

# Legislative Oversight Committee

Study of the  
 Department of Archives and History  
*Issued: August 29, 2017*



FULL COMMITTEE OPTIONS STANDARD PRACTICE 13	FULL COMMITTEE ACTION(S)	DATE(S) OF FULL COMMITTEE ACTION(S)
(1) Refer the study and investigation back to the subcommittee or an ad hoc committee for further evaluation; (2) Approve the subcommittee's study; or (3) further evaluate the agency as a full committee, utilizing any of the available tools of legislative oversight available	Approve the subcommittee's study	August 16, 2017

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# AGENCY SNAPSHOT

## S.C. Department of Archives and History

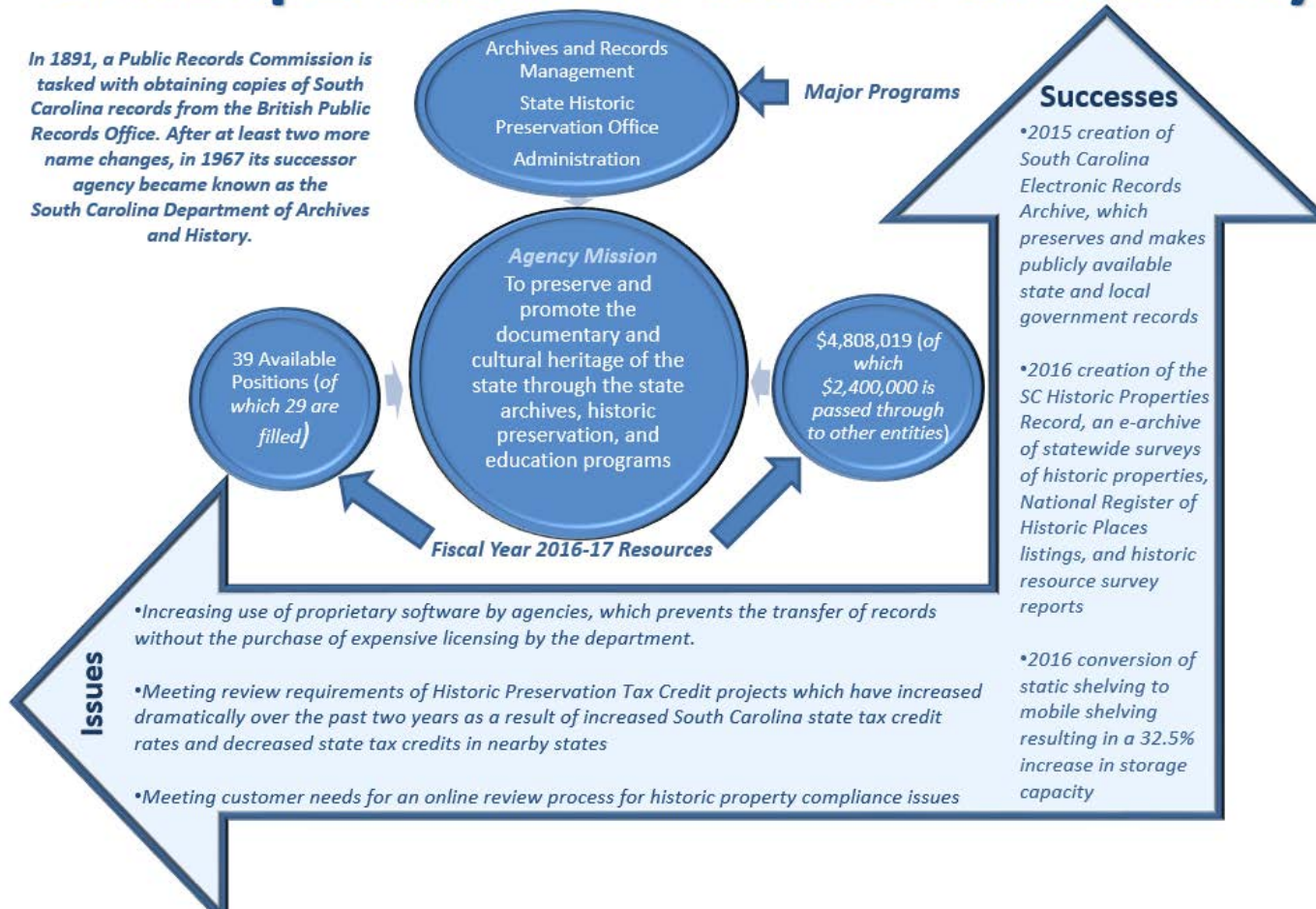


Figure 1. Snapshot of agency's history, major programs, Fiscal Year 2016-17 resources, successes, and issues.<sup>1</sup>

# EXECUTIVE SUMMARY

## *Purpose of Oversight Study*

As stated in SC Code of Laws § 2-2-20(B), “[t]he **purpose of these oversight studies** and investigations is to **determine if agency laws and programs** within the subject matter jurisdiction of a standing committee: (1) **are being implemented** and carried out **in accordance with the intent of the General Assembly; and** (2) **should be continued, curtailed, or eliminated.**” In making these determinations, the Subcommittee evaluates (1) the application, administration, execution, and effectiveness of the agency’s laws and programs, (2) the organization and operation of the agency, and (3) any conditions or circumstances that may indicate the necessity or desirability of enacting new or additional legislation pertaining to the agency.<sup>2</sup>

## *Study Process*

The House Legislative Oversight Committee’s (Committee) process for studying the Department of Archives and History (agency, Department, or Archives) includes actions by the full Committee; Education and Cultural Subcommittee (Subcommittee); the agency; and the public. A summary of the key dates and actions of are listed below in Figure 2.

### Legislative Oversight Committee Actions

- January 28, 2016 - Prioritizes the agency for study
- February 4, 2016 - Provides agency with notice about the oversight process
- May 1-31, 2016 - Solicits input from the public about the agency in the form of an online public survey
- March 2, 2017 - Holds **Meeting # 1** to obtain public input about the agency

### Education and Cultural Subcommittee Actions

- April 26, 2016 - Holds **entry meeting** with agency to discuss the study process
- March 7, 2017 - Holds **Meeting #2** with agency to discuss its **history, strategic plan, major program, products and services**
- March 21, 2017 - Holds **Meeting #3** with agency to discuss its **strategic plan, resources, and governmental partners**
- April 18, 2017 - Holds **Meeting # 4** with agency to discuss its **programs, objectives and performance measures**
- April 25, 2017 - Holds **Meeting #5** with agency to discuss its governing **laws and recommendations**
- May 11, 2017 - Holds **Meeting #6** with agency to further discuss its **recommendations**

## Department of Archives and History Actions

- March 2015 - Submits its **Annual Restructuring and Seven-Year Plan Report**
- January 12, 2016 - Submits its **2016 Annual Restructuring Report**
- May 26, 2016 - Submits its **Program Evaluation Report**
- November 11, 2016 - Submits its response to a **Request for Information** to keep oversight materials online current
- April 2016 - May 2017 - Meets with and **responds to Subcommittee’s inquiries**

## Public’s Actions

- May 1-31, 2016 - Provides input about agency via **online public survey**
- March 2, 2017 - Provides **testimony** to the full Committee
- Ongoing - **Submits written comments on the Oversight Committee's webpage** on the General Assembly's website ([www.scstatehouse.gov](http://www.scstatehouse.gov))

Figure 2. Summary of key dates and actions of the study process.

## Recommendations

The **Subcommittee has ten recommendations** arising from its study of the agency. These recommendations fall into three categories: (1) recommendations for the Department of Archives and History; (2) recommendations for the General Assembly; and (3) recommendations for agencies in general.

Table 1. Summary of recommendations arising from the study process.

Topic	Recommendations for . . .
	<b>. . . Department of Archives and History</b>
<b>Certified Local Government Program</b>	<b>1.</b> Create informational media (e.g., pamphlet) and work with the Municipal Association of South Carolina to raise awareness among municipalities about the Certified Local Government Program, which promotes community preservation planning and heritage education through a partnership with the State Historic Preservation Office (i.e., the agency) and the National Park Service.
<b>Fees</b>	<b>2.</b> Conduct a regular review of fees or charges for services to commercial customers to ensure they sufficiently cover the agency’s cost to research and prepare materials.
	<b>. . . General Assembly</b>
<b>Taxpayer Voluntary Contributions</b>	<b>3.</b> Revise SC Code of Laws § 12-6-5060 to authorize taxpayer voluntary contribution to the Department of Archives and History to be used to purchase or preserve collections with significant historical value to South Carolina.
<b>Proviso Codification</b>	<b>4.</b> Codify Proviso 26.1 by revising SC Code of Laws § 60-11-120 relating to disposition of certain duplicative archival material.

	5. Codify Proviso 26.2 by revising SC Code of Laws § 60-11-100 to allow for use of proceeds.
State Historic Preservation Grant Fund	6. Revise SC Code of Laws § 12-6-3535 so as to establish a State Historic Preservation Grant Fund through authorization of a fee for the State Historic Preservation Office’s review of state income tax credit applications for making qualified rehabilitation expenditures to a certified historic structure. Require the agency to develop an application process for distribution of funds from the State Historic Preservation Grant Fund.
Record Retention	7. Ask all agencies under study by the House Legislative Oversight Committee if they are current with transferring records, including electronic ones, to the Department of Archives and History. If not, why not?
Technology Funding	8. Ask any agency that has a technology funding request for a server if it is current with transferring its electronic records to the Department of Archives and History. If not, why not?
Pass-Through Funding	9. Provide accountability for funds that pass through state agencies to other entities. This is a concept recommendation only.
<b>. . . Agencies in general</b>	
Procurement	10. Include provisions allowing for the transfer of the records to the Department of Archives and History when procuring proprietary software.

There are no specific recommendations with regards to continuance of agency programs or elimination of agency programs.

*Internal Changes Implemented by Agency Related to Study Process*

During the study process, the agency implements two internal changes directly related to participation in the study process. First, **testimony received at the March 2, 2017, public input meeting from a longtime patron of the agency helps inform a management decision** to post an opening for a curator position at the agency.<sup>3</sup> Second, **public input received in the May 2016 online survey and Subcommittee questioning of the agency about this public input helps inform management about the existence of a substantial number or records (over 4,000 boxes) at the Department of Health and Environmental Control that need to be moved to temporary storage at the Department of Archives.**<sup>4</sup> During the study process, the agency develops a plan to address the backlog.

# AGENCY OVERVIEW

## *History*

The **Department of Archives and History** has provided the Committee with the below overview of the **agency's history**.<sup>5</sup> In addition, Committee staff has confirmed the accuracy of any assertion of legislative action.

### *Creation of the Public Records Commission and Archives Department*

- In 1891, the General Assembly creates the Public Records Commission to obtain copies of South Carolina records in the British Public Records Office.<sup>6</sup>
- In 1894, the General Assembly creates the South Carolina Historical Commission to acquire further historical documents.<sup>7</sup>
- In 1905, the General Assembly expands the mission of the Historical Commission, making it responsible for noncurrent state government records and authorizing the hiring of a full time secretary.<sup>8</sup>

### *Progression of the Archives Department*

- **In 1905, Alexander S. Salley becomes the agency's first director.** He serves until his retirement in 1949.<sup>9</sup>
  - Early in his tenure, Salley concentrates on arranging, indexing and publishing records of the American Revolution, rolls of the state's Confederate soldiers, and legislative journals. During the 1920s and 1930s, Salley leads the successful campaign to get the World War Memorial building funded and constructed as the new home of the agency.<sup>10</sup> Finally in 1935, the Historical Commission moves from the three rooms in the State House to the first floor of the World War Memorial Building at the corner of Pendleton and Sumter Streets in Columbia. During the next decade, Salley hires six staff members and begins work on arranging the large mass of state agency records transferred from the State House.<sup>11</sup>
- **In 1949, Dr. J. Harold Easterby is appointed the second director of the Historical Commission.** He serves until his death in 1960.<sup>12</sup>
  - In 1951, Dr. Easterby expands the publications program to include the Colonial Records of South Carolina series, the State Records of South Carolina series, and the Papers of John C. Calhoun series.<sup>13</sup>
  - In 1954, the General Assembly passes the Archives Act changing the agency's name to the South Carolina Archives Department. The agency is given extended responsibilities for the preservation, access and disposal of non-current government records, approval of historical marker inscriptions, and the editing and publication of state historical documents.<sup>14</sup>
  - By 1960, Dr. Easterby completes the successful campaign for the funding, construction, and opening of the new Archives Building at the corner of Senate and Bull Streets in Columbia.<sup>15</sup>



- **In 1961, Charles E. Lee is appointed the third director of the agency.**<sup>16</sup> Mr. Lee serves from 1961 until his retirement in 1987. During his tenure, the staff grows from 13 members in 1961 to a peak of 130 members in 1980.<sup>17</sup>
  - In 1964, the agency establishes the South Carolina Confederation of Local Historical Societies to stimulate and promote the study of local history.<sup>18</sup>
  - As a result of the National Historic Preservation Act in 1966, the State Historic Preservation Office becomes part of the agency in 1969. Duties for this program include administering the National Register of Historic Places, statewide surveys of historic properties, § 106 review of federal projects impact on historic sites, tax credits for the rehabilitation of historic buildings, certified local government program, and the distribution of federal grant money to assist preservation projects.

