

AGENCY NAME:	Department of Archives and History		
AGENCY CODE:	H79	SECTION:	26

**Fiscal Year 2015-16
Accountability Report**

SUBMISSION FORM

AGENCY MISSION	The mission of the South Carolina Department of Archives and History is to preserve and promote the documentary and cultural heritage of the state through the state archives, historic preservation, and education programs.
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AGENCY VISION	To be the state's leader in preserving and advocating for the state's documentary and cultural heritage.
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Please state yes or no if the agency has any major or minor (internal or external) recommendations that would allow the agency to operate more effectively and efficiently.

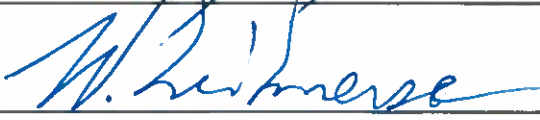
RESTRUCTURING RECOMMENDATIONS:	No
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Please identify your agency's preferred contacts for this year's accountability report.

	<u>Name</u>	<u>Phone</u>	<u>Email</u>
PRIMARY CONTACT:	W. Eric Emerson, Ph.D.	803-896-6185	eemerson@scdah.sc.gov
SECONDARY CONTACT:	Steven D. Tuttle	803-896-6204	stuttle@scdah.sc.gov

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I have reviewed and approved the enclosed FY 2015-16 Accountability Report, which is complete and accurate to the extent of my knowledge.

AGENCY DIRECTOR (SIGN AND DATE):	 9-15-16		
(TYPE/PRINT NAME):	W. Eric Emerson, Ph.D.		

BOARD/CMSN CHAIR (SIGN AND DATE):	 9-15-16		
(TYPE/PRINT NAME):	A.V. Huff, Ph.D.		

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AGENCY'S DISCUSSION AND ANALYSIS

I. Risk Assessment and Mitigation Strategies

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

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

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

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

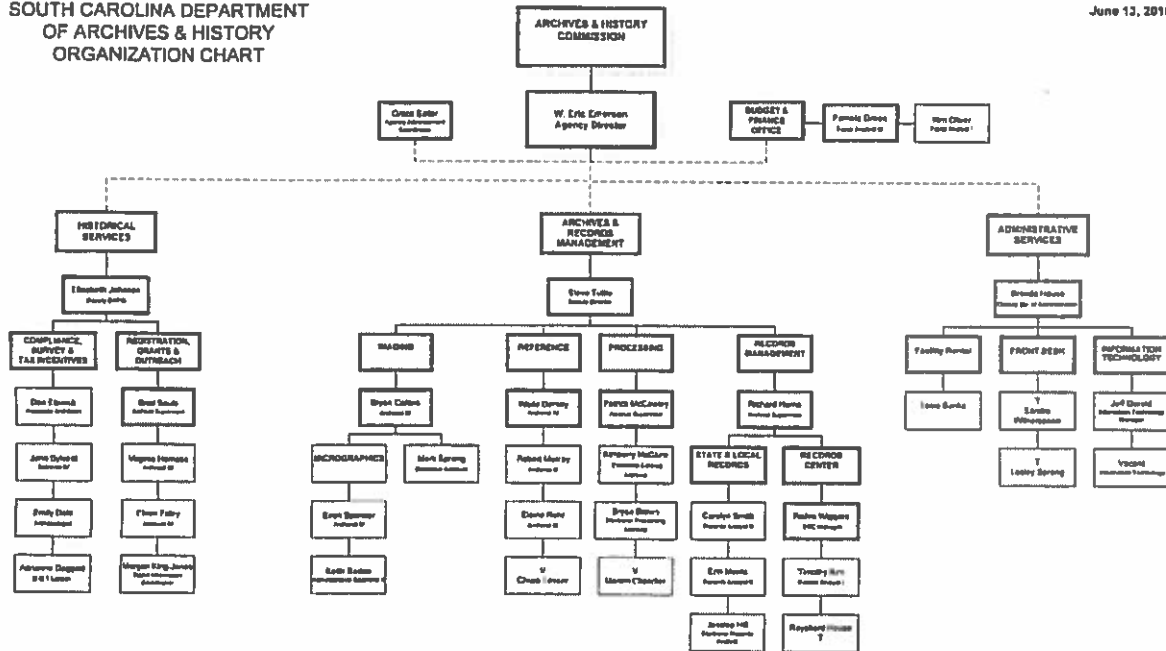
II. Restructuring Recommendations:

The agency has no recommendations for restructuring at this time.

III. Agency Organization Chart

SOUTH CAROLINA DEPARTMENT OF ARCHIVES & HISTORY ORGANIZATION CHART

June 12, 2016



FTE Information	
Authorized	- 39
Filled	- 32
Vacant	- 7

TL - Time Limit
 Y - Temp
 G - Graduate Assistant
 V - Volunteer

IV. Major Achievements in FY2015/2016

The Department of Archives and History is comprised of three operational divisions: Archives, Records Management, and History Preservation (SHPO). Each division noted a number of achievements in FY2015/2016.

