statutory, regulatory, and/or administrative authority established this program? Is this decision package prompted by the establishment of or a revision to that authority?*

<b>FACTORS ASSOCIATED WITH THE REQUEST</b>	<b>Mark "X" for all that apply:</b>
	<input type="checkbox"/> Change in cost of providing current services to existing program audience.
	<input type="checkbox"/> Non-mandated change in eligibility / enrollment for existing program.
	<input type="checkbox"/> Change in case load / enrollment under existing program guidelines.
	<input type="checkbox"/> Non-mandated program change in service levels or areas.
	<input type="checkbox"/> Loss of federal or other external financial support for existing program.
	<input checked="" type="checkbox"/> Exhaustion of fund balances previously used to support program.
<input checked="" type="checkbox"/> Proposed establishment of a new program or initiative.	

<b>RECIPIENTS OF FUNDS</b>	<b>The agency's Records Management Division would receive the funds for this position.</b>
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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?*

<b>AGENCY NAME:</b>	<b>SC Archives &amp; History</b>		
<b>AGENCY CODE:</b>	<b>H79</b>	<b>SECTION:</b>	<b>26</b>

<b>RELATED REQUEST(S)</b>	This decision package is associated with the agency’s Digital Access and Storage Initiative.
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*Is this decision package associated with other decision packages requested by your agency or other agencies this year? Is it associated with a specific capital or non-recurring request?*

<b>MATCHING FUNDS</b>	There would be no matching funds for this request.
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*Would these funds be matched by federal, institutional, philanthropic, or other resources? If so, identify the source and amount.*

<b>FUNDING ALTERNATIVES</b>	This is a new position that would need to be funded through the general fund. There are no federal sources of funding for the position, and the position would not be revenue generating.
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*What other possible funding sources were considered? Could this request be met in whole or in part with the use of other resources, including fund balances? If so, please comment on the sustainability of such an approach.*

<b>SUMMARY</b>	<p>The greatest challenge facing the Department of Archives and History and similar agencies in every state, territory, and at the national level, is how to cope with the rapid proliferation of digital data. Over the past decade, the quantity of digital records created by state and local governments has increased exponentially, while the number of paper documents has decreased. This is a process that will accelerate as time passes.</p> <p>This agency’s Digital Access and Storage Initiative will help the agency respond to this challenge. A key facet of this initiative is the creation of a full-time position for a Digital Records Analyst that would be responsible for the scheduling, retention, and eventual disposition of the state’s digital records.</p> <p>Currently, the agency only has three Records Analysts, and two of those have been eligible for retirement for a number of years and have limited knowledge of digital records. The agency’s other analyst has more knowledge of digital records, but none of the three received degrees from graduate programs that offer digital training as part of their programs. Archives and History is desperately in need of a Records Analyst who has been trained to deal with digital records and who could help the Records Management Division plot a course for digital records management going forward.</p>
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*Provide a summary of the rationale for the decision package. Why has it been requested? How specifically would the requested funds be used?*

<b>AGENCY NAME:</b>	<b>SC Archives &amp; History</b>		
<b>AGENCY CODE:</b>	<b>H79</b>	<b>SECTION:</b>	<b>26</b>

<b>METHOD OF CALCULATION</b>	<p>The amount needed was calculated based upon the average salary and benefits used for a similar position prior to its elimination due to budget reductions in 2010. There would be no deviations between the request and the amount that would be required in order to perform the underlying work. There would be no deviation from the requested amount.</p>
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*How was the amount of the request calculated? What factors could cause deviations between the request and the amount that could ultimately be required in order to perform the underlying work?*

<b>FUTURE IMPACT</b>	<p>This position would need to be sustained by future operating budgets.</p>
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*Will the state incur any maintenance-of-effort or other obligations by adopting this decision package? What impact will there be on future capital and/or operating budgets if this request is or is not honored? Has a source of any such funds been identified and/or obtained by your agency?*

