Legislative Oversight Committee
South Carolina House of Representatives
Post Office Box 11867
Columbia, South Carolina 29211
Telephone: (803) 212-6810 • Fax: (803) 212-6811

2016 Annual Restructuring Report Guidelines

PLEASE NOTE:

The information included in the agency's report will appear online for all legislators and the public to view.

Agency Name:	**Department of Archives and History**
Date Report Submitted:	25-Jan-16
Agency Head	
First Name	W. Eric
Last Name:	Emerson
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Phone Number:	803-896-6185

General Instructions

SUBMISSIONS	
What to submit?	Please submit this document in electronically only in both the original format (Excel) as well as in a PDF document. Save the document as “2016 - Agency ARR (*insert date agency submits report*).”
When to submit?	The deadline for submission is by the first day of session, January 12, 2016.
Where to submit?	Email all electronic copies to HCommLegOv@schouse.gov.

NOTE: If the agency enters its Name and the Date of Submission in the "Cover Page" tab, it should automatically populate at the top of each tab in this report.

WHERE INFORMATION WILL APPEAR	
Where will submissions appear?	The information included in the agency's report will appear online for all legislators and the public to view. On the South Carolina Statehouse Website it will appear on the Publications page as well as on the individual agency page, which can be accessed from the House Legislative Oversight Page.

QUESTIONS	
Who to contact?	House Legislative Oversight at 803-212-6810.

OTHER INFORMATION	
	House Legislative Oversight
Mailing	Post Office Box 11867
Phone	803-212-6810
Fax	803-212-6811
Email	HCommLegOv@schouse.gov
Web	The agency may visit the South Carolina General Assembly Home Page (http://www.scstatehouse.gov) and click on "Citizens’ Interest" then click on "House Legislative Oversight Committee Postings and Reports."

Legal Standards

This is the first chart in the report because the legal standards which apply to the agency should serve as the basis for the agency's mission, vision and strategic plan.

Agency Responding	Department of Archives and History
Date of Submission	25-Jan-16

Instructions : List all state and federal statutes, regulations and provisos that apply to the agency ("Laws") and a summary of the statutory requirement and/or authority granted in the particular Law listed. If the agency grouped Laws together last year, they can continue to do so this year. However, please be aware that when the agency goes under study, the House Legislative Oversight Committee will ask it to list each Law individually. The Committee makes this request so the agency can then analyze each of the Laws to determine which current Laws may need to be modified or eliminated, as well as any new Laws possibly needed, to allow the agency to be more effective and efficient or to ensure the Law matches current practices and systems. Included below is an example, with a partial list of Laws which apply to the Department of Juvenile Justice. Please delete the example information before submitting this chart in final form. NOTE: Responses are not limited to the number of rows below that have borders around them, please list all that are applicable.

Item #	Statute, Regulation, or Proviso Number	State or Federal	Summary of Statutory Requirement and/or Authority Granted	Is the law a Statute, Proviso or Regulation?
1	60-11-30	State	Statutorily required to preserve and administer public records in other states or counties dealing with South Carolina history; edit and publish documents relating to the history of South Carolina; stimulate the research and stude of South Carolina history; approve inscriptions for historical markers; and improve the standards for the making, care, and administration of public records.	Statute
2	60-11-40 through 60-11-50	State	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.	Statute
3	60-11-60	State	Establishes authority of the Director to manage and administer the department.	Statute

Legal Standards

4	60-11-70	State	Establishes SCDAH's authority to accept private records.	Statute
5	60-11-80	State	Establishes SCDAH's authority to publish information regarding public records.	Statute
6	60-11-100	State	Establishes authority of SCDAH to accept county and municipal funds to microfilm public records.	Statute
7	60-11-120	State	Establishes authority of SCDAH to dispose of duplicative archival materials.	Statute
8	30-1-40	State	Establishes a process whereby agencies convey public records to SCDAH.	Statute
9	30-1-50	State	Establishes penalties for agenicies refusing to convey records to SCDAH.	Statute
10	30-1-80	State	Requires SCDAH to establish and administer a public records program.	Statute
11	30-1-90	State	Requires SCDAH to assist in the creation, filing, and preserving of records, inventories, and schedules.	
12	30-1-100	State	Outlines additional powers and duties of SCDAH relating to the public records of South Carolina.	Statute
13	30-1-110	State	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.	Statute
14	30-1-120	State	Establishes the authority for SCDAH to inventory, repair, or microfilm records.	Statute
15	54 U.S.C. § 302301	Federal	Establishes the State Historic Preservation Office and defines its authority.	Statute
16	54 U.S.C. § 302501	Federal	Establishers the Certified Local Government program to be administered by the State Historic Preservation Office.	Statute
17	54 U.S.C. § 302901 and 303101	Federal	Establishes guidelines for the Historic Preservation Fund and grant program.	Statute

Mission, Vision and Goals

This is the second chart because the agency's mission and vision should have a basis in the legal standards, which the agency provided in the previous chart. After the agency knows the laws it must satisfy, along with its mission and vision, it can then set goals to satisfy those laws and achieve that vision (and the strategy and objectives to accomplish each goal - see next chart). To ensure accountability, one person below the head of the agency should be responsible for each goal. The same person is not required to be responsible for all of the goals.

Agency Responding	Department of Archives and History
Date of Submission	25-Jan-16
Fiscal Year for which information below pertains	2015-16

Instructions : Provide the agency's mission, vision and laws (i.e. state and/or federal statutes) which serve as the basis for the agency's mission and vision.

Mission	To preserve and promote the documentary and cultural heritage of the state through the state
Legal Basis for agency's mission	SC Code 60-11; 54 U.S.C. § 302301
Vision	To be a leader in preserving and advocating on behalf of the state's documentary and cultural
Legal Basis for agency's vision	SC Code 60-11; 54 U.S.C. § 302301

Instructions :
1) Under the "Legal Responsibilities Satisfied" column, enter the legal responsibilities (i.e. state and/or federal statutes and provisos) the goal is satisfying. All of the laws mentioned in the previous chart (i.e. Legal Standards Chart) should be included next to one of the agency's goals. When listing the Legal Responsibilities Satisfied, the agency can group the standards together when applicable (i.e. SC Code 63-19-320 thru 63-19-450). Make sure it is clear whether the agency is referencing state or federal laws and whether it is a proviso or statute.
2) Under the "Goals and Description" column, enter the number and description of the goal which will help the agency achieve its vision (i.e. Goal 1 - Increase the number of job opportunities available to juveniles to 20 per juvenile within the next 2 years). The agency should have 3-4 high level goals.
3) Under the "Describe how the Goal is SMART" column, enter the information which shows the goal is Specific, Measurable, Attainable, Relevant and Time-bound.
4) Under the "Public Benefit/Intended Outcome" column, enter the intended outcome of accomplishing the goal.
5) Under the "Responsible Person" columns, provide information about the individual who has primary responsibility/accountability for each goal. The Responsible Person has different teams of employees beneath him/her to help accomplish the goal. The Responsible Person is the person who, in conjunction with his/her team(s) and approval from higher level superiors, determines the strategy and objectives to accomplish the goal. In addition, this is the person who monitors the progress and makes any changes needed to the strategies and objectives to ensure the goal is accomplished. Under the "Position" column, enter the Responsible Person's position/title at the agency.

Legal Responsibilities Satisfied	Goals & Description	Describe how the Goal is S.M.A.R.T.	Public Benefit/Intended Outcome	Responsible Person Name:	Number of months person has been responsible for the goal or objective:	Position:
(i.e. state and federal statutes or provisos the goal is satisfying)	(i.e. Goal 1 - insert description)	Specific Measurable Attainable Relevant Time-bound	(Ex. Output = rumble strips are installed on the sides of a road; Outcome = incidents decrease and public perceives that the road is safer) Just enter the intended outcome			
SC Code 60-11-30, 60-11-70 through 60-11-120; 30-1-40 through 30-1-120; 54 U.S.C. Code § 302301	Goal 1 -To promote and encourage understanding, appreciation, and preservation of the state's history.	This goal is specific in its wording, measurable through customer surveys, feedback, visitation and attendance, attainable because it is longtime focus of the agency, relevant because it is derived from the agency mission statement, and time bound because it is to be accomplished in 2015/16.	The public benefit/intended outcome of this goal is to enhance public knowledge of the state's rich past, which helps facilitate the development of goal of developing an informed and participatory citizenry.	W. Eric Emerson	6 months	Director and SHPO

Mission, Vision and Goals

SC Code 60-11-30, 60-11-70 through 60-11-120; 30-1-40 through 30-1-120; 54 U.S.C. Code § 302301	Goal 2 -To increase awareness, understanding, and use of the programs of SCDAH.	This goal is specific in its wording, measurable through customer surveys, feedback, visitation and attendance, attainable because it is longtime focus of the agency, relevant because it is derived from the agency mission statement, and time bound because it is to be accomplished in 2015/16.	The public benefit/intended outcome of this goal is to make the public aware of the myriad programs and services offered by the agency for the public benefit.	W. Eric Emerson	6 months	Director and SHPO
SC Code 60-11-30, 60-11-70 through 60-11-120; 30-1-40 through 30-1-120; 54 U.S.C. Code § 302301	Goal 3 -To assess needs and identify and secure funding and resources to support the mission of SCDAH.	This goal is specific in its wording, measurable through executive assessment, attainable because such assessments have been conducted periodically, relevant because the SCDAH derives much of its operating funds from generated revenue, and time bound because it is to be accomplished in 2015/16.	The public benefit/intended outcome of this goal is to increase public access to government records for the purpose of making government accountable to the people, while providing for historical research by the public.	W. Eric Emerson	6 months	Director and SHPO
SC Code 60-11-30, 60-11-70 through 60-11-120; 30-1-40 through 30-1-120; 54 U.S.C. Code § 302301	Goal 4 - Increase and enhance preservation of, and access to, South Carolina state and local government records.	This goal is specific in its wording, measurable through an accounting for the total number of records added to the archives and collections, attainable as a historic focus of the agency, relevant because it is at the core of the agency's mission statement, and time bound because it is to be accomplished in 2015/16.	The public benefit/intended outcome of this goal is to enhance public access to government records, thereby making government more accountable while providing citizens with historical information that serves their interests.	W. Eric Emerson	6 months	Director and SHPO

Strategy, Objectives and Responsibility

This is the next chart because once the agency determines its goals, and those responsible for each goal, it then needs to determine the strategy and objectives to accomplish each goal. To ensure accountability, one person should be responsible for each objective. This can be the same person responsible for the goal, if it is a small agency, or, for larger agencies, a person who reports to the person responsible for the goal. The same person is not required to be responsible for all of the objectives.

Agency Responding	Department of Archives and History
Date of Submission	25-Jan-16
Fiscal Year for which information below pertains	2015-16

Instructions :

1) Under the "Legal Responsibilities Satisfied" column, enter the legal responsibilities (i.e. state and/or federal statutes and provisos) the goal or objective is satisfying. For each goal, the agency can copy and paste the information from the Mission, Vision and Goals Chart. All of the legal standards mentioned for a particular goal should be included next to one of the objectives under that goal. When listing the Legal Responsibilities Satisfied, the agency can group the standards together when applicable (i.e. 63-19-320 thru 63-19-370). Make sure it is clear whether the agency is referencing state or federal laws and whether it is a proviso or statute.
2) Under the "Strategic Plan Part and Description" column, enter the strategic plan part number and description (i.e. Goal 1 - Increase the number of job opportunities available to juveniles to 20 per juvenile within the next 2 years). For each goal, the agency can copy and paste the information from the Mission, Vision and Goals Chart. If the agency is still utilizing the same strategies and objectives it submitted as part of the Accountability Report, it can copy and paste those into this chart, then fill in the remainder of the columns. However, if the agency has trouble explaining how each objective is SMART, it may need to revise its objectives. In addition, if the agency has revised its strategic plan since submitting its last Accountability Report, please provide information from the most current strategic plan.
3) Under the "Describe how it is SMART" column, enter the information which shows how each goal and objective is Specific, Measurable, Attainable, Relevant and Time-bound.
4) Under the "Public Benefit/Intended Outcome" column, enter the intended outcome of accomplishing each goal and objective.
5) Under the "Responsible Person" columns, provide information about the individual who has primary responsibility/accountability for each goal and objective. The Responsible Person for a goal has different teams of employees beneath him/her to help accomplish the goal. The Responsible Person for an objective has employees and possibly different teams of employees beneath him/her to help accomplish the objective. The Responsible Person for a goal is the person who, in conjunction with his/her team(s) and approval from higher level superiors, determines the strategy and objectives needed to accomplish the goal. The Responsible Person for an objective is the person who, in conjunction with his/her employees and approval from higher level superiors, sets the performance measure targets and heads the game plan for how to accomplish the objective for which he/she is responsible. Under the "Position" column, enter the Responsible Person's position/title at the agency. Under "Office Address" column, enter the address for the office from which the Responsible Person works. Under the "Department/Division" column, enter the department or division at the agency in which the Responsible Person works. Under the "Department/Division Summary" column, enter a brief summary (no more than 1-2 sentences) of what that department or division does in the agency.

Legal Responsibilities Satisfied:	*Strategic Plan Part and Description*	How it is S.M.A.R.T.:	Public Benefit/Intended Outcome:	Responsible Person Name:	Number of months person has been responsible for the goal or objective:	Position:	Office Address:	Department or Division:	Department or Division Summary:
(i.e. state and federal statutes or provisos the goal or objective is satisfying)	(i.e. Goal 1 - Insert description, Strategy 1.1 - Insert Description, Objective 1.1.1 - Insert Description)	Describe how each goal and objective is... Specific; Measurable; Attainable; Relevant; and Time-bound	(Ex. Output = rumble strips are installed on the sides of a road; Outcome = incidents decrease and public perceives that the road is safer) Just enter the intended outcome						
SC Code 60-11-30; 60-11-70 through 60-11-120; 30-1-40-30-1-120; 54 U.S.C. Code § 302301	Goal 1 - To promote and encourage understanding, appreciation, and preservation of the state's history and heritage in 2015/16	This goal is specific in its wording, measurable through customer surveys, feedback, visitation and attendance, attainable because it is longtime focus of the agency, relevant because it is derived from the agency mission statement, and time bound because it is to be accomplished in 2015/16.	The public benefit/intended outcome of this goal is to enhance public knowledge of the state's rich past, which helps facilitate the development of goal of developing an informed and participatory citizenry.	W. Eric Emerson	6 months	Director and SHPO	8301 Parklane Road, Columbia, SC 29223	Administration	Division is responsible for all administrative functions of the agency including finance, human resources, facility management, information technology, security, and agency advancement
The agency does not need to insert the information for the rest of the columns for any strategy, type "n/a"	Strategy 1.1 - Offer appropriate educational programs and products for different audiences in 2015/16	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a

Strategy, Objectives and Responsibility

SC Code 60-11-30; 60-11-70 through 60-11-120; 30-1-40-30-1-120; 54 U.S.C. Code § 302301	Objective 1.1.1 - Offer ten records management workshops annually for state and local government agencies in 2015/16	This objective is specific in the clarity of its intent, measurable by counting the number of workshops held, attainable because the agency sponsors a similar, but lesser, number of workshops annually, relevant because it relates back to Goal 1 and the agency mission statement, and time bound because it is to be accomplished in 2015/16	The public will benefit through the more efficient and cost effective operation of state government, by administrators understanding how to effectively manage the voluminous records produced by government.	Richard Harris	6 months	Manager, Records Management	8301 Parklane Road, Columbia, SC 29223	Archives and Records Management	Division is responsible for preserving and making available historic public records and for helping state and local government agencies manage their records.
SC Code 60-11-30; 60-11-70 through 60-11-120; 30-1-40-30-1-120; 54 U.S.C. Code § 302301	Objective 1.1.2 - Complete the distribution of the recently revised " A Teacher's Guide to African American Historic Places in South Carolina" to state schools in 2015/16	This objective is specific in the clarity of its intent, measurable by counting the number of schools that received the Guide, attainable because the agency has distributed earlier versions in past years, relevant because it relates back to Goal 1 and the agency mission statement, and time bound because it is to be accomplished in 2015/16	The public benefit is that all South Carolina children will have the opportunity to learn of the valuable contributions of African Americans to the state's rich history.	Elizabeth Johnson	6 months	Deputy State Historic Preservation Officer	8301 Parklane Road, Columbia, SC 29223	State Historic Preservation Office	The State Historic Preservation Office encourages and facilitates the responsible stewardship of preservation of South Carolina's irreplaceable historic and prehistoric places.
SC Code 60-11-30; 60-11-70 through 60-11-120; 30-1-40-30-1-120; 54 U.S.C. Code § 302301	Strategy 1.2 - Continue both internal and external collaboration	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
SC Code 60-11-30; 60-11-70 through 60-11-120; 30-1-40-30-1-120; 54 U.S.C. Code § 302301	Objective 1.2.1 - Establish divisional bi-monthly meetings to ensure divisional collaboration	This objective is specific in the clarity of its intent, measurable by counting the number of division meetings held monthly, attainable because the agency has successfully increased its meetings in the past, relevant because it relates back to Goal 1 and helps ensure agency productivity and effectiveness, and time bound because it is to be accomplished in 2015/16	The public benefit is derived through the more effective operation of a state agency.	W. Eric Emerson	6 months	Director and SHPO	8301 Parklane Road, Columbia, SC 29223	Administration	Division is responsible for all administrative functions of the agency including finance, human resources, facility management, information technology, security, and agency advancement.
SC Code 60-11-30; 60-11-70 through 60-11-120; 30-1-40-30-1-120; 54 U.S.C. Code § 302301	Objective 1.2.2 - In 2015/16 continue collaboration with the Confederate Relic Room, South Caroliniana Library, USC Press to sponsor and organize agency symposia	This objective is specific in the clarity of its intent, measurable by counting the number of symposia that result in collaboration with the agency's traditional partners, attainable because the agency has successfully collaborated with these agencies for past symposia, relevant because it relates back to Goal 1 and leads to inter-organization collaborations, and time bound because it is to be accomplished in 2015/16	Public benefit includes increased education regarding the state's past while sharing resources for that purpose	W. Eric Emerson	6 months	Director and SHPO	8301 Parklane Road, Columbia, SC 29223	Administration	Division is responsible for all administrative functions of the agency including finance, human resources, facility management, information technology, security, and agency advancement.
SC Code 60-11-30; 60-11-70 through 60-11-120; 30-1-40-30-1-120; 54 U.S.C. Code § 302301	Strategy 1.3 - Encourage and facilitate staff involvement in historical and professional organizations	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a

Strategy, Objectives and Responsibility

SC Code 60-11-30; 60-11-70 through 60-11-120; 30-1-40-30-1-120; 54 U.S.C. Code § 302301	Objective 1.3.1 - Increase total staff membership in national historical and professional organizations by 15 percent in 2015/16	This objective is specific in its wording, measurable through the use of percentages, attainable through agency commitment, relevant because staff staff training affects performance, and time bound because it is to be accomplished in 2015/16.	The public benefit/intended outcome of this goal is to enhance staff professionalism and performance.	Steve Tuttle	6 months	Deputy Director for Archives and Records Management	8301 Parklane Road, Columbia, SC 29223	Archives and Records Management	Division is responsible for preserving and making available historic public records and for helping state and local government agencies manage their records.
SC Code 60-11-30; 60-11-70 through 60-11-120; 30-1-40-30-1-120; 54 U.S.C. Code § 302301	Objective 1.3.2 - Increase the total number of outside presentations given by staff by 10 percent in 2015/16	This objective is specific in its wording, measurable through numbers and percentages, attainable as a focus of the agency, relevant because it broadens staff outreach, and time bound because it is to be accomplished in 2015/16.	The public benefit/intended outcome of this goal is to expand staff outreach to the public, thus expanding agency outreach.	Steve Tuttle	6 months	Deputy Director for Archives and Records Management	8301 Parklane Road, Columbia, SC 29223	Archives and Records Management	Division is responsible for preserving and making available historic public records and for helping state and local government agencies manage their records.
SC Code 60-11-30; 60-11-70 through 60-11-120; 30-1-40-30-1-120; 54 U.S.C. Code § 302301	Goal 2 - To increase awareness, understanding, and use of the programs of SCDAH in 2015/16	This goal is specific in its wording, measurable through customer surveys, feedback, visitation and attendance, attainable because it is longtime focus of the agency, relevant because it is derived from the agency mission statement, and time bound because it is to be accomplished in 2015/16.	The public benefit/intended outcome of this goal is to make the public aware of the myriad programs and services offered by the agency for the public benefit.	W. Eric Emerson	6 months	Director and SHPO	8301 Parklane Road, Columbia, SC 29223	Administration	Division is responsible for all administrative functions of the agency including finance, human resources, facility management, information technology, security, and agency advancement.
SC Code 60-11-30; 60-11-70 through 60-11-120; 30-1-40-30-1-120; 54 U.S.C. Code § 302301	Strategy 2.1 - Explore new ways to use technology	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
SC Code 60-11-30; 60-11-70 through 60-11-120; 30-1-40-30-1-120; 54 U.S.C. Code § 302301	Objective 2.1.1 - Conduct media campaign to notify potential customers and stakeholders of the agency's installation of Preservica and creation of the Electronic Records Archive in 2015/16	This objective is specific in its wording, measurable through oversight, attainable because the agency has conducted similar media campaigns in the past, relevant because it is leads to further customer use of the agency's collections, and time bound because it is to be accomplished in 2015/16.	The public benefit/intended outcome of this goal is to inform the public of new and expanded public access to the agency's collections, which will increase user convenience and decrease user costs.	Grace Salter	1 month	Agency Advancement Coordinator	Agency Advancement Coordinator	Agency Advancement Coordinator	Division is responsible for all administrative functions of the agency including finance, human resources, facility management, information technology, security, and agency advancement.