### *Name Change to the Department of Archives and History*

- While still under Director Charles E. Lee, **in 1967 the Archives Department becomes the South Carolina Department of Archives and History.** The new name recognizes the Department's additional responsibilities for historic preservation, historical services and records management.<sup>19</sup>
  - In 1969, the department implements a records management program for state and local government that will include records retention schedules, document microfilming, and the operation of a state record center on Blanding Street in Columbia. This program eventually allows the state to save \$800,000 per year in cost avoidance measures.
  - By 1971, a new wing is added to the Archives Building doubling the size of the stack, office research and laboratory space.<sup>20</sup>
  - In 1972, the agency begins computer generated item level indexing of early and important record series from the archival collection.<sup>21</sup>
  - In 1973, the General Assembly passes the Public Records Act, giving the Archives Department authority to enforce the proper disposal of records created by state agencies and local government offices.<sup>22</sup>
  - In 1976, the Department publishes "The South Carolina Archives: A Temporary Summary Guide," the first comprehensive list of all records in the archival collection.<sup>23</sup>
  - In 1981, the first staff downsizing in the history of the agency closes the microfilm service bureau and reduces the publications program.<sup>24</sup>
  - In 1987, the Department completes "A Guide to Local Government Records in the South Carolina Archives," a more extensive list of county and municipal government records in the archival collection.<sup>25</sup>
- **In 1987, Dr. George L. Vogt is appointed the agency's fourth director.**<sup>26</sup> Dr. Vogt serves until 1996, when he leaves to become director of the State Historical Society of Wisconsin.<sup>27</sup>
  - In 1990, a series of downsizings spanning the next two decades begins, which results in staff being reduced from 98 members to 54 members. This includes elimination of the agency's publication program, closing of the conservation shop, significantly reduces Research Room hours, and ever increasing reliance on earned and federal funds to keep essential programs operating.<sup>28</sup> Also in the same year, the Department is given a role in the administration of the local option state law allowing counties and cities to offer special local property tax assessments for rehabilitated historic properties.<sup>29</sup> Later that year, the General Assembly amends the Public Records Act to expand the definition of public body and to make the definition of public records

conform to the Freedom of Information Act. Archives Department is given increased authority over the retention, disposition and protection of public records.<sup>30</sup>

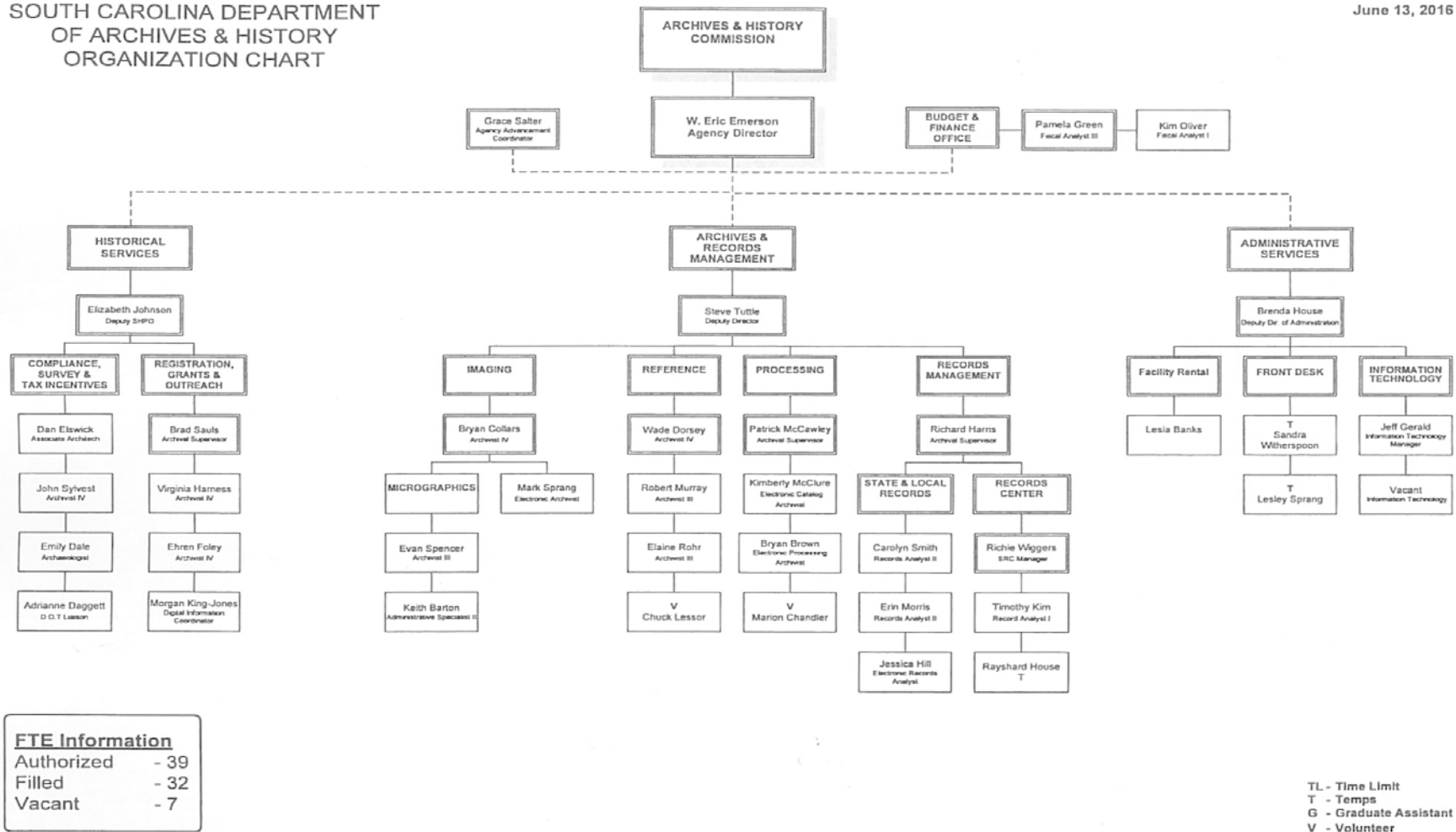
- In 1992, the establishment of the Archives and History Foundation begins Dr. Vogt's successful campaign to obtain funding from the General Assembly and private sources for the 20.5 million dollar Archives and History Center.<sup>31</sup> The Foundation raises two million dollars in private funds to equip the new building with shelving and computer equipment.<sup>32</sup> Using funds from a National Endowment for the Humanities Grant, staff begins creating series level catalog entries which are now available to researchers via the online catalog to our archival collection.<sup>33</sup> Later that same year, the Protection of State-Owned or Leased Historic Properties law creates a review process for state owned properties listed in the National Register of Historic Places between state agencies and public colleges and the Department.<sup>34</sup>
  - In 1993, the South Carolina African American Heritage Council (now Commission) is established by a joint resolution of the General Assembly. It became a Commission in 2001 by executive order of Governor Jim Hodges. Their mission is to identify and promote the preservation of historic sites, structures, buildings, and culture of the African American experience in South Carolina and to assist and enhance the efforts of the Department.<sup>35</sup>
  - In 1995, the Department partners with the Palmetto Trust for Historic Preservation and the Office of the Governor to create statewide preservation awards program.<sup>36</sup>
- **In 1997, Dr. Rodger Stroup is named the fifth director of the department.** Dr. Stroup serves until his retirement in 2009.<sup>37</sup>
- In 1998, the Department moves to its current location at the South Carolina Archives and History Center on Parklane Road in Columbia.<sup>38</sup>
  - In 1999, for the next decade, Department becomes a host of the state contest for the National History Day competition for middle and high school students.<sup>39</sup>
  - In 2000, the Department organizes and hosts the first annual statewide historic preservation conference.<sup>40</sup>
  - In 2001, the first of several federal Teaching American History grants brings a summer program to train middle and secondary school teachers under the wings of the department.
  - In 2002, Grants from the State Library and allocation of existing funds enables the department to make item level descriptions of more than 300,000 records and digital images of more than 60,000 records available to researchers worldwide via the agency's website.<sup>41</sup>
  - In 2002, the South Carolina Historic Rehabilitation Incentives Act provides state income tax credits for the rehabilitation of historic buildings (both commercial and owner-occupied residences) requiring project reviews by the Department.<sup>42</sup>
  - In **2005, the Department marks its centennial** with a three day conference it sponsors with the SC Historical Society (celebrating its 150th anniversary) and the SC Historical Association (celebrating its 75th anniversary). Under a general title of "To Collect and Preserve," leading historians present papers on the state's history.<sup>43</sup>
  - In 2008, ArchSite, an online GIS system for historic property information, is launched, which results in a partnership with the South Carolina Institute of Archaeology and Anthropology, and is supported by funding from the Department of Transportation. It provides information about above-ground historic properties and archaeological sites.<sup>44</sup>

- **In 2009, Dr. W. Eric Emerson is appointed the agency's sixth director.** He continues to serve in this capacity.<sup>45</sup>
  - In 2010, there are forced downsizings over the next two years that reduces the full-time staff from 54 members to 24 members.<sup>46</sup> Also in that year, the Department allows Budget and Control Board to rent two floors of office space in "Building A" of the Archives and History Center to reduce the amount of rent owed by the Department. Remaining department staff members move to Building C. The agency continues to occupy Buildings B, C, and D at the Center. The Human Resources Division and portions of the Department of Education occupy parts of Building A.<sup>47</sup> Again, the Department expands its facility rentals program by marketing the building for night and weekend events to increase generated revenue.<sup>48</sup> Lastly, the Department changes the hours of operation for the Research Room. Saturday is added so that the facility is open on its busiest five days of the week.<sup>49</sup>
  - In 2012, the **Department begins converting all stationary archival shelving to mobile shelving and increases storage capacity for the collection from 40,000 cubic feet to 53,000 cubic feet.**<sup>50</sup>
  - In 2014, the Department reboots its electronic records program and focuses its efforts on the ever-growing number of electronic records being created by state and local government.<sup>51</sup>
  - In 2015, the **Department introduces the South Carolina Electronic Records Archive,** which preserves and makes available to the public electronic records created by state and local governments.<sup>52</sup>
  - In 2016, the **Department introduces the South Carolina Historic Property Record,** an electronic records archive that contains information on statewide surveys of historic properties, National Register of Historic Places listings, and historic resource survey reports.<sup>53</sup>

# Organizational Chart

## SOUTH CAROLINA DEPARTMENT OF ARCHIVES & HISTORY ORGANIZATION CHART

June 13, 2016



FTE Information	
Authorized	- 39
Filled	- 32
Vacant	- 7

TL - Time Limit  
T - Temps  
G - Graduate Assistant  
V - Volunteer

Figure 3. Organizational chart provided by the agency. (Current as of June 13, 2016).<sup>54</sup>

## Major Divisions or Programs

The agency's Program Evaluation Report (PER) includes information about its major operating programs (i.e., divisions).<sup>55</sup> An agency's division into major divisions or programs is the way that the agency segments itself operationally.

Table 2. Department of Archives and History divisions: names and descriptions.

DIVISION NAME	DIVISION DESCRIPTION
Administration	Division is responsible for all administrative functions of the agency including finance, human resources, facility management, information technology, security, and agency advancement.
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.
State Historic Preservation Office	Division functions under the guidelines established by the National Preservation Act, encourages and facilitates the responsible stewardship of South Carolina's irreplaceable historic and prehistoric places.

## Strategic Resources

Annually, each agency submits a strategic plan.<sup>56</sup> Of interest in the oversight process is how the agency allocates its human and financial resources to accomplish the goals and objectives in the agency's strategic plan. The agency submits the information included below in a revision to its PER.<sup>57</sup>

Table 3. Agency's strategic plan and resources allocated to its goals and objectives.

Goal	Objective	Description	Employee Equivalents 2015-2016 <sup>58</sup>	Strategic Budgeting <sup>59</sup>
1		To promote and encourage understanding, appreciation, and preservation of the state's history and heritage	7	The agency is preparing to enter a new strategic planning cycle. The new plan will be more comprehensive and should allow the agency to allocate its budget to specific goals and objectives. <sup>60</sup>
		Offer appropriate educational programs and products for different audiences	2.5	
	1.1.1	Offer ten records management workshops annually for state and local government agencies	2	
	1.1.2	Offer a series of free genealogical workshops to be held at the Archives and History Center in 2016/17	0.5	
		Continue both internal and external collaboration	2.5	
	1.2.1	Hold weekly division head meetings to ensure divisional collaborations	0.5	

	1.2.2	<i>Continue collaboration with the Confederate Relic Room, South Caroliniana Library, and USC Press to sponsor and organize symposia</i>	2
		<b>Encourage and facilitate staff involvement in historical and professional organizations</b>	2
	1.3.1	<i>Increase total staff membership in national historical and professional organizations by 10 percent in 2016/17</i>	1
	1.3.2	<i>Increase total number of outside presentations given by staff by 10 percent in 2016/17</i>	1
2		<b>To increase awareness, understanding, and use of the programs of South Carolina Department of Archives and History (SCDAH) in 2016/17</b>	1
		<b>Explore new ways to use technology</b>	1
	2.1.1	<i>Broaden the methods of communications with the public through a series of media outlets</i>	0.75
	2.1.2	<i>Enhance the use of diagnostic tools to maximize the agency's online presence</i>	0.25
3		<b>To assess mission essential needs for SCDAH and identify and secure new sources of generated funds to support its mission in 2016/17</b>	16
		<b>Establish new marketing strategies for services and products</b>	5
	3.1.1	<i>Conduct an annual assessment of the agency's Preservation Conference to increase attendance and revenue</i>	2
	3.1.2	<i>Evaluate the profitability of goods sold in the agency's gift shop to maximize profit</i>	1
	3.1.3	<i>Broaden SCDAH's marketing of rental facilities to increase revenue in 2016/17</i>	2
		<b>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</b>	2
	3.2.1	<i>Develop a plan for the eventual elimination of agency microfilm product sales and the resulting increase in digitization revenue</i>	2
		<b>Expand agency internships and volunteer programs to enhance staff resources</b>	4

	3.3.1	<i>Increase the number of agency volunteers by 10 percent to assist the agency with special projects in 2016/17</i>	3
	3.3.2	<i>Double the number of agency interns in 2016/17</i>	1
		<b>Maximize the use of agency human resources</b>	3
	3.4.1	<i>Fill 25 percent of the agency's unfilled authorized positions in 2016/17</i>	1
<b>4</b>		<b>Increase and enhance preservation of, and access to, South Carolina state and local government records in 2016/17</b>	2
		<b>Digitize historically significant state and local records</b>	2
	4.1.1	<i>Increase the number of files added to the agency online records index by 5 percent in 2016/17</i>	2
	4.1.2	<i>Ingest and make available electronic records from three state agencies in 2016/17</i>	<b>14</b>
		<b>Increase accessibility to the Archives records through arrangement, description, conservation, digitization, and online access</b>	6
	4.2.1	<i>Make accessible 400 GBs of data through the South Carolina Electronic Records Archive (SCERA)</i>	3
	4.2.2	<i>Digitize 60 boxes and conduct South Carolina Historic Property Record (SCHR) data entry for 30 boxes of historic property records</i>	3

# STUDY PROCESS

## *Agency Selection*

The Department of Archives and History is a state agency subject to legislative oversight.<sup>61</sup> The **Committee approves Archives as the third state agency to be studied** by the Education and Cultural Subcommittee on January 28, 2016.<sup>62</sup>

The **Committee notifies the agency** about the study on February 4, 2016.<sup>63</sup> As the Committee encourages **collaboration in its legislative oversight process**, the Speaker, standing committee chairs in the House, members of the House, Clerk of the Senate, and Governor are also notified about the agency study.

