

AGENCY NAME:	SC DEPARTMENT OF ARCHIVES AND HISTORY		
AGENCY CODE:	H790	SECTION:	26

Fiscal Year 2018–2019 Accountability Report

SUBMISSION FORM

AGENCY MISSION	<p>The mission of the South Carolina Department of Archives and History is to preserve and promote the documentary and cultural heritage of the state through the state archives, historic preservation, and education programs.</p>
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AGENCY VISION	<p>To be the state’s leader in the preservation and advocacy of South Carolina’s documentary and cultural heritage, while striving to educate and tell the story of all South Carolinians.</p>
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Does the agency have any major or minor recommendations (internal or external) that would allow the agency to operate more effectively and efficiently?

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

Is the agency in compliance with S.C. Code Ann. § 2-1-230, which requires submission of certain reports to the Legislative Services Agency for publication online and the State Library? See also S.C. Code Ann. § 60-2-30.

	Yes	No
REPORT SUBMISSION COMPLIANCE:	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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Is the agency in compliance with various requirements to transfer its records, including electronic ones, to the Department of Archives and History? See the Public Records Act (S.C. Code Ann. § 30-1-10 through 30-1-180) and the South Carolina Uniform Electronic Transactions Act (S.C. Code Ann. § 26-6-10 through 26-10-210).

	Yes	No
RECORDS MANAGEMENT COMPLIANCE:	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Is the agency in compliance with S.C. Code Ann. § 1-23-120(J), which requires an agency to conduct a formal review of its regulations every five years?

	Yes	No
REGULATION REVIEW:	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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

	<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:	Steven D. Tuttle	803-896-6204	stuttle@scdah.sc.gov

I have reviewed and approved the enclosed FY 2018–2019 Accountability Report, which is complete and accurate to the extent of my knowledge.

AGENCY DIRECTOR (SIGN AND DATE):	 9-12-19
(TYPE/PRINT NAME):	W. Eric Emerson, Ph.D.

BOARD/CMSN CHAIR (SIGN AND DATE):	 Sept. 12, 2019
(TYPE/PRINT NAME):	A.V. Huff, Ph.D.

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AGENCY'S DISCUSSION AND ANALYSIS

I. Risk Assessment and Mitigation Strategies

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

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

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

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

II. Restructuring Recommendations

The agency has no recommendations for restructuring at this time.

III. Major Achievements in FY2018/2019

The Department of Archives and History is comprised of two operational divisions: Archives and Records Management, and Historical Services (SHPO). Each division noted a number of achievements in FY2017/2018 relating to performance measures associated with the agency's mission to preserve and promote South Carolina's documentary and cultural heritage.

Archives and Records Management Division FY 2018/2019

Archives

- Hosted 3,222 Research Room visits and answered 6,334 queries from researchers (telephone 2,947, email 2,942 and letters 445);
- Accessioned 474 cubic feet and 116,550 MB of records, 17 rolls of microfilm, 52 volumes and processed 372 cubic feet of records;
- Scanned 525,000 historical documents, microfilmed 3,000 pages of state and local government records, duplicated 540 microfilm rolls and digitized 350 microfilm rolls;
- Continued our agreement with the Generations Network Inc., to provide a free subscription to Ancestry.com for onsite users of Research Room;
- Continued our partnership with the Fold 3 Network to provide a free subscription to Footnote.com for onsite users of our Research Room;
- Continued as a "key partner" in the South Carolina Digital Library Project;
- Reached over 918 state and local officials and members of the general public through building tours and speaking engagement;
- Captured and provided access to state agency websites through the continued use of the non-profit Archive-it. This allows the agency to make available snapshots of web sites from most state agencies through the Archives' website <https://scdah.sc.gov/research-and-genealogy/online-research/sc-state-government-website-archives>. In all, the agency crawled 127 state agency websites and retained 7.3 million documents.

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- Ingested 216,770 MB of state agency and county government records into the South Carolina Electronic Records Archive;
- Web page views: Main page 305,091; Archives page 123,316; and South Carolina Electronic Records Archive (SCERA) 123,388.

Records Management

- Transferred 3.9 million pages of historically-significant records (in paper and microfilm) from state and local government offices to the Archives for permanent retention;
- Transferred 5.8 million pages of state agency paper records to the State Records Center for security storage;
- Authorized the destruction of 171 million pages of non-permanent state and local government records.
- Prepared 189 retention/disposition schedules representing 14.2 million pages of state and local records.
- Fielded 3,755 contacts with state and local government officials regarding records management;
- Microfilmed 3,000 pages of state and local records;
- Approved 97% of records retention schedules within two weeks of submission;
- Implemented records retention schedules for 65% of state agencies and 21% of local governments.

Cost Avoidance

- By working with state and local governments to set retention limits for records and by providing storage in the State Records Center for inactive, limited-term records from state agencies, the division achieved cost avoidance to the state of \$942,242. Overall the microfilming and Records Center storage services provided by the Records Management Division are about 40% lower than in the private sector.