<b>PRIORITIZATION</b>	<p>If there are no or insufficient funds to meet this need, the agency would prefer to proceed by deferring action on this request in FY 2014-15.</p>
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*If no or insufficient new funds are available in order to meet this need, how would the agency prefer to proceed? By using fund balances, generating new revenue, cutting other programs, or deferring action on this request in FY 2014-15?*



<b>AGENCY NAME:</b>	<b>SC Archives &amp; History</b>		
<b>AGENCY CODE:</b>	<b>H79</b>	<b>SECTION:</b>	<b>26</b>

<b>INTENDED IMPACT</b>	<p>The intended impact of this decision package is to increase efficiency and output in the agency’s Records Management Division. The funding of a Digital Records Analyst position would provide a more knowledgeable resource for those agencies that wish to schedule, retain, and dispose of both born-digital records and those records that have been digitized. This would help ensure that digital records that will be of historical value will be saved for future generations.</p>
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*What impact is this decision package intended to have on service delivery and program outcomes, and over what period of time?*

<b>PROGRAM EVALUATION</b>	<p>The impact of the addition of this position would be simple to evaluate. The number of digital records scheduled, retained, or destroyed should increase significantly with the addition of the position.</p>
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*How would the use of these funds be evaluated? What specific outcome or performance measures would be used to assess the effectiveness of this program?*

<b>AGENCY NAME:</b>	<b>SC Archives &amp; History</b>		
<b>AGENCY CODE:</b>	<b>H79</b>	<b>SECTION:</b>	<b>26</b>

**FORM B – PROGRAM REVISION REQUEST**

<b>DECISION PACKAGE</b>	<b>1657</b>
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*Provide the decision package number issued by the PBF system ("Governor's Request").*

<b>TITLE</b>	<b>Establishment of State Funding for a full-time State Marker Coordinator</b>
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*Provide a brief, descriptive title for this request.*

<b>AMOUNT</b>	<b>\$45,000</b>
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*What is the net change in requested appropriations for FY 2014-15? This amount should correspond to the decision package's total in PBF across all funding sources.*

<b>ENABLING AUTHORITY</b>	<b>The State Marker program is authorized by SECTION 60-11-30 (6). This decision package was not prompted by the establishment of a revision to that authority. This decision package was not prompted by the establishment of or a revision to that authority.</b>
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*What state or federal statutory, regulatory, and/or administrative authority established this program? Is this decision package prompted by the establishment of or a revision to that authority?*

<b>FACTORS ASSOCIATED WITH THE REQUEST</b>	<b>Mark "X" for all that apply:</b>
	<input type="checkbox"/> Change in cost of providing current services to existing program audience.
	<input type="checkbox"/> Non-mandated change in eligibility / enrollment for existing program.
	<input type="checkbox"/> Change in case load / enrollment under existing program guidelines.
	<input type="checkbox"/> Non-mandated program change in service levels or areas.
	<input checked="" 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"/> Proposed establishment of a new program or initiative.	

<b>RECIPIENTS OF FUNDS</b>	<b>The agency's State Historic Preservation Office department would receive the funding for the State Marker Program Coordinator.</b>
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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?*

<b>AGENCY NAME:</b>	<b>SC Archives &amp; History</b>		
<b>AGENCY CODE:</b>	<b>H79</b>	<b>SECTION:</b>	<b>26</b>

<b>RELATED REQUEST(S)</b>	This decision package is not associated with other decision packages or a capital or non-recurring request.
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*Is this decision package associated with other decision packages requested by your agency or other agencies this year? Is it associated with a specific capital or non-recurring request?*

<b>MATCHING FUNDS</b>	There would be no matching funds for this request.
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*Would these funds be matched by federal, institutional, philanthropic, or other resources? If so, identify the source and amount.*

<b>FUNDING ALTERNATIVES</b>	This position was previously funded through the National Park Service Historic Preservation Grant, but NPS grant funds have been reduced significantly over the past two years. With ongoing reductions in the Historic Preservation Fund, this agency must balance its other federally-mandated missions versus the continued federal funding of this program.
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*What other possible funding sources were considered? Could this request be met in whole or in part with the use of other resources, including fund balances? If so, please comment on the sustainability of such an approach.*

