Annual RFI Checklist

Agency Responding	Department of Archives and History
Date of Submission	11/22/2016

<u>INSTRUCTIONS</u>: For all agencies under study which have had a full Committee report issued, the agency's information is posted on the Oversight Committee's website in a new format. To ensure this information stays current, please check whether the agency has reviewed online each of the items in this tab, as well as provide any additional explanation needed. If this information is not online for the agency, type "Not Online."

(1) Has the agency reviewed the following information about the agency on the House Oversight webpages? (Y/N)				
History	Y			
Governing Body	Y			
Internal Audit Process	Y			
External Audit Process	Y			
Contact this Agency page	Υ			

(2) Are any changes needed to update the following information? (Y/N)			
History	N		
Governing Body	N		
Internal Audit Process	N		
External Audit Process	N		
Contact this Agency page	N		

(3) If the agency indicated changes are needed, has the agency provided information about the changes needed with its				
submission of this Request for Information? (Y/N)				
History				
Governing Body				
Internal Audit Process				
External Audit Process				
Contact this Agency page				

(4) How many of the following	g did the agency undergo this past year? Please attach a copy of each report.
Internal Audit	0
External Audit	1 (Audit report still pending)

Strategic Plan

Agency Responding	Department of Archives and History
Date of Submission	11/22/2016

INSTRUCTIONS: In this Chart, please provide information, similar to how the agency provided in the previous year's Restructuring Report. However, ensure the information is current for 2016-17. Highlight any cells where changes are made from the last Restructuring Report. If the information for 2016-17 is the same as the agency reported in 2015-16, please type "Same as 2015-16" in the first row and move on to the next tab.

	To preserve and promote the documentary and cultural heritage of the state through professional records, historic preservation, and	Legal Basis:	SC Code 60-11; 54 U.S.C. § 302301
	education programs.		
	To be a leader in preserving and advocating on behalf of the state's		SC Code 60-11; 54 U.S.C. § 302301
state's documentary and cultural heritage and to serve as a model for	documentary and cultural heritage and to serve as a model for the		
the nation's other state historical institutions and organizations.	nation's other state historical institutions and organizations.		

the nation's other state instantantians and organizations.					
					7
Strategic Plan Part and Description	Intended Public Benefit/Outcome: (Ex. Outcome = incidents decrease and public perceives that the road is safer) Just enter the intended outcome	Responsible Employee (Name, Position, Responsible more/less than 3 years)	Office Address:	Department or Division:	Department or Division Summary:
	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 an informed and participatory citizenry.	W. Eric Emerson	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 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	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	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.
,	The public benefit is that South Carolinians will be exposed to the methods of conducting family research, while being introduced to the agency's vast collections.	Steve Tuttle	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.
Strategy 1.2 - Continue both internal and external collaboration Objective 1.2.1 - Hold weekly Division Head meetings to ensure divisional collaboration	The public benefit is derived through the more effective operation of a state agency.	W. Eric Emerson	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.
symposia	Public benefit includes increased education regarding the state's past while sharing resources for that purpose.	W. Eric Emerson	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 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	The public benefit/intended outcome of this goal is to enhance staff professionalism and performance.		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.
Objective 1.3.2 - Increase the total number of outside presentations given by staff by 10 percent in 2016/17	The public benefit/intended outcome of this goal is to expand staff outreach to the public, thus expanding agency outreach.	Steve Tuttle	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.
	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	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 2.1 - Explore new ways to use technology					
Objective 2.1.1 - Broaden the methods of communication with the general public through a series of media outlets	The public benefit/intended outcome of this goal is to inform the public in a creative and effective manner, which educates and illuminates the Archives' collections as they apply to South Carolina history.	Grace Salter	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.
Objective 2.1.2 - Enhance the use of diagnostic tools to maximize the agency's online presence	The public benefit/intended outcome of this goal is to measure and maximize the agency's online presence.	Grace Salter	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 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	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 3.1 - Establish new marketing strategies for services and products					
Preservation Conference to increase attendance and revenue	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	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 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	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 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	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 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					
	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.		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 3.3 - Expand agency internships and volunteer program to enhance staff resources					

Strategic Plan

Objective 3.3.1 - Increase the number of agency volunteers by 10 percent	The public benefit/intended outcome of this goal is to increase	Patrick McCawley	8301 Parklane Road,	Archives and Records	Division is responsible for preserving and making available historic public
in 2016/17 to assist the agency with special projects	agency mission effectiveness without additional public expense through increased budgeting for personnel.	·	Columbia, SC 29223	Management	records and for helping state and local government agencies manage their records.
Objective 3.3.2 - Double the number of agency interns in 2016/17	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	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.
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	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	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.
Goal 4 - Increase and enhance preservation of, and access to South Carolina state and local government records in 2016/17	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	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 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	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	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.
Objective 4.1.2 - Ingest and make available electronic records from three state agencies in 2016/17	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	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.
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	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	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.
Objective 4.2.2 - Digitize 60 boxes and conduct SCHPR data entry for 30 boxes of historic property records.	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	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.

Performance Measures

Agency Responding	Department of	
	Archives and History	
Date of Submission	11/22/2016	

INSTRUCTIONS: In the first two columns of this Chart, please copy the information for the Performance Measure Item Number and Performance Measure from the agency's Accountability Report submission this year. Next, fill in the information requested by the remaining columns. Please note, the "Type of Measure" column and "Required by" column include drop downs. Therefore, the agency will need to drag this column down for as many performance measures it has to ensure the drop down is available for each