Historical Services Division FY 2018/2019

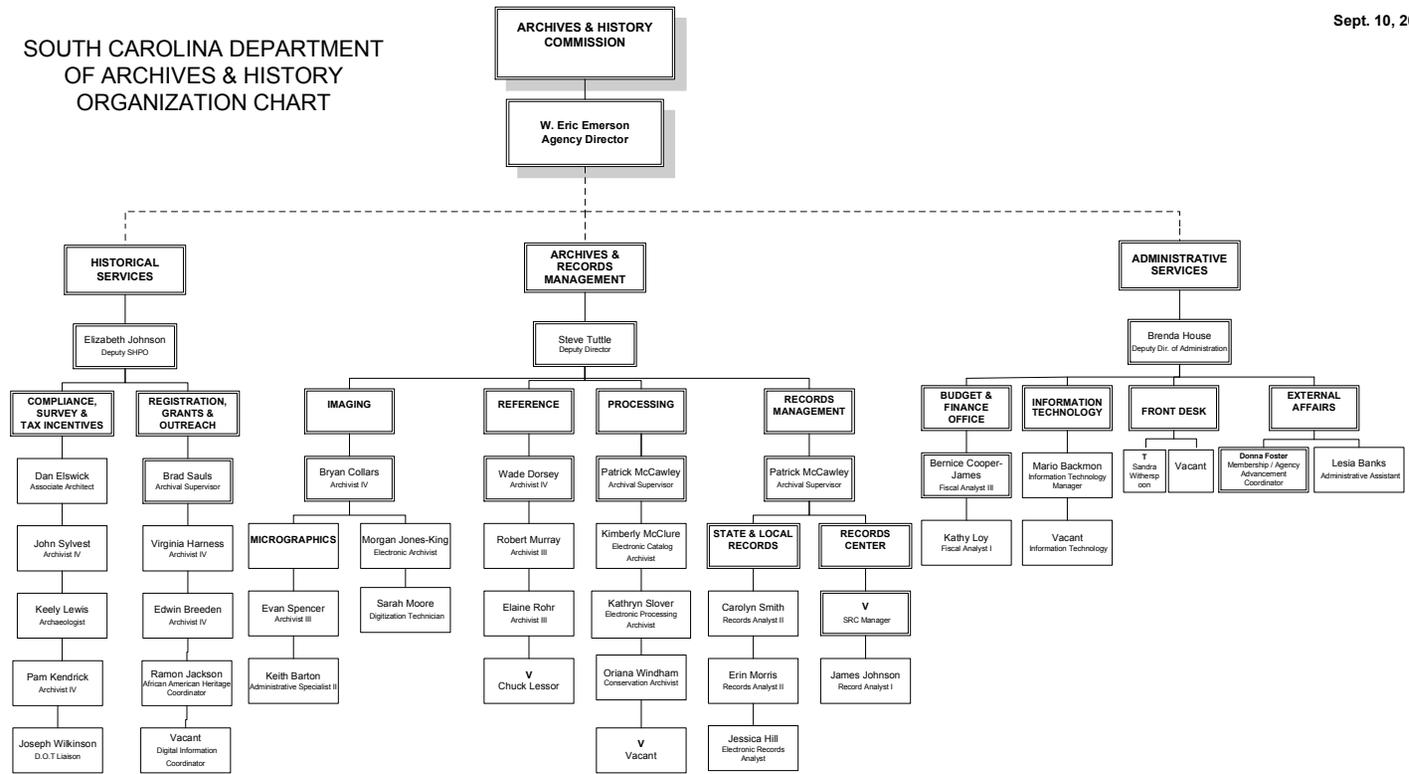
- Over \$142 million was invested in historic buildings assisted by the federal and state [historic tax credit programs](#) administered by the agency. The number of proposals for new homeowner projects remained steady, while the number of proposals for new income-producing projects declined slightly from 30 (2017-18) to 25 (2018-2019). Average review days in the tax credit programs (14.3) remained below the target goal of 15. Forms and instructions for the state homeowner tax credit program were revised.
- Issued the second [annual report](#) on the federal and state historic income tax credit programs highlighting overall usage and completed projects. Featured completed tax credit projects in the division's [monthly e-newsletter](#) and Department's social media (Facebook and Twitter).
- Applied to the National Park Service and was awarded \$1.9 million in supplemental Historic Preservation Fund funding for a [sub-grant program](#) to assist property owners with repairs to historic properties damaged by Hurricane Irma in 2017. Created a short online form for owners to report hurricane damage to historic properties.
- Added over 5,400 records to the [SC Historic Properties Record \(SCHPR\)](#) bringing the total number to 41,057, including all new National Register of Historic Places listings.
- Completed a revision of the [Statewide Survey Manual](#), and implemented the new all digital process of data recording, review, transmittal, and accession of records into SCHPR. Completed surveys of the Cheraw Historic District and Columbia's Eau Claire neighborhood, and began to identify extant properties associated with The Green Book travel guides.
- Of the 45 historical marker texts approved, 47% recognized African American history and historic places. Fifty percent of the 20 National Register of Historic Places nominations approved by the State Board of Review had significance in African American history.