<b>SUMMARY</b>	<p>The South Carolina Historical Marker Program, officially established in 1936, is the official state historical marker program and is the third oldest in the South, after Virginia and North Carolina. The program, administered by the South Carolina Department of Archives and History, has approved the texts for and helped erect almost 1500 markers to date.</p> <p>The coordinator of the Historical Marker Program works with sponsoring organizations that propose and pay for these markers at places important to an understanding of the state's past, either as the sites of significant events, or at historic properties such as buildings, sites, structures, or other resources significant for their design, as examples of a type, or for their association with institutions or individuals significant in local, state, or national history.</p> <p>The coordinator receives about 40-60 applications a year for markers from sponsors and reviews the documentation provided making the case for each site being marked, conducts additional research as necessary, and drafts a text or revises a submitted text to create a text meeting the criteria of the program. The coordinator then allows the sponsoring organization to review that text and works with it to make any corrections or revisions necessary before sending a final text to the Director of the Department of Archives and History for approval and signature. The coordinator has the primary responsibility to ensure that marker texts are accurate and appropriate in their interpretation of the history and significance of the places being marked, and the director of the department has the final authority to approve texts for official state historical markers.</p>
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<b>AGENCY NAME:</b>	<b>SC Archives &amp; History</b>		
<b>AGENCY CODE:</b>	<b>H79</b>	<b>SECTION:</b>	<b>26</b>

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*Provide a summary of the rationale for the decision package. Why has it been requested? How specifically would the requested funds be used?*

<b>METHOD OF CALCULATION</b>	<p>This amount was calculated using the salary and benefits of the previous State Marker Coordinator. There would be no deviations from the requested amount.</p>
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*How was the amount of the request calculated? What factors could cause deviations between the request and the amount that could ultimately be required in order to perform the underlying work?*

<b>FUTURE IMPACT</b>	<p>Future funding for this program would need to come from the state general fund until such time as federal funding for the Historic Preservation Fund increases.</p>
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*Will the state incur any maintenance-of-effort or other obligations by adopting this decision package? What impact will there be on future capital and/or operating*

<b>AGENCY NAME:</b>	<b>SC Archives &amp; History</b>		
<b>AGENCY CODE:</b>	<b>H79</b>	<b>SECTION:</b>	<b>26</b>

*budgets if this request is or is not honored? Has a source of any such funds been identified and/or obtained by your agency?*

<b>PRIORITIZATION</b>	If no or insufficient new funds are available in order to meet this need, the agency would defer action on this request in FY 2014-15.
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*If no or insufficient new funds are available in order to meet this need, how would the agency prefer to proceed? By using fund balances, generating new revenue, cutting other programs, or deferring action on this request in FY 2014-15?*

<b>INTENDED IMPACT</b>	This decision package would ensure the continued operation of the State Historic Marker Program for the foreseeable future.
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*What impact is this decision package intended to have on service delivery and program outcomes, and over what period of time?*

<b>PROGRAM EVALUATION</b>	The use of these funds would be evaluated using the same performance measures that existed when the program was funded by the federal Historic Preservation Grant. The continued production of State Historic Markers at or above historic rates would be the optimum outcome for the use of these funds.
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*How would the use of these funds be evaluated? What specific outcome or performance measures would be used to assess the effectiveness of this program?*

<b>AGENCY NAME:</b>	SC Archives & History		
<b>AGENCY CODE:</b>	H79	<b>SECTION:</b>	26

**FORM B – PROGRAM REVISION REQUEST**

<b>DECISION PACKAGE</b>	<b>1654</b>
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*Provide the decision package number issued by the PBF system ("Governor's Request").*

<b>TITLE</b>	<b>Hiring an IT Supervisor</b>
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*Provide a brief, descriptive title for this request.*

<b>AMOUNT</b>	<b>\$55,000</b>
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*What is the net change in requested appropriations for FY 2014-15? This amount should correspond to the decision package's total in PBF across all funding sources.*