Performance Measure Item Number	Performance Measure	Type of Measure (i.e. outcome, efficiency, output, input/activity)	Required by (State, Federal, Agency only)	Why was this performance measure chosen?	What was considered when determining the level to set the future target value?
1	Archives Reference Room Visits	Output	Agency	It quantifies how well the agency is performing a core function of its mission over an extended period.	Previous visitation trends and external factors (increasing availability of online records.)
	Archives Reference Room Researcher Contacts	Output	Agency	It quantifies how well the agency is performing a core function of its mission over an extended period.	Previous research contacts and external factors (increasing availability of online records.)
	Archives Response Time for Reference Queries	Efficiency	Agency	It quantifies how well the agency is performing a core function of its mission over an extended period.	Projected number of requests, agency staffing capabilities.
	Records Retention Schedules Prepared	Output	Agency	It quantifies how well the agency is performing a core function of its mission over an extended period.	Projected number of schedule requests, agency staffing capabilities.
	Percentage of State Agencies Implementing Records Retention Schedules	Output	Agency	It quantifies how well the agency is performing a core function of its mission over an extended period.	Projected number of schedule requests, agency staffing capabilities.
	Pages of State and Local Government Records Authorized for Disposal	Output	Agency	It quantifies how well the agency is performing a core function of its mission over an extended period.	Projected number of records disposal, agency staffing capabilities.
	Pages of Historical Documents Microfilmed and Conserved	Output	Agency	It quantifies how well the agency is performing a core function of its mission over an extended period.	Projected number of records to be microfilmed and digitized, agency staffing capabilities.
	Review of Tax Credit Projects (State) within 30 Days	Output	Agency	It quantifies how well the agency is performing a core function of its mission over an extended period.	Projected number of tax credit projects.
	Reviews of Tax Credit Applications (Federal) within 30 Days	Output	Agency	It quantifies how well the agency is performing a core function of its mission over an extended period.	Projected number of tax credit projects, agency staffing capabilities.
	Average Review Time of Tax Credit Applications (State and Federal)	Efficiency	Agency	It quantifies how well the agency is performing a core function of its mission over an extended period.	Projected of tax credit projects, agency staffing capabilities.
11	State Historical Markers Approved	Output	Agency	It quantifies how well the agency is performing a core function of its mission over an extended period.	Projected number of historical marker applications, agency staffing capabilities.

Strategic Spending in Fiscal Year 2015-16

Agency Responding	Department of Archives and History
Date of Submission	11/22/2016

Disclaimer: The Committee understand the amount the agency budgeted and spent per goal and objective are estimates from the agency. The Committee requests that the estimates have a logical basis, which the agency can explain, as to how it determined the amounts provided.

INSTRUCTIONS:

Please copy and paste the information the agency submitted in its 2016 Restructuring Report, then update this information to reflect the funds available and funds spent through the end of fiscal year 2015-16. If the agency was unable to completely fill in this chart when submitting its 2016 Restructuring Report, this is an opportunity to provide a complete submission. Further details regarding Part A and Part B in this tab are on the next page.

Part A: Funds Available this past Fiscal Year (2015-16)

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 so please delete or add as many as needed. Any grouping of funding sources should be easily understandable and clear through Part A and B how much the agency had available to spend and where the agency spent the funds.

Part B: Funds Spent this past Fiscal Year (2015-16)

- a) The agency's objectives and unrelated purposes are listed based on the information the agency provided in the Restructuring Report. The agency will see there are new rows between "objectives" and "unrelated purposes." These new rows allow the agency to list money it spent this year that was for previously committed multiple year projects. The intent is to separate what the agency spent toward its current objectives and what it spent toward objectives and projects from previous years, which took multiple years to pay off. If the agency believes the new rows are not useful in illustrating how the agency uses its funds, the agency may leave them blank. However, if they assist the agency in more clearly showing how it uses its funds, please utilize them.
- b) Please add any information needed in the new rows (i.e., "Money previously committed for multiple years") and make any revisions necessary to ensure all unrelated purposes are listed. 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.).
- c) Finally, review and revise the amounts spent from each funding source on the agency objectives, money previously committed for multiple years and unrelated purposes so it reflects how much the agency actually spent on each and fill in the information requested in the remaining rows. Please provide the total of all the values from the different funding sources for each row.

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

What is the source of funds? (insert as many columns as needed, just make sure to total everything in the last column)	Totals	Administration	Administration	Archives & Records Management	Archives & Records Management	Historical Services			Employee Benefits	Employee Benefits		Special Items	Special Items
State, other or federal funding?	n/a	State	Other	State	Other	State	Other	Federal	State	Other	Federal	State	State
Recurring or one-time?	n/a	Recurring	Recurring	Recurring	Recurring	Recurring	Recurring		Recurring	Recurring	Recurring	Recurring	One-time
\$ From Last Year Available to Spend this Year						Ţ.							
Amount available at end of previous fiscal year	\$1,253,936	\$0	\$88,105	\$254,201	\$401,136	\$0	\$185,575	\$249,690	\$0	\$39,583	\$24,781	\$0	\$10,866
Amount available at end of previous fiscal year that agency can actually use this fiscal year:	\$265,066	\$0	\$0	\$254,201	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$10,866
If the amounts in the two rows above are not the same, explain why:	n/a	n/a	Did not meet authorized spending authority	Amount allowable to carry forward (10%)	Did not meet authorized spending authority	n/a	Did not meet authorized spending authority	Federal fiscal year overlap	n/a	Did not meet authorized spending authority	spending	n/a	Remainder of Digital Access & Storage Initiative
\$ Received this Year							,			,	,		
Amount <u>budgeted</u> to receive in this fiscal year:	\$6,714,674	\$876,780	\$212,910	\$937,353	\$574,100	\$36,000	\$373,167	\$745,328	\$676,885	\$133,981	\$152,255	\$25,000	\$1,970,915
Amount actually received this fiscal year:	\$6,685,715	\$876,780	\$212,910	\$973,353	\$574,100	\$0	\$373,167	\$745,328	\$666,872	\$133,981	\$152,255	\$25,000	\$1,951,969
If the amounts in the two rows above are not the same, explain why:	n/a	n/a	n/a	Transfer of allocation for one FTE	n/a	Transfer of allocation for one FTE	n/a	n/a	Base allocation for fringe	n/a	n/a	n/a	
Total Actually Available this Year													
Total amount 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):	\$6,950,781	\$876,780	\$212,910	\$1,227,554	\$574,100	\$0	\$373,167	\$745,328	\$666,872	\$133,981	\$152,255	\$25,000	\$1,962,835

Additional Explanations regarding Part A: Insert any additional explanations the agency would like to provide related to the information it provided above.