Strategy, Objectives and Responsibility

SC Code 60-11-30; 60-11-70 through 60-11-120; 30-1-40-30-1-120; 54 U.S.C. Code § 302301	Objective 2.1.2 - Enhance use of diagnostic tools to maximize the agency's use of Social Media in 2015/16	This objective is specific in its wording, measurable through customer surveys, feedback, and visitation, attainable as longtime goal of the agency, relevant because it is derived from the agency mission statement, and time bound because it is to be accomplished in 2015/16.	The public benefit/intended outcome of this goal is to provide the agency with the information necessary to enhance its ability to reach the most customers through the use of social media.	Grace Salter	1 month	Agency Advancement Coordinator	Agency Advancement Coordinator	Agency Advancement Coordinator	Division is responsible for all administrative functions of the agency including finance, human resources, facility management, information technology, security, and agency advancement
SC Code 60-11-30; 60-11-70 through 60-11-120; 30-1-40-30-1-120; 54 U.S.C. Code § 302301	Goal 3 - To assess mission-essential needs for SCDAH and identify and secure new sources of generated funds to support its mission in 2015/16	This goal is specific in its wording, measurable through executive assessment, attainable because such assessments have been conducted periodically, relevant because the SCDAH derives much of its operating funds from generated revenue, and time bound because it is to be accomplished in 2015/16.	The public benefit/intended outcome of this goal is to increase public access to government records for the purpose of making government accountable to the people, while providing for historical research by the public.	W. Eric Emerson	6 months	Director and SHPO	8301 Parklane Road, Columbia, SC 29223	Administration	Division is responsible for all administrative functions of the agency including finance, human resources, facility management, information technology, security, and agency advancement
SC Code 60-11-30; 60-11-70 through 60-11-120; 30-1-40-30-1-120; 54 U.S.C. Code § 302301	Strategy 3.1 - Establish new marketing strategies for services and products	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
SC Code 60-11-30; 60-11-70 through 60-11-120; 30-1-40-30-1-120; 54 U.S.C. Code § 302301	Objective 3.1.1 - Conduct an internal assessment of the agency's Preservation Conference and Civil War Symposium to improve event marketing in 2015/16	This objective is specific in its wording, measurable through managerial and staff feedback, attainable because the agency has conducted similar assessments in the past, relevant because these two annually sponsored events account for much of the agency's outreach, and time bound because it is to be accomplished in 2015/16.	The public benefit/intended outcome of this goal is to enhance public knowledge of the educational symposia being organized and held at SCDAH.	W. Eric Emerson	6 months	Director and SHPO	8301 Parklane Road, Columbia, SC 29223	Administration	Division is responsible for all administrative functions of the agency including finance, human resources, facility management, information technology, security, and agency advancement
SC Code 60-11-30; 60-11-70 through 60-11-120; 30-1-40-30-1-120; 54 U.S.C. Code § 302301	Objective 3.1.2 - Develop an annual assessment of Gift Shop sales to evaluate the marketability of goods sold in 2015/16	This goal is specific in its wording, measurable through managerial and staff feedback, attainable because the agency has conducted similar assessments in the past, relevant because gift shop sales account for much of the agency's generated revenue, and time bound because it is to be accomplished in 2015/16.	The public benefit/intended outcome of this goal is to assist the agency with generating revenue through its gift shop operations, thus diminishing the amount of state funds that would be necessary to fund the agency.	Brenda House	6 months	Deputy Dir. for Admin.	8301 Parklane Road, Columbia, SC 29223	Administration	Division is responsible for all administrative functions of the agency including finance, human resources, facility management, information technology, security, and agency advancement

Strategy, Objectives and Responsibility

SC Code 60-11-30; 60-11-70 through 60-11-120; 30-1-40-30-1-120; 54 U.S.C. Code § 302301	Objective 3.1.3 - Reassess SCDAH's marketing of rental facilities to discern trends in 2015/16	This objective is specific in its wording, measurable through managerial oversight, attainable because similar assessments have been conducted in the past, relevant because facility rentals account for much of the agency's generated revenue, and time bound because it is to be accomplished in 2015/16.	The public benefit/intended outcome of this goal is to assist the agency with generating increased revenue through its rental facilities, thus diminishing the amount of state funds that would be necessary to fund the agency.	Brenda House	6 months	Deputy Dir. for Admin.	8301 Parklane Road, Columbia, SC 29223	Administration	Division is responsible for all administrative functions of the agency including finance, human resources, facility management, information technology, security, and agency advancement
SC Code 60-11-30; 60-11-70 through 60-11-120; 30-1-40-30-1-120; 54 U.S.C. Code § 302301	Strategy 3.2 - Evaluate the impact of revenue generating activities on agency programs and make necessary adjustments to ensure those activities do not adversely impact the agency's mission	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
SC Code 60-11-30; 60-11-70 through 60-11-120; 30-1-40-30-1-120; 54 U.S.C. Code § 302301	Objective 3.2.1 - Develop a plan for ensuring that historical preservation and access issues are considered when evaluating other revenue sources for 2015/16	This objective is specific in its wording, managerial and staff input, attainable because similar plans have been developed in the past, relevant because mission essential functions and revenue generation oftentimes overlap, and time bound because it is to be accomplished in 2015/16.	The public benefit/intended outcome of this goal is to ensure that the agency's revenue-generating activities do not conflict with its mission or service to the public.	W. Eric Emerson	6 months	Director and SHPO	8301 Parklane Road, Columbia, SC 29223	Administration	Division is responsible for all administrative functions of the agency including finance, human resources, facility management, information technology, security, and agency advancement
SC Code 60-11-30; 60-11-70 through 60-11-120; 30-1-40-30-1-120; 54 U.S.C. Code § 302301	Strategy 3.3 - Expand the archival storage capacity of the Archives and Records Center	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
SC Code 60-11-30; 60-11-70 through 60-11-120; 30-1-40-30-1-120; 54 U.S.C. Code § 302301	Objective 3.3.1 - Complete the installation of moveable shelving in the final section of the first stack at the Archives in 2015/16	This objective is specific in its wording, measurable through managerial oversight, attainable because shelving has been installed in the past, relevant because that agency needs more shelving to house collections, and time bound because it is to be accomplished in 2015/16.	The public benefit/intended outcome of this goal is to improve public access to government records by providing more shelving, which will help the agency store more government records in climate-controlled conditions.	Patrick McCawley	6 months	Archival Supervisor	8301 Parklane Road, Columbia, SC 29223	Archives and Records Management	Division is responsible for preserving and making available historic public records and for helping state and local government agencies manage their records.
SC Code 60-11-30; 60-11-70 through 60-11-120; 30-1-40-30-1-120; 54 U.S.C. Code § 302301	Objective 3.3.2 - Request funds for the expansion of the agency's digital storage capacity by 50 percent in 2015/16	This objective is specific in its wording, measurable through managerial oversight, attainable because similar request have been made in the past, relevant because the agency needs increased digital storage capacity, and time bound because it is to be accomplished in 2015/16.	The public benefit/intended outcome of this goal is to ensure that the agency has sufficient digital storage capacity to house the online records that the public demand.	W. Eric Emerson	6 months	Director and SHPO	8301 Parklane Road, Columbia, SC 29223	Administration	Division is responsible for all administrative functions of the agency including finance, human resources, facility management, information technology, security, and agency advancement
SC Code 60-11-30; 60-11-70 through 60-11-120; 30-1-40-30-1-120; 54 U.S.C. Code § 302301	Strategy 3.4 - Expand agency internships and volunteer program to enhance staff resources	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a

Strategy, Objectives and Responsibility

SC Code 60-11-30; 60-11-70 through 60-11-120; 30-1-40-30-1-120; 54 U.S.C. Code § 302301	Objective 3.4.1 - Increase the number of agency volunteers by 20 percent in 2015/16 to assist the agency with special projects	This objective is specific in its wording, measurable through a count of the number of volunteers added, attainable because the agency has added similar number of volunteers in the past, relevant because the agency needs volunteer labor to help pursue its mission during this time of decreased budgets, and time bound because it is to be accomplished in 2015/16	The public benefit/intended outcome of this goal is to increase agency mission effectiveness without additional public expense through increased budgeting for personnel.	Patrick McCawley	6 months	Archival Supervisor	8301 Parklane Road, Columbia, SC 29223	Archives and Records Management	Division is responsible for preserving and making available historic public records and for helping state and local government agencies manage their records.
SC Code 60-11-30; 60-11-70 through 60-11-120; 30-1-40-30-1-120; 54 U.S.C. Code § 302301	Objective 3.4.2 - Triple the number of agency interns in 2015/16	This objective is specific in its wording, measurable through a count of the number of interns added, attainable because the agency has added similar number of interns in the past, relevant because the agency needs the assistance of interns to help pursue its mission during this time of decreased budgets, and time bound because it is to be accomplished in 2015/16	The public benefit/intended outcome of this goal is to increase agency mission effectiveness without additional public expense through increased budgeting for personnel.	Patrick McCawley	6 months	Archival Supervisor	8301 Parklane Road, Columbia, SC 29223	Archives and Records Management	Division is responsible for preserving and making available historic public records and for helping state and local government agencies manage their records.
SC Code 60-11-30; 60-11-70 through 60-11-120; 30-1-40-30-1-120; 54 U.S.C. Code § 302301	Strategy 3.5 - Maximize the use of agency human resources	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
SC Code 60-11-30; 60-11-70 through 60-11-120; 30-1-40-30-1-120; 54 U.S.C. Code § 302301	Objective 3.5.1 -Fill 50 percent of the agency's unfilled authorized positions in 2015/16	This objective is specific in its wording, measurable through an assessment of unfilled positions, attainable because the agency has added similar numbers of staff members in the past, relevant because the agency needs to be fully staffed to pursue its mission during this time of decreased budgets, and time bound because it is to be accomplished in 2015/16	The public benefit/intended outcome of this goal is to maximize the agency's effectiveness in serving the public by filling staff positions authorized by state government.	W. Eric Emerson	6 months	Director and SHPO	8301 Parklane Road, Columbia, SC 29223	Administration	Division is responsible for all administrative functions of the agency including finance, human resources, facility management, information technology, security, and agency advancement
SC Code 60-11-30; 60-11-70 through 60-11-120; 30-1-40-30-1-120; 54 U.S.C. Code § 302301	Goal 4 - Increase and enhance preservation of, and access to South Carolina state and local government records in 2015/16	This goal is specific in its wording, measurable through an accounting for the total number of records added to the archives and collections, attainable as a historic focus of the agency, relevant because it is at the core of the agency's mission statement, and time bound because it is to be accomplished in 2015/16.	The public benefit/intended outcome of this goal is to enhance public access to government records, thereby making government more accountable while providing citizens with historical information that serves their interests.	W. Eric Emerson	6 months	Director and SHPO	8301 Parklane Road, Columbia, SC 29223	Administration	Division is responsible for all administrative functions of the agency including finance, human resources, facility management, information technology, security, and agency advancement
SC Code 60-11-30; 60-11-70 through 60-11-120; 30-1-40-30-1-120; 54 U.S.C. Code § 302301	Strategy 4.1 - Digitize historically significant state and local government historical records	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a

Strategy, Objectives and Responsibility

SC Code 60-11-30; 60-11-70 through 60-11-120; 30-1-40-30-1-120	Objective 4.1.1 - Increase the number of files added to the agency online record index by five percent in 2015/16	This objective is specific in its wording, measurable through customer surveys, feedback, visitation and attendance, attainable as longtime goal of the agency, relevant because it is derived from the agency mission statement, and time bound because it is to be accomplished in 2015/16	The public benefit/intended outcome of this goal is to increase the number of public records available online, thus adding to customer convenience for the user.	Bryan Collars	6 months	Digital Archives Archivist	8301 Parklane Road, Columbia, SC 29223	Archives and Records Management	Division is responsible for preserving and making available historic public records and for helping state and local government agencies manage their records
SC Code 60-11-30; 60-11-70 through 60-11-120; 30-1-40-30-1-120	Objective 4.1.2 - Ingest and make available county council records for 23 counties through the Electronic Records Archives in 2015/16	This objective is specific in its wording, measurable through customer surveys, feedback, visitation and attendance, attainable as longtime goal of the agency, relevant because it is derived from the agency mission statement, and time bound because it is to be accomplished in 2015/16	The public benefit/intended outcome of this goal is to increase the number of public records available online, thus adding to customer convenience for the user.	Bryan Collars	6 months	Digital Archives Archivist	8301 Parklane Road, Columbia, SC 29223	Archives and Records Management	Division is responsible for preserving and making available historic public records and for helping state and local government agencies manage their records
SC Code 60-11-30; 60-11-70 through 60-11-120; 30-1-40-30-1-120; 54 U.S.C. Code § 302301	Strategy 4.2 - Enhance the Agency's records program visibility and accountability	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
SC Code 60-11-30; 60-11-70 through 60-11-120; 30-1-40-30-1-120; 54 U.S.C. Code § 302301	Objective 4.2.1 - Intensify the agency's Social Media presence by increasing all postings by 25 percent in 2015/16	This objective is specific in its wording, measurable through customer surveys, feedback, visitation and attendance, attainable as longtime goal of the agency, relevant because it is derived from the agency mission statement, and time bound because it is to be accomplished in 2015/16.	The public benefit/intended outcome of this goal is to increase public understanding and knowledge of the agency's various programs and services.	Grace Salter	1 month	Agency Advancement Coordinator	8301 Parklane Road, Columbia, SC 29223	Administration	Division is responsible for all administrative functions of the agency including finance, human resources, facility management, information technology, security, and agency advancement
SC Code 60-11-30; 60-11-70 through 60-11-120; 30-1-40-30-1-120	Objective 4.2.2 - Revive the State Historic Records Advisory Board through appointments by the Governor in 2015/16	This objective is specific in its wording, measurable through an evaluation of whether or not the appointments are made, attainable because the agency has been informed that the appointments will be made, relevant because SHRAB serves a vital purpose in the preservation of the state's records, and time bound because it is to be accomplished in 2015/16	The public benefit/intended outcome of this goal is to increase public understanding of the value of preserving historic records through the work of board members and the organizations that they serve.	Richard Harris	6 months	Records Management Manager	8301 Parklane Road, Columbia, SC 29223	Archives and Records Management	Division is responsible for preserving and making available historic public records and for helping state and local government agencies manage their records.
SC Code 60-11-30; 60-11-70 through 60-11-120; 30-1-40-30-1-120; 54 U.S.C. Code § 302301	Strategy 4.3 - Increase accessibility to the Archives' records through arrangement, description, conservation, digitization and online access	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a

Strategy, Objectives and Responsibility

SC Code 60-11-30; 60-11-70 through 60-11-120; 30-1-40-30-1-120	Objective 4.3.1 - Complete installation of Preservica and make accessible 400 GBs of data through the South Carolina Electronic Records Archive (SCERA) in 2015/16	This objective is specific in its wording, measurable through an evaluation of the installation process, attainable as through our knowledge of the installation process, relevant because making more records available to the public is an important part of the agency's mission, and time bound because it is to be accomplished in 2015/16	The public benefit/intended outcome of this goal is to enhance public access to public records through use of the agency's South Carolina Electronic Records Archive (SCERA).	Bryan Collars	6 months	Digital Records Archivist	8301 Parklane Road, Columbia, SC 29223	Archives and Records Management	Division is responsible for preserving and making available historic public records and for helping state and local government agencies manage their records.
SC Code 60-11-30; 60-11-70 through 60-11-120; 30-1-40-30-1-120; 54 U.S.C. Code § 302301	Objective 4.3.2 - Complete the first phase (25,000 survey records) of the Historic Properties Database in 2015/16	This objective is specific in its wording, measurable through a count of survey records entered, attainable because similar amounts of data have been entered in past, relevant because making the agency's records available to the public is the most important aspect of its mission, and time bound because it is to be accomplished in 2015/16	The public benefit/intended outcome of this goal is to enhance public access to State Historic Preservation records through use of the Historic Records Properties Database.	Elizabeth Johnson	6 months	Deputy State Historic Preservation Officer	8301 Parklane Road, Columbia, SC 29223	State Historic Preservation Office	The State Historic Preservation Office encourages and facilitates the responsible stewardship of preservation of South Carolina's irreplaceable historic and prehistoric places.

Associated Programs

This is the next chart because once the agency has determined its goals, strategies and objectives, the agency needs to determine which of its programs will help achieve those objectives and goals and which programs may need to be curtailed or eliminated. If one program is helping accomplish an objective that a lot of other programs are also helping accomplish, the agency should consider whether the resources needed for that program could be better utilized (i.e. so the agency can most effectively and efficiently accomplish all of its goals and objectives) if they were distributed among the other programs that are helping accomplish the same objective or among programs that are helping accomplish other objectives.

Agency Responding	Department of Archives and History
Date of Submission	25-Jan-16
Fiscal Year for which information below pertains	2015-16

Instructions :
1) Under the "Name of Agency Program" column, enter the name of every program at the agency on a separate row.
2) Under the "Description of Program" column, enter a 1-3 sentence description of the agency program.
3) Under the "Legal Statute Requiring Program" column, enter the legal statute which requires (this is different than allows) the program, if the program is required by a state or federal statute or proviso. Make sure it is clear whether the agency is referencing state or federal laws and whether it is a proviso or statute. If the program is not required by a state or federal statute or proviso, enter "none."
3) Under the "Objective the Program Helps Accomplish" column, enter the strategic plan objective number and description. The agency can copy the Objective number and description from the first column of the Strategy, Objective and Responsibility Chart. Enter ONLY ONE objective per row. If an agency program helps accomplish multiple objectives, insert additional rows with that agency program information and enter each different objective it helps accomplish on a separate row.

Name of Agency Program	Description of Program	Legal Statute or Proviso Requiring the Program	Objective the Program Helps Accomplish (The agency can copy the Objective number and description from the first column of the Strategy, Objective and Responsibility Chart) List **ONLY ONE** strategic objective per row.
Administration	Division is responsible for all administrative functions of the agency including finance, human resources, facility management, information technology, security, and agency advancement.	SC Code 60-11-30; 60-11-70 through 60-11-120; 30-1-40-30-1-120	Objective 1.2.1 - Establish divisional bi-monthly meetings to ensure divisional collaboration.
Administration	Division is responsible for all administrative functions of the agency including finance, human resources, facility management, information technology, security, and agency advancement.	SC Code 60-11-30; 60-11-70 through 60-11-120; 30-1-40-30-1-120	Objective 1.2.2 - In 2015/16 continue collaboration with the Confederate Relic Room, South Caroliniana Library, USC Press to sponsor and organize agency symposia.
Administration	Division is responsible for all administrative functions of the agency including finance, human resources, facility management, information technology, security, and agency advancement.	SC Code 60-11-30; 60-11-70 through 60-11-120; 30-1-40-30-1-120	Objective 2.1.1 - Conduct media campaign to notify potential customers and stakeholders of the agency's installation of Preservica and creation of the Electronic Records. Archive in 2015/16
Administration	Division is responsible for all administrative functions of the agency including finance, human resources, facility management, information technology, security, and agency advancement.	SC Code 60-11-30; 60-11-70 through 60-11-120; 30-1-40-30-1-120	Objective 2.1.2 - Enhance use of diagnostic tools to maximize the agency's use of Social Media in 2015/16.

Associated Programs

Administration	Division is responsible for all administrative functions of the agency including finance, human resources, facility management, information technology, security, and agency advancement.	SC Code 60-11-30; 60-11-70 through 60-11-120; 30-1-40-30-1-120	Objective 3.1.1 - Conduct an internal assessment of the agency's Preservation Conference and Civil War Symposium to improve event marketing in 2015/16.
Administration	Division is responsible for all administrative functions of the agency including finance, human resources, facility management, information technology, security, and agency advancement.	SC Code 60-11-30; 60-11-70 through 60-11-120; 30-1-40-30-1-120	Objective 3.1.2 - Develop an annual assessment of Gift Shop sales to evaluate the marketability of goods sold in 2015/16.
Administration	Division is responsible for all administrative functions of the agency including finance, human resources, facility management, information technology, security, and agency advancement.	SC Code 60-11-30; 60-11-70 through 60-11-120; 30-1-40-30-1-120	Objective 3.1.3 - Reassess SCDAH's marketing of rental facilities to discern trends and re-evaluate the need for marketing in 2015/16.
Administration	Division is responsible for all administrative functions of the agency including finance, human resources, facility management, information technology, security, and agency advancement.	SC Code 60-11-30; 60-11-70 through 60-11-120; 30-1-40-30-1-120	Objective 3.2.1 - Develop a plan for ensuring that historical preservation and access issues are addressed when evaluating other revenue sources for 2015/16
Administration	Division is responsible for all administrative functions of the agency including finance, human resources, facility management, information technology, security, and agency advancement.	SC Code 60-11-30; 60-11-70 through 60-11-120; 30-1-40-30-1-120	Objective 3.3.2 - Request funds for the expansion of the agency's digital storage capacity by 50 percent in 2015/16.
Administration	Division is responsible for all administrative functions of the agency including finance, human resources, facility management, information technology, security, and agency advancement.	SC Code 60-11-30; 60-11-70 through 60-11-120; 30-1-40-30-1-120	Objective 3.5.1 - Work to fill the remainder of the agency's unfilled positions in 2015/16.
Administration	Division is responsible for all administrative functions of the agency including finance, human resources, facility management, information technology, security, and agency advancement.	SC Code 60-11-30; 60-11-70 through 60-11-120; 30-1-40-30-1-120	Objective 3.5.2 - Conduct an assessment of agency revenue and non-generating functions in 2015/16.
Administration	Division is responsible for all administrative functions of the agency including finance, human resources, facility management, information technology, security, and agency advancement.	SC Code 60-11-30; 60-11-70 through 60-11-120; 30-1-40-30-1-120	Objective 4.2.1 - Intensify the agency's Social Media presence by increasing all postings by 25 percent in 2015/16.
Archives and Records Management	Division is responsible for preserving and making available historic public records and for helping state and local government agencies manage their records.	SC Code 60-11-30; 60-11-70 through 60-11-120; 30-1-40-30-1-120	Objective 1.1.1 - Offer ten records management workshops annually for state and local government agencies in 2015/16.
Archives and Records Management	Division is responsible for preserving and making available historic public records and for helping state and local government agencies manage their records.	SC Code 60-11-30; 60-11-70 through 60-11-120; 30-1-40-30-1-120	Objective 1.3.2 - Increase the total number of outside presentations given by staff by 10 percent in 2015/16.
Archives and Records Management	Division is responsible for preserving and making available historic public records and for helping state and local government agencies manage their records.	SC Code 60-11-30; 60-11-70 through 60-11-120; 30-1-40-30-1-120	Objective 1.3.2 - Increase the total number of outside presentations given by staff by 10 percent in 2015/16.
Archives and Records Management	Division is responsible for preserving and making available historic public records and for helping state and local government agencies manage their records.	SC Code 60-11-30; 60-11-70 through 60-11-120; 30-1-40-30-1-120	Objective 3.3.1 - Complete the installation of moveable shelving in the final section of the first stack at the Archives in 2015/16.

Associated Programs

Archives and Records Management	Division is responsible for preserving and making available historic public records and for helping state and local government agencies manage their records.	SC Code 60-11-30; 60-11-70 through 60-11-120; 30-1-40-30-1-120	Objective 3.4.1 - Increase the number of volunteers by 10 percent in 2015/16 to assist the agency with special projects.
Archives and Records Management	Division is responsible for preserving and making available historic public records and for helping state and local government agencies manage their records.	SC Code 60-11-30; 60-11-70 through 60-11-120; 30-1-40-30-1-120	Objective 3.4.2 - Double the number of interns in 2015/16.
Archives and Records Management	Division is responsible for preserving and making available historic public records and for helping state and local government agencies manage their records.	SC Code 60-11-30; 60-11-70 through 60-11-120; 30-1-40-30-1-120	Objective 4.1.1 - Increase the number of files added to the agency online record index by five percent in 2015/16.
Archives and Records Management	Division is responsible for preserving and making available historic public records and for helping state and local government agencies manage their records.	SC Code 60-11-30; 60-11-70 through 60-11-120; 30-1-40-30-1-120	Objective 4.1.2 - Ingest and make available county council records for 23 counties through the Electronic Records Archives in 2015/16.
Archives and Records Management	Division is responsible for preserving and making available historic public records and for helping state and local government agencies manage their records.	SC Code 60-11-30; 60-11-70 through 60-11-120; 30-1-40-30-1-120	Objective 4.2.2 - Revive the State Historic Records Advisory Board through appointments by the Governor in 2015/16.
State Historic Preservation Office	The State Historic Preservation Office (SHPO), under the guidelines established by the National Preservation Act, encourages and facilitates the responsible stewardship of South Carolina's irreplaceable historic and prehistoric places.	54 U.S.C. Code § 302301	Objective 1.1.2 - Complete the distribution of the recently revised " A Teacher's Guide to African American Historic Places in South Carolina" to state schools in 2015/16.
State Historic Preservation Office	The State Historic Preservation Office (SHPO), under the guidelines established by the National Preservation Act, encourages and facilitates the responsible stewardship of South Carolina's irreplaceable historic and prehistoric places.	54 U.S.C. Code § 302301	Objective 4.3.2 - Complete the first phase (25,000 survey records) of the Historic Properties Database in 2015/16.

Strategic Budgeting

This is the next chart because once the agency determines its goals, strategies and objectives, as well as the programs that will best allow the agency to accomplish its objectives, the agency needs to determine how to allocate its funds to most effectively and efficiently accomplish the objectives. After allocating the funds to the objectives, the agency may decide to go back and revise which associated programs it will continue, curtail or eliminate in order to most effectively and efficiently accomplish its goals and objectives.

