



Department of Archives and History

House Legislative Oversight
Committee

March 21, 2017

Strategic Plan

FY 2016/17

- Goal 1 - To promote and encourage understanding, appreciation, and preservation of the state's history and heritage
- Goal 2 - To increase awareness, understanding, and use of the programs of SCDAH
- Goal 3 - To assess mission-essential needs for SCDAH and identify and secure new sources of generated funds to support its mission
- Goal 4 - Increase and enhance preservation of, and access to South Carolina state and local government records

Goal 1: To promote and encourage understanding, appreciation, and preservation of the state's history and heritage

- *Strategy 1.1 - Offer appropriate educational programs and products for different audiences*
 - Objective 1.1.1 - Offer ten records management workshops annually for state and local government agencies
 - Objective 1.1.2 - Offer a series of free Genealogical Workshops to be held at the Archives and History Center in 2016/17 (\$1,000 Budgeted)



- *Strategy 1.2 - Continue both internal and external collaboration*
 - Objective 1.2.1 - Hold weekly Division Head meetings to ensure divisional collaboration
 - Objective 1.2.2 - Continue collaboration with the Confederate Relic Room, South Caroliniana Library, USC Press to sponsor and organize agency symposia

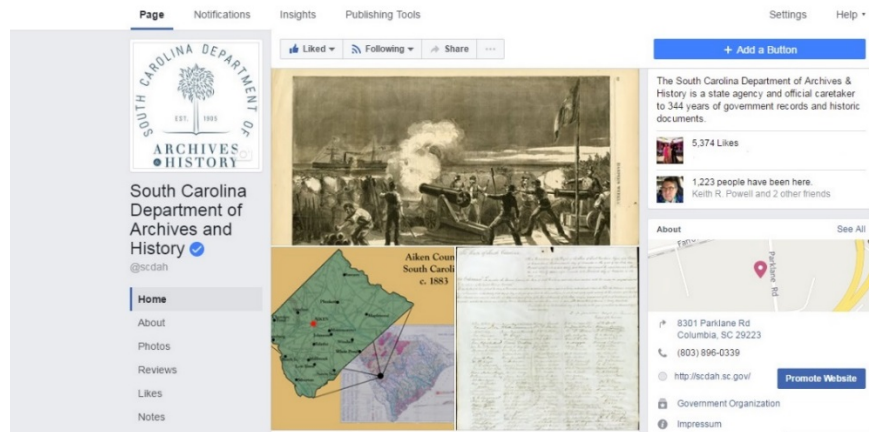


- *Strategy 1.3 - Encourage and facilitate staff involvement in historical and professional organizations*
 - Objective 1.3.1 - Increase total staff membership in national historical and professional organizations by 10 percent in 2016/17
 - Objective 1.3.2 - Increase the total number of outside presentations given by staff by 10 percent in 2016/17



Goal 2 : To increase awareness, understanding, and use of the programs of SCDAH

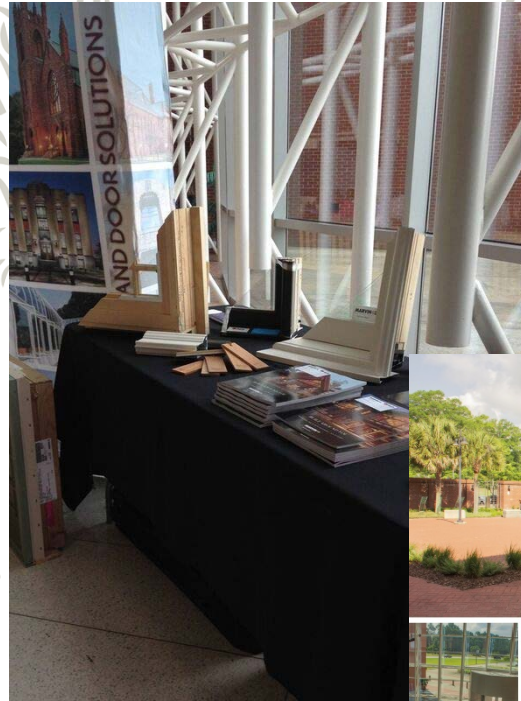
- *Strategy 2.1 - Explore new ways to use technology*
 - Objective 2.1.1 - Broaden the methods of communication with the general public through various media outlets
 - Objective 2.1.2 – Enhance the use of diagnostic tools to maximize the agency's online presence



