



# Department of Archives and History

House Legislative Oversight Committee

April 18, 2017

# Programs and Objectives

## FY 2016/17

- Administration-\$1,089,690, seven (7) employee equivalents
  - Objective 1.2.1 - Hold weekly Division Head meetings to ensure divisional collaboration; \$0; four (4) employee equivalents for the objective
  - Objective 1.2.2 - Continue collaboration with the Confederate Relic Room, South Caroliniana Library, USC Press to sponsor and organize agency symposia; \$0; one (1) employee equivalent



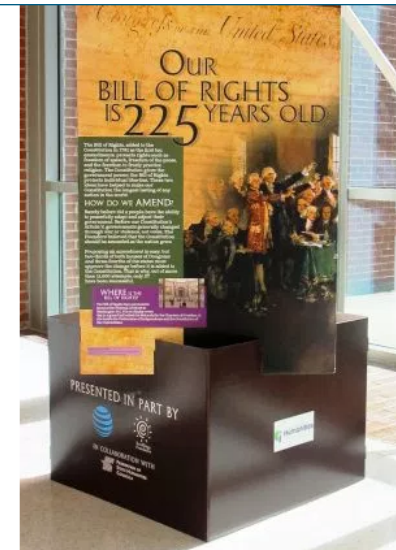
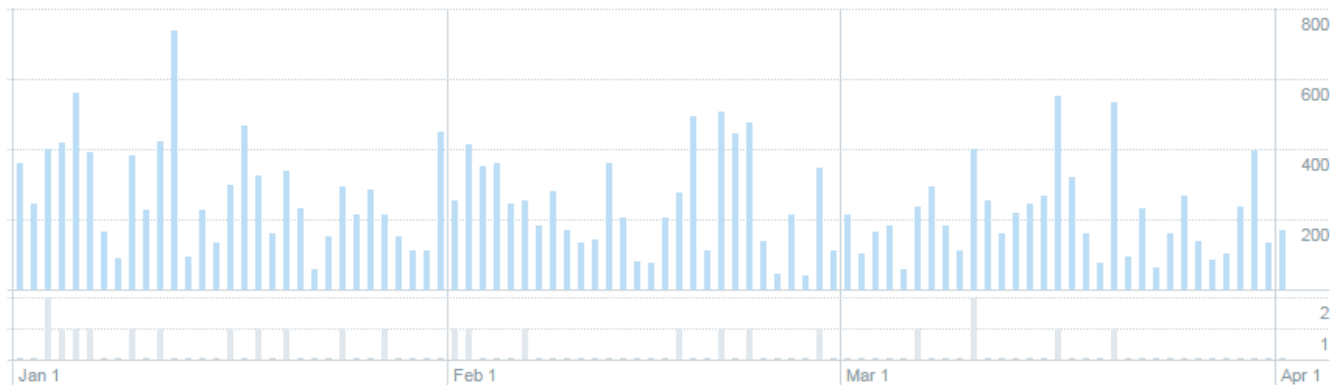
- Administration-\$1,089,690, seven (7) employee equivalents
  - Objective 2.1.1 - Broaden the methods of communication with the general public through various media outlets; \$0; two (2) employee equivalents
  - Objective 2.1.2 – Enhance the use of diagnostic tools to maximize the agency’s online presence; \$0; two (2) employee equivalents

## Tweet activity

Jan 1 – Apr 1, 2017 ▾

Export data

Your Tweets earned **22.4K impressions** over this **91 day** period



**Columbia, S.C.** – On December 15, 1791, ten amendments were added to the Constitution to be known as the Bill of Rights. To commemorate this historic event, the pop-up exhibit, *The Bill of Rights and You!*, will be on display in the lobby of the Archives and History Center during the months of January and February. The exhibit was made possible by a partnership of the National Archives Traveling Exhibit Service and the South Carolina Humanities. Only fifteen locations throughout South Carolina will feature this exhibit.