Archives Division

- Hosted 4,154 Research Room visits and answered 6,610 queries from researchers (telephone 3,379, email 2,921, and letters 310);
- Accessioned 98 cubic feet and 21,851 MB of records and 25 rolls of microfilm, for a total of 289 cubic feet of records representing 149 record series;
- Scanned 103,000 historical records to our Online Records Index (<http://www.archivesindex.sc.gov/>) and the South Carolina Electronic Records Archives (SCERA) (<http://e-archives.sc.gov/>);

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- Continued our agreement with the Generations Network, Inc. to provide a free subscription to Ancestry.com for onsite users of our Research Room;
- Continued our partnership with the Fold 3 Network to provide a free subscription to Footnote.com for onsite users of our Research Room;
- Continued as a “key partner” in the South Carolina Digital Library Project;
- Reached over 1,150 state and local officials and members of the general public via building tours and speaking engagements;
- Captured and provided access to state agency websites through the continued use of the non-profit Archive-It. This allows the agency to make available snapshots of web sites from most state agencies via the Archives’ website: <http://arm.scdah.sc.gov/webarchives/>. In all, the agency crawled 267 state agency websites and retained 4 million documents.

Among the most significant division statistics are the following:

Response Time to Research Room Queries

The agency staff response time to mail and telephone queries received from researchers dropped to 2.7 days per query, a significant improvement from the ten-year historical average of 8.28 days. The number of queries received in FY2015/16 decreased from 7,262 to 6,610.

Digitization of Holdings

The agency now has digitized nearly 373,583 pages of historical records, which are available on the Archives website via our Online Records Index (<http://www.archivesindex.sc.gov/>) and the South Carolina Electronic Records Archives (SCERA) (<http://e-archives.sc.gov/>).

Records Management Division

- Transferred nearly 5.3 million pages of historically significant records (in paper and microfilm) from state and local government offices to the Archives for permanent retention.
- Transferred nearly 12 million pages of state agency paper records to the State Records Center for security storage.
- Authorized the destruction of 139 million pages of non-permanent state and local government records.
- Prepared 346 retention/disposition schedules representing 9 million pages of state and local records.
- Fielded 3,634 contacts with state and local government officials regarding records management.
- Microfilmed 13,307 pages of state and local records.
- Approved over 98% of records retention schedules within two weeks of submission.
- Implemented records retention schedules for 60% of state agencies and 24% of local governments.
- Continued to upgrade of the State Records Center’s GAIN software, which provides for better management and security of holdings’ data and improved functionality to provide access via the Internet for state agency clients

Cost Avoidance

By working with state and local governments to set retention limits for records and by providing storage in the State Records Center for inactive, limited-term records from state agencies, the division achieved **cost avoidance to the state of \$919,898**. Overall, the microfilming and Records Center storage services provided by the Records Management Division are about **35% lower** than those in the private sector.

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Historic Preservation

The State Historic Preservation Office (SHPO) organized its annual work plan around the three broad goals outlined in *Preserving Our Past to Build a Healthy Future: A Historic Preservation Plan for South Carolina 2007-2015*. The plan is available at <http://shpo.sc.gov/about/Pages/PresPlan.aspx>.

Goal: Educate South Carolinians about our heritage and its value.

- Launched the SC Historic Properties Record (SCHPR) to provide online access to information from historic property survey cards as well as digital scans of the cards, along with access to information from survey databases and the National Register of Historic Places. SCHPR contains 18,462 total records as of June 30, 2016, including over 5,000 scanned historic property survey cards.
- Organized, in partnership with the SC Archives and History Foundation, the statewide Preservation Conference in Columbia in April with 215 registered attendees. In a follow-up survey, 85% of respondents found the conference very useful. See <http://shpo.sc.gov/events/Pages/presconf.aspx> to view the program and presentations.
- Continued to provide online access to National Register listings through <http://www.nationalregister.sc.gov/nrlinks.htm>. Over 199,000 unique visitors used these web pages.
- Completed an update of *African American Historic Places in South Carolina*. The new edition has over 450 entries. See <http://shpo.sc.gov/pubs/Documents/AAHPSC.pdf>.
- *Why Are We Looking at That? Mid-Century and Modern Architecture in South Carolina* was selected as one of the ten notable state documents for 2015. See <http://shpo.sc.gov/research/Documents/WhyThat.pdf>.
- Used an email newsletter, *News and Notes from the State Historic Preservation Office*, to publicize historic preservation-related news to over 1,100 subscribers. See <http://shpo.sc.gov/pubs/Pages/newsnotes.aspx>. Staff also provided content for the agency Facebook and Twitter accounts.
- Staff spoke to classes from the University of South Carolina (USC) about our programs, and at several other events including the Southern Studies Showcase in Edgefield, the City of Camden Historic Preservation series, and The Reconstruction Era: History and Public Memory symposium organized by the USC History Center and Historic Columbia.
- Helped produce and distribute the 2015 Archaeology Month poster "The Yamasee War: 1715-1717." See http://scholarcommons.sc.edu/archmonth_poster/.

Goal: Support private stewardship.

- Assisted building owners with the application process for historic rehabilitation income tax credits. Reviewed plans for 18 historic buildings for the state income tax credit for owner-occupied residences and 29 historic buildings for the federal income tax credit for income-producing buildings. See <http://shpo.sc.gov/programs/tax/Pages/default.aspx>.
- Selected recipients for subgrants from the federal Historic Preservation Fund to assist in the stewardship of historic buildings including: Garvin House (Bluffton), Aiken Rhett Kitchen/Slave Quarters (Charleston), Dargan House (Darlington), and White Home Log Cabin (Rock Hill). See <http://shpo.sc.gov/programs/Pages/Grants.aspx>.

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- Updated the lists of Project Professionals that meet the Secretary of the Interior’s Professional Qualification Standards in archaeology, historic architecture, architectural history, and history to assist owners with identifying preservation professionals. See <http://shpo.sc.gov/pubs/Pages/profs.aspx>.