Goal 3 - To assess mission-essential needs for SCDAH and identify and secure new sources of generated funds to support its mission

- *Strategy 3.1 - Establish new marketing strategies for services and products*

- Objective 3.1.1 - Conduct an annual assessment of the agency's Preservation Conference to increase attendance and revenue
- Objective 3.1.2 – Evaluate the marketability of goods sold in the agency gift shop to maximize profits in 2016/17
- Objective 3.1.3 - Broaden SCDAH's marketing of rental facilities to increase revenue in 2016/17 (\$2,500 budgeted)

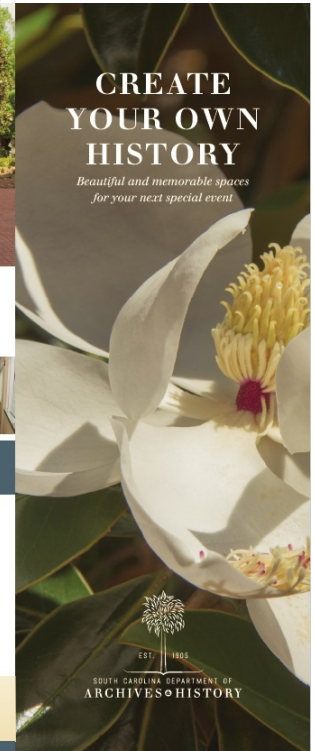


To book your next special event, please contact our Events Coordinator at events@scdah.sc.gov or 803-896-6196



Visit us online!
scdah.sc.gov/facilityrental

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(ph) 803-896-6196 (fax) 803-896-6699
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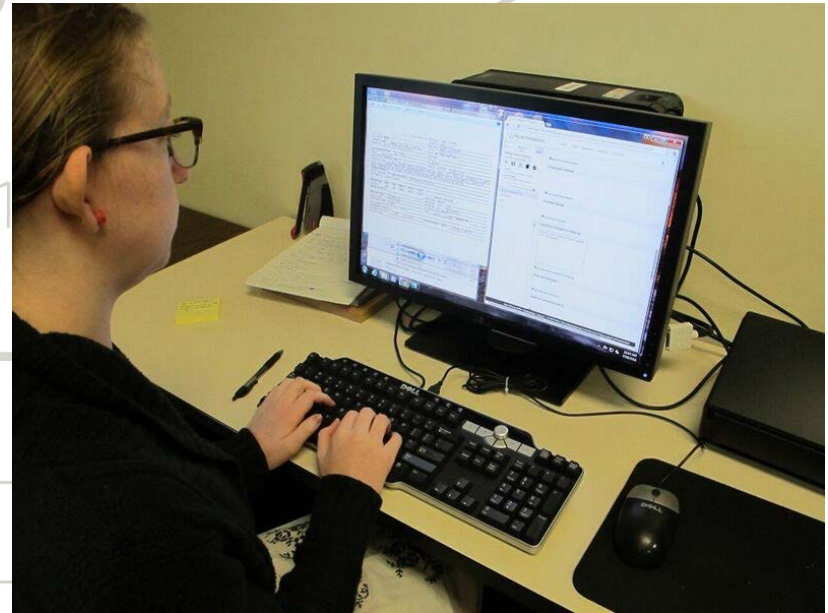