Agency Responding	Department of Archives and
Date of Submission	January 25, 2016
Fiscal Year for which information below pertains	2015-2016

IMPORTANT TIME SAVING NOTE: Please note that only one year of budgeted funds is requested. Once an agency is under study with the House Legislative Oversight Committee, the Committee may request information on how the agency budgeted and spent money for the previous five years. If an agency is chosen for study five years from now, the agency can quickly and easily combine the

Part A Instructions : Estimated Funds Available this Fiscal Year (2015-16)
1) Please enter each source of funds for the agency in a separate column. Group the funding sources however is best for the agency (i.e. general appropriation programs, proviso 18.2, proviso 19.3, grant ABC, grant XYZ, Motor Vehicle User Fees, License Fines, etc.) to provide the information requested below each source (i.e. state, other or federal funding; recurring or one-time funding; etc.). The agency is not restricted by the number of columns below so please delete or add as many as needed. **However the agency chooses to group its funding sources, it should be clear through Part A and B, how much the agency estimates it has available to spend and where the agency has budgeted the funds it has available to spend.**

Part B Instructions : How Agency Budgeted Funds this Fiscal Year (2015-16)
1) Enter each agency objective and description (i.e. Objective 1.1.1 - insert description of objective). The agency can insert as many rows as necessary so that all objectives are included.
2) After entering all of the objectives, enter each "unrelated purpose" for which money received by the agency will go (i.e. Unrelated Purpose #1 - insert description of unrelated purpose) on a separate row. An "unrelated purpose" is money the agency is legislatively directed to spend on something that is not related to an agency objective (i.e. pass through, carry forward, etc.).
3) Enter how much money from each source of funds the agency budgets to spend on each objective and unrelated purpose. The "Total budgeted to spend on objectives and unrelated purposes" for each source of funds in Part B should equal the "Amount estimated to have available to spend this fiscal year" in Part A.

Explanations from the Agency regarding Part A: *Insert any additional explanations the agency would like to provide related to the information it provides*

PART A
Estimated Funds Available this Fiscal Year (2015-16)

Source of Funds:	Totals	*Administration*	*Administration*	*Archives & Records Management*	*Archives & Records Management*	*Historical Services*	*Historical Services*	*Historical Services*	*Employee Benefits*	*Employee Benefits*	*Employee Benefits*	*Special Items*	*Special Items*
Is the source state, other or federal funding:	Totals	*State*	*Other*	*State*	*Other*	*State*	*Other*	*Federal*	*State*	*Other*	*Federal*	*State*	*State*
Is funding recurring or one-time?	Totals	*Recurring*	*Recurring*	*Recurring*	*Recurring*	*Recurring*	*Recurring*	*Recurring*	*Recurring*	*Recurring*	*Recurring*	*Recurring*	*One-time*
$ From Last Year Available to Spend this Year													
Amount available at end of previous fiscal year			$88,105	$254,201	$401,136		$185,575	$249,690		$39,583	$24,781		$10,866
Amount available at end of previous fiscal year that agency can actually use this fiscal year:	$265,066			$254,201									$10,866
If the amounts in the two rows above are not the same, explain why :	Enter explanation for each fund to the right		Did not meet authorized spending authority	10% Carry forward	Did not meet authorized spending authority		Did not meet authorized spending authority	Federal Fiscal year overlap		Did not meet authorized spending authority	Did not meet authorized spending authority		Remainder of Digital Access & Storage Initiative
$ Estimated to Receive this Year													
Amount budgeted/estimated to receive in this fiscal year:	$6,706,674	$876,780	$212,910	$937,353	$574,100	$36,000	$373,167	$745,328	$676,885	$133,981	$144,255	$25,000	$1,970,915
Total Actually Available this Year													
Amount estimated to have available to spend this fiscal year (i.e. Amount available at end of previous fiscal year that agency can actually use in this fiscal year PLUS Amount budgeted/estimated to receive this fiscal year):	$6,971,740	$876,780	$212,910	$1,191,554	$574,100	$36,000	$373,167	$745,328	$676,885	$133,981	$144,255	$25,000	$1,981,781

Strategic Budgeting

Explanations from the Agency regarding Part B: *Insert any additional explanations the agency would like to provide related to the information it provides*

PART B
How Agency Budgeted Funds this Fiscal Year

Source of Funds: (the rows to the left should populate automatically from what the agency entered in Part A)	Totals	Administration	Administration	Archives & Records Management	Archives & Records Management	Historical Services	Historical Services	Historical Services	Employee Benefits	Employee Benefits	Employee Benefits	Special Items	Special Items
Is source state, other or federal funding: (the rows to the left should populate automatically from what the agency entered in Part A)	Totals	State	Other	State	Other	State	Other	Federal	State	Other	Federal	State	State
Restrictions on how agency is able to spend the funds from this source:	n/a	No	No	No	No	No	No	Yes	No	No	Yes	Yes	Yes
Amount estimated to have available to spend this fiscal year: (the rows to the left should populate automatically from what the agency entered in Part A)	$6,971,740	$876,780	$212,910	$1,191,554	$574,100	$36,000	$373,167	$745,328	$676,885	$133,981	$144,255	$25,000	$1,981,781
Are expenditure of funds tracked through SCEIS? (if no, state the system through which they are recorded so the total amount of expenditures could be verified, if needed)	n/a	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Where Agency Budgeted to Spend Money this Year													
Objective 1.1.1 - Offer ten records management workshops annually for state and local government agencies in 2015/16													
Objective 1.1.2 - Complete the distribution of the recently revised " A Teacher's Guide to African American Historic Places in South													
Objective 1.2.1 - Establish divisional bi-monthly meetings to ensure divisional collaboration													
Objective 1.2.2 - In 2015/16 continue collaboration with the Confederate Relic Room, South Caroliniana Library, USC Press to sponsor and organize agency symposia													
Objective 1.3.1 - Increase total staff membership in national historical and professional organizations by 15 percent in 2015/16	$5,000						$5,000						
Objective 1.3.2 - Increase the total number of outside presentations given by staff by 10 percent in 2015/16	$1,000			$1,000									
Objective 2.1.1 - Conduct media campaign to notify potential customers and stakeholders of the agency's installation of Preservica and creation of the Electronic Records Archive in 2015/16	$2,000			$2,000									
Objective 2.1.2 - Enhance use of diagnostic tools to maximize the agency's use of Social Media in 2015/16													
Objective 3.1.1 - Conduct an internal assessment of the agency's Preservation Conference and Civil War Symposium to improve event marketing in 2015/16													
Objective 3.1.2 - Develop an annual assessment of Gift Shop sales to evaluate the marketability of goods sold in 2015/16													
Objective 3.1.3 - Reassess SCDAH's marketing of rental facilities to discern trends in 2015/16													
Objective 3.2.1 - Develop a plan for ensuring that historical preservation and access issues are considered when evaluating other revenue sources for 2015/16													
Objective 3.3.1 - Complete the installation of moveable shelving in the final section of the first stack at the Archives in 2015/16	$245,922			$245,922									
Objective 3.3.2 - Request funds for the expansion of the agency's digital storage capacity by 50 percent in 2015/16													
Objective 3.4.1 - Increase the number of agency volunteers by 20 percent in 2015/16 to assist the agency with special projects													
Objective 3.4.2 - Triple the number of agency interns in 2015/16													
Objective 3.5.1 -Fill 50 percent of the agency's unfilled, authorized positions in 2015/16													
Objective 4.1.1 - Increase the number of files added to the agency online record index by five percent in 2015/16													

Objective 4.1.2 - Ingest and make available county council records for 23 counties through the Electronic Records Archives in 2015/16.													
Objective 4.2.1 - Intensify the agency's Social Media presence by increasing all postings by 25 percent in 2015/16													
Objective 4.2.2 - Revive the State Historic Records Advisory Board through appointments by the Governor in 2015/16													
Objective 4.3.1 - Complete installation of Preservica and make accessible 400 GBs of data through the South Carolina Electronic Records Archive (SCERA) in 2015/16	$100,000			$100,000									
Objective 4.3.2 - Complete the first phase (25,000 survey records) of the Historic Properties Database in 2015/16													
Unrelated Purpose #1 - Provides support for all components of the agency including Director's Office, Budget and Finance, Personnel, Building Services and Information Technology.	$1,089,690	$876,780	$212,910										
Unrelated Purpose #2 - 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.	$1,416,732			$842,632	$574,100								
Unrelated Purpose #3 - Provides leadership, technical, and financial assistance to individuals, organizations, local governments, state and federal agencies.	$1,149,495					$36,000	$368,167	$745,328					
Unrelated Purpose #4 - State Employer Contributions	$955,121								$676,885	$133,981	$144,255		
Unrelated Purpose #5 - All special items supported by the State.	$2,006,781											$25,000	$1,981,781
Total Budgeted to Spend on Objectives and Unrelated Purposes: (this should be the same as Amount estimated to have available to spend this fiscal year)	$6,971,740	$876,780	$212,910	$1,191,554	$574,100	$36,000	$373,167	$745,328	$676,885	$133,981	$144,255	$25,000	$1,981,781

Objective Details

This is the next chart because once the agency determines the associated programs and amount of funds it is allocating to accomplish each objective, the agency needs to ensure it has proper performance measures established to track how effectively and efficiently it is utilizing the resources allocated. The agency also needs to consider potential negative impacts which may arise, and need to be addressed, if the objective is not accomplished; ensure the agency is addressing issues raised in previous audits or reviews; and continually consider which partners the agency could work with to more effectively and efficiently accomplish each objective.

Agency Responding	Department of Archives and History
Date of Submission	25-Jan-16
Fiscal Year for which information below pertains	2015-16

Instructions: Below is a template to complete for each Objective listed in the Strategy, Objectives and Responsibility Chart. It is recommended that the agency copy and paste the data in this tab into multiple other tabs, while it is still blank. The agency will then have a blank version to complete for each separate Objective. The agency needs to provide information in all the cells that are highlighted. Please save the information related to each Objective as a separate tab in the excel document. Label each Tab, "O__" and insert the applicable numbers in the blanks (For example "O1.1.1"). NOTE: Call House Staff if the agency has any questions or needs any assistance in completing the information below.

Strategic Plan Context		
# and description of Goal the Objective is helping accomplish:	Goal 1 - To promote and encourage understanding, appreciation, and preservation of the state's history and heritage in 2015/16.	Copy and paste this from the second column of the Mission, Vision and Goals Chart
Legal responsibilities satisfied by Goal:	SC Code 60-11-30; 60-11-70 through 60-11-120; 30-1-40-30-1-120; 54 U.S.C. Code § 302301	Copy and paste this from the first column of the Mission, Vision and Goals Chart
# and description of Strategy the Objective is under:	Strategy 1.1 - Offer appropriate educational programs and products for different audiences in 2015/16	Copy and paste this from the second column of the Strategy, Objectives and Responsibility Chart
Objective		
Objective # and Description:	Objective 1.1.1 - Offer ten records management workshops annually for state and local government agencies in 2015/16.	Copy and paste this from the second column of the Strategy, Objectives and Responsibility Chart
Legal responsibilities satisfied by Objective:	SC Code 60-11-30; 60-11-70 through 60-11-120; 30-1-40-30-1-120	Copy and paste this from the first column of the Strategy, Objectives and Responsibility Chart
Public Benefit/Intended Outcome:	The public will benefit through the more efficient and cost effective operation of state government, by administrators understanding how to effectively manage the voluminous records produced by government.	Copy and paste this from the fourth column of the Strategy, Objectives and Responsibility Chart
Agency Programs Associated with Objective		
Program Names:	Archives and Records Management	Enter all the agency programs which are helping accomplish this objective. The agency can determine this by sorting the Associated Programs Chart by the "Objective the Program Helps Accomplish" column
Responsible Person		
Name:	Richard Harris	Copy and paste this information from the fifth column of the Strategy, Objectives and Responsibility Chart
Number of Months Responsible:	6 months	

Objective Details

Position:	Manager, Records Management	
Office Address:	8301 Parklane Road, Columbia, SC 29223	
Department or Division:	Archives and Records Management	
Department or Division Summary:	Division is responsible for preserving and making available historic public records and for helping state and local government agencies manage their records.	
Amount Budgeted and Spent To Accomplish		
Total Budgeted for this fiscal year:	$0	Copy and paste this information from the Strategic Budgeting Chart
Total Actually Spent:	*Agency will provide next year*	

PERFORMANCE MEASURES

Instructions : Please copy and paste the chart and questions below as many times as needed so the agency can provide this information for each Performance Measure that applies to this objective.

1) In the cell next to, "Performance Measure," enter the performance measure just like the agency did in the accountability report.

2) In the cell next to, "Type of Measure," pick the type of measure that best fits the performance measure from the drop down box (see Types of Performance Measures explained below).

3) In the next set of cells enter the actual and target results for each year. Next to "Actual Results," enter the actual value the agency had for that performance measure at the end of that year. Next to "Target Results," enter the target value the agency wanted to reach for the performance measure for that year. Next to "Minimum acceptable level," enter the minimum level for this performance measure that the agency would find acceptable. Including a minimum acceptable level and target level will hopefully encourage the agency to continually set challenging targets each year. If the agency did not utilize a particular performance measure during certain years, then enter the following next to the applicable "Actual Results" and "Target Results," - "Agency did not use PM during this year."

4) In the last set of cells, answer the questions to provide Details about each measure. In the cell next to, "Is agency required to keep track of this by the state or federal government," pick State from the drop down menu if an entity in state government requires the agency to track this information, Federal if an entity in the federal government requires the agency to track this information, or Only Agency Selected if there is no state or federal entity that requires the agency to track this information and the agency selected it.

Types of Performance Measures:

Outcome Measure - A quantifiable indicator of the public and customer benefits from an agency's actions. Outcome measures are used to assess an agency's effectiveness in serving its key customers and in achieving its mission, goals and objectives. They are also used to direct resources to strategies with the greatest effect on the most valued outcomes. Outcome measures should be the first priority. Example - % of licensees with no violations.

Efficiency Measure - A quantifiable indicator of productivity expressed in unit costs, units of time, or other ratio-based units. Efficiency measures are used to assess the cost-efficiency, productivity, and timeliness of agency operations. Efficiency measures measure the efficient use of available resources and should be the second priority. Example - cost per inspection

Output Measure - A quantifiable indicator of the number of goods or services an agency produces. Output measures are used to assess workload and the agency's efforts to address demands. Output measures measure workload and efforts and should be the third priority. Example - # of business license applications processed.

Input/Explanatory/Activity Measure - Resources that contribute to the production and delivery of a service. Inputs are "what we use to do the work." They measure the factors or requests received that explain performance (i.e. explanatory). These measures should be the last priority. Example - # of license applications received

How the Agency is Measuring its Performance		
Objective Number and Description	Objective 1.1.1 - Offer ten records management workshops annually for state and local government agencies in 2015/16.	
Performance Measure:	Total number of Records Management workshops held	
Type of Measure:	Output Measure	
Results		
2013-14 Actual Results (as of 6/30/14):		
2014-15 Target Results:	5	
2014-15 Actual Results (as of 6/30/15):	5	
2015-16 Minimum Acceptable Results:	8	
2015-16 Target Results:	12	
Details		
Does the state or federal government require the agency to track this? (provide any additional explanation needed, two cells over)	No	Insert any further explanation, if needed
What are the names and titles of the individuals who chose this as a performance	W. Eric Emerson, Director and SHPO	

Objective Details

Why was this performance measure chosen?	This measure is important to ensuring that state and local government agency's are preserving or disposing of public records in keeping with the Public Records Act.
If the target value was not reached in 2014-15, what changes were made to try	
What are the names and titles of the individuals who chose the target value for	W. Eric Emerson, Director and SHPO
What was considered when determining the level to set the target value in 2015-16 and why was the decision finally made on setting it at the level at which it was	The number of records management workshops held in previous years.
Based on the performance so far in 2015-16, does it appear the agency is going to reach the target for 2015-16?	Yes
If the answer to the question above is "questionable" or "no," what changes are being made to try and ensure it is reached or what resources are being diverted to ensure performance measures more likely to be reached, are reached?	

POTENTIAL NEGATIVE IMPACT

Instructions : Please list what the agency considers the most potential negative impact to the public that may occur as a result of the agency not accomplishing this objective. Next to, "Most Potential Negative Impact," enter the most potential negative impact to the public that may occur as a result of the agency not accomplishing the objective. Next to, "Level Requires Outside Help," enter the level at which the agency believes it needs outside help. Next to, "Outside Help to Request," enter the entities to whom the agency would reach out if the potential negative impact rises to that level. Next to, "Level Requires Inform General Assembly," enter the level at which the agency thinks the General Assembly should be put on notice of the level at which the potential negative impact has risen. Next to, "3 General Assembly Options," enter three options for what the General Assembly could do to help resolve the issue before it became a crisis. The House Legislative Oversight Committee will provide this information to all other House standing committees, but will not address it itself until the agency is under study.

Most Potential Negative Impact	Fewer agency records managers would understand their responsibilities under the Public Records Act regarding the preservation or disposal of public records
Level Requires Outside Help	There is no negative impact that would necessitate the agency requiring outside help with this objective.
Outside Help to Request	There are no outside entities that could be of assistance with this objective.
Level Requires Inform General Assembly	There is no level of attainment that would warrant notification of the General Assembly.
3 General Assembly Options	N/A. This unsuccessful pursuit of this objective would not result in a crisis, so it would not warrant resolution by the General Assembly.

REVIEWS/AUDITS

Instructions : Below please list all external or internal reviews, audits, investigations or studies ("Reviews") of the agency which occurred during the past fiscal year that relates/impacts this objective. Please remember to maintain an electronic copy of each Review and any other information generated by the entity performing the Review as copies may be requested when the agency is under study. NOTE: Responses are not limited to the number of rows below that have borders around them, please insert as many rows as needed.

Matter(s) or Issue(s) Under Review	Reason Review was Initiated (outside request, internal policy, etc.)	Entity Performing the Review and Whether Reviewing Entity External or Internal	Date Review Began (MM/DD/YYYY) and Date Review Ended (MM/DD/YYYY)
None			

PARTNERS

Instructions : Under the column labeled, "Current Partner Entities" list all entities the agency is currently working with that help the agency accomplish this objective. Under the "Ways Agency works with Current Partners," enter the ways the agency works with the entity (names of projects, initiatives, etc.) which helps the agency accomplish this objective. List only one partner per row and insert as many rows as necessary to list all of the partners. Note, if there is a large list of partners that all fit within a certain group, the agency can list the group instead of each partner individually. For example, if the agency works with every middle school in the state, the agency can list SC Middle Schools, instead of listing each middle school separately. As another example, if the agency works with every high school in Lexington county, the agency can list Lexington County High Schools, instead of listing each high school in the county separately.

Current Partner Entity	Ways Agency Works with Current Partner	Is the Partner a State/Local Government Entity; College, University; or Other Business, Association, or Individual?
None		

Objective Details

This is the next chart because once the ager
established to track how effectively and effi
accomplished; ensure the agency is address
objective.

Agency Responding
Date of Submission
Fiscal Year for which information below pertains

Instructions: Below is a template to <u>complete for each Obje</u>
each separate Objective. The agency needs to provide inforr
Call House Staff if the agency has any questions or needs any

Strategic Plan Context
and description of Goal the Objective is helping accomplish:
Legal responsibilities satisfied by Goal:
and description of Strategy the Objective is under:
Objective
Objective # and Description:
Legal responsibilities satisfied by Objective:
Public Benefit/Intended Outcome:
Agency Programs Associated with Objective

Program Names:
Responsible Person
Name:
Number of Months Responsible:
Position:
Office Address:
Department or Division:
Department or Division Summary:
Amount Budgeted and Spent To Accomplish Objective
Total Budgeted for this fiscal year:
Total Actually Spent:

PERFORMANCE MEASURES

Instructions : Please copy and paste the chart and questions
1) In the cell next to, "Performance Measure," enter the perf
2) In the cell next to, "Type of Measure," pick the type of mea
3) In the next set of cells enter the actual and target results f
that year. Next to "Minimum acceptable level," enter the mi
not utilize a particular performance measure during certain y
4) In the last set of cells, answer the questions to provide De
Federal if an entity in the federal government requires the ag

Types of Performance Measures:

Outcome Measure - A quantifiable indicator of the public an
with the greatest effect on the most valued outcomes. Outco

Efficiency Measure - A quantifiable indicator of productivity
resources and should be the second priority. Example - cost

Output Measure - A quantifiable indicator of the number of
license applications processed.

Input/Explanatory/Activity Measure - Resources that contrib
license applications received

How the Agency is Measuring its Performance

Results

Details

Does the state or federal government require the agency to track
What are the names and titles of the individuals who chose this a
Why was this performance measure chosen?
If the target value was not reached in 2014-15, what changes wer
What are the names and titles of the individuals who chose the ta
What was considered when determining the level to set the targe level at which it was set?
Based on the performance so far in 2015-16, does it appear the a
If the answer to the question above is "questionable" or "no," wh being diverted to ensure performance measures more likely to be

POTENTIAL NEGATIVE IMPACT

Instructions : Please list what the agency considers the most the agency not accomplishing the objective. Next to, "Level "Level Requires Inform General Assembly," enter the level at resolve the issue before it became a crisis. The House Legisla

Most Potential Negative Impact
Level Requires Outside Help
Outside Help to Request
Level Requires Inform General Assembly
3 General Assembly Options

REVIEWS/AUDITS

Instructions : Below please list all external or internal review by the entity performing the Review as copies may be reques

Matter(s) or Issue(s) Under Review
None

PARTNERS

Instructions : Under the column labeled, "Current Partner E
etc.) which helps the agency accomplish this objective. List c
the agency works with every middle school in the state, the a
high school in the county separately.

Current Partner Entity
SC African American Heritage Commission (SCAAHC)
SC Department of Education

ncy determines the associated programs and amount c
iciently it is utilizing the resources allocated. The agen
sing issues raised in previous audits or reviews; and cor

Department of Archives and History
25-Jan-16
2015-16

ective listed in the Strategy, Objectives and Responsibility Chart. It is recom
nation in all the cells that are highlighted. Please save the information relat
assistance in completing the information below.

Goal 1 - To promote and encourage understanding, appreciation, and preservation of the state's history and heritage in 2015/16.
SC Code 60-11-30; 60-11-70 through 60-11-120; 30-1-40-30-1-120; 54 U.S.C. Code § 302301
Strategy 1.1 - Offer appropriate educational programs and products for different audiences in 2015/16

Objective 1.1.2 - Complete the distribution of the recently revised " A Teacher's Guide to African American Historic Places in South Carolina" to state schools in 2015/16.
SC Code 60-11-30; 60-11-70 through 60-11-120; 30-1-40-30-1-120; 54 U.S.C. Code § 302301
The public benefit is that all South Carolina children will have the opportunity to learn of the valuable contributions of African Americans to the state's rich history.

State Historic Preservation Office (SHPO)

Elizabeth Johnson
6 months
Deputy State Historic Preservation Officer
8301 Parklane Road, Columbia, SC 29223
State Historic Preservation Office
The State Historic Preservation Office encourages and facilitates the responsible stewardship of preservation of South Carolina's irreplaceable historic and prehistoric places.