Goal: Integrate historic preservation into public policy and planning.

- In partnership with the SC Institute of Archaeology and Anthropology (SCIAA) and the SC Department of Transportation (SCDOT) we continued to maintain ArchSite, the state’s online GIS-based cultural resources information system available at <http://archsite.cas.sc.edu/ArchSite>. ArchSite data is used by a wide range of consultants, developers, researchers, and public agency staff as they plan projects-- from road construction to community development to cell tower construction. A new ArchSite application (www.scarchsite.org) that provides enhanced searching and map functions, along with access to scanned archaeological site data, launched on July 1, 2015. As of June 30, 2016 ArchSite contained locational information on:
 - 29,180 historic structures and 789 historic areas
 - 1,507 National Register listings (including districts)
 - 29,209 archaeology sites
 - 2,033 areas and 1,026 linear corridors surveyed for cultural resources (structures and archaeology sites)
- We are certified by the SC Planning Education Advisory Committee to provide training that meets the annual training requirements for local planning boards required by state law. Through the preservation conference we provided training to dozens of individuals.
- Presented at a National Park Service workshop at Congaree National Park about Section 106 of the National Historic Preservation Act, and helped organize and host a workshop with Housing and Urban Development (HUD) on Section 106 that was held in Columbia.
- Staff made approximately 30 site visits related to review and compliance projects and 10 visits to provide architectural technical assistance.
- Selected recipients for several survey and planning subgrants from the Historic Preservation Fund including design guidelines for the City of Georgetown and the City of Sumter; historic resources surveys for the City of Greer and the City of Greenville; and a project by Clemson University to document the Santee Storm Towers in Charleston County.

In addition to the activities above, the following were carried out in core program areas:

- 17 individual National Register of Historic Places nominations and 3 district nominations (with 638 historic properties) were approved by the State Board of Review.
- 18 historic buildings, with a total private investment of \$23.1 million, completed rehabilitation projects assisted by the federal and state historic rehabilitation tax credit programs.
- 1,501 historic buildings and structures were added to the Statewide Survey of Historic Properties, bringing the total recorded to 76,798. Since 1986, 46% of the state’s counties have been comprehensively surveyed for historic properties.
- 42 Historical Markers were approved, with 31% recognizing African American history. Staff participated in several marker dedication ceremonies around the state.
- 96% of 1,504 environmental reviews of state and federal projects were completed within 30 days, with an average review time of 16 days. An additional 190 public notices were also reviewed.
- Completed 7 Memorandum of Agreements and 2 Programmatic Agreements to mitigate adverse effects of specific federal undertakings on historic properties.

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- 5 buildings were stabilized and protected from the weather with matching federal historic preservation grants.
- 35 local governments currently participate in the Certified Local Government program. We collected and reviewed annual reports and completed one program evaluation.

Partnerships with State and Federal Agencies and the Private Sector

- Met with FEMA officials multiple times after the historic October 2015 flooding to implement the statewide programmatic agreement for FEMA-funded projects. Provided emergency Section 106 reviews to FEMA, the US Army Corps of Engineers, and SCDOT to facilitate disaster recovery efforts. Also met with the SC Disaster Recovery Office to plan coordination for HUD-funded recovery projects.
- Staff assisted with the assessment of two private collections of architectural drawings and papers damaged by the flooding, and with the Archaeological Archive Flood Recovery Project organized by the SC Department of Natural Resources.
- In partnership with the Palmetto Trust for Historic Preservation and the Governor’s Office, sponsored the 22nd annual statewide preservation awards program to recognize individuals and organizations that made outstanding contributions to preserving the state’s historic resources. See <http://shpo.sc.gov/events/Pages/awards.aspx>.
- Continued to work with the SC African American Heritage Commission, an advisory body to the Department of Archives and History, to support their efforts. Provided a grant to the Commission to carry out a survey of historic black schools in several counties.
- Partnered with USC to provide a graduate assistantship to a student in the Public History program.
- Completed an update of the *Directory of South Carolina’s Local History, Historic Preservation and Cultural Organizations*. See <http://shpo.sc.gov/pubs/Documents/LocalHistoryOrganizationsDirectory.pdf>.
- Hosted a National Preservation Institute workshop on historic windows and provided scholarships to state-owned historic properties staff and Certified Local Government staff and board members to attend.