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- Completed 95% of compliance requests for review in 30 days or less, exceeding the target goal of 90%. Average review times remained steady at 15.6 days, despite an increase in reviews of over 200. Updated the Section 106 project review form.
- In partnership with the South Carolina Archives and History Foundation, organized the 20th annual [statewide historic preservation conference](#) held April 26 with 275 registered to attend. Partnered with Preservation South Carolina and the Office of the Governor on the [25th annual statewide preservation awards](#) presented by Governor Henry McMaster on June 21 at the State House.

SOUTH CAROLINA DEPARTMENT
OF ARCHIVES & HISTORY
ORGANIZATION CHART

Sept. 10, 2019



FTE Information	
Authorized	- 39
Filled	- 35
Vacant	- 5

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

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Strategic Planning and Performance Measurement Template

Statewide Enterprise Strategic Objective	Type	Item #			Description	2018-19			Time Applicable	Data Source and Availability	Calculation Method	Meaningful Use of Measure
		Goal	Strategy	Measure		Base	Target	Actual				
Education, Training, and Human Development	G	1			Promote and encourage understanding, appreciation, and preservation of the							
	S	1.1			Offer educational programs and products for different audiences							
	M		1.1.1	Increase records management workshops for state and local government agencies by 10%	11	12	10	July 1, 2018-June 30, 2019	Archives and Records Management Data-Quarterly	Records Management aggregated data by number of records workshops	Promotes education of agencies regarding records management best practices	
	M		1.1.2	Increase the number of genealogical workshops to be held at the Archives and History Center by 10%	4	4	5	July 1, 2018-June 30, 2019	Administration Data-Quarterly	Administration aggregated facility use and rental data	Promotes education of South Carolina history and historic preservation	
	S	1.2			Maximize use of the agency's resources to generate revenue and assist th							
	M		1.2.1	Increase building rental revenue by 10%	\$ 40,296	\$ 45,000	\$53,157	July 1, 2018-June 30, 2019	Administration Data-Quarterly	Administration records	Promotes good government through the effective use of agency facilities	
	M		1.2.2	Increase gift shop revenue by 10%	\$ 22,434	\$ 25,000	\$16,560	July 1, 2018-June 30, 2019	Administration Data-Quarterly	Administration social media metric data	Promotes good government through the effective use of agency facilities	
Government and Citizens	G	2			Enhance preservation of, and access to, South Carolina state and local record							
	S	2.1			Digitize historically significant state and local records							
	M		2.1.1	Increase the total amount of records in the agency Online Records Index by 35,000 digital images	35,000	35,000	30,000	July 1, 2018-June 30, 2019	Archives and Records Management Data-Quarterly	Archives and Records Management aggregated digital data	Promotes the public use of agency records and digital resources	
	M		2.1.2	Ingest and make available 200 GB's of additional electronic records	160	200	216	July 1, 2018-June 30, 2019	Archives and Records Management Data-Quarterly	Archives and Records Management aggregated digital data	Promotes the public use of agency records and digital resources	
	S	2.2			Increase accessibility to the Archives records through arrangement, descr							
	M		2.2.1	Make accessible 500 GBs of new data through the South Carolina Electronic Records Archive (SCERA)	180	500	217	July 1, 2018-June 30, 2019	Archives and Records Management Data-Quarterly	Archives and Records Management aggregated digital data	Promotes the public use of agency records and digital resources	
	M		2.2.2	Digitize 5 boxes and conduct SCPHR data import for 8 boxes of historic property records	3; 19	5; 8	10; 66	July 1, 2018-June 30, 2019	Archives and Records Management Data-Quarterly	Archives and Records Management aggregated digital data	Promotes the use of agency records and digital resources for economic development	
	S	2.3			Ensure the efficient management of government records							
	M		2.3.1	Increase by 25% the total number of records retention schedules produced	332	253	189	July 1, 2018-June 30, 2019	Archives and Records Management Data-Quarterly	Records Management aggregated data	Promotes good government through effective records management	
	M		2.3.2	Increase the total number of state agencies implementing records retention schedules by 10%	64%	66%	65%	July 1, 2018-June 30, 2019	Archives and Records Management Data-Quarterly	Records Management aggregated data	Promotes good government through effective records management	
	S	2.4			Enhance public accessibility to government records through increased Re:							
	M		2.4.1	Reduce Archives response times to research queries by 20%	2.5	2.1	2.5	July 1, 2018-June 30, 2019	Archives and Records Management Data-Quarterly	Archives management response time aggregated data	Promotes good government through increased response time to public queries	
Public Infrastructure and Economic Development	G	3			Facilitate the preservation of South Carolina's irreplaceable historic places							
	S	3.1			Increase local awareness and participation in historic preservation							
	M		3.1.1	Hold one statewide event for Certified Local Governments (CLGs) and Non-CLGs to encourage participation in the program	1	1	0	July 1, 2018-June 30, 2019	SHPO Data-Annually	SHPO aggregated reporting data	Promotes historic preservation through the CLG program	
	M		3.1.2	Provide 12 presentations to organizations regarding State Historic Preservation Office (SHPO) programs and historic preservation	12	12	8	July 1, 2018-June 30, 2019	SHPO Data-Annually	SHPO aggregated reporting data	Promotes historic preservation by increasing public knowledge of agency programs	
	M		3.1.3	Approve text for at least 50 State Historical Markers	55	50	45	July 1, 2018-June 30, 2019	SHPO Data-Annually	SHPO aggregated reporting data	Promotes knowledge of history and historic preservation	
	S	3.2			Expedite the process for federal programs related to historic preservation							
	M		3.2.1	Review all state and federal tax credit projects in 30 days or less	89%	100%	86%	July 1, 2018-June 30, 2019	SHPO Data-Annually	SHPO aggregated reporting data	Promotes economic development through decreased response time for tax credit projects	
	M		3.2.2	Maintain the average review time for tax credit projects below 15 days	13.7	< 15	14.3	July 1, 2018-June 30, 2019	SHPO Data-Annually	SHPO aggregated reporting data	Promotes economic development through decreased response time for tax credit projects	
	M		3.2.3	Reply to 90% of compliance requests in fewer than 30 days	94%	90%	95%	July 1, 2018-June 30, 2019	SHPO Data-Annually	SHPO aggregated reporting data	Promotes economic development through decreased response time for compliance issues	
	M		3.2.4	Forward 100% of National Register nominations to the National Park Service within 45 days of State Board of Review approval	100%	100%	100%	July 1, 2018-June 30, 2019	SHPO Data-Annually	SHPO aggregated reporting data	Promotes economic development through decreased response time to National Register nominations	