$0
Agency will provide next year

below as many times as needed so the agency can provide this information
'ormance measure just like the agency did in the accountability report.
asure that best fits the performance measure from the drop down box (see
or each year. Next to "Actual Results," enter the actual value the agency ha
nimum level for this performance measure that the agency would find acce
/ears, then enter the following next to the applicable "Actual Results" and "T
tails about each measure. In the cell next to, "Is agency required to keep tra
gency to track this information, or Only Agency Selected if there is no state c

d customer benefits from an agency's actions. Outcome measures are used
ome measures should be the first priority. Example - % of licensees with no
expressed in unit costs, units of time, or other ratio-based units. Efficiency
per inspection
goods or services an agency produces. Output measures are used to assess

oute to the production and delivery of a service. Inputs are "what we use to

Objective Number and Description
Performance Measure:
Type of Measure:
2013-14 Actual Results (as of 6/30/14):
2014-15 Target Results:
2014-15 Actual Results (as of 6/30/15):
2015-16 Minimum Acceptable Results:
2015-16 Target Results:
. this? (provide any additional explanation needed, two cells over)
s a performance measure?
re made to try and ensure it was reached?
arget value for 2015-16?
et value in 2015-16 and why was the decision finally made on setting it at the
gency is going to reach the target for 2015-16?
at changes are being made to try and ensure it is reached or what resources are e reached, are reached?

potential negative impact to the public that may occur as a result of the age
Requires Outside Help," enter the level at which the agency believes it need
which the agency thinks the General Assembly should be put on notice of th
ative Oversight Committee will provide this information to all other House st

Targeted schools will not receive the publication, thereby preventing the dissemi
There is no negative impact that would necessitate the agency requiring outside h
Department of Education
There is no level of attainment that would warrant notification of the General Ass
N/A. This unsuccessful pursuit of this objective would not result in a crisis, so it w

/s, audits, investigations or studies ("Reviews") of the agency which occurre
sted when the agency is under study. NOTE: Responses are not limited to th

Reason Review was Initiated (outside request, internal policy, etc.)

ntities" list all entities the agency is currently working with that help the age
only one partner per row and insert as many rows as necessary to list all of tl
agency can list SC Middle Schools, instead of listing each middle school sepa

Ways Agency Works with Current Partner
The SCAAHC undertook this project as part of its mission under the umbrella of SCDAH; SCDAH collaborates with the SCAAHC on numerous projects.
The SC Department of Education funded this project on behalf of the SCAAHC

of funds it is allocating to accomplish each objectiv
cy also needs to consider potential negative impa
ntinually consider which partners the agency coul

mended that the agency copy and paste the data in this tab into mult
ed to each Objective as a separate tab in the excel document. Label e

Copy and paste this from the second column of the Mission, Vision and Go

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Copy and paste this from the second column of the Strategy, Objectives ar

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Copy and paste this from the first column of the Strategy, Objectives and F

Copy and paste this from the fourth column of the Strategy, Objectives an

Enter all the agency programs which are helping accomplish this objective
Helps Accomplish" column

Copy and paste this information from the fifth column of the Strategy, Obj

Copy and paste this information from the Strategic Budgeting Chart

for each Performance Measure that applies to this objective.

Types of Performance Measures explained below).
d for that performance measure at the end of that year. Next to "Tar
otable. Including a minimum acceptable level and target level will ho
Target Results," - “Agency did not use PM during this year.”
ıck of this by the state or federal government," pick State from the dr
or federal entity that requires the agency to track this information and

to assess an agency's effectiveness in serving its key customers and i
violations.
measures are used to assess the cost-efficiency, productivity, and tim

workload and the agency's efforts to address demands. Output mea

do the work." They measure the factors or requests received that ex

Objective 1.1.2 - Complete the distribution of the recently revised " A Teacher's Guide to African American Historic Places in South Carolina" to state schools in 2015/16.
Distribution of the recently revised " A Teacher's Guide to African American Historic Places in South Carolina" completed.
Outcome Measure
N/A. This objective was established for 2015/16
N/A. This objective was established for 2015/16
N/A. This objective was established for 2015/16
80% Distribution
100% Distribution
No
W. Eric Emerson, Director and SHPO
It is timely and quantifiable.
N/A
W. Eric Emerson, Director and SHPO
Distribution of past agency publications were considered and this target information was deemed attainable.
Yes

ency not accomplishing this objective. Next to, "Most Potential Negat
s outside help. Next to, "Outside Help to Request," enter the entities
ne level at which the potential negative impact has risen. Next to, "3 (
tanding committees, but will not address it itself until the agency is ur

nation of the information contained therein.
nelp with this objective.
sembly.
ould not warrant resolution by the General Assembly.

d during the past fiscal year that relates/impacts this objective. Please
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Entity Performing the Review and Whether Reviewing Entity External or Internal

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Is the Partner a State/Local Government Entity; College, University; or Other Business, Association, or Individual?
State Entity
State Entity

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tiple other tabs, while it is still blank. The agency will then have a blank version to complete for
each Tab, "O__" and insert the applicable numbers in the blanks (For example "O1.1.1"). NOTE:

als Chart

Chart

nd Responsibility Chart

nd Responsibility Chart

Responsibility Chart

d Responsibility Chart

. The agency can determine this by sorting the Associated Programs Chart by the "Objective the Program

ectives and Responsibility Chart

get Results," enter the target value the agency wanted to reach for the performance measure for
pefully encourage the agency to continually set challenging targets each year. If the agency did

op down menu if an entity in state government requires the agency to track this information,
l the agency selected it.

n achieving its mission, goals and objectives. They are also used to direct resources to strategies

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sures measure workload and efforts and should be the third priority. Example - # of business

plain performance (i.e. explanatory). These measures should be the last priority. Example - # of

Insert any further explanation, if needed

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to whom the agency would reach out if the potential negative impact rises to that level. Next to,
General Assembly Options," enter three options for what the General Assembly could do to help
ıder study.

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ert as many rows as needed.

Date Review Began (MM/DD/YYYY) and Date Review Ended (MM/DD/YYYY)

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This is the next chart because once the age
to track how effectively and efficiently it is
the agency is addressing issues raised in pr

Agency Responding
Date of Submission
Fiscal Year for which information below pertains

Instructions: Below is a template to complete for each Ob
Objective. The agency needs to provide information in all t

Strategic Plan Context
and description of Goal the Objective is helping accomplish:
Legal responsibilities satisfied by Goal:
and description of Strategy the Objective is under:
Objective
Objective # and Description:
Legal responsibilities satisfied by Objective:
Public Benefit/Intended Outcome:
Agency Programs Associated with Objective

Program Names:
Responsible Person
Name:
Number of Months Responsible:
Position:
Office Address:
Department or Division:
Department or Division Summary:
Amount Budgeted and Spent To Accomplish Objective
Total Budgeted for this fiscal year:
Total Actually Spent:

PERFORMANCE MEASURES

Instructions : Please copy and paste the chart and question
1) In the cell next to, "Performance Measure," enter the pe
Types of Performance Measures:
Outcome Measure - A quantifiable indicator of the public a
greatest effect on the most valued outcomes. Outcome me
Efficiency Measure - A quantifiable indicator of productivit
the second priority. Example - cost per inspection
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processed.
Input/Explanatory/Activity Measure - Resources that contri
applications received

How the Agency is Measuring its Performance

Results
Details
Does the state or federal government require the agency to trac
What are the names and titles of the individuals who chose this
Why was this performance measure chosen?
If the target value was not reached in 2014-15, what changes w
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If the answer to the question above is "questionable" or "no," w are being diverted to ensure performance measures more likely
POTENTIAL NEGATIVE IMPACT

Instructions : Please list what the agency considers the mos
accomplishing the objective. Next to, "Level Requires Outsi
Assembly," enter the level at which the agency thinks the G
House Legislative Oversight Committee will provide this info

Most Potential Negative Impact
Level Requires Outside Help
Outside Help to Request
Level Requires Inform General Assembly
3 General Assembly Options

REVIEWS/AUDITS

Instructions :   Below please list all external or internal revie
performing the Review as copies may be requested when th

Matter(s) or Issue(s) Under Review
None

PARTNERS

Instructions :   Under the column labeled, "Current Partner I
the agency accomplish this objective. List only one partner
middle school in the state, the agency can list SC Middle Sch

Current Partner Entity
None

[redacted]

ency determines the associated programs and amour
utilizing the resources allocated. The agency also ne
evious audits or reviews; and continually consider wl

Department of Archives and History
25-Jan-16
2015-16

jective listed in the Strategy, Objectives and Responsibility Chart. It is rec
he cells that are highlighted. Please save the information related to each

Goal 1 - To promote and encourage understanding, appreciation, and preservation of the state's history and heritage in 2015/16.
SC Code 60-11-30; 60-11-70 through 60-11-120; 30-1-40-30-1-120; 54 U.S.C. Code § 302301
Strategy 1.2 - Continue both internal and external collaboration

Objective 1.2.1 - Establish divisional bi-monthly meetings to ensure divisional collaboration.
SC Code 60-11-30; 60-11-70 through 60-11-120; 30-1-40-30-1-120; 54 U.S.C. Code § 302301
The public benefit is derived through the more effective operation of a state agency.

Administration

W. Eric Emerson
6 months
Director and SHPO
8301 Parklane Road, Columbia, SC 29223
Administration
Division is responsible for all administrative functions of the agency including finance, human resources, facility management, information technology,

$0
Agency will provide next year

s below as many times as needed so the agency can provide this informat
rformance measure just like the agency did in the accountability report.

nd customer benefits from an agency's actions. Outcome measures are u
easures should be the first priority. Example - % of licensees with no violat
y expressed in unit costs, units of time, or other ratio-based units. Efficier

f goods or services an agency produces. Output measures are used to ass

ibute to the production and delivery of a service. Inputs are "what we use

Objective Number and Description
Performance Measure:
Type of Measure:
2013-14 Actual Results (as of 6/30/14):
2014-15 Target Results:
2014-15 Actual Results (as of 6/30/15):
2015-16 Minimum Acceptable Results:
2015-16 Target Results:
:k this? (provide any additional explanation needed, two cells over)
as a performance measure?
ere made to try and ensure it was reached?
target value for 2015-16?
;et value in 2015-16 and why was the decision finally made on setting it at the
agency is going to reach the target for 2015-16?
hat changes are being made to try and ensure it is reached or what resources to be reached, are reached?

st potential negative impact to the public that may occur as a result of the
de Help," enter the level at which the agency believes it needs outside he
eneral Assembly should be put on notice of the level at which the potenti
ormation to all other House standing committees, but will not address it it

Less interdepartmental collaboration resulting in decreased agency efficiency
There is no negative impact that would necessitate the agency requiring outsid
There are no outside entities that could be of assistance with this objective.
There is no level of attainment that would warrant notification of the General A
N/A. This unsuccessful pursuit of this objective would not result in a crisis, so it

ws, audits, investigations or studies ("Reviews") of the agency which occu
ne agency is under study. NOTE: Responses are not limited to the numbe

Reason Review was Initiated (outside request, internal policy, etc.)

Entities" list all entities the agency is currently working with that help the a
per row and insert as many rows as necessary to list all of the partners. N
hools, instead of listing each middle school separately. As another exampl

Ways Agency Works with Current Partner

[redacted]

ıt of funds it is allocating to accomplish each objective, the agency
:eds to consider potential negative impacts which may arise, and n
ıich partners the agency could work with to more effectively and e

:commended that the agency copy and paste the data in this tab into multiple other tabs, whi
Objective as a separate tab in the excel document. Label each Tab, "O__" and insert the app

Copy and paste this from the second column of the Mission, Vision and Goals Chart

Copy and paste this from the first column of the Mission, Vision and Goals Chart

Copy and paste this from the second column of the Strategy, Objectives and Responsibility Chart

Copy and paste this from the second column of the Strategy, Objectives and Responsibility Chart

Copy and paste this from the first column of the Strategy, Objectives and Responsibility Chart

Copy and paste this from the fourth column of the Strategy, Objectives and Responsibility Chart

Enter all the agency programs which are helping accomplish this objective. The agency can determ
column

Copy and paste this information from the fifth column of the Strategy, Objectives and Responsibilit

Copy and paste this information from the Strategic Budgeting Chart

ion for each Performance Measure that applies to this objective.

sed to assess an agency's effectiveness in serving its key customers and in achieving its missi
:ions.
ıcy measures are used to assess the cost-efficiency, productivity, and timeliness of agency op

ess workload and the agency's efforts to address demands. Output measures measure work

: to do the work." They measure the factors or requests received that explain performance (i

Objective 1.2.1 - Establish divisional bi-monthly meetings to ensure divisional collaboration.
The holding of bi-monthly divisional meetings
Efficiency Measure
N/A. This objective was established for 2015/16
N/A. This objective was established for 2015/16
N/A. This objective was established for 2015/16
Bi-monthly divisional meetings
Bi-monthly divisional meetings
No
W. Eric Emerson, Director and SHPO
This goal is timely and necessary
N/A; Established as a goal for 2015/16
W. Eric Emerson, Director and SHPO
Available time of division heads was considered as well as the level of change within the organization. This goal was deemed attainable.
Yes

agency not accomplishing this objective. Next to, "Most Potential Negative Impact," enter tl
lp. Next to, "Outside Help to Request," enter the entities to whom the agency would reach o
al negative impact has risen. Next to, "3 General Assembly Options," enter three options for
self until the agency is under study.

e help with this objective.
\ssembly.
would not warrant resolution by the General Assembly.

rred during the past fiscal year that relates/impacts this objective. Please remember to mair
r of rows below that have borders around them, please insert as many rows as needed.

Entity Performing the Review and Whether Reviewing Entity External or Internal

agency accomplish this objective. Under the "Ways Agency works with Current Partners," en
Jote, if there is a large list of partners that all fit within a certain group, the agency can list the
le, if the agency works with every high school in Lexington county, the agency can list Lexingt

Is the Partner a State/Local Government Entity; College, University; or Other Business, Association, or Individual?

needs to ensure it has proper performance measures established
eed to be addressed, if the objective is not accomplished; ensure
efficiently accomplish each objective.

le it is still blank. The agency will then have a blank version to complete for each separate
licable numbers in the blanks (For example "O1.1.1"). NOTE: Call House Staff if the agency

ine this by sorting the Associated Programs Chart by the "Objective the Program Helps Accomplish"

y Chart

[redacted]

on, goals and objectives. They are also used to direct resources to strategies with the

perations. Efficiency measures measure the efficient use of available resources and should be

load and efforts and should be the third priority. Example - # of business license applications

i.e. explanatory). These measures should be the last priority. Example - # of license

Insert any further explanation, if needed

he most potential negative impact to the public that may occur as a result of the agency not
ut if the potential negative impact rises to that level. Next to, "Level Requires Inform General
what the General Assembly could do to help resolve the issue before it became a crisis. The

ntain an electronic copy of each Review and any other information generated by the entity

Date Review Began (MM/DD/YYYY) and Date Review Ended (MM/DD/YYYY)

nter the ways the agency works with the entity (names of projects, initiatives, etc.) which helps
e group instead of each partner individually. For example, if the agency works with every
:on County High Schools, instead of listing each high school in the county separately.

[redacted]

This is the next chart because once the
measures established to track how effe
the objective is not accomplished; ensu
efficiently accomplish each objective.

Agency Responding	
Date of Submission	
Fiscal Year for which information below pertains	

Instructions: Below is a template to complete for eac
complete for each separate Objective. The agency nee
example "O1.1.1"). NOTE: Call House Staff if the agen

Strategic Plan Context
and description of Goal the Objective is helping accomplish:
Legal responsibilities satisfied by Goal:
and description of Strategy the Objective is under:
Objective
Objective # and Description:
Legal responsibilities satisfied by Objective:
Public Benefit/Intended Outcome:
Agency Programs Associated with Objective
Program Names:
Responsible Person
Name:
Number of Months Responsible:
Position:

Office Address:
Department or Division:
Department or Division Summary:

Amount Budgeted and Spent To Accomplish Objective

Total Budgeted for this fiscal year:
Total Actually Spent:

PERFORMANCE MEASURES

Instructions : Please copy and paste the chart and que
1) In the cell next to, "Performance Measure," enter th
2) In the cell next to, "Type of Measure," pick the type
3) In the next set of cells enter the actual and target re
performance measure for that year. Next to "Minimur
challenging targets each year. If the agency did not uti
4) In the last set of cells, answer the questions to provi
information, Federal if an entity in the federal governn

Types of Performance Measures:
Outcome Measure - A quantifiable indicator of the pul
resources to strategies with the greatest effect on the
Efficiency Measure - A quantifiable indicator of produ
available resources and should be the second priority.
Output Measure - A quantifiable indicator of the numb
of business license applications processed.
Input/Explanatory/Activity Measure - Resources that c
Example - # of license applications received

How the Agency is Measuring its Performance

Results

Details
Does the state or federal government require the agency t
What are the names and titles of the individuals who chose
Why was this performance measure chosen?
If the target value was not reached in 2014-15, what chang
What are the names and titles of the individuals who chose
What was considered when determining the level to set th setting it at the level at which it was set?
Based on the performance so far in 2015-16, does it appea
If the answer to the question above is "questionable" or "n

POTENTIAL NEGATIVE IMPACT

Instructions : Please list what the agency considers the as a result of the agency not accomplishing the objecti rises to that level. Next to, "Level Requires Inform Gen what the General Assembly could do to help resolve th

Most Potential Negative Impact
Level Requires Outside Help
Outside Help to Request
Level Requires Inform General Assembly
3 General Assembly Options

REVIEWS/AUDITS

Instructions : Below please list all external or internal information generated by the entity performing the Re

Matter(s) or Issue(s) Under Review
None

PARTNERS

Instructions : Under the column labeled, "Current Par
projects, initiatives, etc.) which helps the agency accor
partner individually. For example, if the agency works
Lexington County High Schools, instead of listing each

Current Partner Entity
Confederate Relic Room and Military Museum
University of South Carolina Press
South Caroliniana Library

agency determines the associated programs and
ectively and efficiently it is utilizing the resources
ıre the agency is addressing issues raised in prev

Department of Archives and History
25-Jan-16
2015-16

h Objective listed in the Strategy, Objectives and Responsibility Cha
eds to provide information in all the cells that are highlighted. Pleas
cy has any questions or needs any assistance in completing the info

Goal 1 - To promote and encourage understanding, appreciation, and preservation of the state's history and heritage in 2015/16.
SC Code 60-11-30; 60-11-70 through 60-11-120; 30-1-40-30-1-120; 54 U.S.C. Code § 302301
Strategy 1.2 - Continue both internal and external collaboration

Objective 1.2.2 - In 2015/16 continue collaboration with the Confederate Relic Room, South Caroliniana Library, USC Press to sponsor and organize agency symposia
SC Code 60-11-30; 60-11-70 through 60-11-120; 30-1-40-30-1-120; 54 U.S.C. Code § 302301
Public benefit includes increased education regarding the state's past while sharing resources for that purpose.

Administration

W. Eric Emerson
6 months
Director and SHPO

8301 Parklane Road, Columbia, SC 29223
Administration
Division is responsible for all administrative functions of the agency including finance, human resources, facility management, information technology, security, and agency advancement.

$0
Agency will provide next year

stions below as many times as needed so the agency can provide th
ıe performance measure just like the agency did in the accountabili
of measure that best fits the performance measure from the drop c
sults for each year. Next to "Actual Results," enter the actual value
n acceptable level," enter the minimum level for this performance r
ilize a particular performance measure during certain years, then er
de Details about each measure. In the cell next to, "Is agency requi
nent requires the agency to track this information, or Only Agency S

olic and customer benefits from an agency's actions. Outcome mea
most valued outcomes. Outcome measures should be the first pric
ctivity expressed in unit costs, units of time, or other ratio-based ur
Example - cost per inspection
ber of goods or services an agency produces. Output measures are

contribute to the production and delivery of a service. Inputs are "w

Objective Number and Description
Performance Measure:
Type of Measure:
2013-14 Actual Results (as of 6/30/14):

2014-15 Target Results:
2014-15 Actual Results (as of 6/30/15):
2015-16 Minimum Acceptable Results:
2015-16 Target Results:
o track this? (provide any additional explanation needed, two cells
e this as a performance measure?
ges were made to try and ensure it was reached?
e the target value for 2015-16?
e target value in 2015-16 and why was the decision finally made on
r the agency is going to reach the target for 2015-16?
o," what changes are being made to try and ensure it is reached or

e most potential negative impact to the public that may occur as a r
ve. Next to, "Level Requires Outside Help," enter the level at which
neral Assembly," enter the level at which the agency thinks the Gene
ne issue before it became a crisis. The House Legislative Oversight C

Agency will not increase public outreach through symposia on topics of
There is no negative impact that would necessitate the agency requiring
There are no outside entities that could be of assistance with this object
There is no level of attainment that would warrant notification of the Ge
N/A. This unsuccessful pursuit of this objective would not result in a cris

reviews, audits, investigations or studies ("Reviews") of the agency
eview as copies may be requested when the agency is under study.

Reason Review was Initiated (outside request, internal policy, etc.)

tner Entities" list all entities the agency is currently working with tha
nplish this objective. List only one partner per row and insert as ma
 with every middle school in the state, the agency can list SC Middle
high school in the county separately.

Ways Agency Works with Current Partner
Collaborates to sponsor public symposia on topics of historical interest
Collaborates to sponsor public symposia on topics of historical interest
Collaborates to sponsor public symposia on topics of historical interest

d amount of funds it is allocating to accomplish ea
allocated. The agency also needs to consider pot
ious audits or reviews; and continually consider w

art. It is recommended that the agency copy and paste the data in th
e save the information related to each Objective as a separate tab in
rmation below.

Copy and paste this from the second column of the Mission, Vision and Go

Copy and paste this from the first column of the Mission, Vision and Goals

Copy and paste this from the second column of the Strategy, Objectives an

Copy and paste this from the second column of the Strategy, Objectives an

Copy and paste this from the first column of the Strategy, Objectives and

Copy and paste this from the fourth column of the Strategy, Objectives an

Enter all the agency programs which are helping accomplish this objective

Copy and paste this information from the fifth column of the Strategy, Ob

Copy and paste this information from the Strategic Budgeting Chart

ıis information for <u>each </u>Performance Measure that applies to this ob
ty report.
down box (see Types of Performance Measures explained below).
the agency had for that performance measure at the end of that yea
neasure that the agency would find acceptable. Including a minimun
nter the following next to the applicable "Actual Results" and "Target
red to keep track of this by the state or federal government," pick Sta
selected if there is no state or federal entity that requires the agency

ısures are used to assess an agency's effectiveness in serving its key c
rity. Example - % of licensees with no violations.
ıits. Efficiency measures are used to assess the cost-efficiency, produ

used to assess workload and the agency's efforts to address demand

vhat we use to do the work." They measure the factors or requests re

Objective 1.2.2 - In 2015/16 continue collaboration with the Confederate Relic Room, South Caroliniana Library, USC Press to sponsor and organize agency symposia
Host more than one public symposium in conjunction with the partner organizations listed in the objective.
Outcome measure
Hosted one symposium with the partner agencies

Host one symposium with partner agencies
Hosted one symposium with partner agencies
Host one symposium with partner agencies
Host more than one symposium with partner agencies
No
W. Eric Emerson, Director and SHPO
This measure is mission focused and vital to agency outreach.
N/A
W. Eric Emerson, Director and SHPO
The agency's need to increase outreach was considered and the goal was deemed attainable.
Yes

esult of the agency not accomplishing this objective. Next to, "Most I
the agency believes it needs outside help. Next to, "Outside Help to
eral Assembly should be put on notice of the level at which the poten
Committee will provide this information to all other House standing co

historical interest.
outside help with this objective.
tive.
eneral Assembly.
is, so it would not warrant resolution by the General Assembly.

which occurred during the past fiscal year that relates/impacts this o
NOTE: Responses are not limited to the number of rows below that l

Entity Performing the Review and Whether Reviewing Entity External or Internal

at help the agency accomplish this objective. Under the "Ways Agenc
any rows as necessary to list all of the partners. Note, if there is a larg
Schools, instead of listing each middle school separately. As anothe

Is the Partner a State/Local Government Entity; College, University; or Other Business, Association, or Individual?
State Agency
University Press
University Special Collections Library

ach objective, the agency needs to ensure it has proper performance
tential negative impacts which may arise, and need to be addressed, if
which partners the agency could work with to more effectively and

nis tab into multiple other tabs, while it is still blank. The agency will then have a blank version to
the excel document. Label each Tab, "O__" and insert the applicable numbers in the blanks (For

oals Chart

Chart

nd Responsibility Chart

nd Responsibility Chart

Responsibility Chart

d Responsibility Chart

. The agency can determine this by sorting the Associated Programs Chart by the "Objective the Program

jectives and Responsibility Chart

jective.

r. Next to "Target Results," enter the target value the agency wanted to reach for the
n acceptable level and target level will hopefully encourage the agency to continually set
Results," - "Agency did not use PM during this year."
ate from the drop down menu if an entity in state government requires the agency to track this
to track this information and the agency selected it.

ustomers and in achieving its mission, goals and objectives. They are also used to direct

ictivity, and timeliness of agency operations. Efficiency measures measure the efficient use of

s. Output measures measure workload and efforts and should be the third priority. Example - #

eceived that explain performance (i.e. explanatory). These measures should be the last priority.