## *Subcommittee Membership*

The **Education and Cultural Subcommittee of the House Legislative Oversight Committee is studying the agency.**<sup>64</sup> The study begins during the 121<sup>st</sup> General Assembly and continues during the 122<sup>nd</sup> General Assembly. Throughout the study, the Honorable James E. Smith, Jr., serves as chair. Other Subcommittee Members and their time of service on the Subcommittee are listed below:

- The Honorable Gary E. Clary (121<sup>st</sup> General Assembly);
- The Honorable Raye Felder (122<sup>nd</sup> General Assembly);
- The Honorable Joseph H. Jefferson, Jr. (121<sup>st</sup> and 122<sup>nd</sup> General Assemblies); and
- The Honorable Tommy M. Stringer (121<sup>st</sup> and 122<sup>nd</sup> General Assemblies).

## *Agency Reports to Legislative Oversight Committee*

During the legislative oversight process, the **Committee asks the agency to conduct self-analysis** by requiring it to complete and submit annual Restructuring Reports, a Seven-Year Plan for cost savings and increased efficiencies, and a Program Evaluation Report. Each report is posted on the agency page of the Committee's website.

### *Restructuring Report*

The Annual Restructuring Report fulfills the requirement in S.C. Code of Laws § 1-30-10(G)(1) that annually each agency report to the General Assembly "detailed and comprehensive recommendations for the purposes of merging or eliminating duplicative or unnecessary divisions, programs, or personnel within each department to provide a more efficient administration of government services."<sup>65</sup> The report, at a minimum, includes information in the following areas - History, Mission and Vision, Laws, Strategic Plan, Human and Financial Resources, Performance Measures, and Restructuring Recommendations.

The Department of Archives and History submits its Annual Restructuring Reports on March 31, 2015, and January 25, 2016.<sup>66</sup> The agency's 2015-2016 Annual Accountability Report to the Governor and General Assembly serves as its 2017 Annual Restructuring Report.<sup>67</sup>



### *Seven-Year Plan for Cost Savings and Increased Efficiencies*

Also, S.C. Code of Laws § 1-30-10 requires agencies to submit “a seven year plan that provides initiatives and/or planned actions that implement cost savings and increased efficiencies of services and responsibilities within the projected seven-year period.”<sup>68</sup> The Department of Archives and History submits its plan on January 25, 2016.<sup>69</sup>

### *Program Evaluation Report*

When an agency is selected for study, the Committee may acquire evidence or information by any lawful means, including, but not limited to, "requiring the agency to prepare and submit to the investigating committee a program evaluation report by a date specified by the investigating committee."<sup>70</sup> S.C. Code of Laws § 2-2-60 outlines what an investigating committee's request for a program evaluation report must contain. It also provides a list of information an investigating committee may request. The Committee sends guidelines for the Department of Archives and History's Program Evaluation Report on May 16, 2016.<sup>71</sup> The agency submits the report on July 12, 2016.<sup>72</sup>

The PER includes information in the following areas - History, Structure, Strategic Plan, Programs, Strategic Allocation of Human Resources, Strategic Allocation of Financial Resources, Performance Measures, Comparisons to Other Agencies, and Recommendations. The **Program Evaluation Report serves as the base document for the Subcommittee's study of the agency.**

### *Information from the Public*

Members of the public have an opportunity to participate anonymously in a public survey, provide comments anonymously via a link on the Committee website, and appear in person before the Subcommittee.<sup>73</sup>

### *Public Survey*

From May 1, 2016 to May 31, 2016, the Committee posts an **online survey to solicit comments from the public about the Department of Archives and History** and four other agencies. Communication about this survey is sent to all House members to forward to their constituents. In an effort to communicate this public input opportunity widely, a statewide media release is issued.<sup>74</sup>

There are 1,025 responses to the survey, with at least one response coming from 41 of South Carolina's 46 counties.<sup>75</sup> These comments are not considered testimony.<sup>76</sup> As the survey notes, “input and observations from those citizens who [chose] to provide responses are very important . . . because they may help direct the Committee to potential areas for improvement with these agencies.”<sup>77</sup> The survey results are posted on the Committee's website. The **public is informed it may continue to submit written comments about agencies online** after the public survey closes.<sup>78</sup>

Of those survey participants that respond to questions related to the Department of Archives and History, **84% have a positive or very positive opinion of the agency.**<sup>79</sup>

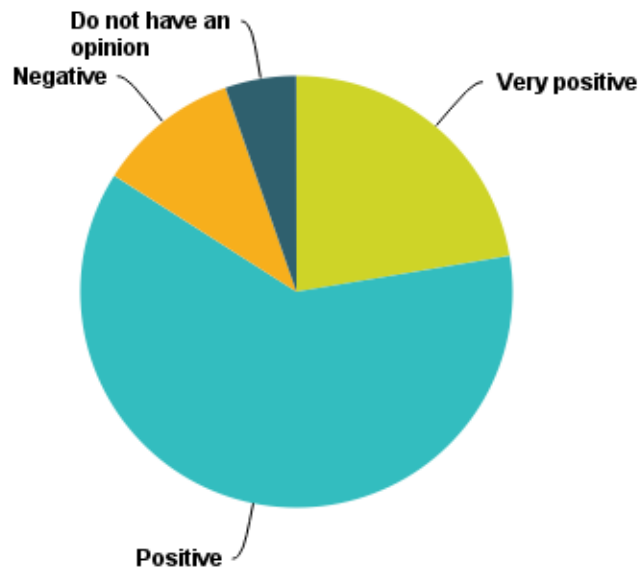


Figure 4. May 2016 public survey respondent opinion of the Department of Archives and History.

Over 70% of the May 2016 public survey respondents base their opinions on personal or business experience with the agency. **Most of the respondents that provide comments refer to the agency's storage of public records, online access to documents, and agency staffing.**<sup>80</sup>

#### *Public Input via Committee Website*

Throughout the course of the study, people are able to submit comments anonymously on the Committee website. Those comments are posted to the website verbatim.<sup>81</sup> One person submits a comment about the agency regarding documentation related to transferring and storing public records.<sup>82</sup>

#### *Public Input via In-Person Testimony*

The Committee offers the opportunity for the public to appear and provide sworn testimony.<sup>83</sup> A meeting dedicated to public input is held on March 2, 2017.<sup>84</sup> A press release announcing this opportunity is sent to media outlets statewide on February 16, 2017.<sup>85</sup> Further detail on the testimony the Committee receives is in the meetings section of this report.

### *Meetings Regarding the Agency*

The Committee meets with, or about, the agency on two occasions, and the Subcommittee meets with, or about, the agency on six occasions. All meetings are open to the public and stream live online; also, the videos are archived and the minutes are available online. A timeline of meetings is set forth in Figure 2 beginning on page 6.

### *January 28, 2016 Meeting*

During the January 28, 2016 meeting, the **Committee meets and selects the Department of Archives and History for study.**<sup>86</sup> The agency replaces Patriots Point Development Authority as the next agency to study.<sup>87</sup> See Appendix A for the meeting packet.

### *April 26, 2016 Meeting*

During the April 26, 2016 meeting, the **Subcommittee meets with the agency to introduce the oversight study process.** The agency head, Dr. W. Eric Emerson, gives a brief overview of the agency and shows the Subcommittee examples of some of the historical records the agency maintains.<sup>88</sup> For the record, Committee staff ask agency executive staff about their understanding of the process and they agency's plan to inform employees of the study. Subcommittee Members question agency staff about funding, both source and amount. See Appendix B for the meeting packet.

### *March 2, 2017 Meeting*

During the March 2, 2017 meeting, the **public is invited to provide comments and recommendations about the agency directly to the Committee.**<sup>89</sup> During this meeting, people provide testimony about the Department of Archives and History, the Department of Disabilities and Special Needs, and the John de la Howe School. Two people testify about the Department of Archives and History at that time:  
(1) Rory Cathcart - Genealogist from Charleston and President of a national genealogical nonprofit, and  
(2) Sue Eleazor - Consumer of agency services. See Appendix C for the meeting packet.

### *March 7, 2017 Meeting*

During the March 7, 2017 meeting, the **Subcommittee meets with the agency to learn more about its history, programs, products, and services.**<sup>90</sup> Agency staff present information on those topics. For reference, Subcommittee Members have available the following sections of the PER - Successes, Challenges, and Emerging Issues; History; Governing Body; Daily Operation's Programs; Customers and Potential Impact; and Public Benefit and Responsibilities.

Subcommittee Members question the agency about the following:

- Agency assistance to educators;
- Online availability of collection;
- Revenue generation;
- Tribal Historical Preservation Office;
- Services to customers;
- Funds to purchase artifacts;
- § 106 of the National Historic Preservation Act;
- Agency records management compliance;
- Funding;
- Genealogy classes; and
- Challenges.

Following the meeting, the agency submits supplemental responses to some of the Subcommittee's questions. See Appendix D for the meeting packet, agency presentation, and supplemental responses.

### *March 21, 2017 Meeting*

During the March 21, 2017 meeting, the **Subcommittee meets with the agency to learn more about the agency's strategic plan, human resources, and financial resources.**<sup>91</sup> Agency staff present information about those topics. For reference, Subcommittee Members have available the following sections of the PER, in addition to sections already reviewed, - Stakeholders and Partners; Employee Allocation by Objective; Programs and Objectives; Strategic Budgeting; and Strategic Spending. Subcommittee Members also have available a print out of the state human resources dashboard pertaining to the agency.

Subcommittee Members question the agency about the following topics:

- Digitizing current microfilm collections;
- Internship program;
- Building rent and maintenance;
- Tax credits;
- Preservation funding;
- Records management; and
- Adequacy of number of employees.

Following the meeting, the agency submits supplemental responses to some of the Subcommittee's questions. See Appendix E for the meeting packet, agency presentation, and supplemental responses.

### *April 18, 2017 Meeting*

During the April 18, 2017 meeting, the **Subcommittee meets with the agency to learn more about the agency's programs, objectives, and performance measures.** Agency staff present information about those topics.<sup>92</sup> Agency staff specifically note the increasing availability of information online is necessitating a re-examination of the agency's performance measures. Representatives from the Department of Administration present information about the Archives building and its maintenance. For reference, Subcommittee Members have available the Performance Measures section of the PER, in addition to sections already reviewed.

Subcommittee Members question the agency and/or representatives from the Department of Administration about the following:

- Lease agreement with the Department of Administration;
- Use of revenue from state agency leases;
- Warranties on major equipment in/on state buildings;
- Deferred maintenance on state buildings; and
- Internship program.

See Appendix F for the meeting packet and agency presentation.

### *April 25, 2017 Meeting*

During the April 25, 2017 meeting, the **Subcommittee meets with the agency to learn more about laws relating to the agency and the agency's recommendations.**<sup>93</sup> Agency staff present information about those topics. Representatives from the Department of Health and Environmental Control (DHEC) and the State Fiscal Accountability Authority Procurement Service Division are also present. During the meeting, the **Subcommittee discusses an issue the agency is having with archiving materials if an agency utilizes proprietary software to maintain data.** Representatives from the Procurement Services Division respond to questions in that area. During the meeting, a **public input comment is discussed relating to the archiving of DHEC records.** After the meeting, DHEC, an agency under study by the Healthcare and Regulatory Subcommittee, provides the Subcommittee with information about some of the challenges it has relating to temporary storage at the Department of Archives and History.<sup>94</sup> For reference, Subcommittee Members have available the Looking Ahead/Agency Recommendations section of the PER, in addition to sections already reviewed.

Subcommittee Members question the agency and/or representatives from the State Fiscal Accountability Authority Procurement Services Division about the following:

- Funding to review state historic preservation tax credit applications;
- Funding to purchase private collections;
- Relationship between the agency and public television;
- Funding of classes;
- Agency records collection; and
- Archival ability of software procured by state agencies.

See Appendix G for the meeting packet.

### *May 11, 2017 Meeting*

During the May 11, 2017 meeting, the **Subcommittee meets with the agency to discuss additional study recommendations.**<sup>95</sup> Subcommittee Members question the agency about the following:

- Form agency staff use to have records stored; and
- Responsibility for transmitting records to the agency.

Following the meeting, the agency submits supplemental responses to some of the Subcommittee's questions. See Appendix H for the meeting packet and supplemental responses.

## *Study Process Completion*

Pursuant to Committee Standard Practice 12.4, **Subcommittee Members have the opportunity to provide a separate written statement for inclusion with the Subcommittee's Study.** After receipt of any written statements from Subcommittee Members, the Subcommittee Chair, pursuant to Committee Standard Practice 12.5, shall notify the Committee Chair in writing that a Subcommittee Study is available for consideration by the full Committee.

Once the Committee Chair receives written notice from the Subcommittee Chair, the Committee chair shall, pursuant to Committee Standard Practice 13.1, include the Subcommittee Study on the agenda for

a full committee meeting. During a full Committee meeting at which the Subcommittee Study is discussed, the Committee may vote, pursuant to Committee Standard Practice 13.2, to take one of the following three options: (1) refer the study and investigation back to the Subcommittee or an ad hoc committee for further evaluation; (2) approve the Subcommittee's study; or (3) further evaluate the agency as a full Committee, utilizing any of the resources of legislative oversight available.