• *Strategy 3.2 - Evaluate the impact of revenue generating activities on agency programs and make necessary adjustments to ensure those activities do not adversely impact the agency's mission*

- Objective 3.2.1 - Develop a plan for the eventual elimination of microfilm product sales and the resulting increase in digitization revenue



- *Strategy 3.3 - Expand agency internships and volunteer program to enhance staff resources*
 - Objective 3.3.1 - Increase the number of agency volunteers by 10 percent in FY 2016/17 to assist the agency with special projects
 - Objective 3.3.2 - Double the number of agency interns in FY 2016/17 (\$10,000 Budgeted)



- *Strategy 3.4 - Maximize the use of agency human resources*
 - Objective 3.4.1 -Fill 25 percent of the agency's unfilled authorized positions in 2016/17 (\$70,000 Budgeted)



STATE OF SOUTH CAROLINA
**Department of Archives and
History**

8301 Parklane Road
Columbia, SC 29223

<http://www.jobs.sc.gov>

**INVITES APPLICATIONS FOR THE POSITION OF:
Records Analyst I (State Record Center)**

An Equal Opportunity Employer

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OPENING DATE: 03/14/17

CLOSING DATE: Continuous

JOB TITLE: Records Analyst I (State Record Center)

CLASS CODE: BH10

POSITION NUMBER: 60012089

SLOT NUMBER:

STATE SALARY RANGE:

\$22,182.00 - \$41,046.00 Annually

AGENCY HIRING RANGE - MIN: 22,182.00

AGENCY HIRING RANGE - MAX: 29,000.00

LOCATION: Richland County, South Carolina

JOB TYPE: FTE - Full-Time

Goal 4 - Increase and enhance preservation of, and access to South Carolina state and local government records

- *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 2016/17
 - Objective 4.1.2 - Ingest and make available electronic records from three state agencies in 2016/17



- *Strategy 4.2 - Increase accessibility to the Archives' records through arrangement, description, conservation, digitization and online access*
 - Objective 4.2.1 - Make accessible 400 GBs of data through the South Carolina Electronic Records Archive (SCERA) in 2016/17

South Carolina
Electronic Records Archive

Home > Welcome to SCERA

Search

Welcome to SCERA

On this site you will find Electronic Records transferred to the South Carolina Department of Archives and History by state and local government agencies for permanent retention. You will also find digitized copies of physical records held at the archives and made accessible online for your convenience. Feel free to explore this site. You may use keyword/full-text search to find specific items or you can browse these holdings. We suggest that if you do use a keyword search, you also browse nearby records to see related materials.

For a description of how the records held by the Archives are structured, please visit this page on the Department of Archives and History's main website.

Links to archival versions of various state government websites can be accessed online by following this link.

Digitized versions of some of the most frequently used colonial and antebellum records in the Archive's holdings are available via the Online Records Index available at this link.