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Strategic Planning Template

Type	Goal	Item # Strat	Object	Associated Enterprise Objective Education, Training and Human Development	Description
G	1			To promote and encourage understanding, appreciation, and preservation of the state's history and heritage	
S	1.1			Offer appropriate educational programs and products for different audiences	
O		1.1.1		Offer ten records management workshops annually for state and local government agencies	
O		1.1.2		Offer a series of free genealogical workshops to be held at the Archives and History Center in 2016/17	
S	1.2			Continue both internal and external collaboration	
O		1.2.1		Hold weekly division head meetings to ensure divisional collaborations	
O		1.2.2		Continue collaboration with the Confederate Relic Room, South Carolina Library, and USC Press to sponsor and organize symposia	
S	1.3			Encourage and facilitate staff involvement in historical and professional organizations	
O		1.3.1		Increase total staff membership in national historical and professional organizations by 10 percent in 2016/17	
O		1.3.2		Increase total number of outside presentations given by staff by 10 percent in 2016/17	
G	2			To increase awareness, understanding, and use of the programs of SCDAH in 2016/17	
S	2.1			Explore new ways to use technology	
O		2.1.1		Broaden the methods of communications with the public through a series of media outlets	
O		2.1.2		Enhance the use of diagnostic tools to maximize the agency's online presence	
G	3			To assess mission essential needs for SCDAH and identify and secure new sources of generated funds to support its mission in 2016/17	
S	3.1			Establish new marketing strategies for services and products	
O		3.1.1		Conduct an annual assessment of the agency's Preservation Conference to increase attendance and revenue	
O		3.1.2		Evaluate the profitability of goods sold in the agency's gift shop to maximize profit	
O		3.1.3		Broaden SCDAH's marketing of rental facilities to increase revenue in 2016/17	
S	3.2			Evaluate the impact of revenue generating activities on agency programs and make adjustments to ensure that those activities do not adversely impact the agency's mission	
O		3.2.1		Develop a plan for the eventual elimination of agency microfilm product sales and the resulting increase in digitization revenue	
S	3.3			Expand agency internships and volunteer programs to enhance staff resources	
O		3.3.1		Increase the number of agency volunteers by 10 percent to assist the agency with special projects in 2016/17	
O		3.3.2		Double the number of agency interns in 2016/17	
S	3.4			Minimize the use of agency human resources	
O		3.4.1		Fill 25 percent of the agency's unfilled authorized positions in 2016/17	
G	4			Increase and enhance preservation of, and access to, South Carolina state and local government records in 2016/17	
S	4.1			Digitize historically significant state and local records	
O		4.1.1		Increase the number of files added to the agency online records index by 5 percent in 2016/17	
O		4.1.2		Ingest and make available electronic records from three state agencies in 2016/17	
S	4.2			Increase accessibility to the Archives records through arrangement, description, conservation, digitization, and online access	
O		4.2.1		Make accessible 400 GBs of data through the South Carolina Electronic Records Archive (SCERA)	
O		4.2.2		Digitize 60 boxes and conduct SCHPR data entry for 30 boxes of historic property records	

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Item	Performance Measure	Performance Measurement Template		
		Target Value	Actual Value	Future Target Value
1	Archives Reference Room Visits	4,838	4,154	4,279
2	Archives Reference Room Researcher Contacts	7,480	6,610	6,808
3	Archives Response Time for Reference Queries	3 days	2.7 days	2.2
4	Records Retention Schedules Prepared	425	346	363
5	Percentage of State Agencies Implementing Records Retention Schedules	65%	60%	65%
6	Pages of State and Local Government Records Authorized for Disposal	120 million	139 million	152 million
7	Pages of Historical Documents Microfilmed and Conserved	93,500	13,307	14,000
8	Review of Tax Credit Projects (State) within 30 Days	100%	76%	100%
9	Reviews of Tax Credit Applications (Federal) within 30 Days	100%	42%	100%
10	Average Review Time of Tax Credit Applications (State and Federal)	15 days	26.7	15 days
11	State Historical Markers Approved	50	42	50

Item	Performance Measure	Performance Measurement Template		
		Time Applicable	Data Source and Availability	Calculation Method
1	Archives Reference Room Visits	7/1/2015-6/30/16	Research Room records, updated daily	Research room and front desk staff count daily research room visitation and compare totals
2	Archives Reference Room Researcher Contacts	7/1/2015-6/30/16	Archives Division records, updated daily	Research room staff record queries received daily
3	Archives Response Time for Reference Queries	7/1/2015-6/30/16	Archives Division records, updated daily	For each query, staff subtract the receipt date from the answer date
4	Records Retention Schedules Prepared	7/1/2015-6/30/16	Records Management records, calculated monthly	Staff keep a count of total schedules prepared monthly
5	Percentage of State Agencies Implementing Records Retention Schedules	7/1/2015-6/30/16	Records Management records, calculated annually	Staff divide the number of agencies implementing schedules by the total number of agencies
6	Pages of State and Local Government Records Authorized for Disposal	7/1/2015-6/30/16	Records Management records, calculated annually	Staff keep a count of the total number of records destroyed per month
7	Pages of Historical Documents Microfilmed and Conserved	7/1/2015-6/30/16	Records Management records, calculated monthly	Staff keep a count of total pages microfilmed
8	Review of Tax Credit Projects (State) within 30 Days	7/1/2015-6/30/16	Historic Preservation Records, calculated annually	Staff check each review receipt date, total those that exceed 30 days, and divide by the total number of reviews to get an average
9	Reviews of Tax Credit Applications (Federal) within 30 Days	7/1/2015-6/30/16	Historic Preservation Records, calculated annually	Staff check each review receipt date, total those that exceed 30 days, and divide by the total number of reviews to get an average
10	Average Review Time of Tax Credit Applications (State and Federal)	7/1/2015-6/30/16	Historic Preservation Records, calculated annually	Staff total the number of days per review and divide by the total number of reviews to get an average
11	State Historical Markers Approved	7/1/2015-6/30/16	Historic Preservation Records, calculated annually	Staff keep a record of the total number of markers prepared during the fiscal year