<b>ENABLING AUTHORITY</b>	The enabling authority for this position can be found in South Carolina Code Section 60-11-30, which created the South Carolina Department of Archives and History. This decision packet was not prompted by the establishment of a revision to that authority.
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*What state or federal statutory, regulatory, and/or administrative authority established this program? Is this decision package prompted by the establishment of or a revision to that authority?*

<b>FACTORS ASSOCIATED WITH THE REQUEST</b>	<b>Mark "X" for all that apply:</b>
	<input type="checkbox"/> Change in cost of providing current services to existing program audience.
	<input type="checkbox"/> Non-mandated change in eligibility / enrollment for existing program.
	<input type="checkbox"/> Change in case load / enrollment under existing program guidelines.
	<input type="checkbox"/> Non-mandated program change in service levels or areas.
	<input type="checkbox"/> Loss of federal or other external financial support for existing program.
	<input checked="" type="checkbox"/> Exhaustion of fund balances previously used to support program.
<input checked="" type="checkbox"/> Proposed establishment of a new program or initiative.	

<b>RECIPIENTS OF FUNDS</b>	The Department of Archives and History would receive these funds.
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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?*

<b>AGENCY NAME:</b>	<b>SC Archives &amp; History</b>		
<b>AGENCY CODE:</b>	<b>H79</b>	<b>SECTION:</b>	<b>26</b>

<b>RELATED REQUEST(S)</b>	This decision package is associated with the agency’s Digital Access and Storage Initiative.
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*Is this decision package associated with other decision packages requested by your agency or other agencies this year? Is it associated with a specific capital or non-recurring request?*

<b>MATCHING FUNDS</b>	These funds would not be matched by federal, institutional, philanthropic, or other resources.
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*Would these funds be matched by federal, institutional, philanthropic, or other resources? If so, identify the source and amount.*

<b>FUNDING ALTERNATIVES</b>	This agency considered federal and private grants to fund this position, but was unable to find any granting sources for which the addition of this position would be eligible.
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*What other possible funding sources were considered? Could this request be met in whole or in part with the use of other resources, including fund balances? If so, please comment on the sustainability of such an approach.*

<b>SUMMARY</b>	<p>Since the budget cuts of 2010, Archives and History has had one IT staff member, who has been responsible for all aspects of the agency’s information technology. With the implementation of the agency’s Digital Access and Storage Initiative, the workload for our current IT staff member will increase dramatically. This increase in responsibilities will be due largely to the addition of new SAN servers, security software, networking capabilities, and the needed support for staff members who will be responsible for ensuring the preservation of , digital content. With this increasing emphasis on digital records management, we anticipate that the new IT Supervisor will contribute insight into potential best practices and efficiencies that the agency may adopt as it works with digital content.</p>
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*Provide a summary of the rationale for the decision package. Why has it been requested? How specifically would the requested funds be used?*

<b>AGENCY NAME:</b>	<b>SC Archives &amp; History</b>		
<b>AGENCY CODE:</b>	<b>H79</b>	<b>SECTION:</b>	<b>26</b>

<b>METHOD OF CALCULATION</b>	<p>This amount was calculated based upon the salary of a former IT Supervisor, who retired in 2010. There would be no deviations from the requested amount.</p>
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*How was the amount of the request calculated? What factors could cause deviations between the request and the amount that could ultimately be required in order to perform the underlying work?*

<b>FUTURE IMPACT</b>	<p>This position will need to be supported through future operating budgets.</p>
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*Will the state incur any maintenance-of-effort or other obligations by adopting this decision package? What impact will there be on future capital and/or operating budgets if this request is or is not honored? Has a source of any such funds been identified and/or obtained by your agency?*

<b>PRIORITIZATION</b>	<p>If no or insufficient new funds are available to meet this need, the agency would defer action on this request in FY2014-15.</p>
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*If no or insufficient new funds are available in order to meet this need, how would the agency prefer to proceed? By using fund balances, generating new revenue, cutting other programs, or deferring action on this request in FY 2014-15?*



<b>AGENCY NAME:</b>	<b>SC Archives &amp; History</b>		
<b>AGENCY CODE:</b>	<b>H79</b>	<b>SECTION:</b>	<b>26</b>