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Statewide Enterprise Strategic Objective	Type	Item #			Description	2019-20			Time Applicable	Data Source and Availability	Calculation Method	Meaningful Use of Measure
		Goal	Strategy	Measure		Base	Target	Actual				
Education, Training, and Human Development	G	1			Promote and encourage preservation of South Carolina's historic resources							
	S	1.1			Offer educational programs and products for customers and stakeholders							
	M		1.1.1	Increase the number of Records Management Workshops for Government Agencies	10	12		July 1-June 30	ARM Data-Quarterly	ARM aggregated data by number of records workshops	Promotes education of agencies regarding records management best practices	
	M		1.1.2	Increase genealogical workshops held at the Archives and History Center	5	4		July 1-June 30	ARM Data-Quarterly	ARM aggregated data by number of workshops	Promotes local and South Carolina history	
	S	1.2			Maximize generated revenue to aid SCDAH in its mission							
	M		1.2.1	Increase facility rental revenue by 10%	\$53,157	\$58,500		July 1-June 30	Administration Data-Quarterly	Administrative Division Records	Promotes good government through the effective use of agency assets	
	M		1.2.2	Increase gift shop revenue by 10%	\$16,560	\$18,250		July 1-June 30	Administration Data-Quarterly	Administrative Division Records	Promotes good government through the effective use of agency assets	
Government and Citizens	G	2			Enhance preservation of, and access to, public records							
	S	2.1			Digitize historically significant South Carolina records							
	M		2.1.1	Increase total records in Online Records Index (ORI) by 35,000 images	30,000	35,000		July 1-June 30	ARM Data-Quarterly	ARM aggregated digital data	Increases number of agency records and digital resources available for public use	
	M		2.1.2	Ingest and make available 250 GBs of digital records	216	250		July 1-June 30	ARM Data-Quarterly	ARM aggregated digital data	Increases number of agency records and digital resources available for public use	
	S	2.2			Increase records accessibility through arrangement and description							
	M		2.2.1	Make available 250 GBs of new data in SC Electronic Records Archive (SCERA)	217	250		July 1-June 30	ARM Data-Quarterly	ARM aggregated digital data	Increases number of agency records and digital resources available for public use	
	M		2.2.2	Digitize ten boxes and import historic property data for twenty boxes for the SC Historic Property Records (SCHPR)	10; 66	10; 20		July 1-June 30	ARM Data-Quarterly	ARM aggregated digital data	Increases number of agency records and digital resources available for public use	
	S	2.3			Ensure the efficient management of government records							
	M		2.3.1	Increase Records Retention production by 25%	189	225		July 1-June 30	ARM Data-Quarterly	ARM aggregated digital data	Ensures the efficient use of government resources and the preservation of historic records	
	M		2.3.2	Increase the number of state agencies implementing records retention schedules by 10%	65%	67%		July 1-June 30	ARM Data-Quarterly	ARM aggregated digital data	Ensures the efficient use of government resources and the preservation of historic records	
	S	2.4			Increase Research Room efficiencies							
	M		2.4.1	Reduce Archives response times to research queries by 20%	2.5	2.1		July 1-June 30	ARM Data-Quarterly	ARM aggregated digital data	Promotes good government through increased public response times	
Public Infrastructure and Economic Development	G	3			Facilitate the preservation of South Carolina's irreplaceable historic places							