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Program/Title	Purpose	FY 2015-16 Expenditures (Actual)			FY 2016-17 Expenditures (Projected)			TOTAL	Associated Objective(s)
		General	Other	Federal	General	Other	Federal		
I. Administration	Includes the Director's Office, Budget and Finance, Personnel, Building Services, and Information Technology. The areas provide support services for all the activity components of the agency.	\$ 1,115,379	\$ 189,188	\$	\$ 1,304,567	\$ 117,417	\$	\$ 1,217,811	1, 1.2, 1.3, 2, 2.1, 3, 3.1, 3.2, 3.5, 4, 4.1, 4.2, 4.3, 4.4, 5, 5.1, 5.2, 5.3
III. Archives & Records Management	Preserves and provides access to SC's permanently valuable colonial, state, and local government records, 1671-2000. Micrographics provides microfilm services to the department, other public entities, and businesses.	\$ 1,024,410	\$ 60,018	\$	\$ 1,084,428	\$ 163,140	\$	\$ 881,326	1, 1.1.1, 1.1.2, 2.1.1, 2.1.2, 6.1.1, 6.1.2, 6.2.1, 6.3.1, 6.3.2
IV. Historical Services	The program provides leadership, technical and financial assistance to individuals, organizations, local governments and state and federal agencies.	\$ 36,093	\$ 279,536	\$ 618,844	\$ 934,473	\$ 344,373	\$ 629,154	\$ 1,012,097	1, 1.1.1, 1.1.2; Preservation Plan 2
V. Employee Benefits	State Employer Contributions	\$ 422,449	\$ 96,331	\$ 124,613	\$ 643,393	\$ 438,252	\$ 131,959	\$ 690,996	4, 4.1.1, 4.2.1, 4.2.2
All Other Items	All special items supported by the state. Example: The African American Heritage Commission and all pass through items.	\$ 985,077	\$	\$	\$ 985,077	\$	\$	\$	1, 1.2, 1.3, 2, 2.1, 3, 3.1, 3.2, 3.5, 4, 4.1, 4.2, 4.3, 4.4, 5, 5.1, 5.2, 5.3

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Item #	Law Number	Jurisdiction	Type of Law	Statutory Requirement and/or Authority Granted	Associated Program(s)
1	60-11-30	State	Statute	Statutorily required to preserve and administer public records in other states or counties dealing with South Carolina history; edit and publish documents relating to the history of South Carolina; stimulate the research and study of South Carolina history; approve inscriptions for historical markers; and improve the standards for the making, care, and administration of public records.	Administration; Archives and Records Management; and Historical Services
2	60-11-40 through 60-11-50	State	Statute	Establishes the Commission of Archives and History as the governing body of the agency and gives the Commission the power to elect its chairman and vice-chairman; make rules and regulations for the governance of the department; elect a director; appoint staff members; adopt a seal for departmental use; control expenditures; accept gifts; make annual reports to the General Assembly; and adopt policies.	Administration; Archives and Records Management; and Historical Services
3	60-11-60	State	Statute	Establishes authority of the Director to manage and administer the department.	Administration
4	60-11-70	State	Statute	Establishes SCDAH's authority to accept private records.	Archives and Records Management
5	60-11-80	State	Statute	Establishes SCDAH's authority to publish information regarding public records.	Administration; Archives and Records Management; and Historical Services
6	60-11-100	State	Statute	Establishes authority of SCDAH to accept county and municipal funds to microfilm public records.	Administration
7	60-11-120	State	Statute	Establishes authority of SCDAH to dispose of duplicative archival materials.	Archives and Records Management
8	30-1-40	State	Statute	Establishes a process whereby agencies convey public records to SCDAH.	Archives and Records Management
9	30-1-50	State	Statute	Establishes penalties for agencies refusing to convey records to SCDAH.	Administration
10	30-1-80	State	Statute	Requires SCDAH to establish and administer a public records program.	Archives and Records Management
11	30-1-90	State	Statute	Requires SCDAH to assist in the creation, filing, and preserving of records, inventories, and schedules.	Archives and Records Management
12	30-1-100	State	Statute	Outlines additional powers and duties of SCDAH relating to the public records of South Carolina.	Archives and Records Management
13	30-1-110	State	Statute	Gives SCDAH director authority to approve the destruction or disposition of the accessioned records of any agency that are determined to not be of archival value.	Administration and Archives and Records Management
14	30-1-120	State	Statute	Establishes the authority for SCDAH to inventory, repair, or microfilm records.	Archives and Records Management
15	54 U.S.C. § 302301	Federal	Statute	Establishes the State Historic Preservation Office and defines its authority.	Administration and Historical Services
16	54 U.S.C. § 302501	Federal	Statute	Establishes the Certified Local Government program to be administered by the State Historic Preservation	Historical Services
17	54 U.S.C. § 302901 and 303101	Federal	Statute	Establishes guidelines for the Historic Preservation Fund and grant program.	Administration and Historical Services