Records Currently in SCERA

In This Section

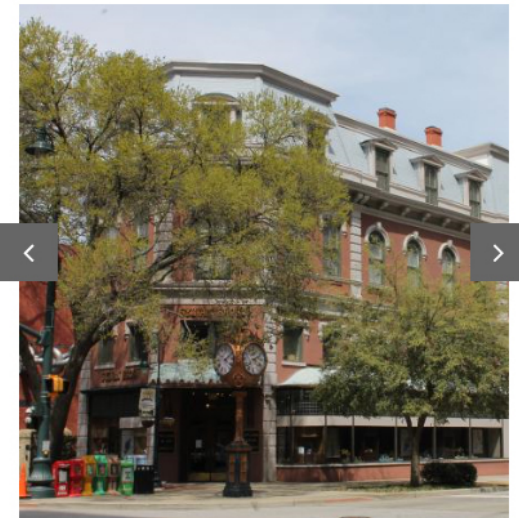
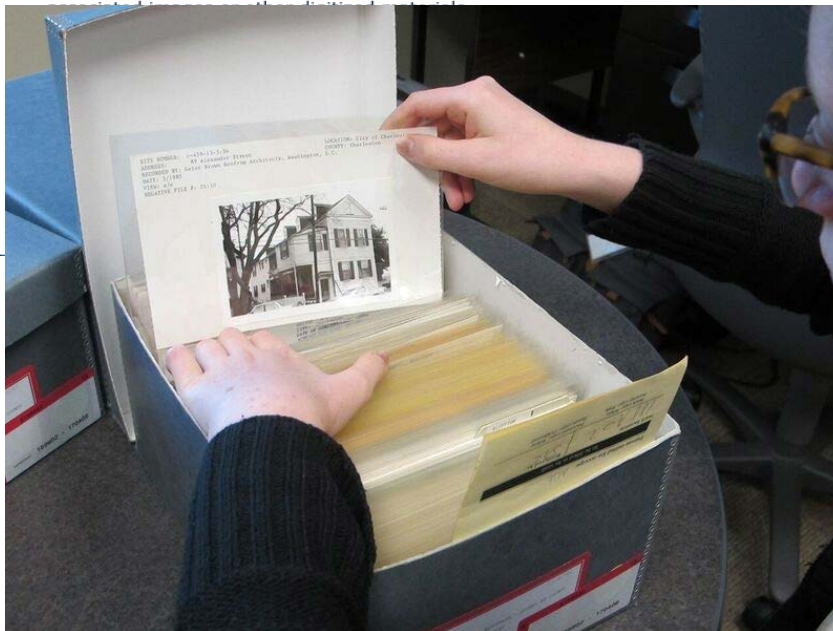
- Welcome to SCERA
- About ▾
- Web Site Archives ▾
- Formats & Operating Systems
- ▾
- Shortcuts ▾

- Objective 4.2.2 - Digitize 60 boxes and conduct SCHPR data entry for 30 boxes of historic property records.



Welcome to SCHPR!

On this site you will find information on historic properties from the Statewide Survey of Historic Properties managed by the SC State Historic Preservation Office (SHPO). You will also find information on National Register of Historic Places listings and on historic resource survey reports. Additionally, you may also find digitized copies of physical records representative of this information when available. Please keep in mind that not every property, report, or listing has



IVES
TORY

Resources

Agency Staffing

- Administration-7 FTEs
 - Budget-\$876,780 General Fund; \$212,910 Other
- Archives and Records Management-16 FTEs
 - Budget-\$973,353 General Fund; \$574,400 Other
- Historic Preservation (SHPO)-9 FTEs
 - Budget-\$745,328 NHP Fund; \$373,167 Other