- Administration-\$1,089,690, seven (7) employee equivalents
  - Objective 3.1.1 - Conduct an annual assessment of the agency's Preservation Conference to increase attendance and revenue; \$0; five (5) employee equivalents
  - Objective 3.1.2 – Evaluate the marketability of goods sold in the agency gift shop to maximize profits in 2016/17; \$0; three (3) employee equivalents
  - Objective 3.1.3 - Broaden SCDAH's marketing of rental facilities to increase revenue in 2016/17; \$2,500; four (4) employee equivalents



**CREATE  
YOUR OWN  
HISTORY**  
*Beautiful and memorable spaces  
for your next special event*

To book your next special event, please contact our Events Coordinator at [events@scdah.sc.gov](mailto:events@scdah.sc.gov) or 805-896-6196

Visit us online!  
[scdah.sc.gov/facilityrental](http://scdah.sc.gov/facilityrental)

8501 PARKLANE RD • COLUMBIA, SC 29225  
(ph) 805-896-6196 (fax) 805-896-6699  
[SCDAH.SC.GOV](http://SCDAH.SC.GOV)

EST. 1885  
SOUTH CAROLINA DEPARTMENT OF  
ARCHIVES • HISTORY

- Administration-\$1,089,690, seven (7) employee equivalents
  - Objective 3.2.1 - Develop a plan for the eventual elimination of microfilm product sales and the resulting increase in digitization revenue; \$0; three (3) employee equivalents
  - Objective 3.4.1 -Fill 25 percent of the agency's unfilled authorized positions in 2016/17; \$70,000 budgeted; five (5) employee equivalents



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

8301 Parklane Road  
 Columbia, SC 29223

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

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

*An Equal Opportunity Employer*

THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

**OPENING DATE:** 03/14/17

**CLOSING DATE:** Continuous

**JOB TITLE:** Records Analyst I (State Record Center)

**CLASS CODE:** BH10

**POSITION NUMBER:** 60012089

**SLOT NUMBER:**

**STATE SALARY RANGE:**

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

**AGENCY HIRING RANGE - MIN:** 22,182.00

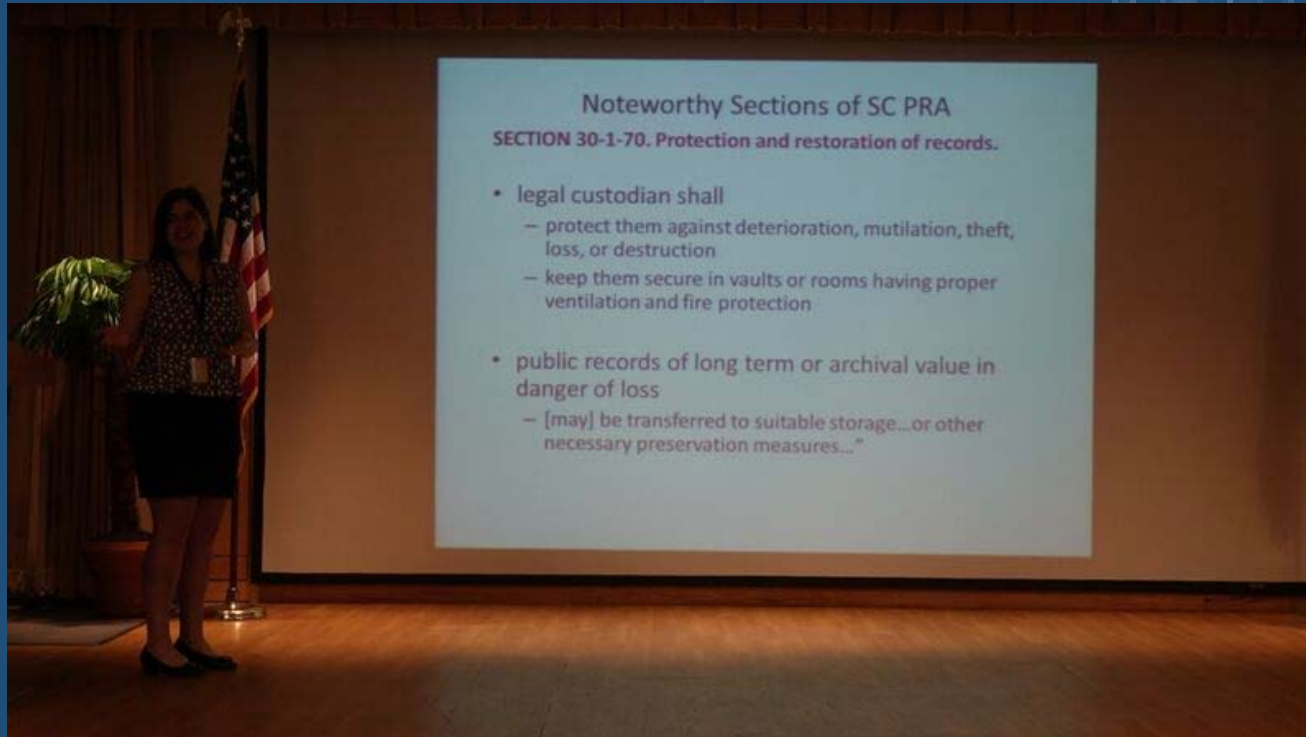
**AGENCY HIRING RANGE - MAX:** 29,000.00