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Statewide Enterprise Strategic Objective	Type	Item #			Description	2019-20			Time Applicable	Data Source and Availability	Calculation Method	Meaningful Use of Measure
		Goal	Strategy	Measure		Base	Target	Actual				
	S	3.1			Increase local awareness and participation in historic preservation							
	M		3.1.1		Provide 12 Historic Preservation presentations to organizations	8	12		July 1-June 30	SHPO Data-Annually	SHPO aggregated reporting data	Promotes historic preservation by increasing public knowledge of SHPO programs
	M		3.1.2		Approve text for 50 State Historical Markers	45	50		July 1-June 30	SHPO Data-Annually	SHPO aggregated reporting data	Promotes knowledge of history and historic preservation
	S	3.2			Expedite federal program efficiencies related to historic preservation							
	M		3.2.1		Review all state and federal tax credit projects in 30 days or less	86%	100%		July 1-June 30	SHPO Data-Annually	SHPO aggregated reporting data	Promotes economic development through decreased response times for tax credit projects
	M		3.2.2		Maintain tax credit project review time of less than 15 days	14.3	< 15		July 1-June 30	SHPO Data-Annually	SHPO aggregated reporting data	Promotes economic development through decreased response times for tax credit projects
	M		3.2.3		Reply to 90% of compliance requests in fewer than 30 days	95%	90%		July 1-June 30	SHPO Data-Annually	SHPO aggregated reporting data	Promotes economic development through decreased response times for compliance issues
	M		3.2.4		Forward 100% of National Register nominations to Park Service within 45 days of State Review Board approval	100%	100%		July 1-June 30	SHPO Data-Annually	SHPO aggregated reporting data	Promotes economic development through decreased response times for National Register nominations

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Program Template

Program/Title	Purpose	FY 2018-19 Expenditures (Actual)				FY 2019-20 Expenditures (Projected)				Associated Measure(s)
		General	Other	Federal	TOTAL	General	Other	Federal	TOTAL	
I. Administration	Includes the Director's Office, Budget and Finance, Personnel, Building Services, and Information Technology. The areas provide support services for all the activity components of the agency.	\$ 1,172,863	\$ 123,531		\$ 1,296,394	\$ 885,280	\$ 212,910		\$ 1,098,190	1.1.2, 1.2.1, 1.2.2
II. Archives & Records Management	Preserves and provides access to SC's permanently valuable colonial, state, and local government records, 1671-2000. Micrographics provides microfilm services to the department, other public entities, and businesses.	\$ 921,702	\$ 33,662		\$ 955,364	\$ 996,953	\$ 574,100		\$ 1,571,053	1.1.1,1.1.2,2.1.1, 2.1.2,2.2.1, 2.3.1,2.3.2,2.4.1
III. Historical Services	The program provides leadership, technical and financial assistance to individuals, organizations, local governments and state and federal agencies.	\$ 54,770	\$ 301,834	\$ 657,494	\$ 1,014,098	\$ 60,900	\$ 395,000	\$ 923,495	\$ 1,379,395	2.2.2, 3.1.1, 3.1.2, 3.2.1, 3.2.2, 3.2.3, 3.2.4
IV. Employee Benefits	State Employer Contributions	\$ 481,535	\$ 120,525	\$ 160,590	\$ 762,650	\$ 748,015	\$ 133,981	\$ 152,255	\$ 1,034,251	
V. All Other Items	All special items supported by the state, including all pass through items and the African American Heritage Commission.	\$ 202,531	\$ 1,317,085	\$ 25,000	\$ 1,544,616	\$ 432,669	\$ 5,400,000	\$ 125,000	\$ 5,957,669	