			/	0045 40
DADI B -	Flinds Shall	at thic nact b	-iecal Vaar (つい15_16\
LWI D.	i ulius spei	it tillə past i	Fiscal Year (<u> 2013-10)</u>

What is the source of funds? (insert as many columns as	Totals	Administration	Administration	Archives &	Archives &	Historical	Historical	Historical	Employee	Employee	Employee	Special	Special Items
needed, just make sure to total everything in the last				Records	Records	Services			Benefits			Items	-
column)				Management	Management								
State, other or federal funding?	n/a	State	Other	State	Other	State	Other	Federal	State	Other	Federal	State	State
Recurring or one-time?	n/a	Recurring	Recurring	Recurring	Recurring	Recurring	Recurring	Recurring	Recurring	Recurring	Recurring	Recurring	One-time
What are the external restrictions (from state or federal	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	SHPO	SC African	Per instruction
government, grant issuer, etc.), if any, on how the agency											Reimburs	American	of General
was able to spend the funds from this source:											ement	Heritage	Assembly
												Commission	
Were expenditure of funds tracked through SCEIS? (if no,	n/a	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
state the system through which they are recorded so the													
total amount of expenditures could be verified, if needed)													
Total amount available to spend	\$6,950,781	\$876,780	\$212,910	\$1,227,554	\$574,100	\$0	\$373,167	\$745,328	\$666,872	\$133,981	\$152,255	\$25,000	\$1,962,835
Where Agency Spent Money - Current Objectives													
Objective 1.1.1 - Offer ten records management	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
workshops annually for state and local government													
agencies in 2015/16													

Strategic Spending in Fiscal Year 2015-16

Objective 1.1.2 - Complete the distribution of the recently	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
revised " A Teacher's Guide to African American Historic													
Places in South Carolina" to state schools in 2015/16				•				•	•	•	•		
Objective 1.2.1 - Establish divisional bi-monthly meetings to ensure divisional collaboration	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Objective 1.2.2 - In 2015/16 continue collaboration with	<u> </u>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
the Confederate Relic Room, South Caroliniana Library,	ΨΟ	Ψ ⁰	ΨΟ	ΨΟ	Ψ0	ΨΟ	ΨΟ	ΨΟ	ΨΟ	ΨΟ	Ψο	ΨΟ	ΨΟ
USC Press to sponsor and organize agency symposia													
Objective 1.3.1 - Increase total staff membership in	\$5,000	\$0	\$0	\$0	\$0	\$0	\$5,000	\$0	\$0	\$0	\$0	\$0	\$0
national historical and professional organizations by 15													
percent in 2015/16 Objective 1.3.2 - Increase the total number of outside	#4.000	ФО	\$0	\$4.000	ФО.	ФО.	C O	ФО.	Φ0	Ф О	ΦO	ФО.	ФО.
presentations given by staff by 10 percent in 2015/16	\$1,000	\$0	\$0	\$1,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Objective 2.1.1 - Conduct media campaign to notify	\$2,000	\$0	\$0	\$2,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
potential customers and stakeholders of the agency's	φ2,000	ΨΟ	φυ	\$2,000	ΨΟ	ΨΟ	ΨΟ	φυ	φυ	φυ	φυ	Φ0	ΨΟ
Objective 2.1.2 - Enhance use of diagnostic tools to	<u> </u>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
maximize the agency's use of Social Media in 2015/16	**	***	ļ	4.0			1	4.5			4.5	***	**
Objective 3.1.1 - Conduct an internal assessment of the	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
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	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Shop sales to evaluate the marketability of goods sold in 2015/16													
Objective 3.1.3 - Reassess SCDAH's marketing of rental	 \$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
facilities to discern trends in 2015/16	Ψ•	•	Ψ.	Ψ.			Ψ3	Ψ3	Ψ	Ψ σ	40	4.0	Ψ.
Objective 3.2.1 - Develop a plan for ensuring that	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
historical preservation and access issues are considered													
when evaluating other revenue sources for 2015/16	•	•		•					•			•	
Objective 3.3.1 - Complete the installation of moveable	\$245,922	\$0	\$0	\$245,922	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
shelving in the final section of the first stack at the Archives in 2015/16													
Objective 3.3.2 - Request funds for the expansion of the	 \$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
agency's digital storage capacity by 50 percent in 2015/16	Ψ	Ψ**	Ψ	ΨΟ	Ψ0	Ψ	Ψ	ΨΟ	ΨΟ	Ψ	Ψο	Ψ	Ψ
Objective 3.4.1 - Increase the number of agency	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Objective 3.4.2 - Triple the number of agency interns in	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2015/16 Objective 3.5.1 -Fill 50 percent of the agency's unfilled,	<u> </u>	¢ 0	\$ 0	\$0	¢ 0	\$0	Φ0	\$0	Φ0	Φ0	\$0	0.0	¢ 0
authorized positions in 2015/16	ΦО	\$0	\$0	Φ0	\$0	\$0	\$0	ΦО	\$0	\$0	Φ0	\$0	\$0
Objective 4.1.1 - Increase the number of files added to the	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
agency online record index by five percent in 2015/16	, -			* -	***	• -	, ,	* -			, -	, ,	•
Objective 4.1.2 - Ingest and make available county council	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
records for 23 counties through the Electronic Records			·	·	·		·	·			·	·	·
Archives in 2015/16.													
Objective 4.2.1 - Intensify the agency's Social Media	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
presence by increasing all postings by 25 percent in 2015/16													
Objective 4.2.2 - Revive the State Historic Records	<u> </u>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Advisory Board through appointments by the Governor in	ΨΟ	ΨΟ	ΨΟ	ΨΟ	ΨΟ	ΨΟ	ΨΟ	ΨΟ	ΨΟ	ΨΟ	ΨΟ	Ψ0	ΨΟ
2015/16													
Objective 4.3.1 - Complete installation of Preservica and	\$18,000	\$0	\$0	\$18,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
make accessible 400 GBs of data through the South													
Carolina Electronic Records Archive (SCERA) in 2015/16													
Objective 4.3.2 - Complete the first phase (25,000 survey	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
records) of the Historic Properties Database in 2015/16	Ф074 000	40	Φ0	# 000 000	40	Φ0	Φ5.000	Φ0	Φ0	Φ0	Φ0	40	40
Total Spent on Current Objectives:	\$271,922	\$0	\$0	\$266,922	\$0	\$0	\$5,000	\$0	\$0	\$0	\$0	\$0	\$0
Where Agency Spent Money - Money previously													
committed for multiple years	¢o.	6 0	60	ф <u>о</u>	6 0	6 0	ФО.	ФO	ф. <u>С</u>	ФO	ΦO	ФО.	C O
Example - Continental Tire Recruitment Grant (agreement requires State pay income taxes for the company until	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2020)					1								
Insert any additional money previously committed		\$0	\$0	\$0	\$0		\$0		\$0	\$0	\$0	\$0	\$0
Total Spent on previous multiple year commitments		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Where Agency Spent Money - Unrelated Purpose (pass													
through or other purpose unrelated to agency's strategic													
plan)	¢4 202 402	¢1 115 270	¢107.004	C O	40	C O	¢Λ	¢Λ	¢Λ	¢Λ	¢ο	¢ο	¢ 0
Unrelated Purpose #1 - Provides support for all components of the agency including Director's Office,	\$1,302,403	\$1,115,379	\$187,024	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Budget and Finance, Personnel, Building Services and													
Information Technology.													