Administration

FY 16/17 Budget-\$876,780 General Fund; \$212,910 Other

Agency Director and SHPO

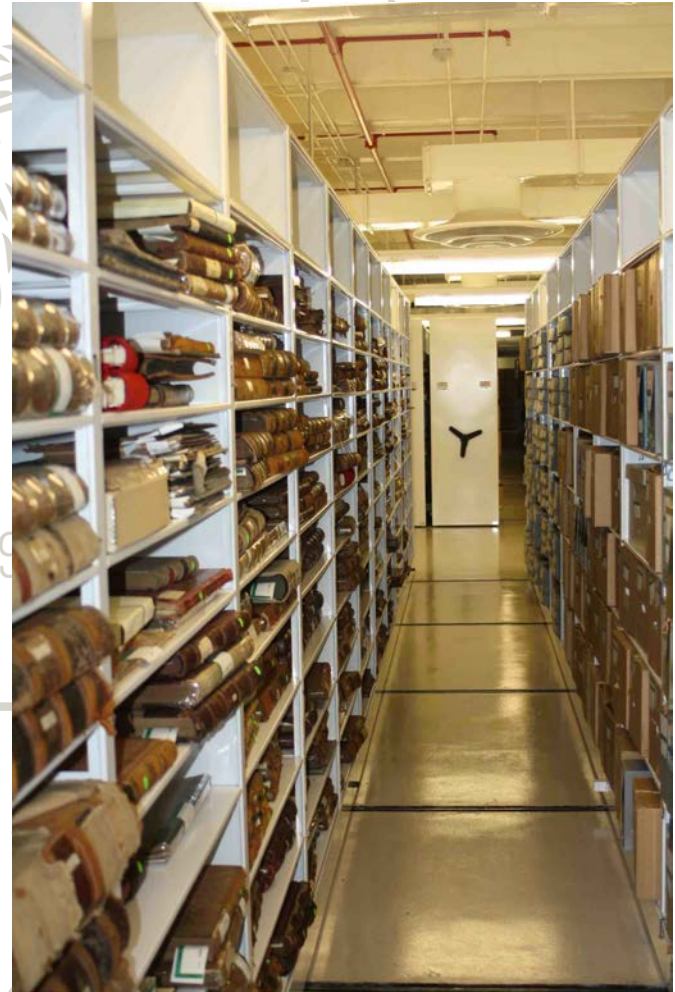
- Deputy Director for Administration
(Human Resources; Facility Security; Vehicles;
Facility liaison with General Services; Facility
Rentals)
 - Administrative Assistant (Facility Rentals and
Gift Shop)
 - IT Systems Specialist (IT Tech III)
- Finance Manager (Fiscal Analyst III)
 - Finance Assistant (Fiscal Analyst I)
- Agency Advancement Coordinator (Program
Coordinator I)

Archives and Records Management

FY 16/17 Budget-\$973,353 General Fund; \$574,400 Other

Deputy Director-Archives and Records Management

- Imaging
4 FTEs
- Reference
3 FTEs
- Processing
3 FTEs
- Records Management
5 FTEs



Archives and Records Management

- Imaging

- Supervisor (Archivist IV)

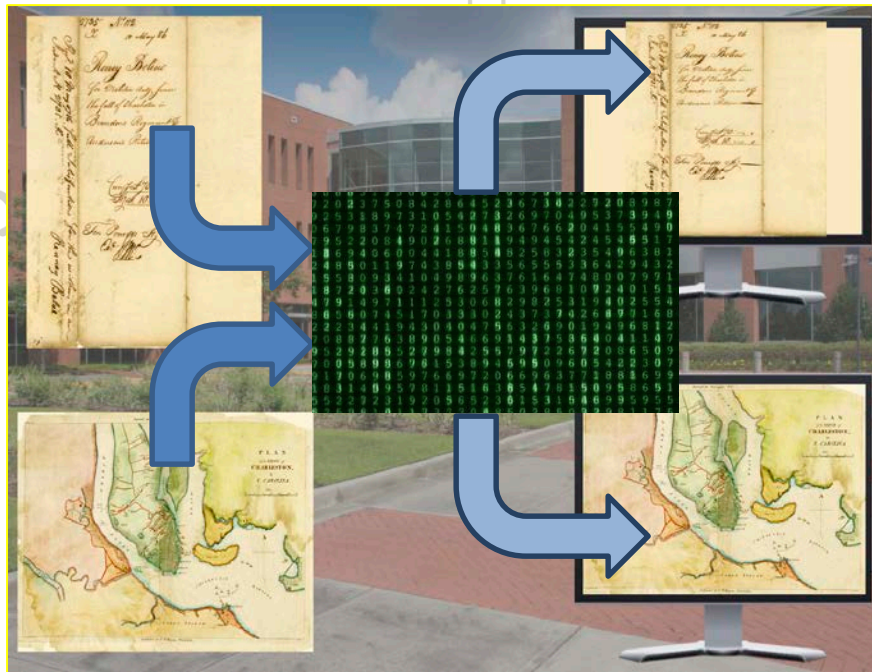
- Micrographics (*Microfilm and Digital Conversion*)