When the Committee approves a study, **any member of the Committee may provide a written statement for inclusion with the study.** The study, and written statements, are published online and the agency, as well as all House Standing Committees, receive a copy. The Committee shall offer at least one briefing to Members of the House about the contents of the final oversight study approved by the Committee. The Committee Chair may provide briefings to the public about the final oversight study.

Lastly, **to support the Committee's ongoing oversight by maintaining current information about the Department of Archives and History, the agency will receive an annual Request for Information.**

# RECOMMENDATIONS

## *General Information*

The following **recommendations include areas identified for potential improvement** by the Subcommittee. The **Subcommittee recognizes these recommendations will not satisfy everyone nor address every issue or potential area of improvement at the agency**. These recommendations are based on the agency’s self-analysis requested by the full Committee, discussions with the agency during multiple meetings, and analysis of the information obtained by the Subcommittee. This information, including, but not limited to, the Program Evaluation Report, Accountability Report, Restructuring Report and videos of meetings with the agency, is available on the Committee’s website.

## *Continue*

The **Subcommittee does not make any recommendations relating to continuing agency programs**.

## *Curtail (i.e. Revise)*

The **Subcommittee has ten recommendations for revisions**. All of the Subcommittee recommendations are adopted as one motion at its Thursday, May 11, 2017 meeting; all members present at the meeting vote to approve the recommendations.<sup>96</sup> The Subcommittee’s recommendations fall into three categories: (1) recommendations for the Department of Archives and History; (2) recommendations for the General Assembly; and (3) recommendations for agencies in general. An overview of these recommendations is provided in Table 1 on page 7.

### *Recommendations for the Department of Archives and History*

The Subcommittee has **two recommendations for revisions to the agency’s internal operations**, and a summary is set forth in Table 4.

*Table 4. Summary of recommendations for revisions to the agency’s internal operations.*

Topic	Recommendations
<b>Certified Local Government Program</b>	<b>1.</b> Create informational media (e.g., pamphlet) and work with the Municipal Association of South Carolina to raise awareness among municipalities about the Certified Local Government Program, which promotes community preservation planning and heritage education through a partnership with the State Historic Preservation Office (i.e., the agency) and the National Park Service.
<b>Fees</b>	<b>2.</b> Conduct a regular review of fees or charges for services to commercial customers to ensure they sufficiently cover the agency’s cost to research and prepare materials.

The first recommendation relates to the federal **Certified Local Government Program**, which promotes community preservation planning and heritage education through a partnership with the State Historic

Preservation Office (i.e., the Department of Archives and History) and the National Park Service. Currently, South Carolina has 34 certified local governments.<sup>97</sup> As there are several benefits for local governments that obtain this designation, including eligibility to apply for federal grants, the Subcommittee recommends the Department of Archives and History create informational media, (e.g., pamphlet), and work with the Municipal Association of South Carolina to raise awareness among municipalities about the Certified Local Government Program.<sup>98</sup> The second recommendation relates to **fees the agency charges for services to commercial customers**. The Subcommittee recommends the agency conduct a regular review of the amount it charges for services it provides to commercial customers to ensure the charges sufficiently cover the agency’s cost to research and prepare materials.

*Recommendations for the General Assembly*

The Subcommittee recommends **revisions to four state laws pertaining to the agency**. Explanations of the suggested revisions and recommended language are provided in Table 5.

Table 5. Recommendations for revisions to state laws pertaining to the agency.

Statute	§ 12-6-5060
Explanation of Revision	(Recommendation 3.) Authorize taxpayer voluntary contributions to the Department of Archives and History to be used to purchase or preserve collections with significant historical value to South Carolina.
Recommended Language	<p>§ 12-6-5060. Voluntary contribution to certain funds may be designated on return; reporting of contributions annually by department.</p> <p>(A) Each taxpayer required to file a state individual income tax return may contribute to the War Between the States Heritage Trust Fund established pursuant to § 51-18-115, the Nongame Wildlife and Natural Areas Program Fund established pursuant to § 50-1-280, the Children's Trust Fund of South Carolina established pursuant to § 63-11-910, the Eldercare Trust Fund of South Carolina established pursuant to § 43-21-160, the First Steps to School Readiness Fund established pursuant to § 63-11-1750, the South Carolina Military Family Relief Fund established pursuant to Article 3, Chapter 11, Title 25, the Donate Life South Carolina established pursuant to § 44-43-1310, the Veterans' Trust Fund of South Carolina established pursuant to Chapter 21, Title 25, the South Carolina Litter Control Enforcement Program (SCLCEP) and used by the Governor's Task Force on Litter only for the SCLCEP Program, the South Carolina Law Enforcement Assistance Program (SCLEAP) and used as provided in § 23-3-65, the South Carolina Department of Parks, Recreation and Tourism for use in the South Carolina State Park Service in the manner the General Assembly provides, the South Carolina Forestry Commission for use in the state forest system, the South Carolina Department of Natural Resources for use in its programs and operations, K-12 public education for use in the manner the General Assembly provides by law, South Carolina Conservation Bank Trust Fund established pursuant to § 48-59-60, the Financial Literacy Trust Fund established pursuant to § 59-29-510, <del>or</del> the South Carolina Association of Habitat for Humanity Affiliates, by designating the contribution on the return- <u>or the South Carolina Department of Archives and History and used by the agency only to purchase or preserve collections with significant historical value to our state.</u> The contribution may be made by reducing the income tax refund or by remitting additional payment by the amount designated.</p> <p>(B) All South Carolina individual income tax return forms must contain a designation for the above contributions. The instructions accompanying the income tax form must contain a description of the purposes for which the funds were established and the use of monies from the income tax contribution.</p> <p>(C) The department shall determine and report at least annually to the appropriate agency administering the fund or in the case of the Children's Trust Fund to the fund the total amount of contributions designated to the above funds. The department shall transfer the appropriate amount to each fund at the earliest possible time. The incremental cost of administration of the contribution must</p>



	<p>be retained by the department from the contributions before any funds are expended as provided in this section.</p> <p>(D) The Department of Natural Resources shall make a report to the General Assembly as early in January of each year as may be practicable, which must include the amount of revenue produced by the contributions and a detailed accounting of expenditures from the Nongame Wildlife and Natural Areas Fund.</p> <p>(E) For purposes of this section, the South Carolina Department of Revenue is not subject to provisions of the South Carolina Solicitation of Charitable Funds Act as contained in Chapter 56, Title 33.</p> <p>(F) Revenues from the South Carolina Litter Control Enforcement Program Fund and the South Carolina Law Enforcement Assistance Program Fund carry forward into succeeding fiscal years and earnings of the funds must be credited to them.</p>
Statute	§ 60-11-120
Explanation of Revision	<b>(Recommendation 4.)</b> Codifies an existing Proviso 26.1, which relates to disposition of certain duplicative archival material (e.g., bank notes which are sold in the museum gift shop and through online auctions).
Recommended Language	<p>§ 60-11-120. Disposition of certain duplicative archival material; use of funds realized; annual report.</p> <p>Upon approval by the commission, the agency may remove certain record and nonrecord materials from its collections by gift to another public or nonprofit institution or by sale <del>at public auction</del>. This is a supplemental form of disposition beyond that recognized in the Public Records Act for the retention, copying, and destruction of public records, and it pertains only to those accessioned archive materials having a market value and which duplicate existing archival material, fall outside the scope of the archives collection policy, or have no further possible research value. All funds realized through sale <del>by public auction</del> must be placed in a special account to be used for improved access to and preservation of the state archives collections. The commission shall annually report to the State Department of Administration regarding these dispositions.</p>
Statute	§ 60-11-100
Explanation of Revision	<b>(Recommendation 5.)</b> Codifies an existing Proviso 26.2 relating to the use of proceeds by the agency.
Recommended Language	<p>§ 60-11-100. Use of county and municipal funds to procure equipment for microfilming public records.</p> <p>The Department of Archives and History may receive and use funds from the county and municipal governments to microfilm public records of permanent value both to the counties and municipalities and the Department, if the counties or municipalities do not have archival quality microfilming capability or do have short term or emergency requirements for archival quality filming which would not justify purchase of such a system. The Department's current filming of county government records which have no security copies may be continued as scheduled. The funds received from the counties and municipalities must be used solely for the filming of county and municipal government records for records management security and research purposes. In order to provide the microfilm services requested by the counties and municipalities, the Department may use the funds to lease or purchase equipment, purchase microfilm and microfilming supplies, employ a microfilming team, and have film processed and inspected to meet required standards of quality. Travel expenses incurred by such program must be reimbursed from such funds at the State-approved rate.</p> <p><u>The proceeds of facilities rentals, gift shop operations, training sessions, sales of publications, reproductions of documents, repair of documents, research fees, handling charges, and the proceeds of sales of National Register of Historic Places certificates and plaques by the Archives Department shall be deposited in a special account in the State Treasury, and may be used by this department to cover the cost of facility operations and maintenance, gift shop inventory, additional training sessions, publication, reproduction expenses, repair expenses, and National Register of Historic Places certificates and plaques, and selected Historic Preservation Grants.</u></p>

Statute	§ 12-6-3535
Explanation of Revision	(Recommendation 6.) Establish a State Historic Preservation Grant Fund through authorization of a fee for the State Historic Preservation Officer’s review of applications for a federal income tax credit for making qualified rehabilitation expenditures for a certified historic structure.
Recommended Language	<p>§ 12-6-3535. Income tax credit for making qualified rehabilitation expenditures for a certified historic structure.</p> <p>(E) The South Carolina Department of Archives and History shall develop an application and may promulgate regulations, <del>including the establishment of fees,</del> needed to administer the certification process. The Department of Revenue may promulgate regulations, including the establishment of fees, to administer the tax credit.</p> <p><u>(G) A taxpayer claiming a credit pursuant to this Section must pay a fee to the Department of Archives and History for the State Historic Preservation Grant Fund. The preliminary fee is 0.5% (.005) of the estimated “qualified rehabilitation expenses” and/or the “rehabilitation expenses”, to be paid prior to review of a Historic Preservation Certification Application, Part 2 and/or a Certified Rehabilitation Application, S2. The final fee is 1% (.01) of the actual “qualified rehabilitation expenses” and/or the “rehabilitation expenses”, to be paid prior to review of a Historic Preservation Certification Application, Part 3 and/or a Certified Rehabilitation Application, S3, less any amount paid as a preliminary fee.</u></p> <p><u>(H) The Department of Archives and History shall develop an application process for distribution of funds from the State Historic Preservation Grant Fund, to include eligibility criteria and grant requirements.</u></p>

The Subcommittee has **recommendations for changes to the General Assembly’s internal operations**, and a summary is set forth in Table 6.

Table 6. Summary of recommendations for changes to the General Assembly’s internal operations.

Topic	Recommendation
Record Retention	7. Ask all agencies under study by the House Legislative Oversight Committee if they are current with transferring records, including electronic ones, to the Department of Archives and History. If not, why not?
Technology Funding	8. Ask any agency that has a technology funding request for a server if it is current with transferring its electronic records to the Department of Archives and History. If not, why not?
Pass-Through Funding	9. Provide accountability for funds that pass through state agencies to other entities. This is a concept recommendation only.

The Subcommittee’s seventh recommendation relates to record retention by agencies. **Eleven agencies have not taken steps over the course of the past five years to transfer records to the Department of Archives and History** (i.e., inactive).<sup>99</sup> Inactive agencies include: *Adjutant General’s Office*; First Steps to School Readiness; Jobs-Economic Development Authority; *John de la Howe School*; Medical Malpractice Patient’s Compensation Fund; *Commission for Minority Affairs*; *Patriots Point Naval and Maritime Museum*; Prosecution Coordination Commission; Research Authority; Rural Infrastructure Authority; and Wil Lou Gray Opportunity School.<sup>100</sup> Agencies listed in italics are currently under study by the House Legislative Oversight Committee. Accordingly, the Subcommittee recommends the **House Legislative Oversight Committee ask each agency under study if it is current with transferring records, including electronic ones, to the Department of Archives and History** with a follow up question as to why or why not.

As a related issue, the Subcommittee’s eighth recommendation relates to technology funding. The Subcommittee recommends the **General Assembly inquire about an agency’s records retention schedule with the Department of Archives and History whenever an agency makes a technology funding request for a server.**<sup>101</sup> On April 18, 2017, the Director of the Department of Archives and History testifies “agencies seem more willing to keep electronic records and go to the General Assembly and ask for more storage space for their individual agency instead of scheduling those records.”<sup>102</sup> On April 25, 2017, the Department of Archives and History presents the Subcommittee a four step plan to address issues with the transferal of digital records.<sup>103</sup>

The Subcommittee’s ninth recommendation relates to pass-through funding. This means the funds are provided to the Department of Archives and History with an instruction the agency should provide these funds directly to another entity. In **Fiscal Year 2016-17 approximately 49%, or almost half, of the Department of Archives and History’s appropriations are pass-through funds (i.e., earmarked).** An overview of the agency’s Fiscal Year 2016-17 budget is provided in Table 7.<sup>104</sup> As a concept recommendation, the **Subcommittee recommends that the General Assembly provide accountability for funds that pass through state agencies to other entities.**

Table 7. Department of Archives and History’s Fiscal Year 2016-17 budget.

Total Funds (Budgeted)	\$4,808,019
State Funding (General Funds)	\$2,616,278
<b>Pass - Through Funds (Earmarked)</b>	<b>\$2,300,000 Architectural Heritage Preservation</b>
	\$1,000,000 Fireproof Building, SC Historical Society Charleston
	\$ 500,000 Historic Charleston Foundation, Charleston
	\$ 500,000 College of the Building Arts, Charleston
	\$ 205,000 Town of James Island
	\$ 60,000 Robert Mills Courthouse, Kershaw
	\$ 25,000 Garvin House, Town of Bluffton
	\$ 10,000 Mitchelville Preservation Project, Hilton Head
	<b>\$ 100,000 South Carolina African American Heritage Commission, Historic Driving Tours</b>

### *Recommendation for Agencies in General*

The Subcommittee has a **recommendation for agencies in general**, and a summary is set forth in Table 8.