Strategic Spending in Fiscal Year 2015-16

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.	\$815,929	\$0	\$0	\$757,488	\$58,441	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Unrelated Purpose #3 - Provides leadership, technical, and financial assistance to individuals, organizations, local governments, state and federal agencies.	\$929,287	\$0	\$0	\$0	\$0	\$36,093	\$274,517	\$618,677	\$0	\$0	\$0	\$0	\$0
Unrelated Purpose #4 - State Employer Contributions	\$643,393	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$422,449	\$96,331	\$124,613	\$0	\$0
Unrelated Purpose #5 - All special items supported by the State.	\$985,077	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$25,000	\$960,077
insert any additional unrelated purposes	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Spent on Unrelated Purposes:	\$4,676,089	\$1,115,379	\$187,024	\$757,488	\$58,441	\$36,093	\$274,517	\$618,677	\$422,449	\$96,331	\$124,613	\$25,000	\$960,077
		,			•		•	,					
Total Spent (Total on Objectives + Total on Unrelated Purposes) (This should be the same as Amount actually spent in row 29)	\$4,948,011	\$1,115,379	\$187,024	\$1,024,410	\$58,441	\$36,093	\$279,517	\$618,677	\$422,449	\$96,331	\$124,613	\$25,000	\$960,077
Amount Remaining	\$2,054,353	\$715	\$40,886	\$76,453	\$321,904	\$707	\$272,650	\$135,544	\$146,336	\$37,650	\$18,750	\$0	\$1,002,758
Funds budgeted for use in subsequent years (i.e. when grant or other money received all at once, but intended to be spent over multiple years)													
Example - WIOA 3 year funds budgeted for use in next two fiscal years	\$0	\$0	\$0	\$0	\$ 0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Funds budgeted for use in subsequent years	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Cash Balance Remaining, minus funds budgeted for use in subsequent years	\$1,080,633	\$715	\$0	\$76,453	\$0	\$707	\$0	\$0	\$0	\$0	\$0	\$0	\$1,002,758

Additional Explanations regarding Part B: Insert any additional explanations the agency would like to provide related to the information it provided above.

Strategic Budgeting for Fiscal Year 2016-17

(Note: Funds from General Appropriation Act for 2016-17 set in Summer 2016)

1	Agency Responding	Department of Archives and History
	Date of Submission	11/22/2016

Disclaimer: The Committee understand the amount the agency budgeted and spent per goal and objective are estimates from the agency. The Committee requests that the estimates have a logical basis, which the agency can explain, as to how it determined the amounts provided.

INSTRUCTIONS:

This tab requests the same information as Strategic Spending (last FY), but looks at the current year fiscal year, 2016-17, as opposed to the past fiscal year, 2015-16. Please ensure this information is provided with the funds available for 2016-17 and the strategic plan the agency intends to follow in 2016-17.

PART A - Funds Available Fiscal Year (2016-17)

What is the source of funds? (insert as many columns as needed, just make sure to total everything in the last column)	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
State, other or federal funding?	n/a	State	Other	State	Other	State	Other	Federal	State	Other	Federal	State	State
Recurring or one-time?	n/a	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	\$2,054,353	\$715	\$40,886	\$76,453	\$321,904	\$707	\$272,650	\$135,544	\$146,336	\$371,650	\$18,750	\$0	\$1,002,758
Amount available at end of previous fiscal year that	\$1,080,633	\$715	\$0	\$707	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,002,758
agency can actually use this fiscal year:													
If the amounts in the two rows above are not the same,	Amount allowable to carry	n/a	Did not meet	Amount allowable	Did not meet	Amount allowable	Did not	Did not meet	Did not	Did not	Did not meet	n/a	n/a
explain why:	forward		budgeted spending	to carry forward	budgeted spending	to carry forward	meet	budgeted	meet	meet	budgeted		
							budgeted 	spending	_	_	spending		
							spending		spending	spending			
\$ Estimated to Receive this Year													
Amount requested to receive this fiscal year:	\$7,682,759	\$876,780	\$212,910	\$973,353	\$574,100	\$0	\$373,167	\$745,328	\$676,885		\$152,255	\$25,000	\$2,939,000
Amount <u>actually received</u> this fiscal year:	\$7,582,759	\$876,780	\$212,910	\$973,353	\$574,100	\$0	\$373,167	\$745,328	\$676,885	\$133,981	\$152,255	\$25,000	\$2,839,000
If the amounts in the two rows above are not the same,	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	100,000 for Hist.
explain why:													African Americar
													Driving Tours
Total Available if announts named and are not in a													
Total Available if amounts requested are received	#0.000.000	CO77 405	CO40 040	¢4 040 000	ФЕ 74 400	Ф 7 07	COTO 4CT	Ф74F 200	ФС7C 00Г	¢400.004	\$450.055	\$05,000	¢0.044.750
Amount estimated to have available to spend this fiscal	\$8,663,392	\$877,495	\$212,910	\$1,049,806	\$574,100	\$707	\$373,167	\$745,328	\$676,885	\$133,981	\$152,255	\$25,000	\$3,841,758
year (i.e. Amount available at end of previous fiscal year													
that agency can actually use in this fiscal year PLUS													
Amount requested to receive this fiscal year):													

Additional Explanations regarding Part A: Insert any additional explanations the agency would like to provide related to the information it provided above.