Insert any further explanation, if needed

Potential Negative Impact," enter the most potential negative impact to the public that may occur
Request," enter the entities to whom the agency would reach out if the potential negative impact
tial negative impact has risen. Next to, "3 General Assembly Options," enter three options for
ommittees, but will not address it itself until the agency is under study.

bjective. Please remember to maintain an electronic copy of each Review and any other
have borders around them, please insert as many rows as needed.

Date Review Began (MM/DD/YYYY) and Date Review Ended (MM/DD/YYYY)

:y works with Current Partners," enter the ways the agency works with the entity (names of
ge list of partners that all fit within a certain group, the agency can list the group instead of each
r example, if the agency works with every high school in Lexington county, the agency can list

This is the next chart because once the ag
agency needs to ensure it has proper perf
agency also needs to consider potential n
addressing issues raised in previous audit
accomplish each objective.

Agency Responding
Date of Submission
Fiscal Year for which information below pertains

Instructions: Below is a template to complete for each O
while it is still blank. The agency will then have a blank ve
each Objective as a separate tab in the excel document. L
assistance in completing the information below.

Strategic Plan Context
and description of Goal the Objective is helping accomplish:
Legal responsibilities satisfied by Goal:
and description of Strategy the Objective is under:
Objective
Objective # and Description:
Legal responsibilities satisfied by Objective:

Public Benefit/Intended Outcome:
Agency Programs Associated with Objective
Program Names:
Responsible Person
Name:
Number of Months Responsible:
Position:
Office Address:
Department or Division:
Department or Division Summary:
Amount Budgeted and Spent To Accomplish Objective
Total Budgeted for this fiscal year:
Total Actually Spent:

PERFORMANCE MEASURES

Instructions : Please copy and paste the chart and questio
1) In the cell next to, "Performance Measure," enter the p
2) In the cell next to, "Type of Measure," pick the type of r
3) In the next set of cells enter the actual and target result
the target value the agency wanted to reach for the perfo
Including a minimum acceptable level and target level will
then enter the following next to the applicable "Actual Re:
4) In the last set of cells, answer the questions to provide I
an entity in state government requires the agency to track
entity that requires the agency to track this information ar

Types of Performance Measures:
Outcome Measure - A quantifiable indicator of the public
mission, goals and objectives. They are also used to direct
violations.
Efficiency Measure - A quantifiable indicator of productiv
operations. Efficiency measures measure the efficient use
Output Measure - A quantifiable indicator of the number
workload and efforts and should be the third priority. Exa
Input/Explanatory/Activity Measure - Resources that cont
(i.e. explanatory). These measures should be the last prio

How the Agency is Measuring its Performance

Results

Details

Does the state or federal government require the agency to tra two cells over)
What are the names and titles of the individuals who chose thi
Why was this performance measure chosen?
If the target value was not reached in 2014-15, what changes v
What are the names and titles of the individuals who chose the
What was considered when determining the level to set the ta made on setting it at the level at which it was set?
Based on the performance so far in 2015-16, does it appear th
If the answer to the question above is "questionable" or "no," v reached or what resources are being diverted to ensure perfor reached?

POTENTIAL NEGATIVE IMPACT

Instructions : Please list what the agency considers the mo the most potential negative impact to the public that may help. Next to, "Outside Help to Request," enter the entitie the agency thinks the General Assembly should be put on do to help resolve the issue before it became a crisis. The study.

Most Potential Negative Impact
Level Requires Outside Help
Outside Help to Request
Level Requires Inform General Assembly
3 General Assembly Options

REVIEWS/AUDITS

Instructions : Below please list all external or internal revi
maintain an electronic copy of each Review and any other
number of rows below that have borders around them, pl

Matter(s) or Issue(s) Under Review
None

PARTNERS

Instructions : Under the column labeled, "Current Partne
enter the ways the agency works with the entity (names o
partners. Note, if there is a large list of partners that all fit
agency can list SC Middle Schools, instead of listing each n
instead of listing each high school in the county separatel

Current Partner Entity
None

;ency determines the associated prog
'ormance measures established to tra
egative impacts which may arise, and
s or reviews; and continually conside

Department of Archives and History
25-Jan-16
2015-16

bjective listed in the Strategy, Objectives and Respo
rsion to complete for each separate Objective. The
abel each Tab, "O__" and insert the applicable num

Goal 1 - To promote and encourage understanding, appreciation, and preservation of the state's history and heritage in 2015/16.
SC Code 60-11-30; 60-11-70 through 60-11-120; 30-1-40-30-1-120; 54 U.S.C. Code § 302301
Strategy 1.3 - Encourage and facilitate staff involvement in historical and professional organizations

Objective 1.3.1 - Increase total staff membership in national historical and professional organizations by 15 percent in 2015/16
SC Code 60-11-30; 60-11-70 through 60-11-120; 30-1-40-30-1-120; 54 U.S.C. Code § 302301

The public benefit/intended outcome of this goal is to enhance staff professionalism and performance.

Archives and Records Management

Steve Tuttle
6 months
Deputy Director for Archives and Records Management
8301 Parklane Road, Columbia, SC 29223
Archives and Records Management
Division is responsible for preserving and making available historic public records and for helping state and local government agencies manage their records.

$5,000
Agency will provide next year

ns below as many times as needed so the agency ca
erformance measure just like the agency did in the a
neasure that best fits the performance measure fro
:s for each year. Next to "Actual Results," enter the
rmance measure for that year. Next to "Minimum a
hopefully encourage the agency to continually set c
sults" and "Target Results," - "Agency did not use PM
Details about each measure. In the cell next to, "Is a
: this information, Federal if an entity in the federal g
nd the agency selected it.

and customer benefits from an agency's actions. Ou
: resources to strategies with the greatest effect on

ity expressed in unit costs, units of time, or other ra
: of available resources and should be the second pr
of goods or services an agency produces. Output m
mple - # of business license applications processed.
:ribute to the production and delivery of a service. I
rity. Example - # of license applications received

Objective Number and Description
Performance Measure:
Type of Measure:
2013-14 Actual Results (as of 6/30/14):
2014-15 Target Results:
2014-15 Actual Results (as of 6/30/15):
2015-16 Minimum Acceptable Results:
2015-16 Target Results:
ack this? (provide any additional explanation needed,
s as a performance measure?
were made to try and ensure it was reached?
e target value for 2015-16?
rget value in 2015-16 and why was the decision finally
e agency is going to reach the target for 2015-16?
what changes are being made to try and ensure it is rmance measures more likely to be reached, are

ost potential negative impact to the public that may
occur as a result of the agency not accomplishing th
es to whom the agency would reach out if the poten
notice of the level at which the potential negative ir
House Legislative Oversight Committee will provide

Membership rates among staff will not be reached, thu
There is no negative impact that would necessitate the
There are no outside entities that could be of assistance
There is no level of attainment that would warrant noti
N/A. This unsuccessful pursuit of this objective would n

ews, audits, investigations or studies (“Reviews”) of
information generated by the entity performing the
ease insert as many rows as needed.

Reason Review was Initiated (outside request, internal policy, etc.)

Entities" list all entities the agency is currently wor
f projects, initiatives, etc.) which helps the agency a
within a certain group, the agency can list the grou
niddle school separately. As another example, if the
/.

Ways Agency Works with Current Partner

;rams and amount of funds it is allocating to accompl
ıck how effectively and efficiently it is utilizing the res
l need to be addressed, if the objective is not accomp
· which partners the agency could work with to more

›nsibility Chart. It is recommended that the agency copy and paste the da
agency needs to provide information in all the cells that are highlighted. F
bers in the blanks (For example "O1.1.1"). NOTE: Call House Staff if the a

Copy and paste this from the second column of the Mission, Vision and Goals C
Copy and paste this from the first column of the Mission, Vision and Goals Char
Copy and paste this from the second column of the Strategy, Objectives and Re
Copy and paste this from the second column of the Strategy, Objectives and Re
Copy and paste this from the first column of the Strategy, Objectives and Respo

Copy and paste this from the fourth column of the Strategy, Objectives and Res

Enter all the agency programs which are helping accomplish this objective. The
Associated Programs Chart by the "Objective the Program Helps Accomplish" c

Copy and paste this information from the fifth column of the Strategy, Objectiv

Copy and paste this information from the Strategic Budgeting Chart

ın provide this information for <u>each </u>Performance Measure that applies to
accountability report.
m the drop down box (see Types of Performance Measures explained belc
actual value the agency had for that performance measure at the end of t
cceptable level," enter the minimum level for this performance measure t
challenging targets each year. If the agency did not utilize a particular perf
M during this year."
ıgency required to keep track of this by the state or federal government,"
government requires the agency to track this information, or Only Agency

utcome measures are used to assess an agency's effectiveness in serving i
the most valued outcomes. Outcome measures should be the first priority

tio-based units. Efficiency measures are used to assess the cost-efficiency
iority. Example - cost per inspection
easures are used to assess workload and the agency's efforts to address d

nputs are "what we use to do the work." They measure the factors or req

Objective 1.3.1 - Increase total staff membership in national historical
Measure total staff versus total staff belonging to professional organizations
Input/Explanatory/Activity Measure
N/A. This objective was established for 2015/16
N/A. This objective was established for 2015/16
N/A. This objective was established for 2015/16
Staff memberships increase by 10 percent
Staff memberships increase by 15 percent
No
W. Eric Emerson, Director and SHPO
It is an important indicator of staff professionalism and motivation.
N/A; Goal was established for 2015/16
W. Eric Emerson, Director and SHPO
Whether or not the goal was attainable. In this case, it is attainable.
Yes

occur as a result of the agency not accomplishing this objective. Next to,
ıe objective. Next to, "Level Requires Outside Help," enter the level at wh
tial negative impact rises to that level. Next to, "Level Requires Inform Ge
npact has risen. Next to, "3 General Assembly Options," enter three optio
this information to all other House standing committees, but will not add

s limiting the further professional education of staff, and potentially affecting st
agency requiring outside help with this objective.
e with this objective.
fication of the General Assembly.
ot result in a crisis, so it would not warrant resolution by the General Assembly.

the agency which occurred during the past fiscal year that relates/impact
e Review as copies may be requested when the agency is under study. NO

Entity Performing the Review and Whether Reviewing Entity External or Internal

king with that help the agency accomplish this objective. Under the "Way
ccomplish this objective. List only one partner per row and insert as many
p instead of each partner individually. For example, if the agency works w
e agency works with every high school in Lexington county, the agency can

Is the Partner a State/Local Government Entity; College, University; or Other Business, Association, or Individual?

ish each objective, the
sources allocated. The
lished; ensure the agency is
effectively and efficiently

ata in this tab into multiple other tabs,
Please save the information related to
gency has any questions or needs any

[redacted]

Chart

rt

sponsibility Chart

sponsibility Chart

nsibility Chart

sponsibility Chart

e agency can determine this by sorting the
olumn

es and Responsibility Chart

[redacted]

this objective.

ow).
hat year. Next to "Target Results," enter
that the agency would find acceptable.
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Selected if there is no state or federal

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Insert any further explanation, if needed

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Agency Responding
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Legal responsibilities satisfied by Goal:
and description of Strategy the Objective is under:
Objective
Objective # and Description:
Legal responsibilities satisfied by Objective:

Public Benefit/Intended Outcome:
Agency Programs Associated with Objective
Program Names:
Responsible Person
Name:
Number of Months Responsible:
Position:
Office Address:
Department or Division:
Department or Division Summary:
Amount Budgeted and Spent To Accomplish Objective
Total Budgeted for this fiscal year:
Total Actually Spent:
PERFORMANCE MEASURES

Instructions : Please copy and paste the chart and questio

1) In the cell next to, “Performance Measure,” enter the p

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How the Agency is Measuring its Performance

Results

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3 General Assembly Options

REVIEWS/AUDITS

Instructions : Below please list all external or internal revi

Matter(s) or Issue(s) Under Review
None

PARTNERS

Instructions : Under the column labeled, "Current Partne

Current Partner Entity
None

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s or reviews; and continually conside

Department of Archives and History
25-Jan-16
2015-16

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rsion to complete for each separate Objective. The
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Goal 1 - To promote and encourage understanding, appreciation, and preservation of the state's history and heritage in 2015/16
SC Code 60-11-30; 60-11-70 through 60-11-120; 30-1-40-30-1-120; 54 U.S.C. Code § 302301
Strategy 1.3 - Encourage and facilitate staff involvement in historical and professional organizations

Objective 1.3.2 - Increase the total number of outside presentations given by staff by 10 percent in 2015/16
SC Code 60-11-30; 60-11-70 through 60-11-120; 30-1-40-30-1-120; 54 U.S.C. Code § 302301

The public benefit/intended outcome of this goal is to expand staff outreach to the public, thus expanding agency outreach.

Archives and Records Management and State Historic Preservation Office

Steve Tuttle

6 months

Deputy Director for Archives and Records Management

8301 Parklane Road, Columbia, SC 29223

Archives and Records Management

Division is responsible for preserving and making available historic public records and for helping state and local government agencies manage their records.

$1,000

Agency will provide next year

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occur as a result of the agency not accomplishing th
es to whom the agency would reach out if the poten
notice of the level at which the potential negative ir
House Legislative Oversight Committee will provide

There would be less staff outreach than desired.
There is no negative impact that would necessitate the
There are no outside entities that could be of assistance
There is no level of attainment that would warrant noti
N/A. This unsuccessful pursuit of this objective would n

ews, audits, investigations or studies ("Reviews") of

Reason Review was Initiated (outside request, internal policy, etc.)

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Ways Agency Works with Current Partner

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Enter all the agency programs which are helping accomplish this objective. The
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iority. Example - cost per inspection
easures are used to assess workload and the agency's efforts to address d

nputs are "what we use to do the work." They measure the factors or req

Objective 1.3.2 - Increase the total number of outside presentations given by staff by 10 percent in 2015/16
Percent increase of total staff presentations
Output Measure
N/A. This objective was established for 2015/16
N/A. This objective was established for 2015/16
N/A. This objective was established for 2015/16
Increase staff presentations by 5%
Increase staff presentations by 10%
No
Steve Tuttle, Deputy Director for Archives and Records Management
It is an important indicator of agency outreach.
N/A; Goal was established for 2015/16
W. Eric Emerson, Director and SHPO
Time limitations on staff were considered, and the target value was chosen because it is attainable.
Yes

occur as a result of the agency not accomplishing this objective. Next to,
ne objective. Next to, "Level Requires Outside Help," enter the level at wh
tial negative impact rises to that level. Next to, "Level Requires Inform Ge
npact has risen. Next to, "3 General Assembly Options," enter three optio
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agency requiring outside help with this objective.

e with this objective.

fication of the General Assembly.

ot result in a crisis, so it would not warrant resolution by the General Assembly.

the agency which occurred during the past fiscal year that relates/impact

Entity Performing the Review and Whether Reviewing Entity External or Internal

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Is the Partner a State/Local Government Entity; College, University; or Other Business, Association, or Individual?

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Chart

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Public Benefit/Intended Outcome:

Agency Programs Associated with Objective

Program Names:

Responsible Person

Name:
Number of Months Responsible:
Position:
Office Address:
Department or Division:
Department or Division Summary:

Amount Budgeted and Spent To Accomplish Objective

Total Budgeted for this fiscal year:
Total Actually Spent:

PERFORMANCE MEASURES

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How the Agency is Measuring its Performance

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REVIEWS/AUDITS

Instructions : Below please list all external or internal revi maintain an electronic copy of each Review and any other number of rows below that have borders around them, pl

Matter(s) or Issue(s) Under Review

None

PARTNERS

Instructions : Under the column labeled, "Current Partner
enter the ways the agency works with the entity (names o
partners. Note, if there is a large list of partners that all fit
agency can list SC Middle Schools, instead of listing each n
instead of listing each high school in the county separately

Current Partner Entity
None

;ency determines the associated prog
ormance measures established to tra
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Department of Archives and History
25-Jan-16
2015-16

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Goal 2 - To increase awareness, understanding, and use of the programs of SCDAH in 2015/16
SC Code 60-11-30; 60-11-70 through 60-11-120; 30-1-40-30-1-120; 54 U.S.C. Code § 302301
Strategy 2.1 - Explore new ways to use technology

Objective 2.1.1 - Conduct media campaign to notify potential customers and stakeholders of the agency's installation of Preservica and creation of the Electronic Records Archive in 2015/16
SC Code 60-11-30; 60-11-70 through 60-11-120; 30-1-40-30-1-120; 54 U.S.C. Code § 302301
The public benefit/intended outcome of this goal is to inform the public of new and expanded public access to the agency's collections, which will increase user convenience and decrease user costs.

Archives and Records Management

Steve Tuttle
6 months
Deputy Director for Archives and Records Management
8301 Parklane Road, Columbia, SC 29223
Archives and Records Management
Division is responsible for preserving and making available historic public records and for helping state and local government agencies manage their records.

$2,000
Agency will provide next year

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N/A. This unsuccessful pursuit of this objective would n

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information generated by the entity performing the
ease insert as many rows as needed.

Reason Review was Initiated (outside request, internal policy, etc.)

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Ways Agency Works with Current Partner

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easures are used to assess workload and the agency's efforts to address d

nputs are "what we use to do the work." They measure the factors or req

Objective 2.1.1 - Conduct media campaign to notify potential customers
Number of media outlets/social media sites contacted
Output Measure

N/A. This objective was established for 2015/16
N/A. This objective was established for 2015/16
N/A. This objective was established for 2015/16
Social media notification
All median used for notification
No
W. Eric Emerson, Director and SHPO
This measure is necessary to ensure that the agency's customers are aware that they can access increasing number of the state's public records without visiting the State Archives at 8301 Parklane Road.
N/A; Goal was established for 2015/16
W. Eric Emerson, Director and SHPO
The attainability of the goal was the primary determining factor considered, and the goal is attainable.
Yes

occur as a result of the agency not accomplishing this objective. Next to,
ıe objective. Next to, "Level Requires Outside Help," enter the level at wh
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Entity Performing the Review and Whether Reviewing Entity External or Internal

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Chart

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Program Names:
Responsible Person

Name:
Number of Months Responsible:
Position:
Office Address:
Department or Division:
Department or Division Summary:

Amount Budgeted and Spent To Accomplish Objective

Total Budgeted for this fiscal year:
Total Actually Spent:

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How the Agency is Measuring its Performance

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Department of Archives and History
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SC Code 60-11-30; 60-11-70 through 60-11-120; 30-1-40-30-1-120; 54 U.S.C. Code § 302301.
Strategy 2.1 - Explore new ways to use technology.

Objective 2.1.2 - Enhance use of diagnostic tools to maximize the agency's use of Social Media in 2015/16.
SC Code 60-11-30; 60-11-70 through 60-11-120; 30-1-40-30-1-120; 54 U.S.C. Code § 302301.
The public benefit/intended outcome of this goal is to provide the agency with the information necessary to enhance its ability to reach the most customers through the use of social media.

Administration; Archives and Records Management; State Historic Preservation Office

Grace Salter
1 month
Agency Advancement Coordinator
8301 Parklane Road, Columbia, SC 29223
Administration
Division is responsible for all administrative functions of the agency including finance, human resources, facility management, information technology, security, and agency advancement.

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Agency will provide next year

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of goods or services an agency produces. Output m
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:ribute to the production and delivery of a service. I
rity. Example - # of license applications received

Objective Number and Description
Performance Measure:
Type of Measure:
2013-14 Actual Results (as of 6/30/14):
2014-15 Target Results:

2014-15 Actual Results (as of 6/30/15):
2015-16 Minimum Acceptable Results:
2015-16 Target Results:

ack this? (provide any additional explanation needed,

s as a performance measure?

were made to try and ensure it was reached?

e target value for 2015-16?

rget value in 2015-16 and why was the decision finally

e agency is going to reach the target for 2015-16?

what changes are being made to try and ensure it is

ost potential negative impact to the public that may
occur as a result of the agency not accomplishing th
es to whom the agency would reach out if the poten
notice of the level at which the potential negative ir
House Legislative Oversight Committee will provide

The agency would not maximize its use of social media
There is no negative impact that would necessitate the
There are no outside entities that could be of assistance
There is no level of attainment that would warrant noti
N/A. This unsuccessful pursuit of this objective would n

ews, audits, investigations or studies (“Reviews”) of

Reason Review was Initiated (outside request, internal policy, etc.)

Entities" list all entities the agency is currently worl

Ways Agency Works with Current Partner

;rams and amount of funds it is allocating to accompl
ıck how effectively and efficiently it is utilizing the res
l need to be addressed, if the objective is not accomp
r which partners the agency could work with to more

›nsibility Chart.   It is recommended that the agency copy and paste the da
agency needs to provide information in all the cells that are highlighted. F
bers in the blanks (For example "O1.1.1"). NOTE: Call House Staff if the a

Copy and paste this from the second column of the Mission, Vision and Goals C

Copy and paste this from the first column of the Mission, Vision and Goals Char

Copy and paste this from the second column of the Strategy, Objectives and Re

Copy and paste this from the second column of the Strategy, Objectives and Re

Copy and paste this from the first column of the Strategy, Objectives and Respo

Copy and paste this from the fourth column of the Strategy, Objectives and Res

Enter all the agency programs which are helping accomplish this objective. The
Associated Programs Chart by the "Objective the Program Helps Accomplish" co

Copy and paste this information from the fifth column of the Strategy, Objectiv

Copy and paste this information from the Strategic Budgeting Chart

ın provide this information for <u>each</u> Performance Measure that applies to
ıccountability report.
n the drop down box (see Types of Performance Measures explained belc
actual value the agency had for that performance measure at the end of t
cceptable level," enter the minimum level for this performance measure t
:hallenging targets each year. If the agency did not utilize a particular perf
/I during this year."
ıgency required to keep track of this by the state or federal government,"
government requires the agency to track this information, or Only Agency

utcome measures are used to assess an agency's effectiveness in serving i
the most valued outcomes. Outcome measures should be the first priority

tio-based units. Efficiency measures are used to assess the cost-efficiency
iority. Example - cost per inspection
easures are used to assess workload and the agency's efforts to address d

nputs are "what we use to do the work." They measure the factors or req

Objective 2.1.2 - Enhance use of diagnostic tools to maximize the
The successful use of diagnostic tools to increase agency outreach
Input/Explanatory/Activity Measure
N/A. This objective was established for 2015/16
N/A. This objective was established for 2015/16

N/A. This objective was established for 2015/16
The successful use of diagnostic tools to increase agency outreach
The successful use of diagnostic tools to increase agency outreach
No
W. Eric Emerson, Director and SHPO
It is an important method for maximizing social media use.
N/A; Goal was established for 2015/16
W. Eric Emerson, Director and SHPO
Whether or not agency staff could be trained to use diagnostic tools in addition to their other responsibilities was the primary consideration. This goal is attainable.
Yes

occur as a result of the agency not accomplishing this objective. Next to,
ne objective. Next to, "Level Requires Outside Help," enter the level at wh
tial negative impact rises to that level. Next to, "Level Requires Inform Ge
npact has risen. Next to, "3 General Assembly Options," enter three optio
this information to all other House standing committees, but will not add

to communicate with its customers.
agency requiring outside help with this objective.
e with this objective.
fication of the General Assembly.
ot result in a crisis, so it would not warrant resolution by the General Assembly.

the agency which occurred during the past fiscal year that relates/impact

Entity Performing the Review and Whether Reviewing Entity External or Internal

king with that help the agency accomplish this objective. Under the "Way

Is the Partner a State/Local Government Entity; College, University; or Other Business, Association, or Individual?

ish each objective, the
sources allocated. The
plished; ensure the agency is
 effectively and efficiently

ata in this tab into multiple other tabs,
Please save the information related to
gency has any questions or needs any

Chart

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esponsibility Chart

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hat year. Next to "Target Results," enter
:hat the agency would find acceptable.
formance measure during certain years,

pick State from the drop down menu if
Selected if there is no state or federal

ts key customers and in achieving its
y. Example - % of licensees with no

', productivity, and timeliness of agency

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uests received that explain performance

Insert any further explanation, if needed

"Most Potential Negative Impact," enter
ich the agency believes it needs outside
neral Assembly," enter the level at which
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Date Review Began (MM/DD/YYYY) and
Date Review Ended (MM/DD/YYYY)

s Agency works with Current Partners."