Table 8. Summary of recommendation for agencies in general.

	<b>. . . Agencies in general</b>
<b>Procurement</b>	<b>10.</b> Include provisions allowing for the transfer of the records to the Department of Archives and History when procuring proprietary software.

The Subcommittee’s tenth recommendation relates to procurement. The Subcommittee recommends the **procurement of proprietary software by state agencies include provisions allowing for the transfer of the records to the Department of Archives and History.** The agency faces challenges when other agencies

utilize proprietary software. Challenges relate to incurring expenses for extracting the information (e.g., purchase of a license or additional costs for periodic downloads); the Department of Archives and History advocates for usage of open source software. On April 25, 2017, the Director of Procurement Services Division with the State Fiscal Accountability Authority testifies his agency does “try to account for proprietary software and how purchasing such might impact how agencies use those software,” and he notes there is an ongoing statewide information technology initiative.<sup>105</sup>

## INTERNAL CHANGES IMPLEMENTED BY AGENCY RELATED TO STUDY PROCESS

During the study process, the agency implements two internal changes directly related to participation in the study process. First, **testimony received at the March 2, 2017, public input meeting from a longtime patron of the agency helps inform a management decision** to post an opening for a curator position at the agency.<sup>106</sup> Second, **public input received in the May 2016 online survey and Subcommittee questioning of the agency about this public input helps inform management about the existence of a substantial number or records (over 4,000 boxes) at the Department of Health and Environmental Control that need to be moved to temporary storage at the Department of Archives.**<sup>107</sup> During the study process, the agency develops a plan to address the backlog.

## SELECTED AGENCY INFORMATION

**Department of Archives and History. "Program Evaluation Report, 2016."**

<http://www.scstatehouse.gov/CommitteeInfo/HouseLegislativeOversightCommittee/AgencyWebpages/ArchivesandHistory/Department%20of%20Archives%20and%20History%20PER.PDF> (accessed May 23, 2017).

**Department of Archives and History. "Restructuring and Seven-Year Plan Report, 2015."**

<http://www.scstatehouse.gov/CommitteeInfo/HouseLegislativeOversightCommittee/2015AgencyRestructuringandSevenYearPlanReports/2015%20Department%20of%20Archives%20and%20History.pdf> (accessed May 23, 2017).

**Department of Archives and History. "Agency Accountability Report, 2015-16."**

<http://www.scstatehouse.gov/CommitteeInfo/HouseLegislativeOversightCommittee/AgencyWebpages/ArchivesandHistory/Reports%20&%20Audits%20%20Reports%20and%20Reviews/Accountability%20Report%20-%202015-2016.pdf> (accessed May 23, 2017).

**Department of Archives and History. "Annual Request for Information, 2017."**

[http://www.scstatehouse.gov/CommitteeInfo/HouseLegislativeOversightCommittee/AgencyWebpages/ArchivesandHistory/Department%20of%20Archives%20and%20History%20-%20Annual%20Request%20for%20Information%20\(RFI\)%20SCDAH.pdf](http://www.scstatehouse.gov/CommitteeInfo/HouseLegislativeOversightCommittee/AgencyWebpages/ArchivesandHistory/Department%20of%20Archives%20and%20History%20-%20Annual%20Request%20for%20Information%20(RFI)%20SCDAH.pdf) (accessed May 23, 2017).

**SC House of Representatives, Legislative Oversight Committee. "May 2016 Survey Results."**

<http://www.scstatehouse.gov/CommitteeInfo/HouseLegislativeOversightCommittee/SurveysforAllAgencies/Results%20of%20Survey%20of%20Dept.%20of%20Agric.;%20DHEC;%20CJA;%20Archives%20and%20History;%20and%20RSIC.PDF> (accessed May 23, 2017).

# APPENDICES

*Appendix A. January 28, 2016 Meeting Information*

South Carolina  
House of Representatives



Legislative Oversight Committee

*Thursday, January 28, 2016*

*Room - 521 Blatt Building (Ways and Means Committee Room)*

*9:00 a.m.*

*Pursuant to Committee Rule 4.9, S.C. ETV shall be allowed access for internet streaming whenever technologically feasible.*

**AGENDA**

- I. Approval of minutes from December 15, 2015 meeting**
- II. Discussion of scheduled agency oversight studies, including, but not limited to, priority of agencies and an update on status of studies**
- III. Committee administrative matters**
- IV. Adjournment**



**LEGISLATIVE OVERSIGHT COMMITTEE**

**MINUTES FROM DECEMBER 15, 2015  
MEETING**

First Vice-Chair:  
Laurie Slade Funderburk

## Legislative Oversight Committee



William K. (Bill) Bowers  
Raye Felder  
Phyllis J. Henderson  
Mia S. McLeod  
Ralph W. Norman  
Robert L. Ridgeway III  
James E. Smith, Jr.  
Edward R. Tallon Sr.  
Robert Q. Williams

Nathan Ballentine  
Gary E. Clary  
Kirkman Finlay III  
Joseph H. Jefferson Jr.  
Walton J. McLeod  
Joshua Putnam  
Samuel Rivers Jr.  
Tommy M. Stringer  
Bill Taylor

## South Carolina House of Representatives

Jennifer L. Dobson  
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Post Office Box 11867  
Columbia, South Carolina 29211  
Telephone: (803) 212-6810 • Fax: (803) 212-6811  
Room 228 Blatt Building

Charles L. Appleby IV  
Legal Counsel

Legislative Oversight Committee Meeting  
December 15, 2015  
10:00 a.m.  
Room 516 - Blatt Building

### ARCHIVED VIDEO

- I. You may access archived video of this meeting by visiting the South Carolina General Assembly's website (<http://www.scstatehouse.gov>) and click on "Committee Postings and Reports," then under House Standing Committees click on "Legislative Oversight". Lastly, click on "Video Archives" for a listing of archived videos for the Legislative Oversight Committee.

### MINUTES

- II. House Rule 4.5 requires the standing committees of the House to prepare and make available for public inspection, in compliance with Section 30-4-90, the minutes of full committee meetings. House Rule 4.5 further provides that such minutes need not be verbatim accounts of such meetings.
- III. The House Legislative Oversight Committee (Committee) was called to order by Chairman Wm. Weston J. Newton on Tuesday, December 15, 2015, in Room 516 of the Blatt Building, Columbia, South Carolina.
- IV. Chairman Newton submitted proposed minutes from the Committee's previous meeting, November 9, 2015. Representative Ballentine moved to approve the minutes. A roll call vote was held.

<b>Rep. Ballentine's Motion to Approve the Minutes from the Committee's Meeting on November 9, 2015:</b>	<b>Yea</b>	<b>Nay</b>	<b>Not Voting</b>
Nathan Ballentine	✓		
William K. "Bill" Bowers	✓		
Gary E. Clary	✓		
Raye Felder	✓		
Kirkman Finlay, III	✓		
Laurie Slade Funderburk	✓		
Phyllis Henderson	✓		
Joseph H. Jefferson, Jr.	✓		
Mia S. McLeod	✓		
Walton J. McLeod	✓		
Ralph W. Norman			✓
Joshua A. Putnam	✓		
Robert L. Ridgeway, III	✓		
Samuel Rivers, Jr.	✓		
James E. Smith, Jr.			✓
Tommy M. Stringer			✓
Edward R. "Eddie" Tallon	✓		
Bill Taylor	✓		
Robert Q. Williams	✓		
Wm. Weston J. Newton	✓		

V. The next order of business was a discussion of scheduled agency oversight studies agencies, including but not limited to, an update on status of studies.

The following Chairpersons provided a procedural update on their respective subcommittees or ad hoc committee, and answered questions asked of them by other members of the Committee: the Representatives Phyllis Henderson, James Smith, Kirkman Finlay, and Nathan Ballentine.

Representative Henderson explained that the Economic Development, Transportation, Natural Resources, and Regulatory Subcommittee had held six meetings with Department of Transportation, reviewed the operations of the Chief Internal Auditor, and reviewed the agency's use of "C Funds." She explained that the Subcommittee's review of the agency had been put "on hold" until the Legislative Audit Council completes its audit of the DOT, something Representative Henderson said that she expected to be completed in March of 2016. Representative Henderson expressed that the Subcommittee will begin its study of the State Transportation Infrastructure Bank in the early part of 2016. She noted that the Legislative Audit Council is also currently performing an audit of the STIB. Representative Henderson answered questions asked of her by other members of the Committee.

Representative Smith explained that the Education and Cultural Subcommittee had reviewed the spending of First Steps to School Readiness relative to the number of families or children served by the agency, and that the Subcommittee intended to continue to review the agency's finances and governance. The Subcommittee had started preliminary meetings with the School for the Deaf and the Blind, but was waiting to complete its study of First Steps before it got further into its study of the

School for the Deaf and Blind. Representative Smith also answered questions asked of him by other members of the Committee.

Representative Ballentine explained that the Healthcare Subcommittee had three meetings with the Department of Social Services and had already adopted recommendations from the agency that the Subcommittee planned to present to the Committee at a future date. He stated that the Subcommittee was awaiting further information from the agency. The Subcommittee had only had one meeting with the Commission for the Blind at that point. Representative Ballentine also answered questions asked of him by other members of the Committee.

Representative Finlay explained that the Law Enforcement and Criminal Justice Subcommittee had met with the Department of Juvenile Justice on three occasions. The last meeting revealed that the DJJ had not reported data in the way required by the Subcommittee; therefore, the Subcommittee was unable to draw informed conclusions about the agency and its performance. In the same meeting, it came to light that the DJJ had made arbitrary decisions relating to the how the agency categorized its spending. That meeting was adjourned in order for the Subcommittee and Committee staff to be able to draft more precise questions. The Subcommittee had held an introductory Department of Public Safety meeting. Representative Finlay explained that the Subcommittee intended to spend more time studying the DJJ in 2016. Representative Finlay also answered questions asked of him by other members of the Committee.

Representative Clary explained that the ad hoc Committee had met with several state agencies and intended to bring its study to a conclusion soon. Representative Clary also answered questions asked of him by other members of the Committee.

Representative Putnam explained that the Executive Subcommittee had met with the Comptroller General's Office on several occasions, and he laid out to the Committee the Subcommittee's recommendations relating to the agency. Representative Putnam also answered questions asked of him by other members of the Committee.

Chairman Newton answered questions asked of him related to the process by which the Committee could make recommendations to the General Assembly.

- VII. Chairman Newton moved that the Committee approve the Executive Subcommittee's study of the Comptroller General's Office. A roll call vote was held, and the motion was passed.

<b>Rep. Newton's Motion to Approve the Executive Subcommittee's Study of the Comptroller General's Office:</b>	<b>Yea</b>	<b>Nay</b>	<b>Not Voting</b>
Nathan Ballentine	✓		
William K. "Bill" Bowers	✓		
Gary E. Clary	✓		
Raye Felder	✓		
Kirkman Finlay, III	✓		
Laurie Slade Funderburk	✓		
Phyllis Henderson	✓		
Joseph H. Jefferson, Jr.	✓		
Mia S. McLeod	✓		
Walton J. McLeod	✓		
Ralph W. Norman			✓
Joshua A. Putnam	✓		
Robert L. Ridgeway, III	✓		
Samuel Rivers, Jr.	✓		
James E. Smith, Jr.			✓
Tommy M. Stringer			✓
Edward R. "Eddie" Tallon	✓		
Bill Taylor	✓		
Robert Q. Williams	✓		
Wm. Weston J. Newton	✓		

VIII. Chairman Newton presented a suggested list of five agencies for the Committee to begin to study in the coming year. The suggested list was as follows: the Office of the Secretary of State (Executive Subcommittee), the Commission on Higher Education (Education and Cultural Subcommittee), the Department of Health and Environmental Control (Healthcare Subcommittee), the Department of Agriculture (Economic Development, Transportation, Natural Resources, and Regulatory Subcommittee), and the Law Enforcement Training Council (Law Enforcement and Criminal Justice Subcommittee).

Representative Funderburk moved that the Committee replace the Secretary of State's Office with the Retirement System Investment Commission in the Chairman's suggested list. The motion was later tabled, so a roll call vote was not held.

Representative Rivers moved that the Committee replace the Commission on Higher Education with the Department of Education in the Chairman's suggested list. The motion was later tabled, so a roll call vote was not held.

Representative Smith moved that the Committee replace the Commission on Higher Education with the Patriot's Point Authority in the Chairman's suggested list. The motion was later tabled, so a roll call vote was not held.

Representative Felder moved that the Committee adopt the recommended agencies, but without naming an agency for the Education and Cultural Subcommittee to study until such time as the Committee has an opportunity to discussion the matter with Representative Rita Allison. The motion was later tabled, so a roll call vote was not held.

Representative Finlay moved that the Law Enforcement and Criminal Justice Subcommittee not be assigned a recommended agency for study at that time. The motion was later tabled, so a roll call vote was not held.

Representative Henderson moved that the Committee include the Department on Employment and Workforce be added to the list in lieu of the Department of Education. The motion was later tabled, so a roll call vote was not held.

Representative Williams moved that the Commission on Human Affairs be added to the study list. The motion was later tabled, so a roll call vote was not held.

Representative Tallon moved that the Committee table all motions previously made. A roll call vote was held, and the motion was passed.

<b>Rep. Tallon’s Motion to Table all Previously Made Motions so that the Committee Could Vote on Agencies by Each Respective Subcommittees:</b>	<b>Yea</b>	<b>Nay</b>	<b>Not Voting</b>
Nathan Ballentine			✓
William K. “Bill” Bowers	✓		
Gary E. Clary	✓		
Raye Felder	✓		
Kirkman Finlay, III			✓
Laurie Slade Funderburk	✓		
Phyllis Henderson	✓		
Joseph H. Jefferson, Jr.	✓		
Mia S. McLeod	✓		
Walton J. McLeod	✓		
Ralph W. Norman			✓
Joshua A. Putnam			✓
Robert L. Ridgeway, III	✓		
Samuel Rivers, Jr.	✓		
James E. Smith, Jr.			✓
Tommy M. Stringer			✓
Edward R. “Eddie” Tallon	✓		
Bill Taylor	✓		
Robert Q. Williams	✓		
Wm. Weston J. Newton	✓		

Representative Funderburk moved that the Executive Subcommittee study the Retirement System Investment Commission. A roll call vote was held, and the motion was passed.