What is the source of funds? (insert as many columns as needed, just make sure to total everything in the last column)	Totals	Administration	Administration	Archives & Records Management	Archives & Records Management	Historical Services	Historical Services	Historical Services	Employee Benefits	Benefits	Employee Benefits	Special Items	Special Items
State, other or federal funding?	n/a	State	Other	State	Other	State	Other	Federal	State	Other	Federal	State	State
ecurring or one-time?	n/a	Recurring	Recurring	Recurring	Recurring	Recurring	Recurring	Recurring	Recurring	Recurring	Recurring	Recurring	One-time
/hat are the external restrictions (from state or federal overnment, grant issuer, etc.), if any, on how the agency an spend the funds from this source:	n/a	n/a	n/a	n/a	n/a	n/a	n/a	SHPO Reimbursement to the Agency	n/a	n/a	SHPO Reimbursemen t to the Agency	South Carolina African American Heritage Commission	Per instructions General Asseml
/ill expenditure of funds be tracked through SCEIS? (if o, state the system through which they are recorded so be total amount of expenditures could be verified, if eeded)	n/a	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
otal amount estimated to have available to spend	\$8,663,392	\$877,495	\$212,910	\$1,011,943	\$574,100	\$38,570	\$373,167	\$745,328	\$676,855	\$133,981	\$152,255	\$25,000	\$3,841,758
here Agency Plans to Spend Money - Current biectives													
bjective 1.1.1 - Offer ten records management orkshops annually for state and local government gencies:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
bjective 1.1.2 - Offer a series of genealogical workshops be held at the Archives and History Center in 2016/17:	\$1,000	\$0	\$0	\$1,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
bjective 1.2.1 - Hold weekly Division Head meetings to nsure divisional collaboration:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
bjective 1.2.2 - Continue collaboration with the onfederate Relic Room, South Caroliniana Library, USC ress to sponsor and organize agency symposia:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Objective 1.3.1 - Increase total staff membership in ational historical and professional organizations by 10 ercent in 2016/17:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Objective 1.3.2 - Increase the total number of outside resentations given by staff by 10 percent in 2016/17:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Objective 2.1.1 - Broaden the methods of communication with the general public though a series of media outlets:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Strategic Budgeting for Fiscal Year 2016-17 (Note: Funds from General Appropriation Act for 2016-17 set in Summer 2016)