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Legal Standards Template

Item #	Law Number	Jurisdiction	Type of Law	Statutory Requirement and/or Authority Granted	Does this law specify who your agency must or may serve? (Y/N)	Does the law specify a product or service your agency must or may provide?	If yes, what type of service or product?	If other service or product, please specify what service or product.
1	60-11-30	State	Statute	Requires the preservation and administration of public records transferred to the Historical Commission and any transferred in the future; collection of public records in other states or counties dealing with South Carolina history; preservation and administration of private records formerly in the custody of the Historical Commission and those that may be added in the future; editing and publication of documents, treatises relating to the history of South Carolina; stimulation of research, study and other activities in the field of South Carolina history, genealogy, or archeology; approval of inscriptions for historical markers or monuments erected on State highways or other State property; improvement of standards for the making, care, and administration of public records; and performance of such acts and requirements as may be enjoined by law.	No	Yes	Other service or product our agency must/may provide	The preservation and administration of public records transferred to the Historical Commission and any transferred in the future; collection of public records in other states or counties dealing with South Carolina history; preservation and administration of private records formerly in the custody of the Historical Commission and those that may be added in the future; editing and publication of documents, treatises relating to the history of South Carolina; stimulation of research, study and other activities in the field of South Carolina history, genealogy, or archeology; approval of inscriptions for historical markers or monuments erected on State highways or other State property; improvement of standards for the making, care, and administration of public records; and performance of such acts and requirements as may be enjoined by law.
2	60-11-40	State	Statute	Establishes the Commission of Archives and History as the governing body of the agency and gives the Commission the power to elect its chairman and vice-chairman; make rules and regulations for the governance of the department; elect a director; appoint staff members; adopt a seal for departmental use; control expenditures; accept gifts; make annual reports to the General Assembly; and adopt policies.	Yes	Yes	Report our agency must/may provide	
3	60-11-50	State	Statute	Establishes powers and duties of the Archives and History Commission	Yes	Yes	Report our agency must/may provide	
4	60-11-60	State	Statute	Establishes authority of the Director to manage and administer the department.	Yes	Yes	Report our agency must/may provide	
5	60-11-70	State	Statute	Establishes SCDAH's authority to accept private records.	Yes	Yes	Report our agency must/may provide	
6	60-11-80	State	Statute	Establishes SCDAH's authority to publish information regarding public records.	Yes	Yes	Report our agency must/may provide	
7	60-11-90	State	Statute	Establishes name, occupancy, and operation of State Archives Building.	Yes	Yes	Distribute funding to another entity	
8	60-11-100	State	Statute	Establishes authority of SCDAH to accept county and municipal funds to microfilm public records.	Yes	Yes	Report our agency must/may provide	
9	60-11-120	State	Statute	Establishes authority of SCDAH to dispose of duplicative archival materials.	Yes	Yes	Report our agency must/may provide	
10	30-1-40	State	Statute	Establishes a process whereby agencies convey public records to SCDAH.	Yes	Yes	Report our agency must/may provide	
11	30-1-50	State	Statute	Establishes penalties for agencies refusing to convey records to SCDAH.	Yes	Yes	Other service or product our agency must/may provide	The establishment of penalties for agencies refusing to convey records to SCDAH
12	30-1-80	State	Statute	Requires SCDAH to establish and administer a public records program.	Yes	Yes	Other service or product our agency must/may provide	The establishment and administration of a public records program.
13	30-1-90	State	Statute	Requires SCDAH to assist in the creation, filing, and preserving of records, inventories, and schedules.	Yes	Yes	Other service or product our agency must/may provide	Assistance in the creation, filing, and preserving of records, inventories, and schedules.
14	30-1-100	State	Statute	Outlines additional powers and duties of SCDAH relating to the public records of South Carolina.	Yes	Yes	Report our agency must/may provide	
15	30-1-110	State	Statute	Gives SCDAH director authority to approve the destruction or disposition of the accessioned records of any agency that are determined to not be of archival value.	Yes	Yes	Report our agency must/may provide	
16	30-1-120	State	Statute	Establishes the authority for SCDAH to inventory, repair, or microfilm records.	Yes	Yes	Other service or product our agency must/may provide	The inventory, repair, or microfilming of records.
17	26.1 (AH: Use of Proceeds)	State	FY 2018-19 Proviso	Grants the agency the authority to use revenue generated from facility rentals, gift shop operations, training sessions, sale of publications, reproductions of documents, research fees, handling charges, and the sale of National Register plaques for facility operations and maintenance.	Yes	Yes	Report our agency must/may provide	
18	26.2 (AH: Disposal of Materials)	State	FY 2018-19 Proviso	Allows the agency to sale duplicative record and non-record materials that are not eligible for public auction in a manner that is most beneficial to the agency.	Yes	Yes	Report our agency must/may provide	
19	54 U.S.C. § 302301	Federal	Statute	Establishes the State Historic Preservation Office and defines its authority.	Yes	Yes	Report our agency must/may provide	
20	54 U.S.C. § 302501	Federal	Statute	Establishes the Certified Local Government program to be administered by the State Historic Preservation Office.	Yes	Yes	Report our agency must/may provide	
21	54 U.S.C. § 302901 and 303101	Federal	Statute	Establishes guidelines for the Historic Preservation Fund and grant program.	Yes	Yes	Distribute funding to another entity	Distribute funds to HPF grant recipients

Service/Product Provided to Customers	Customer Segments	<u>Specify only for the following Segments: (1) Industry; Name; (2) Professional Organization: Name; (3) Public; Demographics.</u>	Divisions or Major Programs	Description
Agency Administration	Executive Branch/State Agencies, Legislative Branch, General Public	2) Professional Organization: SCDAH; 3) Public: All people who visit the agency to conduct research, purchase items in the gift shop, use meeting space, attend conferences, and follow the agency on social media.	Administration	Provide administrative support, i.e.. Finance and budgeting, human resources, payroll, benefits, information technology, security, procurement, etc. to agency personnel
Facility Rental Coordination	General Public	3) Public: All people who use agency meeting space or attend conferences at agency facilities.	Administration	Facilitate the successful rental of agency facilities.
Gift Shop	General Public	3) Public: All people who visit or purchase items from the agency gift shop.	Administration	Conduct the successful and profitable operation of the agency gift shop.
Media Relations and Agency Advancement	General Public	3) Public: All people who are interested in the agency or follow it on social media.	Administration	Provide information regarding the agency's holdings, operations, or events.
Research Room	General Public	3) Public: All people who visit or use the agency to conduct research.	Archives and Records Management	Provide researchers with agency resources and assistance as needed.
Imaging Services	Executive Branch/State agencies, Legislative Branch, Judicial Branch, Local Governments, School districts, and General Public	3) Public: All people who seek digital images, microfilm, or photocopies of historic records held by the agency	Archives and Records Management	Provide digital images, microfilm, or photocopies to the public as requested.
Accessioning Records	Executive Branch/State agencies, Legislative Branch, Judicial Branch, Local Governments, School Districts, and General Public	3) Public: All people who use the agency to conduct research.	Archives and Records Management	Coordinate with state and local government agencies to transfer public records of historic value.
Processing Records	Executive Branch/State agencies, Legislative Branch, Judicial Branch, Local Governments, School Districts, and General Public	3) Public: All people who use the agency to conduct research.	Archives and Records Management	Prepare public records for use by researchers.
Microfilm Security Vault Operations	Executive Branch/State agencies, Legislative Branch, Judicial Branch, Local Governments, School Districts, and General Public	3) Public: All people who visit or use the agency to conduct research.	Archives and Records Management	Maintain security copies of microfilm for state and local government agencies.
Local Government Records Management	Local Governments and School Districts	3) Public: All people who visit or use the agency to conduct research regarding the operations of local government.	Archives and Records Management	Provide assistance to local government agencies for the effective management of their records.
State Government Records Management	Executive Branch/State agencies, Legislative Branch, and Judicial Branch	3) Public: All people who visit or use the agency to conduct research regarding the operations of state government.	Archives and Records Management	Provide assistance to state government agencies for the effective management of their records.
State Records Center	Executive Branch/State agencies, Legislative Branch, Judicial Branch, Local Governments, School Districts, and General Public	3) Public: All people who visit or use the agency to conduct research regarding the operation of state or local government agencies.	Archives and Records Management	Provide assistance to state and local government agencies for the effective housing and management of their temporary records.
Statewide Survey of Historic Properties	Executive Branch/State agencies, Legislative Branch, Judicial Branch, Local Governments, School Districts, and General Public	2): Local historical and preservation organizations; 3) Public: Property owners and local historical and preservation organizations.	Historical Services (State Historic Preservation Office)	Assist organizations and the public in the identification of historic properties in South Carolina.
National Register of Historic Places Program	Executive Branch/State agencies, Legislative Branch, Judicial Branch, Local Governments, School Districts, and General Public	2): Local historical and preservation organizations; 3) Public: Property owners and local historical and preservation organizations.	Historical Services (State Historic Preservation Office)	Assist organizations and the public in the identification and recognition of South Carolina properties that are listed, or eligible for listing, on the National Register of Historic Places