<b>Rep. Funderburk's Motion that the Executive Subcommittee Study the Retirement System Investment Commission:</b>	<b>Yea</b>	<b>Nay</b>	<b>Not Voting</b>
Nathan Ballentine			✓
William K. "Bill" Bowers	✓		
Gary E. Clary	✓		
Raye Felder	✓		
Kirkman Finlay, III			✓
Laurie Slade Funderburk	✓		
Phyllis Henderson	✓		
Joseph H. Jefferson, Jr.	✓		
Mia S. McLeod	✓		
Walton J. McLeod	✓		
Ralph W. Norman			✓
Joshua A. Putnam			✓
Robert L. Ridgeway, III	✓		
Samuel Rivers, Jr.	✓		
James E. Smith, Jr.			✓
Tommy M. Stringer			✓
Edward R. "Eddie" Tallon	✓		
Bill Taylor	✓		
Robert Q. Williams	✓		
Wm. Weston J. Newton	✓		

Representative Walton McLeod moved that the Education and Cultural Subcommittee study the Patriot's Point Authority. A roll call vote was held, and the motion was passed.

<b>Rep. Walton McLeod's Motion that the Education and Cultural Subcommittee Study the Patriot's Point Authority:</b>	<b>Yea</b>	<b>Nay</b>	<b>Not Voting</b>
Nathan Ballentine			✓
William K. "Bill" Bowers	✓		
Gary E. Clary	✓		
Raye Felder		✓	
Kirkman Finlay, III			✓
Laurie Slade Funderburk	✓		
Phyllis Henderson	✓		
Joseph H. Jefferson, Jr.	✓		
Mia S. McLeod	✓		
Walton J. McLeod	✓		
Ralph W. Norman			✓
Joshua A. Putnam			✓
Robert L. Ridgeway, III	✓		
Samuel Rivers, Jr.		✓	
James E. Smith, Jr.			✓
Tommy M. Stringer			✓
Edward R. "Eddie" Tallon	✓		
Bill Taylor	✓		
Robert Q. Williams	✓		
Wm. Weston J. Newton	✓		

Representative Rivers moved to table Representative Walton McLeod's motion. A roll call vote was held, and the motion did not pass.



<b>Rep. Rivers' Motion to Table Representative Walton McLeod's Motion:</b>	<b>Yea</b>	<b>Nay</b>	<b>Not Voting</b>
Nathan Ballentine			✓
William K. "Bill" Bowers		✓	
Gary E. Clary		✓	
Raye Felder		✓	
Kirkman Finlay, III			✓
Laurie Slade Funderburk		✓	
Phyllis Henderson		✓	
Joseph H. Jefferson, Jr.		✓	
Mia S. McLeod			✓
Walton J. McLeod		✓	
Ralph W. Norman			✓
Joshua A. Putnam			✓
Robert L. Ridgeway, III		✓	
Samuel Rivers, Jr.	✓		
James E. Smith, Jr.			✓
Tommy M. Stringer			✓
Edward R. "Eddie" Tallon		✓	
Bill Taylor	✓		
Robert Q. Williams		✓	
Wm. Weston J. Newton		✓	

Representative Henderson moved that the Healthcare Subcommittee study the Department of Health and Environmental Control. A roll call vote was held, and the motion was passed.

<b>Rep. Henderson’s Motion that the Healthcare Subcommittee Study the Department of Health and Environmental Control:</b>	<b>Yea</b>	<b>Nay</b>	<b>Not Voting</b>
Nathan Ballentine			✓
William K. “Bill” Bowers	✓		
Gary E. Clary	✓		
Raye Felder	✓		
Kirkman Finlay, III			✓
Laurie Slade Funderburk	✓		
Phyllis Henderson	✓		
Joseph H. Jefferson, Jr.	✓		
Mia S. McLeod	✓		
Walton J. McLeod	✓		
Ralph W. Norman			✓
Joshua A. Putnam			✓
Robert L. Ridgeway, III	✓		
Samuel Rivers, Jr.	✓		
James E. Smith, Jr.			✓
Tommy M. Stringer			✓
Edward R. “Eddie” Tallon	✓		
Bill Taylor	✓		
Robert Q. Williams	✓		
Wm. Weston J. Newton	✓		

Representative Henderson moved that the Economic Development, Transportation, Natural Resources, and Regulatory Subcommittee study the Department of Employment and Workforce. A roll call vote was held, and the motion was passed.

<b>Rep. Henderson's Motion that the Economic Development, Transportation, Natural Resources, and Regulatory Subcommittee Study the Department of Employment and Workforce:</b>	<b>Yea</b>	<b>Nay</b>	<b>Not Voting</b>
Nathan Ballentine			✓
William K. "Bill" Bowers	✓		
Gary E. Clary	✓		
Raye Felder	✓		
Kirkman Finlay, III			✓
Laurie Slade Funderburk	✓		
Phyllis Henderson	✓		
Joseph H. Jefferson, Jr.	✓		
Mia S. McLeod	✓		
Walton J. McLeod	✓		
Ralph W. Norman			✓
Joshua A. Putnam			✓
Robert L. Ridgeway, III	✓		
Samuel Rivers, Jr.	✓		
James E. Smith, Jr.			✓
Tommy M. Stringer			✓
Edward R. "Eddie" Tallon	✓		
Bill Taylor	✓		
Robert Q. Williams	✓		
Wm. Weston J. Newton			✓

Representative Tallon moved that the Law Enforcement and Criminal Justice Subcommittee study the Law Enforcement Training Council. A roll call vote was held, and the motion was passed.

<b>Rep. Tallon's Motion that the Law Enforcement and Criminal Justice Subcommittee Study the Law Enforcement Training Council:</b>	<b>Yea</b>	<b>Nay</b>	<b>Not Voting</b>
Nathan Ballentine			✓
William K. "Bill" Bowers	✓		
Gary E. Clary	✓		
Raye Felder	✓		
Kirkman Finlay, III			✓
Laurie Slade Funderburk	✓		
Phyllis Henderson	✓		
Joseph H. Jefferson, Jr.	✓		
Mia S. McLeod	✓		
Walton J. McLeod	✓		
Ralph W. Norman			✓
Joshua A. Putnam			✓
Robert L. Ridgeway, III	✓		
Samuel Rivers, Jr.	✓		
James E. Smith, Jr.			✓
Tommy M. Stringer			✓
Edward R. "Eddie" Tallon	✓		
Bill Taylor	✓		
Robert Q. Williams	✓		
Wm. Weston J. Newton	✓		

IX. There being no further business, the meeting was adjourned.

**LEGISLATIVE OVERSIGHT COMMITTEE**

**LETTERS TO COMMITTEE REGARDING  
AGENCY STUDY PRIORITY**

**Robert L. Ridgeway III**  
District No. 64 – Clarendon &  
Sumter Counties



422-A Blatt Building  
Columbia, SC 29201

Tel. (803) 212-6929

RobertRidgeway@schouse.gov

**Committee:**

Medical, Military, Public  
& Municipal Affairs  
Legislative Oversight

**House of Representatives**

State of South Carolina

January 12, 2016

The Honorable Wm. Weston J. Newton  
Chairman, Legislative Oversight Committee  
228 Blatt Building  
Columbia, SC 29201

Dear Chairman Newton:

I understand that the Legislative Oversight Subcommittee for Economic Development, Transportation, Natural Resources and Regulatory is scheduled to review the Department of Employment and Workforce.

I also understand there is a possibility that following this we will be reviewing the Department of Agriculture. I am asking consideration to place the State Accident Fund on the list for review soon thereafter; perhaps following the Department of Agriculture or if the committee decides not to review the Department of Agriculture soon, to consider the State Accident Fund ahead of it.

Thank you for your consideration in this matter.

Sincerely,

A handwritten signature in black ink, appearing to read "Robert L. Ridgeway III". The signature is stylized and cursive.

Robert L. Ridgeway III

RLR/dkh/2016jan12-1

# The House of Representatives

STATE OF SOUTH CAROLINA

STATE HOUSE

P.O. BOX 11867

Columbia 29211

(803) 734-2997



**JAMES E. SMITH, JR.**

DISTRICT 72

RICHLAND COUNTY

JUDICIARY COMMITTEE

1ST VICE CHAIR

LEGISLATIVE OVERSIGHT  
COMMITTEE

EDUCATION AND CULTURAL  
AFFAIRS SUBCOMMITTEE  
CHAIRMAN

HOME ADDRESS  
POST OFFICE BOX 50333  
COLUMBIA, SC 29250  
(803) 933-9800  
James@JamesSmith.com  
@RepJamesSmith

January 22, 2016

HAND DELIVERED

The Honorable Wm. Weston J. Newton, Chairman  
House Legislative Oversight Committee  
1105 Pendleton St.  
Room 228  
Columbia, South Carolina 29201

Dear Chairman Newton:

I would like to request that the full committee consider adjusting the 2016 study schedule to review the South Carolina Department of Archives and History, instead of the Patriots Point Development Authority.

Sincerely,

A handwritten signature in black ink, appearing to read "James E. Smith, Jr." with a stylized flourish at the end.

James E. Smith, Jr.

Education and Cultural Subcommittee Chair

# **LEGISLATIVE OVERSIGHT COMMITTEE**

## **2015 UPDATE - ONLINE SUMMARY**



## Online Resources

### GENERAL INFORMATION

- Mission and Vision of the Committee
- Brochure & Video about the Committee's process

### MEETINGS

- Notification, opportunity to request for committee meetings with agencies
- Live Stream of current meetings & Videos of past meetings
- Minutes and Handouts from past meetings

### AGENCY INFORMATION

- Public Input, opportunity to provide on 65 agencies in an anonymous format
- Reports, including Restructuring and Seven-Year Plan report for 65 agencies and Inspector General reports relevant to agencies under study
- Details, on individual agency pages including, but not limited to, agency history, employees, past audits or reviews, programs, budgets, etc. (currently building)

## Oversight Process

### Step 1

- (A) Full LOC - Determines Priority of an Agency Study and Investigation; Sets a Time Frame for Completion; Written Notification Provided to Agency  
(B) Subcommittee or Ad Hoc Committee Assigned to Study - May schedule a meeting with the Agency to discuss preliminary matters

### Step 2

- (A) Subcommittee or Ad Hoc Committee - May continue to have meetings with the agency to obtain information  
(B) Staff - Reviews and summarizes agency submissions (Restructuring Report; Program Evaluation Report; etc.) and information learned during meetings  
(C) Staff - Drafts Staff Study; Agency has 10 days to respond; after 10 days Staff Study is provided to Subcommittee or Ad Hoc Committee and all House Standing Committees

### Step 3

- (A) Subcommittee or Ad Hoc Committee - Reviews Staff Study and any agency response, then determine other tools of legislative oversight, if any, to utilize, which include: (i) Requesting LAC Involvement (Study of Program Evaluation Study or Perform its Own Audit); (ii) Deposing Witnesses; (iii) Issuing Subpoenas; (iv) Holding a Public Hearing  
(B) Subcommittee or Ad Hoc Committee - Draft and approve a Subcommittee Study for consideration by the full LOC

### Step 4

- (A) Full LOC - Receives subcommittee study and takes one of three options: (a) refers study and investigation back to Subcommittee or Ad Hoc Committee; (b) approves Subcommittee or Ad Hoc Committee Study as the final LOC study; (c) performs further investigation itself, then approves a final LOC study.  
(B) Full LOC - Once final LOC study is approved, a briefing is provided to the Members of the House, then the public  
(C) Any House Member - May file legislation to implement any recommendations in LOC study

## Identified Agencies and Other Studies

Scheduled Studies - 217 Potential Agencies to Study: (A) 10 under study; (B) 55 confirmed to study; (C) 152 may review (Committee's interpretation of whether entity meets statutory definition of agency pending).

Other Studies - 1 Other Study currently under way on agencies relationship with, funding of and other activities related to Planned Parenthood and other abortion providers in S.C.