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Divisions or Major Programs	Description	Services/Product Provided to Customers	Customer Segments	Specialty Entry for the following Segments: (1) Industry Name; (2) Professional Organization Name; (3) Public Demographics.	Customer Template
Administration	Set agency goals and strategies, acquire and account for agency funding, support program areas in carrying out agency mission.	Director's Office	Executive Branch/State Agencies, Legislative Branch, General Public	General Public (people who visit the agency to conduct research, purchase items in the gift shop, use meeting space, attend conferences, and follow the agency on social media)	General Public (people who visit the agency to conduct research, purchase items in the gift shop, use meeting space, attend conferences, and follow the agency on social media)
Administration	Set agency goals and strategies, acquire and account for agency funding, support program areas in carrying out agency mission.	Human Resources	Executive Branch/State Agencies		
Administration	Set agency goals and strategies, acquire and account for agency funding, support program areas in carrying out agency mission.	Information Technology	Executive Branch/State Agencies		
Administration	Set agency goals and strategies, acquire and account for agency funding, support program areas in carrying out agency mission.	Budget and Finance	Executive Branch/State Agencies		
Administration	Set agency goals and strategies, acquire and account for agency funding, support program areas in carrying out agency mission.	Facility Coordinator	General Public	General Public (people who visit the agency to conduct research, purchase items in the gift shop, use meeting space, attend conferences, and follow the agency on social media)	General Public (people who visit the agency to conduct research, purchase items in the gift shop, use meeting space, attend conferences, and follow the agency on social media)
Administration	Set agency goals and strategies, acquire and account for agency funding, support program areas in carrying out agency mission.	Gift Shop	General Public	General Public (people who visit the agency to conduct research, purchase items in the gift shop, use meeting space, attend conferences, and follow the agency on social media)	General Public (people who visit the agency to conduct research, purchase items in the gift shop, use meeting space, attend conferences, and follow the agency on social media)
Administration	Set agency goals and strategies, acquire and account for agency funding, support program areas in carrying out agency mission.	Media Relations and Agency Advancement	General Public	General Public (people who visit the agency to conduct research, purchase items in the gift shop, use meeting space, attend conferences, and follow the agency on social media)	General Public (people who visit the agency to conduct research, purchase items in the gift shop, use meeting space, attend conferences, and follow the agency on social media)
Archives and Records Management	To identify, preserve, and make available the permanently valuable state and local government records for South Carolina 1671 to ca. 2000.	Research Room	Executive Branch/State agencies, Legislative Branch, Judicial Branch, Local Governments, School Districts, and General Public	General Public (people doing family history research, people doing historical research, people doing legal research)	General Public (people doing family history research, people doing historical research, people doing legal research)
Archives and Records Management	To identify, preserve, and make available the permanently valuable state and local government records for South Carolina 1671 to ca. 2000.	Photocopy Services	Executive Branch/State agencies, Legislative Branch, Judicial Branch, Local Governments, School Districts, and General Public	General Public (people doing family history research, people doing historical research, people doing legal research)	General Public (people doing family history research, people doing historical research, people doing legal research)
Archives and Records Management	To identify, preserve, and make available the permanently valuable state and local government records for South Carolina 1671 to ca. 2000.	Accessioning Records	Executive Branch/State agencies, Legislative Branch, Judicial Branch, and Local Governments	General Public (people doing family history research, people doing historical research, people doing legal research)	General Public (people doing family history research, people doing historical research, people doing legal research)
Archives and Records Management	To identify, preserve, and make available the permanently valuable state and local government records for South Carolina 1671 to ca. 2000.	Describing Records	Executive Branch/State agencies, Legislative Branch, Judicial Branch, Local Governments, School Districts, and General Public	General Public (people doing family history research, people doing historical research, people doing legal research)	General Public (people doing family history research, people doing historical research, people doing legal research)
Archives and Records Management	To identify, preserve, and make available the permanently valuable state and local government records for South Carolina 1671 to ca. 2000.	Microfilming Records	Executive Branch/State agencies, Legislative Branch, Judicial Branch, Local Governments, School Districts, and General Public	General Public (people doing family history research, people doing historical research, people doing legal research)	General Public (people doing family history research, people doing historical research, people doing legal research)
Archives and Records Management	To identify, preserve, and make available the permanently valuable state and local government records for South Carolina 1671 to ca. 2000.	Imaging Records	Local Governments and General Public	General Public (people doing family history research, people doing historical research, people doing legal research)	General Public (people doing family history research, people doing historical research, people doing legal research)
Archives and Records Management	To identify, preserve, and make available the permanently valuable state and local government records for South Carolina 1671 to ca. 2000.	Microfilm Security Vault	Executive Branch/State agencies, Legislative Branch, Judicial Branch, Local Governments, School Districts, and General Public	General Public (people doing family history research, people doing historical research, people doing legal research)	General Public (people doing family history research, people doing historical research, people doing legal research)
Archives and Records Management	To identify, preserve, and make available the permanently valuable state and local government records for South Carolina 1671 to ca. 2000.	Local Government Records Management	Local Governments and School Districts	General Public (people doing family history research, people doing historical research, people doing legal research)	General Public (people doing family history research, people doing historical research, people doing legal research)
Archives and Records Management	To identify, preserve, and make available the permanently valuable state and local government records for South Carolina 1671 to ca. 2000.	State Government Records Management	Executive Branch/State agencies, Legislative Branch, and Judicial Branch	General Public (people doing family history research, people doing historical research, people doing legal research)	General Public (people doing family history research, people doing historical research, people doing legal research)

