

Annual RFI Checklist

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

INSTRUCTIONS: 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	Y

(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 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.

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

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:
Goal 1 - To promote and encourage understanding, appreciation, and preservation of the state's history and heritage	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.
Objective 1.1.2 - Offer a series of free Genealogical Workshops to be held at the Archives and History Center in 2016/17	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.
Objective 1.2.2 - Continue collaboration with the Confederate Relic Room, South Caroliniana Library, USC Press to sponsor and organize agency 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.	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.
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.
Goal 2 - To increase awareness, understanding, and use of the programs of SCDAH in 2016/17	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.
Goal 3 - To assess mission-essential needs for SCDAH and identify and secure new sources of generated funds to support its mission in 2016/17	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					
Objective 3.1.1 - Conduct an annual assessment of the agency's 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.
Objective 3.1.2 - Evaluate the marketability of goods sold in the agency gift shop to maximize profits	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.
Objective 3.1.3 - Broaden SCDAH's marketing of rental facilities to increase revenue in 2016/17	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					
Objective 3.2.1 - Develop a plan for the eventual elimination of microfilm product sales and the resulting increase in digitization revenue	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	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 in 2016/17 to assist the agency with special projects	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.
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.

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.)
2	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.)
3	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.
4	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.
5	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.
6	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.
7	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.
8	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, agency staffing capabilities.
9	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.
10	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

<i>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.</i>	\$815,929	\$0	\$0	\$757,488	\$58,441	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<i>Unrelated Purpose #3 - Provides leadership, technical, and financial assistance to individuals, organizations, local governments, state and federal agencies.</i>	\$929,287	\$0	\$0	\$0	\$0	\$36,093	\$274,517	\$618,677	\$0	\$0	\$0	\$0	\$0
<i>Unrelated Purpose #4 - State Employer Contributions</i>	\$643,393	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$422,449	\$96,331	\$124,613	\$0	\$0
<i>Unrelated Purpose #5 - All special items supported by the State.</i>	\$985,077	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$25,000	\$960,077
<i>insert any additional unrelated purposes</i>	\$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)													
<i>Example - WIOA 3 year funds budgeted for use in next two fiscal years</i>	\$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:

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

Objective 3.3.1 - Increase the number of agency volunteers by 10 percent in 2017/18 to assist the agency with special projects:	Patrick McCawley, Supervisor, Archives	1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
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	\$0
Objective 3.4.1 - Fill 25 percent of the agency's unfilled authorized positions in 2017/18:	W. Eric Emerson, Director and SHPO	1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11	\$70,000	\$70,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Objective 4.1.1 - Increase the number of files added to the agency online record index by five percent in 2016/17:	Bryan Collars, Supervisor, Imaging	7	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Objective 4.1.2 - Ingest and make available electronic records from three state agencies in 2017/18:	Bryan Collars, Supervisor, Imaging	7	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Objective 4.2.1 - Make accessible 400 GBs of data through the South Carolina Electronic Records Archive (SCERA):	Bryan Collars, Supervisor, Imaging	7	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Objective 4.2.2 - Digitize 60 boxes and conduct SCHPR data entry for 30 boxes of historic property records:	Elizabeth Johnson, Deputy SHPO	7	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
			\$83,500	\$72,500	\$0	\$1,000	\$0	\$0	\$0	\$10,000	\$0	\$0	\$0	\$0	\$0	\$0

Where Agency Plans to Spend Money - Money previously committed for multiple years	Responsible Employee (Name, Position,	Associated Performance	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
<i>Example - Continental Tire Recruitment Grant (agreement requires State pay income taxes for the company until 2020)</i>	n/a	n/a	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Total Agency Plans to Spend on previous multiple year commitments: \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0

Where Agency Plans to Spend Money - Unrelated Purpose (pass through or other purpose unrelated to	Responsible Entity (i.e. entity who determines how	Associated Performance	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
<i>Unrelated Purpose #1 - Provides support for all components of the agency including Director's Office, Budget and Finance, Personnel, Building Services and Information Technology.</i>	Brenda House, Deputy Director, Administration	1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11	\$1,017,190	\$804,280	\$212,910	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<i>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.</i>	Steve Tuttle, Deputy Director, Archives and Records Management	1, 2, 3, 4, 5, 6, 7	\$1,546,453	\$0	\$0	\$972,353	\$574,100	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<i>Unrelated Purpose #3 - Provides leadership, technical, and financial assistance to individuals, organizations, local governments, state and federal agencies.</i>	Elizabeth Johnson, Deputy SHPO	8, 9, 10, 11	\$1,153,495	\$0	\$0	\$0	\$0	\$0	\$373,167	\$780,328	\$0	\$0	\$0	\$0	\$0
<i>Unrelated Purpose #4 - State Employer Contributions</i>	Brenda House, Deputy Director, Administration	1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11	\$1,032,381	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$741,145	\$133,981	\$157,255	\$0	\$0
<i>Unrelated Purpose #5 - All special items supported by the State.</i>	W. Eric Emerson, Director and SHPO	8, 9, 10, 11	\$225,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$25,000	\$200,000
<i>Insert any additional unrelated purposes</i>			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Agency Plans to Spend on Unrelated Purposes:			\$4,974,519	\$804,280	\$212,910	\$972,353	\$574,100	\$0	\$373,167	\$780,328	\$741,145	\$133,981	\$157,255	\$25,000	\$200,000

Total Agency Plans to Spend ((Total on Objectives + Total on previous multiple year commitments + Total on Unrelated Purposes): \$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

Amount Remaining: \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0

Funds budgeted for use in subsequent years (i.e. when grant or other money received all at once, but intended to	Responsible Employee (Name, Position,	Associated Performance	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
<i>Example - WIOA 3 year funds budgeted for use in next two fiscal years</i>	n/a	n/a	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<i>Insert any additional funds budgeted for use in subsequent years</i>	n/a	n/a	\$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: \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0

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