Total Agency Plans to Spend (Total on Unrelated Purposes) Society Septic Sep														
Description Computer Comput	· ·	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Explane 2.5 - Fernance in more relating by grown and 50 \$3 \$9 \$5 \$5 \$6 \$6 \$5 \$6 \$6 \$5 \$6 \$6	Objective 3.1.1 - Conduct an annual assessment of the agency's Preservation Conference to increase attendance		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Security 1.1 - Discosed SCEANIST Institution of Principal SEASON 100	Objective 3.1.2 - Evaluate the marketability of goods sold	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Septime 4.21 - Process a point for the severals Septime 4.21 - Process a point for the several Septime 4.21 - Process and Se	Objective 3.1.3 - Broaden SCDAH's marketing of rental	\$2,500	\$2,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Comparison 1.5 Linearise in water of agency in the control of the control o	Objective 3.2.1 - Develop a plan for the eventual	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Specimen 33-2 Counted the number of agency interest in Shiption Size	Objective 3.3.1 - Increase the number of agency volunteers by 10 percent in 2016/17 to assist the agency	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Dispersion 5.1 Fill 25 processed the signature unified \$70.000 \$10.0000 \$10.0000 \$10.0000 \$10.0000 \$10.0000 \$10.0000 \$10.0000 \$10.0000 \$10.0000 \$10.0000 \$10.0000 \$10.0000 \$10.00000 \$10.00000 \$10.00000 \$10.00000 \$10.	Objective 3.3.2 - Double the number of agency interns in	\$10,000	\$0	\$0	\$0	\$0	\$0	\$0	\$10,000	\$0	\$0	\$0	\$0	\$0
Characterist of 1-1 - Increase the number of life audicit 2 mg \$3	Objective 3.4.1 - Fill 25 percent of the agency's unfilled	\$70,000	\$70,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Incodes from these state agencies and 2016-17	Objective 4.1.1 - Increase the number of files added to the	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Contenting 1.0 Contenting		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Objective A-22 - Digitise 9(b) tools and conduct SCHPR \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$	through the South Carolina Electronic Records Archive	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
State Stat	Objective 4.2.2 - Digitize 60 boxes and conduct SCHPR	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Exercises Confidence Conf	Total Agency Plans to Spend on Objectives:	\$83,500	\$72,500	\$0	\$1,000	\$0	\$0	\$0	\$10,000	\$0	\$0	\$0	\$0	\$0
Section Process Proc	previously committed for multiple years	n/a	\$0	\$ 0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Agency Plans to Spend on previous multiple year commitments with the Agency Plans to Spend Money - Unrelated Purpose (in the Purpose of			40	00	40	40	40	40	Φ0	Φ0	Φ0	Ф0	Φ0	40
### Purpose (pass to Spend Money - Unrelated Purpose unrelated to sperce's strategic pain Unrelated Purpose unrelated to sperce's strategic pain Unrelated Purpose (pass to the segretary including Directors 7 Office, subject and firms, presented, building Services and Unrelated Purpose ## 2 - Provides support for all subject and firms, presented, building Services and Unrelated Purpose ## 2 - Provides and provides access to \$1,585,043			-			-								
Unreliated Purpose #1 - Provides support for all components of the agency including Director's Office, Budget and Finance, Personnel, Building Services and Information Technology.	Where Agency Plans to Spend Money - Unrelated Purpose (pass through or other purpose unrelated to													
Studget and Finance, Personnet, Building Services and Information Technology. Unreleated Purpose #2 - Preserves and provides access to \$1,585,043 \$0 \$0 \$1,010,943 \$574,100 \$0 \$0 \$0 \$0 \$0 \$0 \$0		\$1,017,905	\$804,995	\$212,910	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Christated Purpose #2 - Proserves and provides access to \$1,885,043 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$	Budget and Finance, Personnel, Building Services and													
Unrelated Purpose #3 - Provides leadership, technical, and financial assistance to individuals, organizations, local agencies. Unrelated Purpose #4 - State Employer Contributions S963,121	SC's permanently valuable colonial, state and local government records, 1671-2000. Micrographics provides microfilm services to the department, other public entities	\$1,585,043	\$0	\$0	\$1,010,943	\$574,100	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Unrelated Purpose #4 - State Employer Contributions \$963,121 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$	Unrelated Purpose #3 - Provides leadership, technical, and financial assistance to individuals, organizations,	\$1,147,065	\$0	\$0	\$0	\$0	\$38,570	\$373,167	\$735,328	\$0	\$0	\$0	\$0	\$0
State Insert any additional unrelated purposes \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0	Unrelated Purpose #4 - State Employer Contributions			· · · · · · · · · · · · · · · · · · ·		·		<u> </u>	<u> </u>					
Total Agency Plans to Spend on Unrelated Purposes: \$8,579,892 \$804,995 \$212,910 \$1,010,943 \$574,100 \$38,570 \$373,167 \$735,328 \$676,885 \$133,981 \$152,255 \$25,000 \$3,841,77 \$10 \$10 \$10 \$10 \$10 \$10 \$10 \$10 \$10 \$10	State.		·	·		·	·	, -	•	·				
Amount Remaining		·			·	•	-							\$3,841,758
Funds budgeted for use in subsequent years (i.e. when grant or other money received all at once, but intended to be spent over multiple years) Example - WIOA 3 year funds budgeted for use in next two fiscal years n/a \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0		\$8,663,392	\$877,495	\$212,910	\$1,011,943	\$574,100	\$38,570	\$373,167	\$745,328	\$676,885	\$133,981	\$152,255	\$25,000	\$3,841,758
grant or other money received all at once, but intended to be spent over multiple years) Example - WIOA 3 year funds budgeted for use in next two fiscal years N/a \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$	Amount Remaining	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Example - WIOA 3 year funds budgeted for use in next two fiscal years	grant or other money received all at once, but intended to													
n/a \$0	Example - WIOA 3 year funds budgeted for use in next	n/a	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Funds budgeted for use in subsequent years \$0 <	two fiscal years									·				
	Total Funds budgeted for use in subsequent years									_	· · · · · · · · · · · · · · · · · · ·			-
use in subsequent years	Cash Balance Remaining, minus funds budgeted for use in subsequent years	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Strategic Budgeting for Fiscal Year 2016-17 (Note: Funds from General Appropriation Act for 2016-17 set in Summer 2016)

Additional Explanations regarding Part B:

Insert any additional explanations the agency would like to provide related to the information it provided above.

Strategic Requests for Fiscal Year 2017-18

Agency Responding	Department of Archives and History
Date of Submission	11/22/2016

Disclaimer: The Committee understand the amount the agency budgeted and spent per goal and objective are estimates from the agency. The Committee requests that the estimates have a logical basis, which the agency can explain, as to how it determined the amounts provided.

INSTRUCTIONS

This tab requests the same information as Strategic Budgeting (current FY), but looks at the requests for the upcoming year, 2017-18, as opposed to funds already approved for the current fiscal year, 2016-17. Please ensure this information is provided with the funds the agency is requesting for 2017-18 and the strategic plan the agency intends to follow in 2017-18.

PART A - Funds Available Fiscal Year (2017-18)

What is the source of funds? (insert as many columns as needed, just make sure to total	Totals	Administration	Administration		Archives & Records Management	Historical Services	Historical Services	Historical Services	Employee Benefits	Employee Benefits	Employee Benefits	Special Items	Special Items
everything in the last column)				Management				Oct vices					
State, other or federal funding?	n/a	State	Other	State	Other	State	Other	Federal	State	Other	Federal	State	State
Recurring or one-time?	n/a	Recurring	Recurring	Recurring	Recurring	Recurring	Recurring	Recurring	Recurring	Recurring	Recurring	Recurring	One-time
\$ Available from Previous FY													
Amount anticipated to have available at end of current fiscal year	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
If agency anticipates having funds available at the end of the current fiscal year, explain why:	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
\$ Estimated to Receive this Year													
Amount received to spend in current fiscal year:	\$7,582,759	\$876,780	\$212,910	\$973,353	\$574,100	\$0	\$373,167	\$745,328	\$676,885	\$133,981	\$152,255	\$25,000	\$2,839,000
Amount requesting to receive next fiscal year:	\$5,058,019	\$876,780	\$212,910	\$973,353	\$574,100	\$0	\$373,167	\$790,328	\$741,145	\$133,981	\$157,255	\$25,000	\$200,000
If the amounts in the two rows above are not the same, explain why:	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Requesting an	Allocation	n/a	Fringe	n/a	Conservation
								additional FTE	of		associated		of SC
									statewide		with requested		Constitutions
									employee		FTE		
									benefits				
If none of the amounts the agency is requesting to receive next fiscal year are lower than	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Total Available if amounts requested are received													
Amount estimated to have available to spend next fiscal year (i.e. Amount anticipated to have	\$5,058,019	\$876,780	\$212,910	\$973,353	\$574,100	\$0	\$373,167	\$790,328	\$741,145	\$133,981	\$157,255	\$25,000	\$200,000

Additional Explanations regarding Part A: Insert any additional explanations the agency would like to provide related to the information it provided above.