This is the next chart because once the ag

Agency Responding	
Date of Submission	
Fiscal Year for which information below pertains	

Instructions: Below is a template to complete for each O

Strategic Plan Context
and description of Goal the Objective is helping accomplish:
Legal responsibilities satisfied by Goal:
and description of Strategy the Objective is under:
Objective
Objective # and Description:
Legal responsibilities satisfied by Objective:
Public Benefit/Intended Outcome:
Agency Programs Associated with Objective
Program Names:
Responsible Person
Name:
Number of Months Responsible:
Position:
Office Address:
Department or Division:

Department or Division Summary:
Amount Budgeted and Spent To Accomplish Objective
Total Budgeted for this fiscal year:
Total Actually Spent:
PERFORMANCE MEASURES

Instructions : Please copy and paste the chart and questio

Types of Performance Measures:

Outcome Measure - A quantifiable indicator of the public
mission, goals and objectives. They are also used to direct
violations.

Efficiency Measure - A quantifiable indicator of productiv
operations. Efficiency measures measure the efficient use

Output Measure - A quantifiable indicator of the number
workload and efforts and should be the third priority. Exa

Input/Explanatory/Activity Measure - Resources that cont
(i.e. explanatory). These measures should be the last prio

How the Agency is Measuring its Performance
Results
Details
Does the state or federal government require the agency to tr
What are the names and titles of the individuals who chose thi
Why was this performance measure chosen?
If the target value was not reached in 2014-15, what changes v
What are the names and titles of the individuals who chose th

What was considered when determining the level to set the ta made on setting it at the level at which it was set?
Based on the performance so far in 2015-16, does it appear th
If the answer to the question above is "questionable" or "no,"

POTENTIAL NEGATIVE IMPACT

Instructions : Please list what the agency considers the mo the most potential negative impact to the public that may help. Next to, "Outside Help to Request," enter the entitie the agency thinks the General Assembly should be put on do to help resolve the issue before it became a crisis. The study.

Most Potential Negative Impact
Level Requires Outside Help
Outside Help to Request
Level Requires Inform General Assembly
3 General Assembly Options

REVIEWS/AUDITS

Instructions : Below please list all external or internal revi

Matter(s) or Issue(s) Under Review
None

PARTNERS

Instructions : Under the column labeled, "Current Partne

Current Partner Entity
None

gency determines the associated prog

Department of Archives and History
25-Jan-16
2015-16

bjective listed in the Strategy, Objectives and Respo

Goal 3 - To assess needs and identify and secure generated funds to support the mission of SCDAH in 2015/16
SC Code 60-11-30; 60-11-70 through 60-11-120; 30-1-40-30-1-120; 54 U.S.C. Code § 302301
Strategy 3.1 - Establish marketing strategies for services and products

Objective 3.1.1 - Conduct an internal assessment of the agency's Preservation Conference and Civil War Symposium to improve event marketing in 2015/16
SC Code 60-11-30; 60-11-70 through 60-11-120; 30-1-40-30-1-120; 54 U.S.C. Code § 302301
The public benefit/intended outcome of this goal is to enhance public knowledge of the educational symposia being organized and held at SCDAH.

Administration; Archives and Records Management

W. Eric Emerson
6 months
Director and SHPO
8301 Parklane Road, Columbia, SC 29223
Administration

Division is responsible for all administrative functions of the agency including finance, human resources, facility management, information technology, security, and agency advancement.

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Agency will provide next year

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and customer benefits from an agency's actions. Oı
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of goods or services an agency produces. Output m
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:ribute to the production and delivery of a service. I
rity. Example - # of license applications received

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ɜs to whom the agency would reach out if the poten
notice of the level at which the potential negative ir
House Legislative Oversight Committee will provide

The agency would not evaluate marketing for these eve
There is no negative impact that would necessitate the
There are no outside entities that could be of assistanc
There is no level of attainment that would warrant noti
N/A. This unsuccessful pursuit of this objective would n

ews, audits, investigations or studies (“Reviews”) of

Reason Review was Initiated (outside request, internal

ʳ Entities" list all entities the agency is currently worl

Ways Agency Works with Current Partner

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Objective 3.1.1 - Conduct an internal assessment of the agency's Preservation Conference and Civil War Symposium to improve event marketing in 2015/16
Whether or not the agency conducts an internal assessment
Input/Explanatory/Activity Measure
N/A. This objective was established for 2015/16
N/A. This objective was established for 2015/16
N/A. This objective was established for 2015/16
An internal assessment is conducted.
An internal assessment is conducted.
No
W. Eric Emerson, Director and SHPO
It is a necessary undertaking at this point in the history of the agency's various symposia.
N/A; Goal was established for 2015/16
W. Eric Emerson, Director and SHPO

Whether or not attendance at the agency's various symposia could be improved with improved marketing. This goal is attainable.
Yes

occur as a result of the agency not accomplishing this objective. Next to,
ne objective. Next to, "Level Requires Outside Help," enter the level at wh
tial negative impact rises to that level. Next to, "Level Requires Inform Ge
npact has risen. Next to, "3 General Assembly Options," enter three optio
: this information to all other House standing committees, but will not add

:nts, thus ensuring similar attendance to past years.
agency requiring outside help with this objective.
: with this objective.
fication of the General Assembly.
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Insert any further explanation, if needed

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Date Review Began (MM/DD/YYYY) and

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This is the next chart because once the ag

Agency Responding	
Date of Submission	
Fiscal Year for which information below pertains	

Instructions: Below is a template to **complete for each O**

Strategic Plan Context
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Legal responsibilities satisfied by Goal:
and description of Strategy the Objective is under:
Objective
Objective # and Description:
Legal responsibilities satisfied by Objective:
Public Benefit/Intended Outcome:
Agency Programs Associated with Objective
Program Names:
Responsible Person
Name:
Number of Months Responsible:
Position:

Office Address:
Department or Division:
Department or Division Summary:

Amount Budgeted and Spent To Accomplish Objective

Total Budgeted for this fiscal year:
Total Actually Spent:

PERFORMANCE MEASURES

Instructions : Please copy and paste the chart and questio

Types of Performance Measures:

Outcome Measure - A quantifiable indicator of the public mission, goals and objectives. They are also used to direct violations.

Efficiency Measure - A quantifiable indicator of productiv operations. Efficiency measures measure the efficient use

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Input/Explanatory/Activity Measure - Resources that cont (i.e. explanatory). These measures should be the last prio

How the Agency is Measuring its Performance

Results

Details

Does the state or federal government require the agency to tr two cells over)

What are the names and titles of the individuals who chose thi
Why was this performance measure chosen?
If the target value was not reached in 2014-15, what changes \
What are the names and titles of the individuals who chose the
What was considered when determining the level to set the ta made on setting it at the level at which it was set?
Based on the performance so far in 2015-16, does it appear th
If the answer to the question above is "questionable" or "no," \

POTENTIAL NEGATIVE IMPACT

Instructions : Please list what the agency considers the mo

Most Potential Negative Impact
Level Requires Outside Help
Outside Help to Request
Level Requires Inform General Assembly
3 General Assembly Options

REVIEWS/AUDITS

Instructions : Below please list all external or internal revi

Matter(s) or Issue(s) Under Review
None

PARTNERS

Instructions : Under the column labeled, "Current Partne

Current Partner Entity
None

gency determines the associated prog

Department of Archives and History
25-Jan-16
2015-16

bjective listed in the Strategy, Objectives and Respo

Goal 3 - To assess needs and identify and secure generated funds to support the mission of SCDAH in 2015/16
SC Code 60-11-30; 60-11-70 through 60-11-120; 30-1-40-30-1-120; 54 U.S.C. Code § 302301
Strategy 3.1 - Establish marketing strategies for services and products

Objective 3.1.2 - Develop an annual assessment of Gift Shop sales to evaluate the marketability of goods sold in 2015/16
SC Code 60-11-30; 60-11-70 through 60-11-120; 30-1-40-30-1-120; 54 U.S.C. Code § 302301
The public benefit/intended outcome of this goal is to assist the agency with generating revenue through its gift shop operations, thus diminishing the amount of state funds that would be necessary to fund the agency.

Administration

W. Eric Emerson
6 months
Director and SHPO

8301 Parklane Road, Columbia, SC 29223
Administration
Division is responsible for all administrative functions of the agency including finance, human resources, facility management, information technology, security, and agency advancement.

$0
Agency will provide next year

ns below as many times as needed so the agency ca

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:ribute to the production and delivery of a service. I
rity. Example - # of license applications received

Objective Number and Description
Performance Measure:
Type of Measure:
2013-14 Actual Results (as of 6/30/14):
2014-15 Target Results:
2014-15 Actual Results (as of 6/30/15):
2015-16 Minimum Acceptable Results:
2015-16 Target Results:
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what changes are being made to try and ensure it is

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An assessment would not be conducted and agency gif
There is no negative impact that would necessitate the
There are no outside entities that could be of assistance
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N/A. This unsuccessful pursuit of this objective would n

ews, audits, investigations or studies ("Reviews") of

Reason Review was Initiated (outside request, internal

Entities" list all entities the agency is currently wor

Ways Agency Works with Current Partner

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Associated Programs Chart by the "Objective the Program Helps Accomplish" c

Copy and paste this information from the fifth column of the Strategy, Objectiv

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easures are used to assess workload and the agency's efforts to address d

nputs are "what we use to do the work." They measure the factors or req

Objective 3.1.2 - Develop an annual assessment of Gift Shop sales to
Whether or not an assessment is conducted.
Input/Explanatory/Activity Measure
N/A. This objective was established for 2015/16.
N/A. This objective was established for 2015/16.
N/A. This objective was established for 2015/16.
The agency conducts an assessment in 2015/16.
The agency conducts an assessment in 2015/16.
No

W. Eric Emerson, Director and SHPO
It is a needed undertaking to ensure that the agency is maximizing its generated revenue.
N/A. this objective was established for 2015/16.
W. Eric Emerson, Director and SHPO
Considerations included whether or not an annual assessment was necessary and timely. This was answered in the affirmative.
Yes

occur as a result of the agency not accomplishing this objective. Next to,

shop operations would continue without change.
agency requiring outside help with this objective.
with this objective.
fication of the General Assembly.
ot result in a crisis, so it would not warrant resolution by the General Assembly.

the agency which occurred during the past fiscal year that relates/impact

Entity Performing the Review and Whether Reviewing Entity External or

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, productivity, and timeliness of agency

lemands. Output measures measure

uests received that explain performance

Insert any further explanation, if needed

"Most Potential Negative Impact," enter

s this objective. Please remember to

Date Review Began (MM/DD/YYYY) and

s Agency works with Current Partners,"

This is the next chart because once the ag
agency needs to ensure it has proper perf
agency also needs to consider potential n
addressing issues raised in previous audits
accomplish each objective.

Agency Responding	
Date of Submission	
Fiscal Year for which information below pertains	

Instructions: Below is a template to **complete for each O** while it is still blank. The agency will then have a blank ver each Objective as a separate tab in the excel document. L assistance in completing the information below.

Strategic Plan Context
and description of Goal the Objective is helping accomplish:
Legal responsibilities satisfied by Goal:
and description of Strategy the Objective is under:
Objective
Objective # and Description:
Legal responsibilities satisfied by Objective:

Public Benefit/Intended Outcome:

Agency Programs Associated with Objective

Program Names:

Responsible Person

Name:
Number of Months Responsible:
Position:
Office Address:
Department or Division:
Department or Division Summary:

Amount Budgeted and Spent To Accomplish Objective

Total Budgeted for this fiscal year:
Total Actually Spent:

PERFORMANCE MEASURES

Instructions : Please copy and paste the chart and questio
1) In the cell next to, "Performance Measure," enter the p
2) In the cell next to, "Type of Measure," pick the type of r
3) In the next set of cells enter the actual and target result
the target value the agency wanted to reach for the perfo
Including a minimum acceptable level and target level will
then enter the following next to the applicable "Actual Re
4) In the last set of cells, answer the questions to provide
an entity in state government requires the agency to track
entity that requires the agency to track this information a

Types of Performance Measures:

Outcome Measure - A quantifiable indicator of the public
mission, goals and objectives. They are also used to direct
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Efficiency Measure - A quantifiable indicator of productiv
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Output Measure - A quantifiable indicator of the number
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Input/Explanatory/Activity Measure - Resources that cont
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How the Agency is Measuring its Performance

Results

Details
Does the state or federal government require the agency to tra two cells over)
What are the names and titles of the individuals who chose thi
Why was this performance measure chosen?
If the target value was not reached in 2014-15, what changes v
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What was considered when determining the level to set the ta made on setting it at the level at which it was set?
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POTENTIAL NEGATIVE IMPACT

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the most potential negative impact to the public that may
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Most Potential Negative Impact
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3 General Assembly Options

REVIEWS/AUDITS

Instructions :   Below please list all external or internal revi

Matter(s) or Issue(s) Under Review
None

PARTNERS

Instructions :   Under the column labeled, "Current Partne

Current Partner Entity
None

;ency determines the associated prog
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Department of Archives and History
25-Jan-16
2015-16

bjective listed in the Strategy, Objectives and Respo
rsion to complete for each separate Objective. The
.abel each Tab, "O__" and insert the applicable num

Goal 3 - To assess needs and identify and secure new sources of generated funds to support the mission of SCDAH in 2015/16
SC Code 60-11-30; 60-11-70 through 60-11-120; 30-1-40-30-1-120; 54 U.S.C. Code § 302301
Strategy 3.1 - Establish marketing strategies for services and products

Objective 3.1.3 - Reassess SCDAH's marketing of rental facilities to discern trends in 2015/16
SC Code 60-11-30; 60-11-70 through 60-11-120; 30-1-40-30-1-120; 54 U.S.C. Code § 302301

The public benefit/intended outcome of this goal is to assist the agency with generating increased revenue through its rental facilities, thus diminishing the amount of state funds that would be necessary to fund the agency.

Administration

Brenda House
6 months
Deputy Director for Administration
8301 Parklane Road, Columbia, SC 29223
Administration
Division is responsible for all administrative functions of the agency including finance, human resources, facility management, information technology, security, and agency advancement.

$0
Agency will provide next year

ns below as many times as needed so the agency ca
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neasure that best fits the performance measure fro
s for each year. Next to "Actual Results," enter the
rmance measure for that year. Next to "Minimum a
hopefully encourage the agency to continually set
sults" and "Target Results," - "Agency did not use PM
Details about each measure. In the cell next to, "Is a
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House Legislative Oversight Committee will provide

An assessment would not take place and agency facility
There is no negative impact that would necessitate the
There are no outside entities that could be of assistanc
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N/A. This unsuccessful pursuit of this objective would n

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Enter all the agency programs which are helping accomplish this objective. The
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iority. Example - cost per inspection
easures are used to assess workload and the agency's efforts to address d

nputs are "what we use to do the work." They measure the factors or req

Objective 3.1.3 - Reassess SCDAH's marketing of rental facilities to
Whether or not the agency conducts a re-assessment of marketing and rental facilities.
Input/Explanatory/Activity Measure
N/A. This objective was established for 2015/16.
N/A. This objective was established for 2015/16.
N/A. This objective was established for 2015/16.
The agency conducts a re-assessment of marketing and rental facilities.
The agency conducts a re-assessment of marketing and rental facilities.
No
W. Eric Emerson, Director and SHPO
Facility rentals are an important part of the agency's ability to generate revenue.
N/A; this objective was established for 2015/16.
W. Eric Emerson, Director and SHPO
Considerations included whether or not administrative staff would have sufficient time to conduct such an assessment. It was determined that they did have sufficient time to re-assess marketing and facility rentals.
Yes

occur as a result of the agency not accomplishing this objective. Next to,
ıe objective. Next to, "Level Requires Outside Help," enter the level at wh
tial negative impact rises to that level. Next to, "Level Requires Inform Ge
npact has risen. Next to, "3 General Assembly Options," enter three optio
: this information to all other House standing committees, but will not add

rentals would continue as currently structured.
agency requiring outside help with this objective.
e with this objective.
fication of the General Assembly.
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the agency which occurred during the past fiscal year that relates/impact

Entity Performing the Review and Whether Reviewing Entity External or Internal

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Is the Partner a State/Local Government Entity; College, University; or Other Business, Association, or Individual?

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that the agency would find acceptable.
formance measure during certain years,

pick State from the drop down menu if
Selected if there is no state or federal

ts key customers and in achieving its
y. Example - % of licensees with no

, productivity, and timeliness of agency

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uests received that explain performance

Insert any further explanation, if needed

"Most Potential Negative Impact," enter
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Date Review Began (MM/DD/YYYY) and
Date Review Ended (MM/DD/YYYY)

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This is the next chart because once the ag
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agency also needs to consider potential n
addressing issues raised in previous audits
accomplish each objective.

Agency Responding	
Date of Submission	
Fiscal Year for which information below pertains	

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Strategic Plan Context
and description of Goal the Objective is helping accomplish:
Legal responsibilities satisfied by Goal:
and description of Strategy the Objective is under:
Objective
Objective # and Description:
Legal responsibilities satisfied by Objective:

Public Benefit/Intended Outcome:
Agency Programs Associated with Objective
Program Names:
Responsible Person
Name:
Number of Months Responsible:
Position:
Office Address:
Department or Division:
Department or Division Summary:
Amount Budgeted and Spent To Accomplish Objective
Total Budgeted for this fiscal year:
Total Actually Spent:

PERFORMANCE MEASURES

Instructions : Please copy and paste the chart and questio
1) In the cell next to, “Performance Measure,” enter the p
2) In the cell next to, "Type of Measure," pick the type of r
3) In the next set of cells enter the actual and target result
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Types of Performance Measures:

Outcome Measure - A quantifiable indicator of the public
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Efficiency Measure - A quantifiable indicator of productiv
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How the Agency is Measuring its Performance

Results

Details
Does the state or federal government require the agency to tra two cells over)
What are the names and titles of the individuals who chose thi
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Based on the performance so far in 2015-16, does it appear th
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POTENTIAL NEGATIVE IMPACT

Instructions : Please list what the agency considers the mo the most potential negative impact to the public that may help. Next to, "Outside Help to Request," enter the entitie the agency thinks the General Assembly should be put on do to help resolve the issue before it became a crisis. The study.

Most Potential Negative Impact
Level Requires Outside Help
Outside Help to Request
Level Requires Inform General Assembly
3 General Assembly Options

REVIEWS/AUDITS

Instructions : Below please list all external or internal revi

Matter(s) or Issue(s) Under Review
None

PARTNERS

Instructions : Under the column labeled, "Current Partne

Current Partner Entity
None

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formance measures established to tra
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s or reviews; and continually consider

Department of Archives and History
25-Jan-16
2015-16

bjective listed in the Strategy, Objectives and Respo
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Goal 3 - To assess needs and identify and secure new sources of generated funds to support the mission of SCDAH in 2015/16
SC Code 60-11-30; 60-11-70 through 60-11-120; 30-1-40-30-1-120; 54 U.S.C. Code § 302301
Strategy 3.2 - Evaluate the impact of revenue generating activities on agency programs and make necessary adjustments to ensure those activities do not adversely impact the agency's mission

Objective 3.2.1 - Develop a plan for ensuring that historical preservation and access issues are considered when evaluating other revenue sources for 2015/16
SC Code 60-11-30; 60-11-70 through 60-11-120; 30-1-40-30-1-120; 54 U.S.C. Code § 302301

The public benefit/intended outcome of this goal is to ensure that the agency's revenue-generating activities do not conflict with its mission or service to the public.

Administration; Archives and Records Management; State Historic Preservation Office

W. Eric Emerson
6 months
Director and SHPO
8301 Parklane Road, Columbia, SC 29223
Administration
Division is responsible for all administrative functions of the agency including finance, human resources, facility management, information technology, security, and agency advancement.

$0
Agency will provide next year

ns below as many times as needed so the agency ca
erformance measure just like the agency did in the a
neasure that best fits the performance measure fro
s for each year. Next to "Actual Results," enter the
rmance measure for that year. Next to "Minimum a
hopefully encourage the agency to continually set c
sults" and "Target Results," - "Agency did not use PM
Details about each measure. In the cell next to, "Is a
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nd the agency selected it.

and customer benefits from an agency's actions. Ou
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ity expressed in unit costs, units of time, or other ra
e of available resources and should be the second pr
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mple - # of business license applications processed.
:ribute to the production and delivery of a service. I
rity. Example - # of license applications received

Objective Number and Description
Performance Measure:
Type of Measure:
2013-14 Actual Results (as of 6/30/14):
2014-15 Target Results:
2014-15 Actual Results (as of 6/30/15):
2015-16 Minimum Acceptable Results:
2015-16 Target Results:
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were made to try and ensure it was reached?
e target value for 2015-16?
rget value in 2015-16 and why was the decision finally

e agency is going to reach the target for 2015-16?
what changes are being made to try and ensure it is

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occur as a result of the agency not accomplishing tl
ɛs to whom the agency would reach out if the poten
notice of the level at which the potential negative ir
House Legislative Oversight Committee will provide

A plan is not created for addressing this issue, and agen
There is no negative impact that would necessitate the
There are no outside entities that could be of assistance
There is no level of attainment that would warrant noti
N/A. This unsuccessful pursuit of this objective would n

ews, audits, investigations or studies ("Reviews") of

Reason Review was Initiated (outside request, internal policy, etc.)

· Entities" list all entities the agency is currently worl

Ways Agency Works with Current Partner

;rams and amount of funds it is allocating to accompl
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ınsibility Chart.   It is recommended that the agency copy and paste the da
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easures are used to assess workload and the agency's efforts to address d

nputs are "what we use to do the work." They measure the factors or req

Objective 3.2.1 - Develop a plan for ensuring that historical preservation and access issues are considered when evaluating other revenue sources for 2015/16
Whether or not a plan is created.
Input/Explanatory/Activity Measure
N/A. This objective was established for 2015/16.
N/A. This objective was established for 2015/16.
N/A. This objective was established for 2015/16.
A plan is created for considering preservation and access issues when evaluating other revenue sources.
A plan is created for considering preservation and access issues when evaluating other revenue sources.
No
W. Eric Emerson, Director and SHPO
This performance measure was chosen because the agency has progressively relied on increasing amounts of generated revenue to operate due to reduced state funding. At times this has led to conflict between the revenue generation for operations and the effectiveness of certain departments of the agency (i.e. microfilming).
N/A. This objective was established for 2015/16.
W. Eric Emerson, Director and SHPO
Considerations included whether or not the agency's need to generate revenue for operations is compromising mission effectiveness in some areas.