- Archivist III

- Administrative Specialist III

- Digitization and SCERA (*SC Electronic Records Archive*)

- Electronic Archivist



Archives and Records Management

- Reference (Reference Room)

- Archivist IV

- Archivist III

- Archivist III

- Long-time volunteer
(retired FTE)



- Processing

- Archival Supervisor

- Electronic Catalog
Archivist

- Electronic
Processing
Archivist

- Long-time
volunteer
(retired FTE)



Archives and Records Management

- Records Management

- Archival Supervisor

- State and Local Records

- Records Analyst II

- Records Analyst II

- Electronic Records Analyst

- Records Center

- SRC Manager (Records Analyst III)



Historic Preservation (SHPO)

FY 16/17 Budget-\$745,328 NHP Fund; \$373,167 Other

Deputy State Historic Preservation Officer

- Compliance, Survey, and Tax Incentives
- Registration, Grants, and Outreach

Cotton Factory, Rock Hill, Tax Credit Project



Historic Preservation (SHPO)

Compliance, Survey, and
Tax Incentives

Deputy SHPO

- Associate Architect
- Archivist IV
- Archeologist
(Vacant)
- DOT Liaison



Rainwater Bldg., Florence



ARCHIVE
& HISTOR

Historic Preservation (SHPO)

- Registration, Grants, and Outreach

Archival Supervisor

- Archivist IV
- Archivist IV
- Digital Information Coordinator (SC Historic Property Record)

Olympia Mill Union
Hall NR Photo



Charleston Tea
Plantation Marker

Governmental Partners

- South Carolina African American Heritage Commission (SCAAHC)
- South Carolina Institute of Archaeology and Anthropology (SCIAA)
- National Parks Service, U.S. Department of Interior
- Certified Local Governments
- South Carolina Confederate Relic Room and Military Museum
- South Caroliniana Library, University of South Carolina
- Department of Administration