<b>INTENDED IMPACT</b>	The impact of this decision package would be to increase IT efficiencies and reduce response time to IT service calls.
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*What impact is this decision package intended to have on service delivery and program outcomes, and over what period of time?*

<b>PROGRAM EVALUATION</b>	The use of these funds would be evaluated through increased efficiencies in IT functions and response times to IT service calls.
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*How would the use of these funds be evaluated? What specific outcome or performance measures would be used to assess the effectiveness of this program?*

<b>AGENCY NAME:</b>	<b>SC Archives &amp; History</b>		
<b>AGENCY CODE:</b>	<b>H79</b>	<b>SECTION:</b>	<b>26</b>

**FORM C – CAPITAL OR NON-RECURRING APPROPRIATION REQUEST**

<b>DECISION PACKAGE</b>	<b>1691</b>
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*Provide the decision package number issued by the PBF system ("Governor's Request").*

<b>TITLE</b>	Digital Access and Storage Initiative
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*Provide a brief, descriptive title for this request.*

<b>AMOUNT</b>	<b>\$345,952</b>
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*How much is requested for this project in FY 2014-15?*

<b>BUDGET PROGRAM</b>	Archives Record Management- Informational Technology
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*Identify the associated budget program(s) by name and budget section.*

<b>SUMMARY</b>	<p>The South Carolina Department of Archives and History’s mission is to preserve and promote the state’s rich history. During most of its 108-year history, the agency has done so through the preservation of the state’s documents in paper form. Rapid technological advances over the past two decades, however, have resulted in South Carolina state and local governments producing vast numbers of electronic records at an ever-increasing pace. In addition, there has been much debate regarding how to make previously-exempt government documents available to the public in the future. How to manage this burgeoning trove of government digital records is the greatest challenge facing our agency, as well as state and territorial archives throughout the country and at the federal level.</p> <p>The expansion of this rapidly changing digital environment is the impetus behind Archives and History’s current and future budget requests. Regardless of the medium, our agency is tasked with preserving those state and local government records that will be of historical value in the future, and the agency must develop the necessary digital infrastructure to ensure that it remains mission effective.</p> <p>To meet these challenges, Archives and History is proposing its Digital Access and Storage Initiative. This initiative will allow the agency to house the vast quantity of digital records being created by state government that will be of long-term or historic value. It also will enhance access to those collections and strengthen the security of that digital information. The initiative has three components: 1) Development of SAN Storage Infrastructure; 2) Wireless Network Integration; and 3) Network Security.</p> <p><u>Development of SAN Storage Infrastructure</u></p> <p>The development of SAN (Storage Area Network) Infrastructure for storing large amounts of data is critical to ensuring that the agency can receive, process, and make available to the public the large numbers of digital records that will be of future historical value. The primary benefit from installing a SAN is better disk utilization. When an agency is tied together through a centralized storage network, it gains the ability to manage everything as a single entity. This gives it the ability to divide the central pool of storage resources at the network level and assign storage to the servers</p>
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that need it. Conversely, disk management without a SAN requires the purchase of great quantities of disks that are stored in large, expensive servers into which an entity can expand. In that arrangement, unused server disk space remains inactive until it is needed.

Another important benefit of SAN is virtualization. The server technology in Archives and History’s data center is aged (most servers are between 8 - 10 years old and long overdue for replacement). In addition, the agency’s Microsoft Windows Server 2003 Operating System Environment is two versions behind most current systems due to the limitations of the server hardware. Since Microsoft will end support of this version in the near future, the agency’s data is increasingly in danger of security threats. Server virtualization solutions such as VMware vSphere are increasingly being deployed because of their effectiveness in addressing current challenges related to the cost and operation of the server environment in data centers. Traditionally, data center networks were designed around three premises. 1) A server has a single identity; 2) Each application needs its own server; and 3) Segmentation required for regulatory, security, or other reasons is accomplished through physical separation (dedicated hardware). VMware addresses these challenges by running multiple virtual servers on a single physical server, which increases utilization, simplifies operations, and reduces both operating expenses (OpEx) and capital expenditures (CapEx).