Yes

occur as a result of the agency not accomplishing this objective. Next to,
ıe objective. Next to, "Level Requires Outside Help," enter the level at wh
tial negative impact rises to that level. Next to, "Level Requires Inform Ge
npact has risen. Next to, "3 General Assembly Options," enter three optio
: this information to all other House standing committees, but will not add

ıcy operations continue unchanged in this regard.
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Entity Performing the Review and Whether Reviewing Entity External or Internal

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Chart

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Objective
Objective # and Description:
Legal responsibilities satisfied by Objective:

Public Benefit/Intended Outcome:

Agency Programs Associated with Objective

Program Names:

Responsible Person

Name:
Number of Months Responsible:
Position:
Office Address:
Department or Division:
Department or Division Summary:

Amount Budgeted and Spent To Accomplish Objective

Total Budgeted for this fiscal year:
Total Actually Spent:

PERFORMANCE MEASURES

Instructions : Please copy and paste the chart and questio
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2) In the cell next to, "Type of Measure," pick the type of r
3) In the next set of cells enter the actual and target result
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Including a minimum acceptable level and target level will
then enter the following next to the applicable "Actual Res
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Output Measure - A quantifiable indicator of the number
workload and efforts and should be the third priority. Exa

Input/Explanatory/Activity Measure - Resources that cont
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How the Agency is Measuring its Performance

Results

Details
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If the answer to the question above is "questionable" or "no," v

POTENTIAL NEGATIVE IMPACT

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Most Potential Negative Impact
Level Requires Outside Help
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3 General Assembly Options

REVIEWS/AUDITS

Instructions : Below please list all external or internal revi

Matter(s) or Issue(s) Under Review
None

PARTNERS

Instructions : Under the column labeled, "Current Partne

Current Partner Entity
None

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'ormance measures established to tra
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s or reviews; and continually consider

Department of Archives and History
25-Jan-16
2015-16

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rsion to complete for each separate Objective. The
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Goal 3 - To assess mission-essential needs for SCDAH and identify and secure new sources of generated funds to support its mission in 2015/16
SC Code 60-11-30; 60-11-70 through 60-11-120; 30-1-40-30-1-120; 54 U.S.C. Code § 302301
Strategy 3.3 - Expand the archival storage capacity of the Archives and Records Center

Objective 3.3.1 - Complete the installation of moveable shelving in the final section of the first stack at the Archives in 2015/16
SC Code 60-11-30; 60-11-70 through 60-11-120; 30-1-40-30-1-120; 54 U.S.C. Code § 302301

The public benefit/intended outcome of this goal is to improve public access to government records by providing more shelving, which will help the agency store more government records in climate-controlled conditions.

Archives and Records Management

Patrick McCawley
6 months
Archival Supervisor
8301 Parklane Road, Columbia, SC 29223
Archives and Records Management
Division is responsible for preserving and making available historic public records and for helping state and local government agencies manage their records.

$245,922
Agency will provide next year

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Objective Number and Description
Performance Measure:
Type of Measure:
2013-14 Actual Results (as of 6/30/14):
2014-15 Target Results:
2014-15 Actual Results (as of 6/30/15):
2015-16 Minimum Acceptable Results:
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occur as a result of the agency not accomplishing tl
ɜs to whom the agency would reach out if the poten
notice of the level at which the potential negative ir
House Legislative Oversight Committee will provide

The agency would not complete installation of the shelv
There is no negative impact that would necessitate the
There are no outside entities that could be of assistance
There is no level of attainment that would warrant noti
N/A. This unsuccessful pursuit of this objective would n

ews, audits, investigations or studies (“Reviews”) of

Reason Review was Initiated (outside request, internal policy, etc.)

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Ways Agency Works with Current Partner

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iority. Example - cost per inspection
easures are used to assess workload and the agency's efforts to address d

nputs are "what we use to do the work." They measure the factors or req

Objective 3.3.1 - Complete the installation of moveable shelving in the
Completed installation of moveable shelving in the first stack at the State Archives
Outcome Measure
N/A. This objective was established for 2015/16.
N/A. This objective was established for 2015/16.
N/A. This objective was established for 2015/16.
Partial completion of installation of moveable shelving in the first stack at the State Archives.
Completion of installation of moveable shelving in the first stack at the State Archives.
No
W. Eric Emerson, Director and SHPO
The agency is in need of one last section of moveable shelving to complete the optimization of its shelving capacity at the State Archives.
N/A. This goal was established for 2015/16.
W. Eric Emerson, Director and SHPO
Considerations included whether or not the agency could afford to pay for the installation of the final section of shelving, and whether or not the project could be completed in 2015/16. The answer to both of these questions was affirmative.
Yes

occur as a result of the agency not accomplishing this objective. Next to,
ıe objective. Next to, "Level Requires Outside Help," enter the level at wh
tial negative impact rises to that level. Next to, "Level Requires Inform Ge
npact has risen. Next to, "3 General Assembly Options," enter three optio
this information to all other House standing committees, but will not add

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agency requiring outside help with this objective.
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Entity Performing the Review and Whether Reviewing Entity External or Internal

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Chart

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Agency Responding
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and description of Strategy the Objective is under:
Objective
Objective # and Description:
Legal responsibilities satisfied by Objective:

Public Benefit/Intended Outcome:
Agency Programs Associated with Objective
Program Names:
Responsible Person
Name:
Number of Months Responsible:
Position:
Office Address:
Department or Division:
Department or Division Summary:
Amount Budgeted and Spent To Accomplish Objective
Total Budgeted for this fiscal year:
Total Actually Spent:

PERFORMANCE MEASURES

Instructions : Please copy and paste the chart and questio

1) In the cell next to, “Performance Measure,” enter the p

2) In the cell next to, "Type of Measure," pick the type of r

3) In the next set of cells enter the actual and target result
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Including a minimum acceptable level and target level will
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Input/Explanatory/Activity Measure - Resources that cont
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How the Agency is Measuring its Performance

Results

Details
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If the answer to the question above is "questionable" or "no,"

POTENTIAL NEGATIVE IMPACT

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Most Potential Negative Impact
Level Requires Outside Help
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3 General Assembly Options

REVIEWS/AUDITS

Instructions : Below please list all external or internal revi

Matter(s) or Issue(s) Under Review
None

PARTNERS

Instructions : Under the column labeled, "Current Partne

Current Partner Entity
None

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Department of Archives and History
25-Jan-16
2015-16

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Goal 3 - To assess mission-essential needs for SCDAH and identify and secure new sources of generated funds to support its mission in 2015/16
SC Code 60-11-30; 60-11-70 through 60-11-120; 30-1-40-30-1-120; 54 U.S.C. Code § 302301
Strategy 3.3 - Expand the archival storage capacity of the Archives and Records Center

Objective 3.3.2 - Request funds for the expansion of the agency's digital storage capacity by 50 percent in 2015/16
SC Code 60-11-30; 60-11-70 through 60-11-120; 30-1-40-30-1-120; 54 U.S.C. Code § 302301

The public benefit/intended outcome of this goal is to ensure that the agency has sufficient digital storage capacity to house the online records that the public demand.

Administration

W. Eric Emerson
6 months
Director and SHPO
8301 Parklane Road, Columbia, SC 29223
Administration
Division is responsible for all administrative functions of the agency including finance, human resources, facility management, information technology, security, and agency advancement.

$0
Agency will provide next year

ns below as many times as needed so the agency ca
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neasure that best fits the performance measure fro
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Objective Number and Description
Performance Measure:
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notice of the level at which the potential negative iı
House Legislative Oversight Committee will provide

The agency would not receive funds for increased stora
There is no negative impact that would necessitate the
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Entities" list all entities the agency is currently worl

Ways Agency Works with Current Partner

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Enter all the agency programs which are helping accomplish this objective. The

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Objective 3.3.2 - Request funds for the expansion of the agency's digital storage capacity by 50 percent in 2015/16
The receipt of increased funding to increase the agency's digital storage capacity by 50 percent in 2015/16.
Input/Explanatory/Activity Measure
N/A. This objective was established for 2015/16.
N/A. This objective was established for 2015/16.
N/A. This objective was established for 2015/16.
The receipt of some increased funding to increase the agency's digital storage capacity in 2015/16.
The receipt of increased funding to increase the agency's digital storage capacity by 50 percent in 2015/16.
No
W. Eric Emerson, Director and SHPO
The agency's creation of the South Carolina Electronic Records Archive has allowed it to ingest and make available large quantities of electronic records, thus resulting in the need for increased storage capacity.
N/A. This goal was established for 2015/16.
W. Eric Emerson, Director and SHPO
Considerations included the rate at which the agency is preserving and making available electronic records from around state government and the possibility of receiving increased funding for electronic storage. The agency determined that more electronic storage capacity is needed, and the General Assembly would be favorably disposed to providing the funds for increased digital storage.
Yes

occur as a result of the agency not accomplishing this objective. Next to,
ne objective. Next to, "Level Requires Outside Help," enter the level at wh
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npact has risen. Next to, "3 General Assembly Options," enter three optio
: this information to all other House standing committees, but will not add

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agency requiring outside help with this objective.
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Entity Performing the Review and Whether Reviewing Entity External or Internal

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Agency Responding	
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Fiscal Year for which information below pertains	

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Legal responsibilities satisfied by Goal:
and description of Strategy the Objective is under:
Objective
Objective # and Description:
Legal responsibilities satisfied by Objective:

Public Benefit/Intended Outcome:
Agency Programs Associated with Objective
Program Names:
Responsible Person
Name:
Number of Months Responsible:
Position:
Office Address:
Department or Division:
Department or Division Summary:
Amount Budgeted and Spent To Accomplish Objective
Total Budgeted for this fiscal year:
Total Actually Spent:

PERFORMANCE MEASURES

Instructions : Please copy and paste the chart and questio
1) In the cell next to, “Performance Measure,” enter the p
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Including a minimum acceptable level and target level will
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How the Agency is Measuring its Performance
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REVIEWS/AUDITS

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None

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Instructions :   Under the column labeled, "Current Partne

Current Partner Entity
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Department of Archives and History
25-Jan-16
2015-16

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Strategy 3.4 - Expand agency internships and volunteer program to enhance staff resources

Objective 3.4.1 - Increase the number of agency volunteers by 20 percent in 2015/16 to assist the agency with special projects
SC Code 60-11-30; 60-11-70 through 60-11-120; 30-1-40-30-1-120; 54 U.S.C. Code § 302301

The public benefit/intended outcome of this goal is to increase agency mission effectiveness without additional public expense through increased budgeting for personnel.

Archives and Records Management

Patrick McCawley
6 months
Archival Supervisor
8301 Parklane Road, Columbia, SC 29223
Archives and Records Management
Division is responsible for preserving and making available historic public records and for helping state and local government agencies manage their records.

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ɜs to whom the agency would reach out if the poten
notice of the level at which the potential negative ir
House Legislative Oversight Committee will provide

The agency will have similar numbers of volunteers to a
There is no negative impact that would necessitate the
There are no outside entities that could be of assistanc
There is no level of attainment that would warrant noti
N/A. This unsuccessful pursuit of this objective would n

ews, audits, investigations or studies ("Reviews") of

Reason Review was Initiated (outside request, internal policy, etc.)

Entities" list all entities the agency is currently worl

Ways Agency Works with Current Partner

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nputs are "what we use to do the work." They measure the factors or req

Objective 3.4.1 - Increase the number of agency volunteers by 20 percent in 2015/16 to assist the agency with special projects
Quantitative measure of all agency volunteers
Outcome Measure
6 Volunteers
N/A. This objective was established for 2015/16.
6 volunteers
6 volunteers
7 volunteers
No
W. Eric Emerson, Director and SHPO
Volunteer labor is an important component of the agency's efforts to preserve and promote the state's history.
N/A. This goal was established for 2015/16.
W. Eric Emerson, Director and SHPO
Considerations included the number of volunteers that have previously served the agency and how much volunteer labor is required by the agency. Taking into consideration these factors, this goal is attainable.
Yes

occur as a result of the agency not accomplishing this objective. Next to,
ıe objective. Next to, "Level Requires Outside Help," enter the level at wh
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Public Benefit/Intended Outcome:

Agency Programs Associated with Objective

Program Names:

Responsible Person

Name:
Number of Months Responsible:
Position:
Office Address:
Department or Division:
Department or Division Summary:

Amount Budgeted and Spent To Accomplish Objective

Total Budgeted for this fiscal year:
Total Actually Spent:

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Level Requires Outside Help	
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Department of Archives and History
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Objective 3.4.2 - Triple the number of agency interns in 2015/16
SC Code 60-11-30; 60-11-70 through 60-11-120; 30-1-40-30-1-120; 54 U.S.C. Code § 302301

The public benefit/intended outcome of this goal is to increase agency mission effectiveness without additional public expense through increased budgeting for personnel.

Archives and Records Management
Patrick McCawley
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The agency would have fewer interns to work on specia
There is no negative impact that would necessitate the
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Objective 3.4.2 - Triple the number of agency interns in 2015/16
Quantitative measure of all agency interns
Outcome Measure
3 Interns
N/A. This objective was established for 2015/16
1 Intern
2 Interns
3 Interns
No
W. Eric Emerson, Director and SHPO
Interns serve a valuable purpose in the agency, and do so at little cost to the agency.
N/A. This goal was established for 2015/16.
W. Eric Emerson, Director and SHPO
Considerations included whether or not the agency believed that it can afford
Yes

occur as a result of the agency not accomplishing this objective. Next to,
ne objective. Next to, "Level Requires Outside Help," enter the level at wh
tial negative impact rises to that level. Next to, "Level Requires Inform Ge
npact has risen. Next to, "3 General Assembly Options," enter three optio
this information to all other House standing committees, but will not add

l projects.
agency requiring outside help with this objective.
e with this objective.

fication of the General Assembly.

ot result in a crisis, so it would not warrant resolution by the General Assembly.

the agency which occurred during the past fiscal year that relates/impact

Entity Performing the Review and Whether Reviewing Entity External or Internal

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Is the Partner a State/Local Government Entity; College, University; or Other Business, Association, or Individual?

ish each objective, the
sources allocated. The
plished; ensure the agency is
effectively and efficiently

ata in this tab into multiple other tabs,
Please save the information related to
gency has any questions or needs any

[redacted]

Chart

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esponsibility Chart

esponsibility Chart

onsibility Chart

ponsibility Chart

agency can determine this by sorting the
olumn

es and Responsibility Chart

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this objective.

w).
hat year. Next to "Target Results," enter
hat the agency would find acceptable.
formance measure during certain years,

pick State from the drop down menu if
Selected if there is no state or federal

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, productivity, and timeliness of agency

lemands. Output measures measure

uests received that explain performance

Insert any further explanation, if needed

"Most Potential Negative Impact," enter
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neral Assembly," enter the level at which
ns for what the General Assembly could
ress it itself until the agency is under

s this objective. Please remember to

Date Review Began (MM/DD/YYYY) and Date Review Ended (MM/DD/YYYY)

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This is the next chart because once the ag
agency needs to ensure it has proper perf
agency also needs to consider potential n
addressing issues raised in previous audit:
accomplish each objective.

Agency Responding
Date of Submission
Fiscal Year for which information below pertains

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while it is still blank. The agency will then have a blank ve
each Objective as a separate tab in the excel document. L
assistance in completing the information below.

Strategic Plan Context
and description of Goal the Objective is helping accomplish:
Legal responsibilities satisfied by Goal:
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Objective
Objective # and Description:
Legal responsibilities satisfied by Objective:

Public Benefit/Intended Outcome:

Agency Programs Associated with Objective

Program Names:

Responsible Person

Name:
Number of Months Responsible:
Position:
Office Address:
Department or Division:
Department or Division Summary:

Amount Budgeted and Spent To Accomplish Objective

Total Budgeted for this fiscal year:
Total Actually Spent:

PERFORMANCE MEASURES

Instructions : Please copy and paste the chart and questio
1) In the cell next to, “Performance Measure,” enter the p
2) In the cell next to, "Type of Measure," pick the type of r
3) In the next set of cells enter the actual and target result
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Including a minimum acceptable level and target level will
then enter the following next to the applicable "Actual Re
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entity that requires the agency to track this information ar

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Output Measure - A quantifiable indicator of the number
workload and efforts and should be the third priority. Exa

Input/Explanatory/Activity Measure - Resources that cont
(i.e. explanatory). These measures should be the last prio

How the Agency is Measuring its Performance
Results
Details
Does the state or federal government require the agency to tra two cells over)
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Based on the performance so far in 2015-16, does it appear th
If the answer to the question above is "questionable" or "no," reached or what resources are being diverted to ensure perfor reached?

POTENTIAL NEGATIVE IMPACT

Instructions : Please list what the agency considers the mo

Most Potential Negative Impact

Level Requires Outside Help
Outside Help to Request
Level Requires Inform General Assembly
3 General Assembly Options

REVIEWS/AUDITS

Instructions : Below please list all external or internal revi

Matter(s) or Issue(s) Under Review
None

PARTNERS

Instructions : Under the column labeled, "Current Partne

Current Partner Entity
None

;ency determines the associated prog
'ormance measures established to tra
egative impacts which may arise, and
s or reviews; and continually conside

Department of Archives and History
25-Jan-16
2015-16

bjective listed in the Strategy, Objectives and Respo
rsion to complete for each separate Objective. The
abel each Tab, "O__" and insert the applicable num

Goal 3 - To assess mission-essential needs for SCDAH and identify and secure new sources of generated funds to support its mission in 2015/16
SC Code 60-11-30; 60-11-70 through 60-11-120; 30-1-40-30-1-120; 54 U.S.C. Code § 302301
Strategy 3.5 - Maximize the use of agency human resources

Objective 3.5.1 -Fill 50 percent of the agency's unfilled, authorized positions in 2015/16
SC Code 60-11-30; 60-11-70 through 60-11-120; 30-1-40-30-1-120; 54 U.S.C. Code § 302301

The public benefit/intended outcome of this goal is to maximize the agency's effectiveness in serving the public by filling staff positions authorized by state government.

Administration

W. Eric Emerson
6 months
Director and SHPO
8301 Parklane Road, Columbia, SC 29223
Administration
Division is responsible for all administrative functions of the agency including finance, human resources, facility management, information technology, security, and agency advancement.

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Agency will provide next year

ns below as many times as needed so the agency ca
erformance measure just like the agency did in the a
neasure that best fits the performance measure fro
s for each year. Next to "Actual Results," enter the
rmance measure for that year. Next to "Minimum a
hopefully encourage the agency to continually set c
sults" and "Target Results," - "Agency did not use PM
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of goods or services an agency produces. Output m
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rity. Example - # of license applications received

Objective Number and Description

Performance Measure:

Type of Measure:

2013-14 Actual Results (as of 6/30/14):

2014-15 Target Results:

2014-15 Actual Results (as of 6/30/15):

2015-16 Minimum Acceptable Results:

2015-16 Target Results:

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were made to try and ensure it was reached?

e target value for 2015-16?

rget value in 2015-16 and why was the decision finally

e agency is going to reach the target for 2015-16?

what changes are being made to try and ensure it is
mance measures more likely to be reached, are

ost potential negative impact to the public that may

The agency will continue to have fewer staff than autho

There is no negative impact that would necessitate the
There are no outside entities that could be of assistance
There is no level of attainment that would warrant noti
N/A. This unsuccessful pursuit of this objective would n

ews, audits, investigations or studies ("Reviews") of

Reason Review was Initiated (outside request, internal policy, etc.)

Entities" list all entities the agency is currently wor

Ways Agency Works with Current Partner

grams and amount of funds it is allocating to accompl
ack how effectively and efficiently it is utilizing the res
l need to be addressed, if the objective is not accomp
r which partners the agency could work with to more

onsibility Chart. It is recommended that the agency copy and paste the da
agency needs to provide information in all the cells that are highlighted. F
bers in the blanks (For example "O1.1.1"). NOTE: Call House Staff if the a

Copy and paste this from the second column of the Mission, Vision and Goals C

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Copy and paste this from the second column of the Strategy, Objectives and Re

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Copy and paste this from the fourth column of the Strategy, Objectives and Res

Enter all the agency programs which are helping accomplish this objective. The
Associated Programs Chart by the "Objective the Program Helps Accomplish" c

Copy and paste this information from the fifth column of the Strategy, Objectiv

Copy and paste this information from the Strategic Budgeting Chart

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accountability report.
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easures are used to assess workload and the agency's efforts to address d

nputs are "what we use to do the work." They measure the factors or req

Objective 3.5.1 -Fill 50 percent of the agency's unfilled, authorized positions in 2015/16
Quantitative measure of all unfilled, authorized positions
Outcome Measure
N/A. This objective was established for 2015/16.
N/A. This objective was established for 2015/16.
N/A. This objective was established for 2015/16.
Fill 20 percent of unfilled, authorized staff positions.
Fill 50 percent of unfilled, authorized staff positions.
No
W. Eric Emerson, Director and SHPO
The agency has had a difficult time filling the remainder of its unfilled, authorized staff positions due to the competitive nature of the job market for the authorized positions.
N/A; Goal was established for 2015/16
W. Eric Emerson, Director and SHPO
The attainability of the goal, the amount of time available to HR personnel, and the ability of the agency to recruit new employees for these in-demand positions were all considered for this target value. The target figure, though ambitious, is attainable.
Questionable
Human Resources personnel are broadening the search for new employees through advertisements on professional organization websites, and in a wider distribution of online and printed publications.

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rized to perform its mission.

agency requiring outside help with this objective.
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fication of the General Assembly.
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Entity Performing the Review and Whether Reviewing Entity External or Internal

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Insert any further explanation, if needed

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Objective
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Agency Programs Associated with Objective
Program Names:
Responsible Person
Name:
Number of Months Responsible:
Position:
Office Address:

Department or Division:
Department or Division Summary:

Amount Budgeted and Spent To Accomplish Objective

Total Budgeted for this fiscal year:
Total Actually Spent:

PERFORMANCE MEASURES

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Efficiency Measure - A quantifiable indicator of productiv
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How the Agency is Measuring its Performance

Results

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POTENTIAL NEGATIVE IMPACT

Instructions : Please list what the agency considers the mo the most potential negative impact to the public that may help. Next to, "Outside Help to Request," enter the entitie the agency thinks the General Assembly should be put on do to help resolve the issue before it became a crisis. The study.

Most Potential Negative Impact
Level Requires Outside Help
Outside Help to Request
Level Requires Inform General Assembly
3 General Assembly Options

REVIEWS/AUDITS

Instructions : Below please list all external or internal revi

Matter(s) or Issue(s) Under Review
None

PARTNERS

Instructions : Under the column labeled, "Current Partne

Current Partner Entity
None

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Department of Archives and History
25-Jan-16
2015-16

bjective listed in the Strategy, Objectives and Respo

Goal 4 - Increase and enhance preservation of, and access to South Carolina state and local government records in 2015/16
SC Code 60-11-30; 60-11-70 through 60-11-120; 30-1-40-30-1-120; 54 U.S.C. Code § 302301
Strategy 4.1 - Digitize historically significant state and local government historical records

Objective 4.1.1 - Increase the number of files added to the agency online record index by five percent in 2015/16
SC Code 60-11-30; 60-11-70 through 60-11-120; 30-1-40-30-1-120; 54 U.S.C. Code § 302301
The public benefit/intended outcome of this goal is to increase the number of public records available online, thus adding to customer convenience for the user.

Archives and Records Management

Bryan Collars
6 months
Digital Archives Archivist
8301 Parklane Road, Columbia, SC 29223

Archives and Records Management

Division is responsible for preserving and making available historic public records and for helping state and local government agencies manage their records.

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Agency will provide next year

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rget value in 2015-16 and why was the decision finally

e agency is going to reach the target for 2015-16?

what changes are being made to try and ensure it is

ost potential negative impact to the public that may
occur as a result of the agency not accomplishing th
es to whom the agency would reach out if the poten
notice of the level at which the potential negative ir
House Legislative Oversight Committee will provide

There will be fewer public records online to be viewed b
There is no negative impact that would necessitate the
There are no outside entities that could be of assistance
There is no level of attainment that would warrant noti
N/A. This unsuccessful pursuit of this objective would n

ews, audits, investigations or studies ("Reviews") of

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Ways Agency Works with Current Partner

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Objective 4.1.1 - Increase the number of files added to the agency online record index by five percent in 2015/16
Quantitative measure of the number of files added to the online record index
Outcome Measure
N/A. This objective was established for 2015/16.
N/A. This objective was established for 2015/16.
N/A. This objective was established for 2015/16.
Increase the number of files added by 3 percent in 2015/16.