## Agency Study Schedule

1. Comptroller General's Office (Step 4) - Rep. Joshua Putnam, Chair
2. Department of Transportation (Step 3) - Rep. Phyllis J. Henderson, Chair
3. First Steps to School Readiness (Step 3) - Rep. James E. Smith Jr., Chair
4. Department of Social Services (Step 3) - Rep. Nathan Ballantine, Chair
5. Department of Juvenile Justice (Step 3) - Rep. Kirkman Finlay III, Chair
6. State Transportation Infrastructure Bank (Step 2) - Rep. Phyllis J. Henderson, Chair
7. School for the Deaf and Blind (Step 2) - Rep. James E. Smith Jr., Chair
8. Commission for the Blind (Step 2) - Rep. Nathan Ballantine, Chair
9. Department of Public Safety (Step 2) - Rep. Kirkman Finlay III, Chair
10. Treasurer's Office (Step 2) - Rep. Joshua Putnam, Chair

# LEGISLATIVE OVERSIGHT COMMITTEE

## MEETINGS TO DATE

23 subcommittee meetings  
6 full committee meetings  
3 ad hoc committee meetings

## STATUS OF STUDIES

65 agencies confirmed to study every 7 years  
5 agencies in Step 2 of the oversight process  
4 agencies in Step 3 of the oversight process  
1 agency in Step 4 of the oversight process

## PUBLIC INVOLVEMENT

2 surveys to provide public input on agencies  
1 webinar explaining oversight process  
1 brochure explaining oversight process

## 2014

## 2015

October	December	January	February	March	April
30: House Rules & Procedures Ad Hoc Committee adopts proposal to establish a new Legislative Oversight Committee	2: Adoption of House Rules creating House Legislative Oversight Committee  15: First meeting of House Legislative Oversight Committee to discuss organizational matters	7: Full committee meeting to adopt rules and discuss review schedule  13: Publication in House Journal of review schedule  65 Agencies Will Review, 152 May Review, 117 Questionable	5: Full committee meeting to hear from some of the entities that may assist the Committee with legislative oversight; Initial approval of Standard Practices  10: Notification Letter sent to first five agencies under study  17: Subcommittee entry meeting with DOT and Letter to Governor Seeking Input on legislative oversight	24: Subcommittee entry meeting with Comptroller General's Office; Subcommittee entry meeting with First Steps  9: Letter to Speaker and Committee Chairs seeking collaboration in legislative oversight process  10: Request for Legislative Audit Council to do a comprehensive audit of DOT  11: Amendment of Standard Practices to provide an extension for agency submission of reports	17: Subcommittee entry meeting with DSS  31: Deadline for agency submission of Restructuring and Seven-Year Plan Reports, unless extension granted  <i>(65 Reports are online with list of the 17 agencies that have restructuring recommendations)</i>  16: Webinar with Speaker to inform the public about the committee's process for legislative oversight and ways for the public to participate

## 2015 Continued

## 2016

May	June	July	August	September	October	November	December
1: House Members notified about online survey available during month seeking constituents' input on first five agencies under study  7: Subcommittee entry meeting with Treasurer's Office and discussion of scope of study with Comptroller General's Office; Subcommittee entry meeting with Commission for Blind and discussion of scope of study with DSS  12: Subcommittee entry meeting with School for Deaf and	Blind and discussion of scope of First Steps study  22: Deadline for Program Evaluation Reports from first five agencies under study, unless granted an extension  31: 1,788 responses received to the public survey about the first five agencies under study, with at least one response from each of the 46 counties	2: Subcommittee tour of the Treasurer's Office; Subcommittee meeting with DOT to discuss its budget  25: Program Evaluation Report Guidelines sent to second five agencies under study; Amendment of Standard Practices to provide for staff notes  30: Subcommittee meeting with DOT to discuss the C Fund Program, county transportation committees, and agency employee information	4: Staff Study provided to Comptroller General's Office  11: Subcommittee meeting with DOT to discuss the Office of the Chief Internal Auditor, Act 114 of 2007 criteria, and the STIP  18: Comptroller General's Office response to staff study received	25: House Members notified about staff study of Comptroller General's Office online  26: Full committee meeting, adopted motion for unscheduled study (other study #1)  10: Subcommittee meeting with Treasurer's Office and Comptroller General's Office  11: House Members notified about other study #1	15: DOT response to staff study received  16: First Steps response to staff study received  21: Notification to House Members about staff study of DOT online  25: Draft staff study provided to DSS; House members notified about staff study of First Steps online  29: Ad hoc committee meeting	30: 1,010 responses to the survey about the second five agencies under study  21: Staff Study provided to DSS  23: Survey sent to agencies to obtain feedback about process  28: Subcommittee meeting with Comptroller General's Office  30: Staff Study provided to DJJ	1: Ad hoc committee meeting  2: Subcommittee meeting with DJJ  3: Subcommittee meeting with DOT  4: House members notified about staff study of DSS online  7: Subcommittee meeting with Comptroller General's Office; approval of Subcommittee study  11: Subcommittee meeting with First Steps

First five agencies under study:

Comptroller General's Office, Department of Transportation, First Steps to School Readiness, Department of Social Services, and Department of Juvenile Justice

Second five agencies under study:

State Transportation Infrastructure Bank; School for the Deaf and Blind; Commission for the Blind Department of Public Safety; and Treasurer's Office

# **LEGISLATIVE OVERSIGHT COMMITTEE**

## **STUDY STEPS**



# Subcommittee Study Steps - Overview

Current as of January 7, 2015



## Purpose

The stated **purpose of legislative oversight** is to **determine if agency laws and programs** are being implemented and carried out in accordance with the intent of the South Carolina General Assembly and whether or not they **should be continued, curtailed, or eliminated**.

## Vision

The committee's vision is "[f]or South Carolina agencies to become, and continuously remain, the **most effective state agencies in the country** through processes which eliminate waste and efficiently deploy resources thereby creating greater confidence in state government."

## Required Considerations

**State law requires the Subcommittees consider** the following during oversight studies: (1) the application, administration, execution, and effectiveness of **laws and programs**; (2) the **organization and operation of agencies**; and (3) any conditions or circumstances that may indicate the **necessity or desirability of enacting new or additional legislation**.

## Practical Considerations

- Performing uniform analysis of agencies promotes consistency, efficiency and effectiveness.
- Focusing on how an agency utilizes its current funding and employee authorizations (i.e. it's resources) may help ensure the agency is deploying its resources efficiently.

## Complete Agency Oversight Process - Summary

### Annual Update/Feedback

- **Purpose:** Information is collected from agencies through the Annual Restructuring Report (ARR) to obtain information from agencies not yet under study and through Requests for Information to agencies the Committee has already studied during the seven year cycle, to provide a feedback loop on recommendations made at the end of each study. **ALSO ADD PURPOSE FROM STATUTE RELATED TO THE ARR**
- **Manner of Obtaining Information:** Annual Restructuring Report and Requests for Information
- **Information Obtained:** Each agency provides the following to the Committee, General Assembly and public in the agency's ARR as a way to keep everyone updated on its strategic plan, spending and performance:
  - Updated list of laws applicable to the agency, strategic plan with explanation of how those laws are satisfied, who is responsible for accomplishing each goal and objective in the strategic plan and yearly results of performance measures related to each objective in the strategic plan, and how much the agency budgeted and spent toward each objective in the strategic plan.
- **Where Information is Published:** Online for the General Assembly, public and anyone to view.
- The public, agency employees, or others may submit comments to the Committee for the Committee to utilize during its in depth study of the agency once every seven years via a link on the Committee's website.

### Seven Year Study (See Subcommittee Study Steps on next page)

- Performed on the agency once every seven years. A Subcommittee of the Committee takes the lead on each agency study.



# Subcommittee Study Steps - Overview

Current as of January 7, 2015



## Subcommittee Study Steps - Summary

After receiving the Staff Study, and agency response to the Staff Study if one is provided, the Subcommittee may utilize the following steps to accomplish the legislative purpose of the Committee and work toward achieving the Committee's ultimate vision.

In conjunction with any of the meetings below, the Subcommittee may...

- vote on recommendations the Subcommittee has;
- utilize other investigation tools available such as depositions, Requests for Information, etc.; and
- discuss agency recommendations from the agency's ARR.

Purpose: The stated purpose of legislative oversight is to determine if agency laws and programs are being implemented and carried out in accordance with the intent of the South Carolina General Assembly and whether or not they should be continued, curtailed, or eliminated.

### Step 1 - Agency Background

Purpose: Determine *if the intent of the General Assembly is being implemented* (to put into effect according to or by means of a definite plan or procedure) in the agency's mission, vision and strategic plan.

- Meeting 1 – **History, Legal Responsibilities and Strategic Plan**
- Meeting 2 – Analyze **relationships** with other entities which the Agency utilizes to accomplish the Objectives in its Strategic Plan; responses to public surveys, other input submitted online and **public comments** during the meeting. (This informs the Subcommittee of certain aspects in different objectives to be particularly mindful of)
- Meeting 3 – **Resources** available (Employees and Funds) and how the agency allocates the resources to accomplish the Objectives in its Strategic Plan

### Step 2 - Agency Performance

Purpose: Determine *if the intent of the General Assembly is being carried out* (to effect or accomplish; complete) by the agency through its performance. Determine *if laws should be continued, curtailed or eliminated*.

- Meeting 4 – Agency **Performance** (Efficiency and Outcome Metrics) on each Objective and Programs utilized to accomplish the Objectives; **Agency Recommendations (Internal and Law changes)** to Improve Efficiency and Outcomes
  - After meeting 1, 2, and 3, the Subcommittee will know where to focus when looking at performance. At the end of this meeting Subcommittee will have list of programs to curtail or eliminate

### Step 3 - Subcommittee Recommendations

Purpose: Determine *if programs should be continued, curtailed or eliminated*.

- Meeting 5 – **Program** analysis; voting on any new Subcommittee recommendations and approval of final contents that staff will draft into the Subcommittee Study that will be sent to the Full Committee
- (Optional) Meeting 6 - Continued discussion of Subcommittee Study Report, if requested by a Subcommittee member after receiving the drafted Subcommittee Study Report.

**LEGISLATIVE OVERSIGHT COMMITTEE**

**JAN. 6, 2016 MEMORANDUM FROM STATE  
INSPECTOR PATRICK J. MALEY  
REGARDING EXECUTIVE BRANCH**



**State of South Carolina**  
**Office of the Inspector General**

**Memorandum**

Date: January 6, 2016

To: Honorable Nikki R. Haley, Governor  
Honorable Hugh K. Leatherman, Senate Pro Tempore  
Honorable James H. "Jay" Lucas, Speaker of the House of Representatives  
Honorable Richard Eckstrom, Comptroller General  
Honorable Curtis M. Loftis, State Treasurer

From: State Inspector General Patrick J. Maley

Re: The State Inspector General's Observations of the Executive Branch

Enclosed with this memo is a document titled, "The State Inspector General's (SIG) Observations of the Executive Branch (EB) of State Government."

After three years of looking "under the hood" in the EB starting with a staff of two investigators/auditors and increasing to five for the past two years, the SIG has a sufficient body of work and experience to discuss fraud, waste, and abuse in the EB. The enclosed document sets forth the SIG's observations of the EB's positive attributes and opportunities to improve.

The enclosed document contains State-wide issues that may be relevant to Executive and Legislative oversight for both consideration and context in carrying out their leadership roles over the complex EB of State Government. The enclosed document is a high level summary, which also contains an Internet link to a second more expansive document for those interested in a deeper level of detail. I would gladly provide, if interested, personal briefings using agency specific examples and investigative results to clarify and support the SIG's observations. For your information, SIG waste/effectiveness investigations and lessons learned are contained on its webpage ([oig.sc.gov](http://oig.sc.gov)).

Thanks in advance for taking the time to review this data, which hopefully will stimulate discussion and potential ways forward to improve State Government. Again, I welcome the opportunity to meet with anyone or group with an interest in further dialogue about the SIG's observations of the EB.

cc: Chairman W. Brian White, House Ways & Means Committee  
Chairman Wm. Weston J. Newton, House Oversight Committee

## The SIG's Observations of the **Executive Branch** of State Government

After three years of looking “under the hood” in the Executive Branch (EB) starting with a staff of two investigators/auditors and increasing to five for the past two years, the SIG has a sufficient body of work and experience to discuss fraud, waste, and abuse in the EB. As a reminder of the SIG’s unique mission, it was well described by John Ward, the father of the first state Office of the Inspector General Office in Massachusetts (1981), “**The basic concept behind the IG is that any institution, corporation, university, let alone the institution of government, must build into itself a mechanism for self-criticism and self-correction...the IG covers the vast middle ground between the ability to review all state transactions to a limited degree without the power to investigate [i.e., the Auditor], and the power to investigate allegations of fraud on a case-by-case basis [i.e., the Attorney General].**”

Below identifies the EB’s positive attributes and opportunities to improve; a more robust explanation of below items can be found at link: <http://oig.sc.gov/Documents/ExpandedSIGObservations.pdf>.

### Positive Attributes of the EB

1. EB employees conducting fraud/embezzlement against the state is a low risk with relatively a low loss in dollars.
2. The Statewide Procurement System (SPS) has a low risk of fraud.
3. The Statewide personnel system to address misconduct appears to be adequate.
4. EB corruption requires a bit more explanation in this summary given the public’s perception of government corruption, at all levels, and the public debate pertaining to the adequacy of State ethics laws.
  - EB **criminal** corruption risk is low, which may be contrary to a general public perception. Criminal corruption is essentially kickbacks, bribes, or the “old school” bag of cash involving a “quid pro quo” transaction.
  - Corrupting influence, also known as undue influence, in the EB is an entirely different issue, which, absent unusual circumstances, is essentially **non-criminal** due to a lack of a quid pro quo. Corrupting influence has no “meeting of the minds” of a “quid pro quo” transaction, but it is understood future reciprocating is not unimportant, which is often termed the “good old boy network” or the newer term of “gift economy.” In the EB, corrupting influence does not appear systemic. However, it is exceedingly difficult, if not impossible absent some unique evidence, to disentangle inappropriate “undue corrupt influence” from special interests or self-interest with appropriate influence from constituents, special interests, core beliefs, or other meritorious organizational criteria.
  - Addressing this difficult arena of corrupt influence starts with a clear understanding of the problem -- the days of “bags of cash” for a specific favor are essentially over -- wrongdoing government employees can monetize/benefit from this corrupt influence in a variety of other indirect methods, which, ironically, are also likely quite legal if separated from any connection to a quid pro quo transaction. The citizenry and the State’s best defense against corrupting influence is through increased ethical standards emphasizing boundaries and transparency [i.e., disclosure of real/apparent conflicts; no gifts; robust financial disclosures; and duty to report].



- Most important is establishing a clear demarcation where expected political and decision making input ends and the increased risk of undue influence begins. This requires formal disclosure or complete avoidance of issues having even the “appearance” of a conflict of interest or causing a reasonable member of the public to perceive a state employee as violating the public’s trust. In today’s era of the public’s diminishing trust in government, a rigorous “appearance” standard is required to improve public confidence in government. It protects from both perceived violations of the public’s trust which can do as much damage as actual violations, as well as shrinks the operating space where the risk of undue influence is heightened. Governor Haley’s recent model Code of Conduct adopted by her Cabinet agencies is a good start, but these standards need to be required by all EB agencies.