Archives and Records Management	To identify, preserve, and make available the permanently valuable state and local government records for South Carolina 1671 to ca. 2000.	State Records Center	Executive Branch/State agencies	General Public (people doing family history research, people doing historical research, people doing legal research)
Historical Services (State Historic Preservation Office)	To administer state and federal historic preservation laws and programs to encourage and facilitate the responsible stewardship of South Carolina's irreplaceable historic and prehistoric places.	Statewide Survey of Historic Properties	Executive Branch/State agencies, Local Governments, General Public	General Public (includes property owners and local historical and preservation organizations)
Historical Services (State Historic Preservation Office)	To administer state and federal historic preservation laws and programs to encourage and facilitate the responsible stewardship of South Carolina's irreplaceable historic and prehistoric places.	National Register of Historic Places	Executive Branch/State agencies, Local Governments, General Public	General Public (includes property owners and local historical and preservation organizations)
Historical Services (State Historic Preservation Office)	To administer state and federal historic preservation laws and programs to encourage and facilitate the responsible stewardship of South Carolina's irreplaceable historic and prehistoric places.	Historical Markers	Executive Branch/State agencies, Local Governments, General Public	General Public (includes property owners and local historical and preservation organizations)
Historical Services (State Historic Preservation Office)	To administer state and federal historic preservation laws and programs to encourage and facilitate the responsible stewardship of South Carolina's irreplaceable historic and prehistoric places.	Historic Preservation Fund Grants	Executive Branch/State agencies, Local Governments, General Public	General Public (includes property owners and local historical and preservation organizations)
Historical Services (State Historic Preservation Office)	To administer state and federal historic preservation laws and programs to encourage and facilitate the responsible stewardship of South Carolina's irreplaceable historic and prehistoric places.	Historic Rehabilitation Tax Credit Programs	Executive Branch/State agencies, Local Governments, General Public	General Public (includes property owners and local historical and preservation organizations)
Historical Services (State Historic Preservation Office)	To administer state and federal historic preservation laws and programs to encourage and facilitate the responsible stewardship of South Carolina's irreplaceable historic and prehistoric places.	Review and Compliance Program	Executive Branch/State agencies, Local Governments, General Public	General Public (includes property owners and local historical and preservation organizations)
Historical Services (State Historic Preservation Office)	To administer state and federal historic preservation laws and programs to encourage and facilitate the responsible stewardship of South Carolina's irreplaceable historic and prehistoric places.	Certified Local Governments	Executive Branch/State agencies, Local Governments, General Public	General Public (includes property owners and local historical and preservation organizations)
Historical Services (State Historic Preservation Office)	To administer state and federal historic preservation laws and programs to encourage and facilitate the responsible stewardship of South Carolina's irreplaceable historic and prehistoric places.	Outreach and Technical Assistance	Executive Branch/State agencies, Local Governments, General Public	General Public (includes property owners and local historical and preservation organizations)

Agency Name: Department of Archives and History

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Agency Code: H79 Section: 026

Name of Partner Entity	Type of Partner Entity	Description of Partnership	Associated Objective(s)	Partner Template
Confederation of South Carolina Local Historical Societies	Professional Association	Worked with agency to sponsor annual Landmark Conference across the state.	Objective 1.2.2	
Palmetto Trust for Historic Preservation	Non-Governmental Organization	Worked with SHPO to sponsor annual statewide preservation awards at Archives and History Center.	Objective 1.2.2	
South Carolina African American Heritage Commission	State Government	Worked with SHPO and Department of Education to revise and distribute "A Teacher's Guide to African American Historic Places in South Carolina" to schools across the state.	Objective 1.1.2.	
South Carolina Institute of Archaeology and Anthropology	State Government	Worked with SHPO to maintain SC Archsite database.	Strategic Goal 1	
National Parks Service, U.S. Department of Interior	National Government	Worked with SHPO to place South Carolina properties on the National Register of Historic Places and provided grant funds to support local historic preservation activities.	Strategic Goal 1	
Certified Local Governments	Local Government	Worked with SHPO and National Parks Service to promote community preservation planning and heritage education.	Strategic Goal 1	
South Carolina Public Records Association (SCPRA)	Professional Association	At SCPRA's annual meeting SCDAH staff gave presentations about records management services available to state and local government agencies.	Objective 1.3.2	
South Carolina Archival Association (SCAA)	Professional Association	At SCAA's annual meeting SCDAH staff gave presentations about electronic records and disaster preparedness.	Objective 1.3.2	
Palmetto Archives, Libraries and Museums Council on Preservation (PALMCOP)	Professional Association	At PALMCOP's annual meeting SCDAH staff gave presentations about electronic records and disaster preparedness.	Objective 1.3.2	
South Carolina Confederate Relic Room and Military Museum	State Government	Worked with SCDAH to sponsor annual Civil War Symposium.	Objective 1.2.2	
South Caroliniana Library, University of South Carolina	Higher Education Institute	Worked with SCDAH to sponsor annual Civil War Symposium.	Objective 1.2.2	
Historic Columbia Foundation, City of Columbia	Local Government	Worked with SCDAH to sponsor annual Civil War Symposium.	Objective 1.2.2	
South Carolina Archives and History Foundation	Non-Governmental Organization	The Foundation supported the work of SCDAH through fund raising efforts and sponsorship of conferences and workshops.	Strategic Goal 2	