Increase the number of files added by 5 percent in 2015/16.
No
W. Eric Emerson, Director and SHPO
Increasingly agency customers expect to access public records online.
N/A; Goal was established for 2015/16
W. Eric Emerson, Director and SHPO
Considerations included the amount of staff time needed to add records to the online records index. With the addition of recently hired digital archivists, this figure was deemed attainable.
Yes

occur as a result of the agency not accomplishing this objective. Next to,
ie objective. Next to, "Level Requires Outside Help," enter the level at wh
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Agency Programs Associated with Objective
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Responsible Person
Name:
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Position:
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Department or Division Summary:
Amount Budgeted and Spent To Accomplish Objective
Total Budgeted for this fiscal year:
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PERFORMANCE MEASURES

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REVIEWS/AUDITS

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Matter(s) or Issue(s) Under Review
None

PARTNERS

Instructions : Under the column labeled, "Current Partne

Current Partner Entity
None

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Department of Archives and History
25-Jan-16
2015-16

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Goal 4 - Increase and enhance preservation of, and access to South Carolina state and local government records in 2015/16
SC Code 60-11-30; 60-11-70 through 60-11-120; 30-1-40-30-1-120; 54 U.S.C. Code § 302301
Strategy 4.1 - Digitize historically significant state and local government historical records

Objective 4.1.2 - Ingest and make available county council records for 23 counties through the Electronic Records Archives in 2015/16
SC Code 60-11-30; 60-11-70 through 60-11-120; 30-1-40-30-1-120; 54 U.S.C. Code § 302301

The public benefit/intended outcome of this goal is to increase the number of public records available online, thus adding to customer convenience for the user.

Archives and Records Management

Bryan Collars
6 months
Digital Archives Archivist
8301 Parklane Road, Columbia, SC 29223
Archives and Records Management
Division is responsible for preserving and making available historic public records and for helping state and local government agencies manage their records.

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House Legislative Oversight Committee will provide

Fewer county council records will appear in the Electroı
There is no negative impact that would necessitate the
There are no outside entities that could be of assistance
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N/A. This unsuccessful pursuit of this objective would n

ews, audits, investigations or studies (“Reviews”) of

Reason Review was Initiated (outside request, internal policy, etc.)

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Ways Agency Works with Current Partner

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iority. Example - cost per inspection
easures are used to assess workload and the agency's efforts to address d

nputs are "what we use to do the work." They measure the factors or req

Objective 4.1.2 - Ingest and make available county council records for 23 counties through the Electronic Records Archives in 2015/16
Quantitative measure of the number of files added to the online record index
Outcome Measure
N/A. This objective was established for 2015/16.
N/A. This objective was established for 2015/16.
N/A. This objective was established for 2015/16.
Ingest and make available the county council records of at least 15 counties through the Electronic Records Archive in 2015/16.
Ingest and make available the county council records of at least 23 counties through the Electronic Records Archive in 2015/16.
No
W. Eric Emerson, Director and SHPO
Increasingly agency customers expect to view records online.
N/A. This goal was established for 2015/16.
W. Eric Emerson, Director and SHPO
Considerations included the amount of staff time needed to add records to the Electronic Records Archive. With the addition of recently hired digital archivists, this figure was deemed attainable.
Yes

occur as a result of the agency not accomplishing this objective. Next to,
ne objective. Next to, "Level Requires Outside Help," enter the level at wh
tial negative impact rises to that level. Next to, "Level Requires Inform Ge
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nic Records Archive.
agency requiring outside help with this objective.
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fication of the General Assembly.
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the agency which occurred during the past fiscal year that relates/impact

Entity Performing the Review and Whether Reviewing Entity External or Internal

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Chart

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Agency Responding	
Date of Submission	
Fiscal Year for which information below pertains	

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Legal responsibilities satisfied by Goal:
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Objective
Objective # and Description:
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Public Benefit/Intended Outcome:
Agency Programs Associated with Objective
Program Names:
Responsible Person
Name:
Number of Months Responsible:
Position:

Office Address:
Department or Division:
Department or Division Summary:

Amount Budgeted and Spent To Accomplish Objective

Total Budgeted for this fiscal year:
Total Actually Spent:

PERFORMANCE MEASURES

Instructions : Please copy and paste the chart and questio
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How the Agency is Measuring its Performance

Results

Details
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Most Potential Negative Impact
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Outside Help to Request
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3 General Assembly Options

REVIEWS/AUDITS

Instructions : Below please list all external or internal revi

Matter(s) or Issue(s) Under Review
None

PARTNERS

Instructions : Under the column labeled, "Current Partner

Current Partner Entity
None

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Department of Archives and History
25-Jan-16
2015-16

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Goal 4 - Increase and enhance preservation of, and access to South Carolina state and local government records in 2015/16
SC Code 60-11-30; 60-11-70 through 60-11-120; 30-1-
Strategy 4.2 - Enhance the Agency's records program visibility and accountability

Objective 4.2.1 - Intensify the agency's Social Media presence by increasing all postings by 25 percent in 2015/16
SC Code 60-11-30; 60-11-70 through 60-11-120; 30-1-
The public benefit/intended outcome of this goal is to increase public understanding and knowledge of the agency's various programs and services.

Administration

Grace Salter
1 month
Agency Advancement Coordinator

8301 Parklane Road, Columbia, SC 29223
Administration
Division is responsible for all administrative functions of the agency including finance, human resources, facility management, information technology, security, and agency advancement.

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Agency will provide next year

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mple - # of business license applications processed.
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rity. Example - # of license applications received

Objective Number and Description
Performance Measure:
Type of Measure:
2013-14 Actual Results (as of 6/30/14):
2014-15 Target Results:
2014-15 Actual Results (as of 6/30/15):
2015-16 Minimum Acceptable Results:

2015-16 Target Results:

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occur as a result of the agency not accomplishing th

es to whom the agency would reach out if the poten

notice of the level at which the potential negative in

House Legislative Oversight Committee will provide

There will be fewer social media postings regarding the
There is no negative impact that would necessitate the
There are no outside entities that could be of assistance
There is no level of attainment that would warrant noti
N/A. This unsuccessful pursuit of this objective would n

ews, audits, investigations or studies ("Reviews") of

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Entities" list all entities the agency is currently wor

Ways Agency Works with Current Partner

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Objective 4.2.1 - Intensify the agency's Social Media presence by increasing all postings by 25 percent in 2015/16
Quantitative measure of the number of postings on social media sites
Outcome Measure
N/A. This objective was established for 2015/16.
N/A. This objective was established for 2015/16.
N/A. This objective was established for 2015/16.
Increase social media postings by 15 percent in 2015/16.

Increase social media postings by 25 percent in 2015/16.
No
W. Eric Emerson, Director and SHPO
Increasingly agency customers are turning to social media for information about the agency and its mission.
N/A; Goal was established for 2015/16
W. Eric Emerson, Director and SHPO
Considerations included the amount of staff time needed to increase the number of social media postings. With the addition of a recently-hired agency advancement coordinator, this goal is attainable.
Yes

occur as a result of the agency not accomplishing this objective. Next to,
ie objective. Next to, "Level Requires Outside Help," enter the level at wh
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Program Names:
Responsible Person
Name:
Number of Months Responsible:
Position:

Office Address:
Department or Division:
Department or Division Summary:

Amount Budgeted and Spent To Accomplish Objective

Total Budgeted for this fiscal year:
Total Actually Spent:

PERFORMANCE MEASURES

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then enter the following next to the applicable "Actual Res
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How the Agency is Measuring its Performance

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What was considered when determining the level to set the ta made on setting it at the level at which it was set?
Based on the performance so far in 2015-16, does it appear th
If the answer to the question above is "questionable" or "no," v reached or what resources are being diverted to ensure perfor reached?

POTENTIAL NEGATIVE IMPACT

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REVIEWS/AUDITS

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None

PARTNERS

Instructions : Under the column labeled, "Current Partner

Current Partner Entity
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[redacted]

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Department of Archives and History
25-Jan-16
2015-16

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SC Code 60-11-30; 60-11-70 through 60-11-120; 30-1-
Strategy 4.2 - Enhance the Agency's records program visibility and accountability

Objective 4.2.2 - Revive the State Historic Records Advisory Board through appointments by the Governor in 2015/16
SC Code 60-11-30; 60-11-70 through 60-11-120; 30-1-
The public benefit/intended outcome of this goal is to increase public understanding of the value of preserving historic records through the work of board members and the organizations that they serve.

Archives and Records Management

Richard Harris
6 months
Records Management Manager

8301 Parklane Road, Columbia, SC 29223
Archives and Records Management
Division is responsible for preserving and making available historic public records and for helping state and local government agencies manage their records.

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Objective Number and Description
Performance Measure:
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House Legislative Oversight Committee will provide

The South Carolina State Historic Records Advisory Boa
The agency could consult with the Office of the Govern
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Objective 4.2.2 - Revive the State Historic Records Advisory Board through appointments by the Governor in 2015/16
Whether or not the State Historic Records Advisory Board is activated in 2015/16.
Input/Explanatory/Activity Measure
N/A. This objective was established for 2015/16.
N/A. This objective was established for 2015/16.

N/A. This objective was established for 2015/16.
The State Historic Records Advisory Board becomes active in 2015/16.
The State Historic Records Advisory Board becomes active in 2015/16.
No
W. Eric Emerson, Director and SHPO
South Carolina is one of only a handful of states that have a State Historic Records Advisory Board that is non-functioning due to the expiration of all appointments.
N/A. This objective was established for 2015/16.
W. Eric Emerson, Director and SHPO
Considerations included notification by the Office of the Governor that board members would be appointed in 2015/16. This became an objective with notification of that office that re-appointments would be made.
Questionable
The agency will consult with the Office of the Governor to ensure that the appo

occur as a result of the agency not accomplishing this objective. Next to,
ıe objective. Next to, "Level Requires Outside Help," enter the level at wh
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Program Names:
Responsible Person

Name:
Number of Months Responsible:
Position:
Office Address:
Department or Division:
Department or Division Summary:

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Total Budgeted for this fiscal year:
Total Actually Spent:

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Including a minimum acceptable level and target level will
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4) In the last set of cells, answer the questions to provide
an entity in state government requires the agency to track
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Types of Performance Measures:
Outcome Measure - A quantifiable indicator of the public
mission, goals and objectives. They are also used to direct
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operations. Efficiency measures measure the efficient use
Output Measure - A quantifiable indicator of the number
workload and efforts and should be the third priority. Exa
Input/Explanatory/Activity Measure - Resources that cont
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How the Agency is Measuring its Performance

Results
Details
Does the state or federal government require the agency to tra
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POTENTIAL NEGATIVE IMPACT

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Most Potential Negative Impact
Level Requires Outside Help
Outside Help to Request
Level Requires Inform General Assembly
3 General Assembly Options

REVIEWS/AUDITS

Instructions : Below please list all external or internal revi

Matter(s) or Issue(s) Under Review
None

PARTNERS

Instructions : Under the column labeled, "Current Partner

Current Partner Entity
None

ency determines the associated prog
formance measures established to tra
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Department of Archives and History
25-Jan-16
2015-16

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Goal 4 - Increase and enhance preservation of, and access to South Carolina state and local government records in 2015/16
SC Code 60-11-30; 60-11-70 through 60-11-120; 30-1-40-30-1-120; 54 U.S.C. Code § 302301
Strategy 4.3 - Increase accessibility to the Archives' records through arrangement, description, conservation, digitization and online access

Objective 4.3.1 - Complete installation of Preservica and make accessible 400 GBs of data through the South Carolina Electronic Records Archive (SCERA) in 2015/16
SC Code 60-11-30; 60-11-70 through 60-11-120; 30-1-40-30-1-120; 54 U.S.C. Code § 302301
The public benefit/intended outcome of this goal is to enhance public access to public records through use of the agency's Electronic Records Archive.

Archives and Records Management

Bryan Collars
6 months
Digital Archives Archivist
8301 Parklane Road, Columbia, SC 29223
Archives and Records Management
Division is responsible for preserving and making available historic public records and for helping state and local government agencies manage their records.

$100,000
Agency will provide next year

ns below as many times as needed so the agency ca
erformance measure just like the agency did in the a
neasure that best fits the performance measure fro
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ribute to the production and delivery of a service. I
rity. Example - # of license applications received

Objective Number and Description

Performance Measure:

Type of Measure:
2013-14 Actual Results (as of 6/30/14):
2014-15 Target Results:
2014-15 Actual Results (as of 6/30/15):
2015-16 Minimum Acceptable Results:
2015-16 Target Results:
ack this? (provide any additional explanation needed,
's as a performance measure?
were made to try and ensure it was reached?
e target value for 2015-16?
rget value in 2015-16 and why was the decision finally
e agency is going to reach the target for 2015-16?
what changes are being made to try and ensure it is

ost potential negative impact to the public that may
occur as a result of the agency not accomplishing th
es to whom the agency would reach out if the poten
notice of the level at which the potential negative ir
House Legislative Oversight Committee will provide

The software installation will remain incomplete until n
There is no negative impact that would necessitate the
There are no outside entities that could be of assistance
There is no level of attainment that would warrant noti
N/A. This unsuccessful pursuit of this objective would n

ews, audits, investigations or studies ("Reviews") of

Reason Review was Initiated (outside request, internal policy, etc.)

r Entities" list all entities the agency is currently wor

Ways Agency Works with Current Partner

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ıck how effectively and efficiently it is utilizing the res
I need to be addressed, if the objective is not accomp
· which partners the agency could work with to more

›nsibility Chart. It is recommended that the agency copy and paste the da
agency needs to provide information in all the cells that are highlighted. F
bers in the blanks (For example "O1.1.1"). NOTE: Call House Staff if the a

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Copy and paste this from the fourth column of the Strategy, Objectives and Res

Enter all the agency programs which are helping accomplish this objective. The
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Copy and paste this information from the fifth column of the Strategy, Objectiv

Copy and paste this information from the Strategic Budgeting Chart

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accountability report.
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iority. Example - cost per inspection
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nputs are "what we use to do the work." They measure the factors or req

Objective 4.3.1 - Complete installation of Preservica and make accessible 400 GBs of data through the South Carolina Electronic Records Archive (SCERA) in 2015/16
Completion of the Preservica installation and public access to the State Electronic Records Archive in 2015/16.

Input/Explanatory/Activity Measure
N/A. This objective was established for 2015/16.
N/A. This objective was established for 2015/16.
N/A. This objective was established for 2015/16.
Completion of the installation and public access to 200 GBs of data.
Completion of the installation and public access to 400 GBs of data.
No
W. Eric Emerson, Director and SHPO
Agency customers expect to access public records online from remote locations. The installation of this software and the creation of the Electronic Records Archive makes this possible.
N/A. This objective was established for 2015/16.
W. Eric Emerson, Director and SHPO
Considerations included the amount of staff time needed for software installation and set-up and the amount of time needed for ingesting electronic records. With the addition of recently hired digital archivists, this goal seemed attainable.
Yes

occur as a result of the agency not accomplishing this objective. Next to,
ne objective. Next to, "Level Requires Outside Help," enter the level at wh
tial negative impact rises to that level. Next to, "Level Requires Inform Ge
npact has risen. Next to, "3 General Assembly Options," enter three optio
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ext fiscal year, and access to the South Carolina Electronic Records Archive will
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fication of the General Assembly.
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Entity Performing the Review and Whether Reviewing Entity External or Internal

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Is the Partner a State/Local Government Entity; College, University; or Other Business, Association, or Individual?

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Insert any further explanation, if needed

"Most Potential Negative Impact," enter
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be delayed.

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Date Review Began (MM/DD/YYYY) and Date Review Ended (MM/DD/YYYY)

s Agency works with Current Partners,"

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This is the next chart because once the ag agency needs to ensure it has proper perf agency also needs to consider potential n addressing issues raised in previous audits accomplish each objective.

Agency Responding	
Date of Submission	
Fiscal Year for which information below pertains	

Instructions: Below is a template to **complete for each O** while it is still blank. The agency will then have a blank ver each Objective as a separate tab in the excel document. L assistance in completing the information below.

Strategic Plan Context
and description of Goal the Objective is helping accomplish:
Legal responsibilities satisfied by Goal:
and description of Strategy the Objective is under:
Objective
Objective # and Description:
Legal responsibilities satisfied by Objective:
Public Benefit/Intended Outcome:
Agency Programs Associated with Objective
Program Names:
Responsible Person
Name:
Number of Months Responsible:
Position:
Office Address:

Department or Division:
Department or Division Summary:

Amount Budgeted and Spent To Accomplish Objective

Total Budgeted for this fiscal year:
Total Actually Spent:

PERFORMANCE MEASURES

Instructions : Please copy and paste the chart and questio
1) In the cell next to, “Performance Measure,” enter the p
2) In the cell next to, "Type of Measure," pick the type of r
3) In the next set of cells enter the actual and target result
the target value the agency wanted to reach for the perfo
Including a minimum acceptable level and target level will
then enter the following next to the applicable "Actual Re
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How the Agency is Measuring its Performance

Results

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Most Potential Negative Impact
Level Requires Outside Help
Outside Help to Request
Level Requires Inform General Assembly
3 General Assembly Options

REVIEWS/AUDITS

Instructions : Below please list all external or internal revi

Matter(s) or Issue(s) Under Review
None

PARTNERS

Instructions : Under the column labeled, "Current Partner

Current Partner Entity
None

[redacted]

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Department of Archives and History
25-Jan-16
2015-16

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Goal 4 - Increase and enhance preservation of, and access to South Carolina state and local government records in 2015/16
SC Code 60-11-30; 60-11-70 through 60-11-120; 30-1-
Strategy 4.3 - Increase accessibility to the Archives'

Objective 4.3.2 - Complete the first phase (25,000 survey records) of the Historic Properties Database in 2015/16
SC Code 60-11-30; 60-11-70 through 60-11-120; 30-1-
The public benefit/intended outcome of this goal is to enhance public access to State Historic Preservation Office records through use of the Historic Records Properties Database.

State Historic Preservation Office

Elizabeth Johnson
6 months
Deputy State Historic Preservation Officer
8301 Parklane Road, Columbia, SC 29223

State Historic Preservation Office
The State Historic Preservation Office encourages and facilitates the responsible stewardship of preservation of South Carolina's irreplaceable historic and prehistoric places.

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Agency will provide next year

ns below as many times as needed so the agency ca
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Objective Number and Description
Performance Measure:
Type of Measure:
2013-14 Actual Results (as of 6/30/14):
2014-15 Target Results:
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2015-16 Minimum Acceptable Results:

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House Legislative Oversight Committee will provide

The creation of the database and ingestion of the surve
There is no negative impact that would necessitate the
There are no outside entities that could be of assistanc
There is no level of attainment that would warrant noti
N/A. This unsuccessful pursuit of this objective would n

ews, audits, investigations or studies ("Reviews") of

Reason Review was Initiated (outside request, internal policy, etc.)

Entities" list all entities the agency is currently worl

Ways Agency Works with Current Partner

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easures are used to assess workload and the agency's efforts to address d

nputs are "what we use to do the work." They measure the factors or req

Objective 4.3.2 - Complete the first phase (25,000 survey records) of the Historic Properties Database in 2015/16
Quantitative measure of the number of survey records added to the Historic Properties Database in 2015/16
Outcome Measure
N/A. This objective was established for 2015/16.
N/A. This objective was established for 2015/16.
N/A. This objective was established for 2015/16.

Addition of 10,000 survey records to the Historic Properties Database
Addition of 25,000 survey records to the Historic Properties Database
No
W. Eric Emerson, Director and SHPO
Agency customers expect to access public records online from remote locations. The completion of this database and the addition of these survey records help the agency meet that customer demand.
N/A. This objective was established for 2015/16
W. Eric Emerson, Director and SHPO
Considerations included the amount of staff time needed to develop the database, and the amount of time needed for ingesting survey records. With the addition of recently hired digital archivists, this goal seemed attainable.
Yes

occur as a result of the agency not accomplishing this objective. Next to,
ıe objective. Next to, "Level Requires Outside Help," enter the level at wh
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Date Review Began (MM/DD/YYYY) and
Date Review Ended (MM/DD/YYYY)

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Reporting Requirements

Agency Responding	Department of Archives and History
Date of Submission	25-Jan-16
Fiscal Year for which information below pertains	2015-16

Instructions :
List all reports, if any, the agency is required to submit to a state, federal or outside entity on a regular basis. Insert the name of each report in a separate column and answer the questions below it. Add as many columns as needed.
PLEASE NOTE: All information the agency provides in the rows below the row labeled, "Date the Report was last submitted," should apply to when the agency most recently submitted the report (i.e. date report was last submitted).

Agency Responding	SC Department of Archives and History	SC Department of Archives and History	SC Department of Archives and History	SC Department of Archives and History
Report #	1	2	3	4
Report Name:	Restructuring Report	Accountability Report	Restructuring Report	Annual Products Report
Why Report is Required				
Legislative entity requesting the agency complete the report:	House Legislative Oversight Committee	Executive Budget Office	Senate Oversight Committee	National Park Service
Law which requires the report:	SC Code Section 1-30-10(G)	SC Code 1-1-820; Proviso117.31	SC Code Section 1-30-10(G)	54 U.S.C. § 302301
Agency's understanding of the intent of the report:	To increase cost savings and efficiencies	To facilitate financial, organizational, and accountability improvement	To increase cost savings and efficiencies	To report on the activities carried out by the State Historic Preservation Office with the Historic Preservation Fund (HPF) allocation. in the previous federal fiscal year (October 1 – September 30), including sub-grants.
Year agency was first required to complete the report:	2015	1995	2015	1972
Reporting frequency (i.e. annually, quarterly, monthly):	Annually	Annually	Annually	Annually
Information on Most Recently Submitted Report				
Date Report was last submitted:	1/25/2016	9/15/2015	1/12/2015	12/31/2015
Timing of the Report				
Month Report Template is Received by Agency:	November	June	November	October
Month Agency is Required to Submit the Report:	January	September	January	September
Where Report is Available & Positive Results				
To whom the agency provides the completed report:	House Legislative Oversight Committee	Executive Budget Office	Senate Oversight Committee	National Park Service
Website on which the report is available:		http://www.scstatehouse.gov/reports/aar2015/h79.pdf		N/A
If it is not online, how can someone obtain a copy of it:	Contact agency director		Contact agency director	Contact agency director

Information in all these rows should be for when the agency completed

the report most recently	Positive results agency has seen from completing the report:	Increased focus by agency personnel on identifying and working toward goals that would benefit the agency in pursuit of its mission.	Increased focus by agency personnel on identifying and working toward goals that would benefit the agency in pursuit of its mission.	Increased focus by agency personnel on identifying and working toward goals that would benefit the agency in pursuit of its mission.	Increased focus by agency personnel on identifying and working toward goals that would benefit the agency in pursuit of its mission.

Restructuring Recommendations and Feedback

Agency Responding	Department of Archives and History
Date of Submission	25-Jan-16
Fiscal Year for which information below pertains	2015-16

RESTRUCTURING RECOMMENDATIONS

Instructions: Please answer the questions below and add as many rows as needed.

Does the agency have any recommendations, minor or major, for restructuring?	No

If the agency has recommendations for restructuring, list each one on a separate row in the chart below. Add as many rows as needed.

Does the agency recommendation require legislative action?	Recommendation for restructuring

FEEDBACK (Optional)

Instructions: Please answer the questions below to provide feedback on this Annual Restructuring Report ("Report").

Please list 1-3 benefits the agency sees in the public having access to the information requested in the Report, in the format it was requested.	Please list 1-3 benefits to agency management and employees in having all of this information available in one document.	Now that the agency has completed the Report, please list 1-3 things the agency could do differently next year (or it could advise other agencies to do) to complete the Report in less time and at a lower cost to the agency.
1	1	1
2	2	2
3	3	3

Does the agency believe this year's Restructuring Report was less burdensome than last year's?	Please list 1-3 changes to the Report questions, format, etc. the agency recommends to ensure the Report provides the best information to the public and General Assembly, in the least burdensome way to the agency.	Please add any other feedback the agency would like to provide (add as many additional rows as necessary)
	1	
Why or why not?	2	
	3	

Agencies are not required to do anything in this worksheet. This worksheet is part of the document so the proper drop down menues can be available in the other tabs.

Is Performance Measure Required?
State
Federal
Only Agency Selected

Type of Performance Measure
Outcome
Efficiency
Output
Input/Explanatory/Activity

Is the Partner a State/Local Government Entity; College, University; or Other Business, Association, or Individual?

State/Local Government Entity
College/University
Business, Association or Individual

Does the Agency have any restructuring recommendations
Yes
No

Does the agency believe this year's Restructuring Report was less burdensome than last year's?
Yes
No