**LOCATION:** Richland County, South Carolina

**JOB TYPE:** FTE - Full-Time

# • Archives and Records Management

- Objective 1.1.1 - Offer ten records management workshops annually for state and local government agencies; \$0; four (4) employee equivalents
- Objective 1.1.2 - Offer a series of free Genealogical Workshops to be held at the Archives and History Center in 2016/17; \$1,000 budgeted; five (5) employee equivalents



- Archives and Records Management
  - Objective 1.3.1 - Increase total staff membership in national historical and professional organizations by 10 percent in 2016/17
  - Objective 1.3.2 - Increase the total number of outside presentations given by staff by 10 percent in 2016/17



Palmetto Archives, Libraries & Museums Council on Preservation

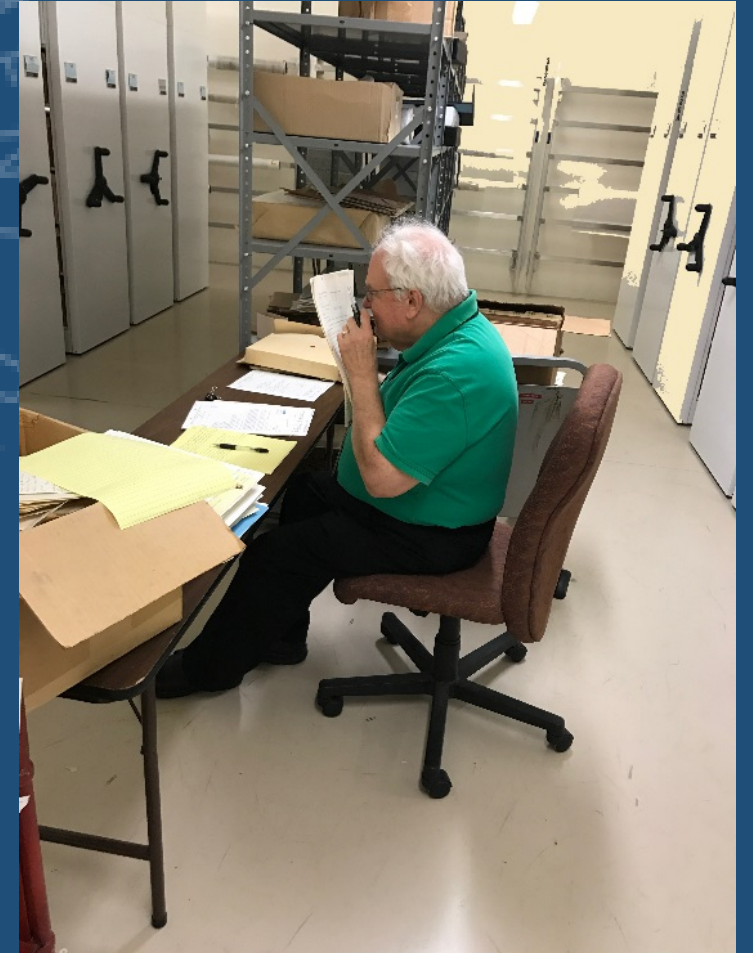


[Home](#) [About](#) [Events](#) [Annual Conference](#) [Membership](#) [Blog](#) [Resources](#) [Contact](#)