PART B - How Agency Plans to Budget Funds in 2017-1 What is the source of funds? (insert as many columns as ne		al everything in the	Totals	Administration	Administration		Archives & Records			Historical		Employee	Employee	Special	Special
last column)						Management	Management		Services	Services	Benefits	Benefits	Benefits	Items	Items
State, other or federal funding?			n/a	State	Other	State	Other	State	Other	Federal	State	Other	Federal	State	State
Recurring or one-time?		# b tb -	n/a	Recurring	Recurring	Recurring	Recurring	Recurring	Recurring	Recurring	Recurring	Recurring	Recurring	Recurring	One-time
What are the external restrictions (from state or federal gov	ernment, grant issuer, etc.),	if any, on now the	n/a	n/a	n/a	n/a	n/a	n/a	n/a	SHPO Reimbursement	n/a	n/a	SHPO Reimbursement	South Carolina	Per instructions of
agency can spend the funds from this source:										to the Agency			to the Agency	African American Heritage	General Assembly
Will expenditure of funds be tracked through SCEIS? (if no, recorded so the total amount of expenditures could be verifi		hich they are	n/a	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Total amount estimated to have available to spend:			\$5,058,019	\$876,780	\$212,910	\$973,353	\$574,100	\$0	\$373,167	\$790,328	\$741,145	\$133,981	\$157,255	\$25,000	\$200,000
Where Agency Plans to Spend Money - Current	Responsible Employee	Associated	Totals	Administration	Administration	Archives & Records	Archives & Records	Historical	Historical	Historical	Employee	Employee	Employee	Special	Special
Objectives	(Name, Position,	Performance				Management	Management	Services	Services	Services	Benefits	Benefits	Benefits	Items	Items
Objective 1.1.1 - Offer ten records management workshops annually for state and local government agencies:	Records Management	4, 5, 6	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Objective 1.1.2 - Offer a series of genealogical workshops to be held at the Archives and History Center in 2017/18:	Steve Tuttle, Deputy Director, Archives and Records Management	1, 2, 3	\$1,000	\$0	\$0	\$1,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Objective 1.2.1 - Hold weekly Division Head meetings to ensure divisional collaboration:	W. Eric Emerson, Director and SHPO	1, 2, 3, 4, 5 ,6, 7, 8, 9, 10, 11	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Objective 1.2.2 - Continue collaboration with the Confederate Relic Room, South Caroliniana Library, USC	W. Eric Emerson, Director and SHPO	1, 2, 3, 4, 5, 6, 7	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Objective 1.3.1 - Increase total staff membership in national historical and professional organizations by 10 percent in 2017/18:	Steve Tuttle, Deputy Director, Archives and Records Management	1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Objective 1.3.2 - Increase the total number of outside presentations given by staff by 10 percent in 2017/18:	Steve Tuttle, Deputy Director, Archives and Records Management	1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Objective 2.1.1 - Broaden the methods of communication with the general public though a series of media outlets:	Grace Salter, Agency Advancement Coordinator	1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Objective 2.1.2 - Enhance use of diagnostic tools to maximize the agency's online presence:	Grace Salter, Agency Advancement Coordinator	1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Objective 3.1.1 - Conduct an annual assessment of the agency's Preservation Conference to increase attendance and revenue:	W. Eric Emerson, Director and SHPO	8, 9, 10, 11	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Objective 3.1.2 - Evaluate the marketability of goods sold in the agency gift shop to maximize profits:	Brenda House, Deputy Director, Administration	1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Objective 3.1.3 - Broaden SCDAH's marketing of rental facilities to increase revenue in 2017/18:	Brenda House, Deputy Director, Administration	1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11	\$2,500	\$2,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Objective 3.2.1 - Develop a plan for the eventual elimination of microfilm product sales and the resulting increase in digitization revenue:	W. Eric Emerson, Director and SHPO	7	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Strategic Requests for Fiscal Year 2017-18