State Historical Marker Programs	Executive Branch/State agencies, Legislative Branch, Judicial Branch, Local Governments, School Districts, and General Public	2): Local historical and preservation organizations; 3) Public: Property owners and local historical and preservation organizations.	Historical Services (State Historic Preservation Office)	Assist organizations and the public in the identification and recognition of South Carolina properties that are eligible for a State Historical Marker.
Historic Preservation Fund Grants	General Public	2): Local historical and preservation organizations; 3) Public: Property owners and local historical and preservation organizations.	Historical Services (State Historic Preservation Office)	Operate the Historic Preservation Grant program for the benefit of historic preservation throughout the state.
Historic Rehabilitation Tax Credit Programs	General Public	2): Local historical and preservation organizations; 3) Public: Property owners and local historical and preservation organizations.	Historical Services (State Historic Preservation Office)	Operate the State and Federal Historic Rehabilitation Tax Credit Programs for the benefit of home and business owners in South Carolina.
Review and Compliance Program	Executive Branch/State agencies, Local Governments, General Public	2): Local historical and preservation organizations; 3) Public: Property owners and local historical and preservation organizations.	Historical Services (State Historic Preservation Office)	Conduct federal review and compliance in keeping with agency obligations as outlined in the Historic Preservation Act of 1966.
Certified Local Governments	Local Govts.	2): Local historical and preservation organizations; 3) Public: Property owners and local historical and preservation organizations.	Historical Services (State Historic Preservation Office)	Operate the Certified Local Government program in keeping with National Park Service regulations.
Outreach and Technical Assistance	Executive Branch/State agencies, Legislative Branch, Judicial Branch, Local Governments, School Districts, and General Public	2): Local historical and preservation organizations; 3) Public: Property owners and local historical and preservation organizations.	Historical Services (State Historic Preservation Office)	Provide historic preservation outreach and technical assistance for government agencies, local organizations, and individuals in South Carolina.

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Partner Template

Name of Partner Entity	Type of Partner Entity	Description of Partnership	Associated Goal(s)
National Parks Service, U.S. Department of Interior	Federal Government	Worked with SHPO to place South Carolina properties on the National Register of Historic Places and provided grant funds to support local historic preservation activities.	1, 3
South Carolina Institute of Archaeology and Anthropology	Higher Education Institute	Worked with SHPO to maintain SC ArchSite database.	1, 3
South Carolina Archives and History Foundation	Non-Governmental Organization	Worked with SCDAH to sponsor the State Preservation Conference, the State Preservation Awards, World War I Symposium, and Genealogy workshops.	1, 3
South Carolina African American Heritage Commission	State Government	Worked with SHPO to develop the <i>Green Book of South Carolina</i> for African American historic sites.	1, 3
Palmetto Trust for Historic Preservation	Non-Governmental Organization	Worked with SHPO to sponsor annual statewide preservation awards.	1, 3
Certified Local Governments	Local Government	Worked with SHPO and National Parks Service to promote community preservation planning and heritage education.	1, 3
National Historic Records and Publications Commission (NHPRC)	Federal Government	The agency director is a commission member of NHPRC, and NHPRC has historically funded the State Historic Records Advisory Board (SHRAB).	2
State Historic Records Advisory Board (SHRAB)	State Government	The agency director is the state coordinator for SHRAB, and agency staff provide support for its operations.	2
Council of State Archivists (CoSA)	Professional Association	CoSA provides training and technical assistance to each state and territorial archive. The agency director serves as Secretary/Treasurer of CoSA and gave presentations at its annual meeting.	2
South Carolina Public Records Association (SCPRA)	Professional Association	At SCPRA's annual meeting, SCDAH staff gave presentations about records management services available to state and local government agencies.	2
South Carolina Archival Association (SCAA)	Professional Association	SCDAH staff serve as officers of SCAA.	2
Palmetto Archives, Libraries and Museums Council on Preservation (PALMCOP)	Professional Association	SCDAH staff serve as officers of PALMCOP and gave presentations about electronic records at its annual meeting.	2
University of South Carolina Press	Higher Education Institute	Worked with SCDAH to sponsor annual World War I Symposium.	1
Historic Columbia Foundation, City of Columbia	Local Government	Worked with SCDAH to sponsor the State Preservation Conference.	1, 3