Board Members



- Archives and Records Management-\$1,547,453; 17.5 employee equivalents
  - Objective 3.3.1 - Increase the number of agency volunteers by 10 percent in FY 2016/17 to assist the agency with special projects; \$0 budgeted; five (5) staff equivalents



- Archives and Records Management-\$1,547,453; 17.5 employee equivalents
  - Objective 4.1.1 - Increase the number of files added to the agency online record index by five percent in 2016/17; \$0 budgeted; two (2) employee equivalents
  - Objective 4.1.2 - Ingest and make available electronic records from three state agencies in 2016/17; \$0 budgeted; two (2) employee equivalents
  - Objective 4.2.1 - Make accessible 400 GBs of data through the South Carolina Electronic Records Archive (SCERA) in 2016/17; \$0 budgeted; two (2) employee equivalents



Search archives.sc.gov

**SC Department of Archives & History**  
**Research at the Archives**

Home Online Research Research Request SC County Maps Resources

Archives & History Main  
Research & Genealogy  
Historic Preservation  
Records Management


Home > Online Research

**Online Research**

Online Records Index - Database of records from SC Archives holdings indexed by topics, including: Will Transcripts (1782-1855); Records of Confederate Veterans (1909-1973); Plats for State Land Grants (1784-1868); Legislative Papers (1782-1866); Criminal Court Records (1769-1891); School Insurance Photographs (1935-1952); and National Register Properties.

SCERA - SCERA is an abbreviation for the *South Carolina Electronic Records Archive*. SCERA is specifically dedicated to the preservation of, and public access to, electronic records created by state agencies. The access portal is designed for public users of the State Archives, and we have attempted to tailor the information to meet public needs and be easily accessible for most users.

SCHPR - Stands for South Carolina Historic Properties Record. On this site you will



South Carolina  
Electronic Records Archive

Home > Welcome to SCERA

Search

**Welcome to SCERA**

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

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

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

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

[Records Currently in SCERA](#)