Objective 3.3.1 - Increase the number of agency	Patrick McCawley,	1, 2, 3, 4, 5, 6, 7, 8,	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
volunteers by 10 percent in 2017/18 to assist the agency	Supervisor, Archives	9, 10, 11													
with special projects:	D () M ()	4 0 0 4 5 0 7 0	040.000	00	40	00	40	Φ0	Φ0	**	Φ0	Φ0	40	0.0	Φ0
Objective 3.3.2 - Double the number of agency interns in 2017/18:	Patrick McCawley, Supervisor, Archives	1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11	\$10,000	\$0	\$0	\$0	\$0	\$0	\$0	\$10,000	\$0	\$0	\$0	\$0	\$0
Objective 3.4.1 - Fill 25 percent of the agency's unfilled	W. Eric Emerson, Director		\$70,000	\$70,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
authorized positions in 2017/18:	and SHPO	9, 10, 11	ψ. 0,000	ψ. σ,σσσ	Ψ.	4 0	Ψ.	Ψ	ΨΟ	Ψ	Ψ.	Ψ	Ψ	••	
Objective 4.1.1 - Increase the number of files added to the	Bryan Collars, Supervisor,		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
agency online record index by five percent in 2016/17:	Imaging														
Objective 4.1.2 - Ingest and make available electronic	Bryan Collars, Supervisor,	7	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
records from three state agencies in 2017/18:	Imaging														
Objective 4.2.1 - Make accessible 400 GBs of data through		7	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
the South Carolina Electronic Records Archive (SCERA):	Imaging														
		_	•		4.5								•		•
Objective 4.2.2 - Digitize 60 boxes and conduct SCHPR	Elizabeth Johnson, Deputy	¹ 7	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
data entry for 30 boxes of historic property records:	SHPO		****	#70.500	40	04.000	40	40	Φ0	* 40.000	Φ0	Φ0		0.0	Φ0
Where Agency Plans to Spend Money - Money	Responsible Employee	Associated	\$83,500 Totals	\$72,500 Administration	\$0 Administration	\$1,000	\$0 Archives & Records	\$0	\$0	\$10,000 Historical	\$0 Employee	\$0 Employee	\$0 Employee	\$0 Special	\$0 Special
previously committed for multiple years	(Name, Position,	Performance	Totals	Administration	Administration	Management	Management	Services		Services	Benefits	Benefits	Benefits	Items	Items
Example - Continental Tire Recruitment Grant (agreement		1 orrormanoo	\$ 0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
requires State pay income taxes for the company until	n/a	n/a	ΨΟ	Ψ0	ΨΟ	ΨΟ	ΨΟ	ΨΟ	ΨΟ	ΨΟ	Ψ	Ψ0	ΨΟ	Ψ	Ψ
2020)															
Takal Amana Plana (A A A A A A A A A A A A A A A A A A			40	20	20	***	**	40	*	^	•	40	40	00	40
Total Agency Plans to Spend on previous multiple year Where Agency Plans to Spend Money - Unrelated	Responsible Entity (i.e.	Associated	\$0 Totals	\$0 Administration	\$0 Administration	\$0	\$0 Archives & Records	\$0	\$0	\$0 Historical	\$0 Employee	\$0 Employee	\$0 Employee	\$0 Special	\$0 Special
Purpose (pass through or other purpose unrelated to	entity who determines how		iotais	Administration	Administration	Management	Management	Services		Services	Benefits	Benefits	Benefits	Items	Items
Unrelated Purpose #1 - Provides support for all	Brenda House, Deputy	1, 2, 3, 4, 5, 6, 7, 8,	\$1,017,190	\$804,280	\$212,910	managomoni	managomoni	00111000	00111000	00111000	Bonomo	Dononto	Dononto	itomo	Romo
components of the agency including Director's Office,		9, 10, 11	ψ.,σ,.σσ	,====	Ψ= :=,σ : σ	# O	ф <u>о</u>	CO	ΦO	\$0	ФО	ФО	ΦO	Φ0	.
Budget and Finance, Personnel, Building Services and						\$0	\$0	\$0	\$0	ΦU	\$0	\$0	\$0	\$0	\$0
Information Technology.	O T (1) D	4 0 0 4 5 0 7	** 5.40.450			4070.050	0574.400								
Unrelated Purpose #2 - Preserves and provides access to SC's permanently valuable colonial, state and local	Steve Tuttle, Deputy Director, Archives and	1, 2, 3, 4, 5, 6, 7	\$1,546,453			\$972,353	\$574,100								
government records, 1671-2000. Micrographics provides	Records Management			\$0	\$0			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
microfilm services to the department, other public entities	Trootius management				40			,	Ψū	40		Ψ.	Ψ.		
and businesses.															
Unrelated Purpose #3 - Provides leadership, technical,	Elizabeth Johnson, Deputy	8, 9, 10, 11	\$1,153,495		•		•	\$0	\$373,167	\$780,328		Φ.0	•		
and financial assistance to individuals, organizations, local governments, state and federal agencies.	SHPO			\$0	\$0	\$0	\$0				\$0	\$0	\$0	\$0	\$0
Unrelated Purpose #4 - State Employer Contributions	Brenda House, Deputy	1, 2, 3, 4, 5 ,6, 7, 8,	\$1,032,381								1.				_
	Director, Administration		ψ.,σσ=,σσ.	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$741,145	\$133,981	\$157,255	\$0	\$0
Unrelated Purpose #5 - All special items supported by the	•	8, 9, 10, 11	\$225,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$25,000	\$200,000
State.	and SHPO					<u> </u>	<u> </u>	·				·	·		
Insert any additional unrelated purposes			\$0 \$4,974,519	\$0 \$804,280	\$0 \$212,910	\$0 \$972,353	\$0 \$574,100	\$0 \$0	\$0 \$373,167	\$0 \$780,328	\$0 \$741,145	\$0 \$133,981	\$0 \$157,255	\$0 \$25,000	\$0 \$200,000
Total Agency Plans to Spend on Unrelated Purposes:			\$4,974,519	φου4,2ου	\$212,910	φ972,353	\$574,100	ΦΟ	Φ373,107	Φ/ου,32ο	\$741,145	काउउ,५०।	\$157,255	\$25,000	\$200,000
Total Agency Plans to Spend ((Total on Objectives + Total	al on previous multiple year o	commitments + Total	\$5,058,019	\$876,780	\$212,910	\$973,353	\$574,100	\$0	\$373,167	\$790,328	\$741,145	\$133,981	\$157,255	\$25,000	\$200,000
on Unrelated Purposes):															
Amount Remaining:			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Amount Remaining.		_	ΨΟ	ΨΟ	ψυ	ΨΟ	ΨΟ	ΨΟ	ΨΟ	ΨΟ	ΨΟ	ΨΟ	ΨΟ	ψυ	_ φυ
Funds budgeted for use in subsequent years (i.e. when	Responsible Employee	Associated	Totals	Administration	Administration	Archives & Records	Archives & Records	Historical	Historical	Historical	Employee	Employee	Employee	Special	Special
grant or other money received all at once, but intended to	(Name, Position,	Performance				Management	Management	Services	Services	Services	Benefits	Benefits	Benefits	Items	Items
Example - WIOA 3 year funds budgeted for use in next	n/a	n/a	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
two fiscal years	n/a	n/a	¢o.	60	6 0	60	6 0	ф <u>О</u>	Ф О	Ф О	<u>фо</u>	φ ₀	Ф О	C O	C O
Insert any additional funds budgeted for use in	n/a n/a	n/a n/a	\$0 \$0	\$0 \$0	\$0 \$0	\$0 \$0	\$0 \$0	\$0 \$0	\$0 \$0	\$0 \$0	\$0 \$0	\$0 \$0	\$0 \$0	\$0 \$0	\$0 \$0
subsequent years	11/4	17/α	Ψ		ΨΟ	Ψ0	ΨΟ	ΨΟ	ΨΟ	ΨΟ		Ψ0	ΨΟ	Ψ.	**
Total Funds budgeted for use in subsequent years:	·		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
						1									
Cash Balance Remaining, minus funds budgeted for us	se in subsequent years:		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Additional Explanations regarding Part B:			Insert any additiona	l explanations the age	ency would like to pro	ovide related to the info	rmation it provided abo	Ve							
Transplat Explanations rogarding Fatt D.				. Ospianationo trio age											
							-								