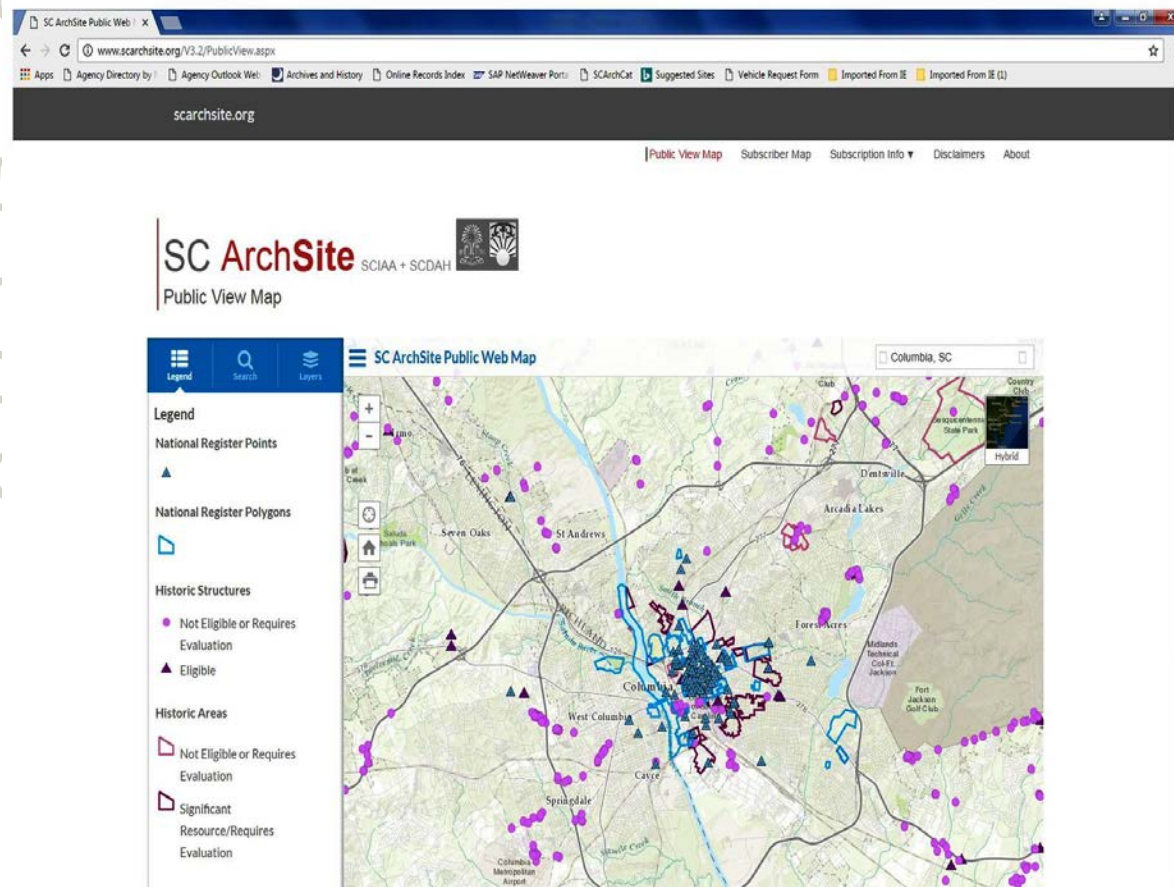


- **South Carolina African American Heritage Commission (SCAAHC)**
 - Falls under SCDAH legislation (60-11-110) and has worked to assist the agency with the identification and preservation of African American places of historical significance in South Carolina since 1993.



- **South Carolina Institute of Archaeology and Anthropology (SCIAA)**
 - Has worked with SHPO to maintain SC Archsite database (Strategic Goal 1) since 2008.

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- **National Parks Service, U.S. Department of Interior**
 - Works with SHPO to place South Carolina properties on the National Register of Historic Places and provided grant funds to support local historic preservation activities (Strategic Goal 1).



- **Certified Local Governments**

- Works with SHPO and National Parks Service to promote community preservation planning and heritage education (Strategic Goal 1).



- **South Carolina Confederate Relic Room and Military Museum**
 - Has worked with SCDAH to sponsor annual Civil War Symposium (Objective 1.2.2) since 2005, and remains part of agency legislation (SC Code 60-11-90).

Confederate Relic Room x

Secure | <https://www.crr.sc.gov>

Apps | Archives and History | Online Records Index | SCArchCat | SCERA - Public | SCERA - UA Dashboard | Backend SCERA | Archive-It | PRONOM | Simple Search | SCHPR - Backend | Other bookmarks

**SOUTH CAROLINA
CONFEDERATE RELIC ROOM
& MILITARY MUSEUM**

search

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HOURS OF OPERATION
 Tuesday - Saturday
 10:00am - 5:00pm
 First Sunday of the Month
 1:00pm - 5:00pm
 Closed
 All State Holidays, except Confederate Memorial Day and Veteran's Day