In This Section

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

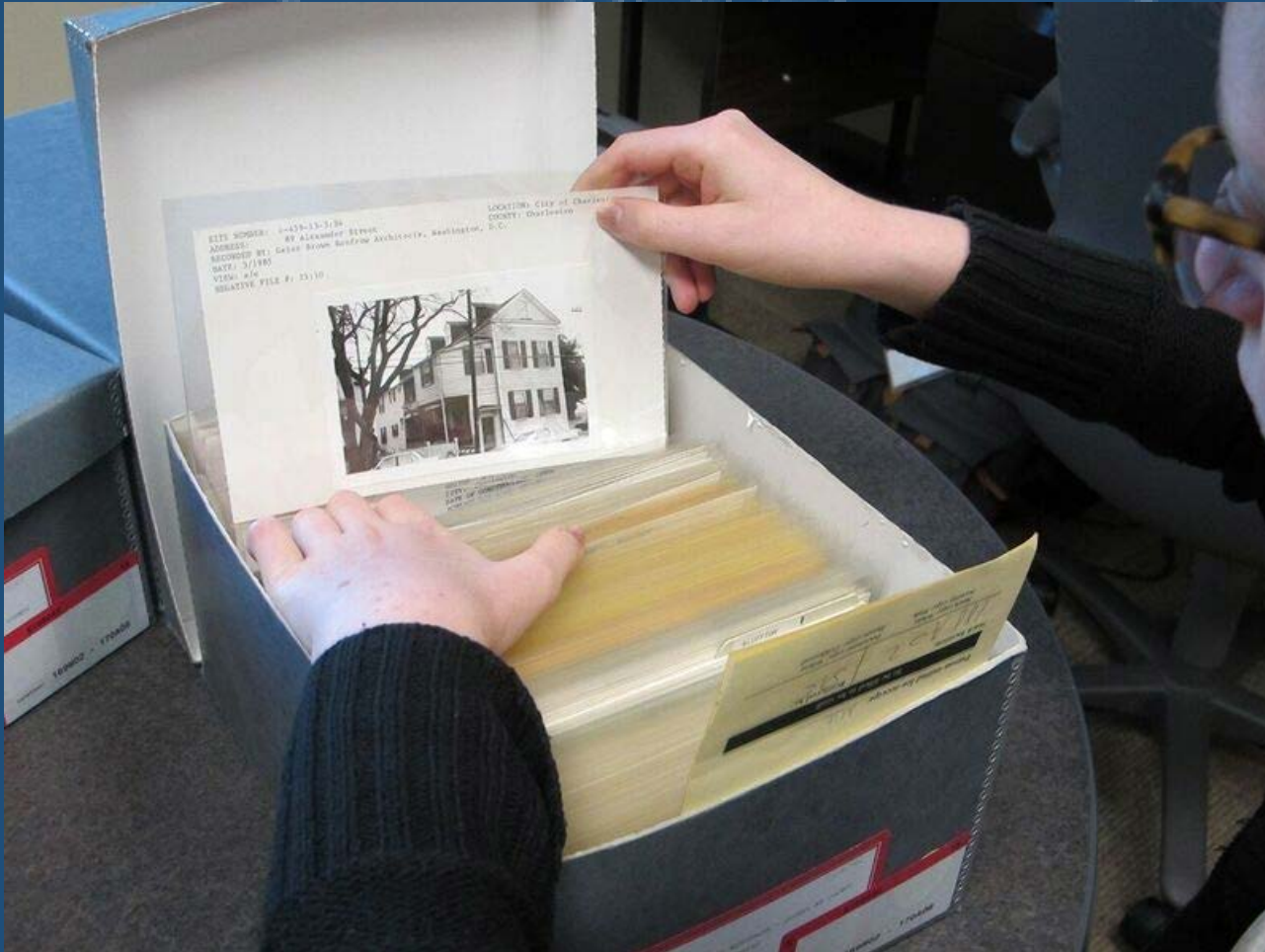
- Historical Services (SHPO)

- Objective 3.3.2 - Double the number of agency interns in FY 2016/17; \$10,000 budgeted; two (2) employee equivalents



- Historical Services (SHPO)

- Objective 4.2.2 - Digitize 60 boxes and conduct SCHPR data entry for 30 boxes of historic property records; \$0 budgeted; two (2) employee equivalents



# Performance Measures FY 2016/17

- Archives and Records Management (ARM)
  - 1) Archives Reference Room Visits
  - 2) Archives Reference Room Researcher Contacts
  - 3) Archives Response Time for Reference Queries
  - 4) Records Retention Schedules Prepared
  - 5) Percentage of State Agencies Implementing Records Retention Schedules
  - 6) Pages of State and Local Government Records Authorized for Disposal
  - 7) Pages of Historical Documents Microfilmed and Conserved
- Historic Services (SHPO)
  - 8) Review of Tax Credit Projects (State) within 30 Days
  - 9) Review of Tax Credit Projects (Federal) within 30 Days
  - 10) Average Review Time of Tax Credit Applications (State and Federal)
  - 11) State Historical Markers Approved

# Performance Measures FY 2016/17-ARM

- 1) Archives Reference Room Visits

- Output Measure related to Mission Effectiveness
- FY 2015/16; Benchmark, increase by 3% (Moderate Challenge); Target 4,838; Actual 4,154
- FY 2016/17; Benchmark, increase by 3% (Moderate Challenge); Target 4,279; YTD (3/31) Actual 2,874



# Performance Measures FY 2016/17-ARM

## 2) Archives Reference Room Researcher Contacts


- Output Measure related to Mission Effectiveness
- FY 2015/16; Benchmark, increase by 3% (Stretch Challenge); Target 7,480; Actual 6,610
- FY 2016/17; Benchmark, increase by 3% (Stretch Challenge); Target 6,808; YTD (3/31) Actual 4,714