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Report and External Review Template

Item	Is this a Report, Review, or both?	Report or Review Name	Name of Entity Requesting the Report or Conducting Review	Type of Entity	Reporting Frequency	Current Fiscal Year: Submission Date or Review Timeline (MM/DD/YYYY)	Summary of Information Requested in the Report or Reviewed	Method to Access the Report or Information from the Review
1	External Review and Report	Historic Preservation Performance Report	Department of Transportation	State	Annually	July 1, 2019	Activities carried out by the State Historic Preservation Office (SHPO) to review SCDOT projects for impacts to historic properties.	Request from SCDAH, ejohnson@scdah.sc.gov
2	External Review only	Government Performance and Results Act Annual Products Report	National Park Service	Federal	Twice a year	07/01/2018 and 12/31/2018	Historic Preservation activities carried out under state programs.	Request from SCDAH, ejohnson@scdah.sc.gov or the National Park Service, Office of State, Tribal, and Local Plans and Grants Division, https://www.nps.gov/orgs/1623/index.htm , or (202) 354-2066.
3	External Review and Report	Leave Transfer Pool Program Report	Department of Administration	State	Annually	March 1, 2019	Provides an account of leave that has been moved to the Leave Transfer Pool.	Request from SCDAH, bhouse@scdah.sc.gov
4	External Review and Report	ArchSite Performance Report	Department of Transportation	State	Quarterly	01/15/2018; 04/15/2018; 07/15/2018; 10/15/2018	Activities carried out by the SHPO and the SC Institute for Archeology and Anthropology (SCIAA) to maintain the state's online GIS system for cultural resources.	Request from SCDAH, ejohnson@scdah.sc.gov or SCDOT Environmental Services Office, https://www.scdot.org/business/environmental-landing.aspx , or (803) 737-1396.
5	External Review and Report	Small and Minority Business Contracting Report	Department of Administration	State	Quarterly	10/30/2018; 01/30/2019; 04/15/2019; 07/15/2019	Documents the agency's use of Minority Business Enterprises.	Request from SCDAH, bcjames@scdah.sc.gov
6	External Review and Report	Audit and Certification Report to MMO	Department of Administration	State	Quarterly	10/30/2019; 01/30/2019; 04/15/2019; 07/15/2019	Reports the use of sole source providers and includes information regarding vendors and amounts spent.	Request from SCDAH, bhouse@scdah.sc.gov
7	External Review and Report	Multiple Worksite Report	Department of Employment and Workforce	State	Quarterly	09/31/2018; 12/31/2018; 03/30/2019; 06/30/2019	Report lists the various places of business that exist for each agency.	Request from SCDAH, bhouse@scdah.sc.gov
8	External Review and Report	Closing Package Reports	Comptroller General	State	Annually	07/2018-10/2018	Reports issued in keeping with Reporting Policies and Procedures Manual and in keeping with the Master Reporting Package Checklists.	Request from SCDAH, bcjames@scdah.sc.gov
9	External Review and Report	State Accident Report	Department of Administration	State	Annually	August 31, 2018	Report of workman's compensation and other insurance claims covered by the State Accident Fund.	Request from SCDAH, bhouse@scdah.sc.gov
10	External Review and Report	State Accountability Report	Department of Administration	State	Annually	September 15, 2018	Report highlights agency performance for review by Office of the Governor and the General Assembly.	Access online at https://www.admin.sc.gov/budget/agency-accountability-reports
11	External Review and Report	Equal Opportunity Employment Report	Commission on Human Affairs	State	Annually	October 15, 2018	Report contains information regarding the agency's efforts to meeting its Equal Opportunity Employment goals.	Request from SCDAH, bhouse@scdah.sc.gov
12	External Review and Report	Agency Debt Collection Report	Department of Administration	State	Annually	February 28, 2019	Report contains information regarding any outstanding debt owed to the agency as of 12/31 and methods used to collect that debt.	Request from SCDAH, bcjames@scdah.sc.gov
13	External Review only	Financial Audit	Office of the State Auditor	State	Annually	June 30, 2018	Audit of agency financial information and transactions from the previous year.	Access online at https://osa.sc.gov/wp-content/uploads/2019/03/H7918.pdf