EXHIBITS
 what to see at the museum

CALENDAR
 happenings at the museum

VISIT US
 plan a trip to the museum

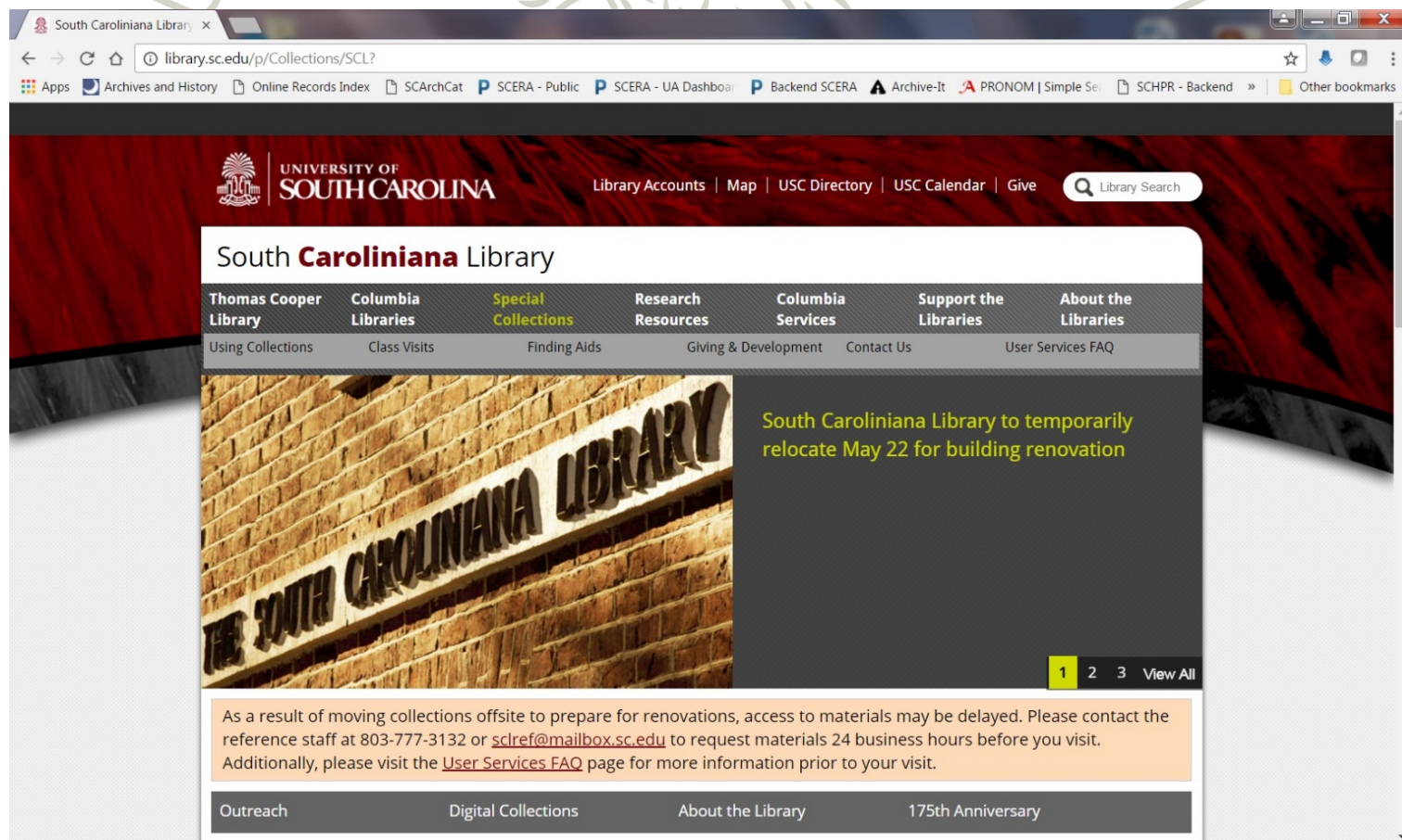
Xanthus Smith and Civil War Maritime Art
 Courtesy Southern Maritime Collection

For over a century, the SC Confederate Relic Room and Military Museum's mission has been to collect and preserve the military history of this state. When you enter Columbia's oldest museum, you uncover the state's martial tradition from the Revolutionary War to the present War on Terror.

Explore...the military campaigns that South Carolinian soldiers have participated in over the past three hundred years.

Discover...one of the country's most inclusive battle flag collections

- **South Caroliniana Library, University of South Carolina**
 - Has worked with SCDAH to sponsor annual Civil War Symposium (Objective 1.2.2) and since 2006.



- **Department of Administration**

- Human Resources support through HRD
- IT support through DTO
- SCEIS
- PEBA
- General Services