# Performance Measures FY 2016/17-ARM

- 3) Archives Response Time for Reference Queries
  - Efficiency Measure related to Operational Efficiency and Effectiveness
  - FY 2015/16; Benchmark, reduce response time by .5 days (Moderate Challenge); Target 3 days; Actual 2.7 days
  - FY 2016/17; Benchmark, reduce response time by .5 days (Moderate Challenge); Target 2.2 days; YTD (3/31) Actual 2.6 days

4/6/2017 Genealogy Research Request Form

 Department of  
Archives & History

### Genealogy Research Request Form

*Please fill out this form as completely as possible.  
Required fields are indicated by \*.*

**Name \***

**Mailing Address (street, city, state, zip/postal code) \***

**Country \***

**Email Address \***

**Name of person you are researching: \***

**Approximate dates of residence in South Carolina: \***

**County/District of residence in South Carolina:**

From the drop down menu please choose the type of record for our staff to search.  
For access to Colonial and State Land Records 1675-1868, County Will Transcripts  
1782-1855, Confederate Pension Applications 1919-1938 and other antebellum  
record series please consult our Online Records Index  
(<http://www.archivesindex.sc.gov/>). \*

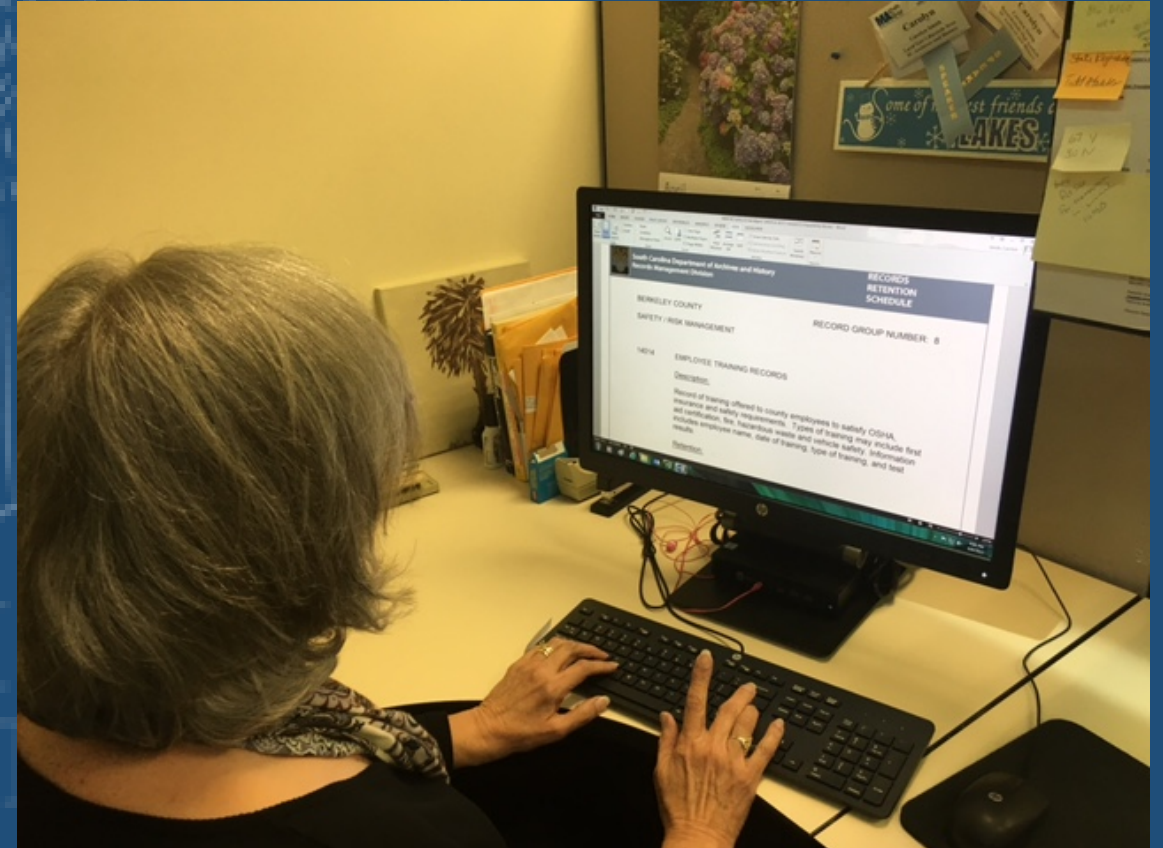
Choose One of the Following

<http://www.archivesindex.sc.gov/contactus/requestformg.html>

1/2

# Performance Measures FY 2016/17-ARM

- 4) Records Retention Schedules Prepared
  - Output Measure related to Mission Effectiveness
  - FY 2015/16; Benchmark, increase by 5% (Moderate Challenge); Target 425; Actual 346
  - FY 2016/17; Benchmark increase by 3% (Moderate Challenge); Target 363; YTD (3/31) Actual 139



# Performance Measures FY 2016/17-ARM

- 5) Percentage of State Agencies Implementing Retention Schedules
  - Output Measure related to Mission Effectiveness
  - FY 2015/16; Benchmark, increase to 65% (Moderate Challenge); Target 65%; Actual 60%