Agency Name:	Department of Archives and History		Section:	026		
Agency Code:	HT9	Request Name				
Item	Name of Entity Requesting the Report	Type of Entity	Reporting Frequency	Submission Date (MM/DD/YYYY)	Summary of Information Requested in the Report	Method to Access the Report
1	Restructuring Report	State	Annually	12/1/2016	Agency information in regards to its strategic planning, operations, and performance.	Request from SCDAH or http://www.scstatehouse.gov/CommitteeInfo/HouseLegislativeOversightCo/Committee/HPIFiles/ArchivesandHistory.php
2	Historic Preservation Performance Report	State	Annually	7/1/2016	Activities carried out by the State Historic Preservation Office (SHPO) to review SCDOE projects for impacts to historic properties.	Request from SCDAH or SCDOT Environmental Services Office http://www.scdot.org/inside/environmentalservices.aspx , (803) 737-1396 or (803) 737-1645
3	Government Performance and Results Act Annual Products Report	Federal	Bi-Annually	December 31, 2015; July 07, 2016	Historic preservation activities carried out under state programs.	Request from SCDAH or the National Park Service, Office of State, Tribal, and Local Plans and Grants Division https://www.nps.gov/orgs/1623/index.htm , (202) 354-2066
4	Leave Transfer Pool Program Report	State	Annually	3/1/2016	Provides an account of the amount of leave that has been moved to the Leave Transfer Pool.	Request from SCDAH
5	ArchSite Performance Report	State	Quarterly	01/15/2016; 04/15/2016; 07/15/2016; 10/15/2016	Activities performed by the SHPO and the SC Institute of Archaeology & Anthropology to maintain the state's online GIS system for cultural resources.	Request from SCDAH or SCDOT Environmental Services Office http://www.scdot.org/inside/environmentalservices.aspx , (803) 737-1396
6	Small and Minority Business Contracting Report	State	Quarterly	10/30/2015; 01/30/2016; 04/15/2016; 07/15/2016	Documents the agency's utilization of Minority Business Enterprises.	Request from SCDAH
7	Audit and Certification Report to MMD	State	Quarterly	10/15/2016; 01/15/2016; 04/15/2016; 07/15/2016	Report regarding the agency's use of Sole Source Providers. Report includes information regarding vendors and the amount spent.	Request from SCDAH or access at http://procurement.sc.gov/PS/Agency/auditrpt/PS-audit-reports-login.htm
8	Multiple Worksite Report	State	Quarterly	09/31/2015; 12/31/2015; 03/30/2016; 06/30/2016	This reports lists the various places of business that exist for each state agency.	Request from SCDAH
9	UCE 120/121 Report for Unemployment	State	Quarterly	09/31/2015; 12/31/2015; 03/30/2016; 06/30/2016	This report lists the quarterly contributions and wages of each agency.	Request from SCDAH
10	National Maritime Heritage Grant Report	Federal	Bi-Annually	12/31/2015; 07/31/2016	This report is an update on the progress of the grant and an accounting of the expenses and what has been completed on the grant project.	Request from SCDAH or the National Park Service, National Maritime Heritage Program https://www.nps.gov/maritime/ or call 202.354-2266
11	Closing Package Report	State	July, August, September, and October	07/08/2016; 07/22/2016; 08/17/2016; 08/26/2016; 09/09/2016; 09/16/2016; 10/24/2016	Every agency is required to follow the Reporting Policies and Procedures Manual and submit the required reporting packages identified through the completion of the Master Reporting Package Checklist, without exception.	Request from SCDAH or access at http://www.cg.sc.gov/guidanceandformsforstatesagency/Pages/agencyclstha.tsubmitpackages.aspx
12	Report to State Accident Fund	State	Annually	8/31/2016	This is a report of workman's compensation and other insurance claims that would be covered by the State Accident Fund	Request from SCDAH
13	Bonus Spreadsheet Report	State	Annually	8/31/2016	This is a report of all bonuses awarded during the fiscal year.	Request from SCDAH

14	Monetary Awards Report	Department of Administration	State	Annually	8/31/2016	This is a report of all monetary awards to include any allowances for residences or compensation.	Request from SCDAH
15	Voluntary Separation Program Cost Estimate Report	Department of Administration	State	Annually	8/15/2016	This is a report of estimated costs associated with any agency voluntary separation program.	Request from SCDAH
16	Salary Supplement Spreadsheets Report	Department of Administration	State	Annually	8/31/2016	This is a report of any supplementary salaries awarded to agency staff.	Request from SCDAH
17	Organizational Charts Report	Department of Administration	State	Annually	9/1/2016	This report denotes any changes to the agency organizational chart.	Request from SCDAH
18	Retirement Incentive Program Cost Estimate Report	Department of Administration	State	Annually	8/15/2016	This report provides a cost estimate of any retirement incentives awarded to agency staff.	Request from SCDAH
19	Furlough Report	Department of Administration	State	Annually	8/15/2016	This is a report of any agency furlough days taken during the fiscal year.	Request from SCDAH
20	State Accountability Report	Department of Administration	State	Annually	9/15/2016	This report is intended to outline agency performance for review by the Governor and the General Assembly.	Request from SCDAH
21	Equal Opportunity Employment Report	Commission on Human Affairs	State	Annually	10/15/2016	Report contains information regarding the agency's efforts to meet its goals regarding Equal Opportunity Employment.	Request from SCDAH
22	Agency Debt Collection Report	Department of Administration	State	Annually	2/28/2016	Report contains information regarding the amount of the agency's outstanding debt as of 12/31 and all methods that it has used to collect that debt.	Request from SCDAH or submit a memo to the Department of Administration with a form attached

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Agency Name: **Department of Archives and History**

Agency Code: **H79** Section: **026**

Oversight Review Template

Item	Name of Entity Conducted Oversight Review	Type of Entity	Oversight Review Timeline (MM/DD/YYYY to MM/DD/YYYY)	Method to Access the Oversight Review Report
1	Office of the State Auditor	State Government	07/01/2015 to 06/30/2016	http://osa.sc.gov/Reports/stateengagements/Pages/ArchivesandHistory.aspx Access online at
2	House Legislative Oversight Committee	State Government	07/01/2015 to 06/30/2016	http://www.scstatehouse.gov/CommitteeInfo/HouseLegislativeOversightCommittee/AgencyPHFiles/ArchivesandHistory.php Access online at