Archives and History’s Digital Access and Storage Initiative includes the purchase of four EqualLogic PS6100X 21.6TB SANs, the needed software/hardware to virtualize the agency’s data center, and licensing for servers provisioned in the virtual environment. The purchase of four SANs is necessary for redundancy and disaster recovery. Two SANs would be located at the agency’s main location at 8301 Parklane Road in Columbia and the other two would be located at the State Record Center at 1942-A Laurel Street in Columbia. The total storage capacity at each location will be 43.2TB.

Cost:

Main Site Server, EqualLogic PS6100X 21.6 TB SAN	\$201,483
Storage and networking	
Remote Site Server, EqualLogic PS6100X 21.6 TB SAN	\$107,359
Storage and networking	
VMware vSphere Virtualization Platform	\$ 5,004
Microsoft Licensing	<u>\$ 9,606</u>
	\$323,452

Wireless Network Integration

Wireless networks are a powerful tool for boosting productivity and encouraging information sharing. With untethered access to documents, emails, applications and other network resources, Archives and History employees can roam where they need to and have constant access to the tools required to do their jobs. Wireless Network Integration also will allow the agency to provide secure wireless Internet access to researchers in our reference room and guests who are visiting the Archives & History Center to use the agency’s meeting spaces. Centralized control and reliability is critical when deploying wireless access across the network infrastructure, and those two requirements drive the project cost.

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	Cost:		
	Wireless Network Integration		\$ 14,000
	<u>Network Security</u>		
	<p>The enhancement of Network Security is an especially important need in state government at this juncture. Today, there are more sophisticated threats to enterprise networks that can work their way around an aging security system or simply ride undetected on the never-ending wave of new applications that enter your network. Older firewalls are unable to inspect the data payload of network packets, or distinguish between legitimate business and non-business applications. Firewalls are the gatekeepers to an organization’s resources and the heart of its security infrastructure.</p> <p>In the current Information Security landscape, our agency requires a firewall with real-time insight and control of network traffic that is broken down by applications, users, and content through intuitive on-board visualization. The ability to prioritize important applications, diminish the usage of unproductive applications, and block unwanted application components helps ensure an efficient and safe network. The agency’s current firewall is five years old and does not possess any of the capabilities to combat continuously evolving threats.</p>		
	Cost:		
SonicWall NSA2400 Network Security Appliance		\$ 3,500	
Network Access Control Solution		<u>\$ 5,000</u>	
<b>Total Initiative Cost:</b>			<b>\$345,952</b>

<b>AGENCY NAME:</b>	<b>SC Archives &amp; History</b>		
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**RELATED REQUEST(S)** This decision package is associated with the hiring of the following personnel:  
One (1) Digital Records Analyst, Two (2) Digital Processing/Reference Archivists, and One (1) IT Supervisor.

*Is this decision package associated with other decision packages requested by your agency or other agencies this year? Is it associated with a specific capital or non-recurring request?*

**MATCHING FUNDS** There would be no matching federal, institutional, philanthropic, or other resources.

*Would these funds be matched by federal, institutional, philanthropic, or other resources? If so, identify the source and amount.*

**FUNDING ALTERNATIVES** The agency has investigated a number of granting sources, but none were designed or intended to purchase the digital infrastructure necessary for the state to store the vast amount of digital records that it is currently creating.

*What other possible funding sources were considered?*

**LONG-TERM PLANNING AND SUSTAINABILITY** This agency will request future funds for the creation of software to enable easy access and cataloging of the digital materials that it will store on the SAN servers that are being requested in this budget cycle.

*What other funds have already been invested in this project (source/type, amount, timeframe)? Will other capital and/or operating funds for this project be requested in the future? If so, how much, and in which fiscal years? Has a source for those funds been identified/secured?*

**OTHER APPROVALS** This agency has received the approval from the Archives and History Commission to pursue the necessary funding to ensure the preservation of and future access to digital records that will be of historical value.

*What approvals have already been obtained? Are there additional approvals that must be secured in order for the project to succeed? (Institutional board, JBRC, BCB, etc.)*