  - FY 2016/17; Benchmark increase to 65% (Stretch Challenge); Target 65%; YTD (3/31) Actual 56%



South Carolina Department of Archives & History  
Division of Archives and Records Management

## APPROVAL OF RECORDS RETENTION SCHEDULE

In accordance with provisions of Title 30, Code of Laws of South Carolina, 1976, Sections 30-1-10 through 30-1-140, as amended, the attached Records Retention Schedule is submitted for approval. This schedule supersedes any previously approved schedule for these same records series.

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### PART I Agency

DEPARTMENT OF CORRECTIONS  
YOUNG OFFENDER PAROLE & REENTRY SERVICES

RECORD GROUP # 132

I certify that I am authorized to act for this agency in the disposition of its public records and hereby approve the attached Records Retention Schedule. The schedule meets all legal and audit requirements and the records have no further administrative, fiscal, or legal value to this agency after the expiration of the prescribed retention periods. Records series included in this approval are numbered:

16770

2/8/2015  
Date

*Angela M. Hordis*  
Signature of Agency Representative

Records Manager  
Title

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### PART II Department of Archives and History

The records listed in the attached Records Retention Schedule have been evaluated by this department for their management, research, and permanent value and are approved for retention or disposal as described in this schedule.

2-24-15  
Date

*W. L. Lenson*  
Director, Department of Archives and History

ARM-2

# Performance Measures FY 2016/17-ARM

- 6) Pages of State and Local Records Authorized for Disposal

- Output Measure related to Mission Effectiveness
- FY 2015/16; Benchmark increase by 10% (Moderate Challenge); Target 120 million pages; Actual 139 million pages
- FY 2016/17; Benchmark increase by 10% (Moderate Challenge); Target 152 million pages; YTD (3/31) Actual 73 million

SC DEPARTMENT OF ARCHIVES & HISTORY AUTHORIZATION FOR DISPOSAL OF ORIGINAL PAPER RECORDS STORED AS DIGITAL IMAGES		1. RECORD GROUP NUMBER: 350
<b>RETURN TO:</b> SC Department of Archives & History Records Services Branch 8301 Parklane Road Columbia, SC 29223-4905 Telephone: 803-896-6123 FAX: 803-896-5138		<b>INSTRUCTIONS</b> 1. Complete one form for each record series. 2. Complete all of Part I. 3. Under Part II, check box A or box B, as appropriate, and sign. 4. Send the form to the address at left. 5. Do not destroy the paper records until we return the form to you with Part III completed. 6. Upon receipt of the form, destroy the records, complete Part IV, and retain the form permanently to document the disposal.
<b>PART I - IDENTIFICATION OF RECORD</b>		
2. Name of State Agency or Local Government SC DLR	3. Name of the Division, Section, or Office Long Term Health Care Board	
4. Record Series Title Licenses (Active, Inactive, Deceased)	5. Schedule Number 15054	
6. Inclusive dates of paper records to be destroyed 9/27/16-2/16/17	7. Date of records to be destroyed (estimate) 0.00	
8. Retention period (if less than 10 years, check box A under Part II below. If 10 years or more, check box B.) 3 years after becoming inactive/deceased and no longer needed for reference	9. Is this a vital record? (Essential to the continuity of services during a disaster or to the resolution of daily business when it has been interrupted) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
10. Are security copies of the digital records and indexes being placed in off-site storage? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	11. If yes, where are the security copies being stored? Division of Fire & Life Safety, 141 Monticello Trail, Columbia, SC 29203	
12. Name of Person Completing Part I Jennifer Cooper	13. Telephone number (803) 896-4473	
<b>PART II - CERTIFICATION</b>		
RECORDS WITH A RETENTION PERIOD OF LESS THAN 10 YEARS		
A. <input type="checkbox"/> I certify that I am authorized to act for my government body in the retention and disposition of records identified in Part I of this form and that the digital image records have been visually inspected and are legible and correct.		
RECORDS WITH A RETENTION PERIOD OF 10 YEARS OR MORE		
B. <input checked="" type="checkbox"/> I certify that I am authorized to act for my government body in the retention and disposition of records identified in Part I of this form and that my Agency or local government will comply with items 1-7 on page 2 of Public records information legal no. 23, Public records stored as digital images: policy statement (revised 24 June 2005).		
14. Name/Title of authorized state agency or local government representative: Jennifer Cooper/Mail Falls	15. Signature: 	16. Date: 3-28-17
<b>PART III - STATE ARCHIVES APPROVAL</b>		
17. Disposal of the original (paper) records identified in Part I is: <input checked="" type="checkbox"/> APPROVED <input type="checkbox"/> NOT APPROVED	18. Reason for non-approval:	
19. Signature of State Archives representative: 	20. Date: 4/3/17	
<b>PART IV - DISPOSAL VERIFICATION</b>		
I have properly disposed of the paper records identified in Part I		
21. Signature of person disposing of records:	22. Disposal date:	

# Performance Measures FY 2016/17-ARM

- 7) Pages of Historical Documents Microfilmed and Conserved
  - Output Measure related to Mission Effectiveness
  - FY 2015/16; Benchmark, increase by 5% (Moderate Challenge); Target 93,500 pages; Actual 13,307 pages
  - FY 2016/17; Benchmark increase by 5% (Moderate Challenge); Target 14,000 pages; YTD (3/31) Actual 30,140 pages



DHEC Records, Death Certificates

# Performance Measures

## FY 2016/17-Historic Services (SHPO)

- 8) Review of Tax Credit Projects (State) within 30 Days
  - Output Measure related to Mission Effectiveness
  - FY 2015/16; Benchmark, review all within 30 days (Standard Challenge); Target 100%; Actual 76%
  - FY 2016/17; Benchmark review all within 30 days (Standard Challenge); Target 100%; YTD (3/31) Actual 89%



Oak Grove, Hampton County, \$555,840 Rehabilitation Costs

# Performance Measures

## FY 2016/17-Historic Services (SHPO)

- 9) Review of Tax Credit Projects (Federal) within 30 Days
  - Output Measure related to Mission Effectiveness
  - FY 2015/16; Benchmark, review all within 30 days (Standard Challenge); Target 100%; Actual 42%
  - FY 2016/17; Benchmark review all within 30 days (Standard Challenge); Target 100%; YTD (3/31) Actual 74%



# Performance Measures

## FY 2016/17-Historic Services (SHPO)

- 10) Average Review Time of Tax Credit Applications (State and Federal)
  - Efficiency Measure related to Operational Efficiency and Work System Performance
  - FY 2015/16; Benchmark, review all within 30 days (Stretch Challenge); Target 15 days; Actual 26.7 days
  - FY 2016/17; Benchmark review all within 30 days (Stretch Challenge); Target 15 days; YTD (3/31) Actual 17.9 days



# Performance Measures

## FY 2016/17-Historic Services (SHPO)

- 11) State Historical Markers Approved
  - Output Measure related to Mission Effectiveness
  - FY 2015/16; Benchmark average marker production of the previous 12 years (Standard Challenge); Target 50; Actual 42
  - FY 2016/17; Benchmark average marker production of the previous 12 years (Standard Challenge); Target 50; YTD Actual 34