#### Opportunities to Improve

1. The State lacks an adequate agency Performance Management System to ensure agencies are operating using fundamental business practices using strategic objectives, tactical strategies, and results aligned with stated objectives, which creates a high risk of waste in state government. A renewed emphasis in a statewide agency Performance Management System represents the single best opportunity to address waste in State government.
2. The State lacks adequate requirements for agencies to conduct contract/grant monitoring, which has resulted in a high risk for waste in state government.
3. The State extensively uses the Commission form of oversight for state agencies which suffers from a lack of uniform expectations, which can result in some Commissions not assuming full ownership or possessing executive skills to carry out their fiduciary duty to ensure agency effectiveness. Citizens with subject matter expertise serving as Commissioners to provide oversight to government certainly has obvious and intuitive benefits, but it also increases the risk of potential conflicts of interest, both real and perceived, when subject matter expert Commissioners also have business interests potentially regulated or impacted by agency decisions.
4. State agency internal audit functions should shift focus away from traditional low risk compliance and financial audits and follow the private sector trend towards improving operational performance through improving risk management, control, and governance processes. Agency enterprise-wide risk assessments, a basic internal audit function, are not systematically conducted, which misses the opportunity to create internal and oversight visibility/accountability to address opportunities to improve.
5. The State has no systemic leadership development program, nor do agencies utilize standard leadership/climate surveys as a tool for feedback to assess opportunities to improve.

#### Potential EB Agency Trends Observed

- Preventative controls to prevent waste in State operated benefit programs have opportunities to improve.
- Regulatory controls have a tendency in both protocols and management inclination to under-address non-compliance in a serious and time-sensitive manner.

- EB agencies are inordinately risk adverse to any form of “bad news.” This is normal for any organization, but it seems State agencies just have a higher propensity to strive for a no waves, “get along, go along” attitude which just adds to the gravity of the status quo.
- Potential opportunity exists to maximize procurement contracts through both the level of competition and the use of negotiations.
- Outsourcing through contracts or grants, often to non-profits, seems to be viewed as automatically preferential to adding State employees, which is not accurate given the State’s high risk in its ability to contract/grant manage. Agencies have a tendency to view their job is essentially complete upon approving a contract/grant, when in fact outsourcing requires heightened skills in contract/grant monitoring and engaged risk based oversight to ensure value received by the State.

*Appendix B. April 26, 2016 Meeting Information*

South Carolina  
House of Representatives



Legislative Oversight Committee

**EDUCATION AND CULTURAL SUBCOMMITTEE**

*Chairman James E. Smith Jr.  
The Honorable Gary E. Clary  
The Honorable Joseph H. Jefferson Jr.  
The Honorable Tommy M. Stringer*

***Tuesday, April 26, 2016***

***9:30 a.m.***

***Room 108 -Blatt Building***

*Pursuant to Committee Rule 6.8, S.C. ETV shall be allowed access for internet streaming whenever technologically feasible.*

**AGENDA**

- I. Approval of Minutes from March 15, 2016 meeting**
- II. Discussion of Study of South Carolina Archives and History, including but not limited to the public survey and agency's program evaluation report**
- III. Adjournment**

LEGISLATIVE OVERSIGHT COMMITTEE

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EDUCATION AND CULTURAL  
SUBCOMMITTEE

MINUTES FROM MARCH 15, 2016 MEETING

First Vice-Chair:  
Laurie Slade Funderburk

## Legislative Oversight Committee



Nathan Ballentine  
Gary E. Clary  
Kirkman Finlay III  
Joseph H. Jefferson Jr.  
Walton J. McLeod  
Joshua Putnam  
Samuel Rivers Jr.  
Tommy M. Stringer  
Bill Taylor

William K. (Bill) Bowers  
Raye Felder  
Phyllis J. Henderson  
Mia S. McLeod  
Ralph W. Norman  
Robert L. Ridgeway III  
James E. Smith, Jr.  
Edward R. Tallon Sr.  
Robert Q. Williams

### South Carolina House of Representatives

Jennifer L. Dobson  
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Room 228 Blatt Building

Charles L. Appleby IV  
Legal Counsel

Carmen J. McCutcheon  
Research Analyst/Auditor

### Education and Cultural Subcommittee Meeting March 15, 2016 9:00 a.m. Room 108 - Blatt Building

#### Archived Video Available

- I. You may access archived video of this meeting by visiting the South Carolina General Assembly's website (<http://www.scstatehouse.gov>) and click on "Citizens' Interests," then click on "House Legislative Oversight Committee Postings and Reports." Lastly, click on "Video Archives" for a listing of archived videos for the Legislative Oversight Committee.

#### Minutes

- I. House Rule 4.5 requires the standing committees of the House to prepare and make available for public inspection, in compliance with Section 30-4-90, the minutes of full committee meetings. House Rule 4.5 further provides that such minutes need not be verbatim accounts of such meetings. It is the practice of the House Legislative Oversight Committee to provide minutes, which are not verbatim accounts of such meetings, for its Subcommittee meetings.

#### Attendance

- I. The Education and Cultural Subcommittee (Subcommittee) meeting was called to order by Chairman James E. Smith Jr. on Tuesday, March 15, 2016, in Room 108 of the Blatt Building, Columbia, South Carolina. Representative Gary E. Clary and Representative Joseph H. Jefferson, Jr. were also in attendance. Representative Tommy Stringer arrived later.

#### Approval of Minutes

- I. House Rule 4.5 requires the standing committees of the House to prepare and make available for public inspection, in compliance with Section 30-4-90, the minutes of full committee meetings. House Rule

4.5 further provides that such minutes need not be verbatim accounts of such meetings. It is the practice of the House Legislative Oversight Committee to provide minutes which are not verbatim accounts of such meetings, for its subcommittee meetings.

- II. Representative Clary moved to approve the minutes from March 10, 2016. A roll call vote was held, and all present voted in favor of approval.

<b>Rep. Clary's motion to approve the minutes from the March 10, 2016, meeting:</b>	<b>Yea</b>	<b>Nay</b>	<b>Not Voting</b>
Rep. Gary E. Clary	✓		
Rep. Joseph H. Jefferson Jr.	✓		
Rep. Tommy M. Stringer			✓
Rep. James E. Smith Jr.	✓		

**Further Discussion of First Steps to School Readiness**

- I. This was the Subcommittee's eighth meeting with South Carolina First Steps to School Readiness (First Steps). Chairman Smith provided a brief overview of the oversight process and stated that the purpose of the day's meeting was for the Subcommittee to consider any of its members' recommendations for First Steps.
- II. Representative Jefferson moved that the Subcommittee include a statement in the Subcommittee Study of First Steps that the Subcommittee received that Office of First Steps Study Group Report and agency response for informational purposes. A roll call vote was held, and all present voted in favor of the motion.

<b>Rep. Jefferson's motion that the Subcommittee include a statement in the Subcommittee Study that the Subcommittee received the Office of First Steps Study Group Report and agency response for informational purposes:</b>	<b>Yea</b>	<b>Nay</b>	<b>Not Voting</b>
Rep. Gary E. Clary	✓		
Rep. Joseph H. Jefferson Jr.	✓		
Rep. Tommy M. Stringer			✓
Rep. James E. Smith Jr.	✓		

- III. Chairman Smith swore under oath all of those present who intended to testify before the Subcommittee on behalf of First Steps. Those representatives were: Mark Barnes (Chief Financial Officer and Chief Operating Officer), Dan Wuori (Deputy Director), and Julia Ellen-Davis (Interim Director).

Mr. Barnes provided to the Subcommittee a presentation about the agency's path forward, and presented the following pending agency reforms:

- 1) Formation of local First Steps teams;
- 2) Performance of detailed program and operations audits of local partnerships on a recurring basis; and
- 3) Formation of an Executive Director Leadership Council.

Chairman Smith if the South Carolina First Steps Board of Trustees (Board) had approved the pending agency reforms. Mr. Barnes testified that some of the pending agency reforms had already been approved by the Board, and that he was confident that the remaining reforms would also be approved.

Representative Clary asked for Mr. Barnes to identify which of the pending agency reforms had been approved by the Board as he presented them. Mr. Barnes agreed to do so and testified that reforms 1) and 2) had been approved by the Board, and that reform 3) had not yet been approved by the Board.

Mr. Barnes acknowledged that the BabyNet had suffered from difficulties and deficiencies since it was established. He testified about the actions that First Steps had taken in order to improve the program.

Chairman Smith asked for a description of the remaining deficiencies in the BabyNet program. Mr. Barnes testified that First Steps had effectively eliminated every deficiency that was not a deficiency solely addressable by the General Assembly.

Representative Jefferson asked for the measures First Steps used to identify young children who qualified for BabyNet services but had relocated across county lines. Mr. Barnes testified that First Steps ensures open lines of communication with local childcare providers so that locals can refer potential BabyNet clients to First Steps. He testified that First Steps also maintains ongoing communication with parents of BabyNet children so that relocation across county lines does not end services. He testified that First Steps was interested in establishing data sharing agreements with the Department of Health and Human Services and the Department of Social Services so that the agencies can refer clients to each other.

Representative Clary asked for a summary of First Steps' status in regard to the agency's compliance with its enabling legislation, and for an expected end date on which the agency would be fully compliant. Mr. Barnes testified that it was his opinion that the agency could be in full compliance within four years.

Representative Clary asked if First Steps was the proper agency home for the BabyNet program, or if it should be moved to another agency. Mr. Barnes testified that it was his opinion that First Steps was the ideal agency home for BabyNet.

Mr. Barnes testified that a significant difficulty with the 4K program was that a 4K provider has to offer the same quality of education as a public school, but on a significantly smaller budget.

Mr. Barnes testified that First Steps had recently partnered with Sprint, SCETV, and DSS in order to provide iPads and internet connectivity to its 4K providers.

Mr. Barnes testified that First Steps expected to have its Early Head Start Child Care Partnership Program fully operational and serving 254 children by July 21, 2016.

IV. Dr. Wuori submitted his recommendations for the Subcommittee's considerations. Some of his recommendations were:

- That the state use a common measurement test to assess school readiness across the state for both public and private schools;



- That the state should provide resources for the establishment of an interagency, early childhood data system; and
- That the state should channel the funding for BabyNet through First Steps since First Steps is the “lead agency” for the program.

Representative Smith asked for the ways in which First Steps identifies the communities that lack the resources to have their own self-sufficient 4K providers in order for the agency to prioritize aiding those communities.

Representative Clary asked for more specific identification of the communities that lack the resources to have their own self-sufficient 4K providers.

Representative Jefferson stated that the state should provide increases in compensation for the 4K providers without too much regard for the educational credentials of the providers.

- V. Representative Jefferson moved that the Subcommittee recommend that South Carolina continue investment in a comprehensive, results-oriented initiative for improving early childhood development by providing through local partnerships public and private funds and support for high-quality early childhood development and education services for children by providing support for their families’ efforts toward enabling their children to reach school read to succeed. A roll call vote was held, and the motion was passed unanimously.

<b>Rep. Jefferson’s motion that the Subcommittee recommend that South Carolina continue investment in a comprehensive, results-oriented initiative for improving early childhood development by providing through local partnerships public and private funds and support for high-quality early childhood development and education services for children by providing support for their families’ efforts toward enabling their children to reach school read to succeed:</b>	<b>Yea</b>	<b>Nay</b>	<b>Not Voting</b>
Rep. Gary E. Clary	✓		
Rep. Joseph H. Jefferson Jr.	✓		
Rep. Tommy M. Stringer	✓		
Rep. James E. Smith Jr.	✓		

Representative Jefferson moved that the Subcommittee recommend that the early childhood education initiative continue under First Steps. A roll call vote was held, and the motion was passed unanimously.

<b>Rep. Jefferson’s motion that the Subcommittee recommend that the early childhood education initiative continue under First Steps:</b>	<b>Yea</b>	<b>Nay</b>	<b>Not Voting</b>
Rep. Gary E. Clary	✓		
Rep. Joseph H. Jefferson Jr.	✓		
Rep. Tommy M. Stringer	✓		
Rep. James E. Smith Jr.	✓		

Representative Clary moved that the Subcommittee adopt the agency’s recommendation that South Carolina establish a common assessment tool for school readiness for use within the public and private sectors, and commit to use the assessment tool over a period of years. Representative Clary expressed his view that having a common assessment benchmark by which educational outcomes can be measured is essential to evaluating the effectiveness of early childhood education. A roll call vote was held, and the motion was passed unanimously.

<b>Rep. Clary’s motion that the Subcommittee adopt the agency’s recommendation that South Carolina establish a common assessment tool for school readiness for use within the public and private sectors, and commit to use the assessment tool over a period of years:</b>	<b>Yea</b>	<b>Nay</b>	<b>Not Voting</b>
Rep. Gary E. Clary	✓		
Rep. Joseph H. Jefferson Jr.	✓		
Rep. Tommy M. Stringer	✓		
Rep. James E. Smith Jr.	✓		

Representative Clary moved that the Subcommittee adopt the agency’s recommendation that the General Assembly should appropriate resources to develop an interagency, early childhood data system. A roll call vote was held, and the motion was passed unanimously.

<b>Rep. Clary’s motion that the Subcommittee adopt the agency’s recommendation that the General Assembly should appropriate resources to develop an interagency, early childhood data system:</b>	<b>Yea</b>	<b>Nay</b>	<b>Not Voting</b>
Rep. Gary E. Clary	✓		
Rep. Joseph H. Jefferson Jr.	✓		
Rep. Tommy M. Stringer	✓		
Rep. James E. Smith Jr.	✓		

Representative Jefferson moved that the Subcommittee adopt the Legislative Audit Council’s recommendation that First Steps continue to be the lead agency for the BabyNet program, and that the BabyNet funds follow First Steps. A roll call vote was held, and the motion was passed unanimously.

<b>Rep. Jefferson’s motion that the Subcommittee adopt the Legislative Audit Council’s recommendation that First Steps continue to be the lead agency for the BabyNet program, and that the BabyNet funds follow First Steps:</b>	<b>Yea</b>	<b>Nay</b>	<b>Not Voting</b>
Rep. Gary E. Clary	✓		
Rep. Joseph H. Jefferson Jr.	✓		
Rep. Tommy M. Stringer	✓		
Rep. James E. Smith Jr.	✓		

Representatives Smith and Stringer asked if South Carolina is the only state that does not charge sliding-scale fees for its BabyNet program. Dr. Wuori testified that federal law permits a state to have sliding-scale fees, but that other states had chosen not to charge those fees.

Representative Stringer moved that the Subcommittee recommend that First Steps study the feasibility, cost, and impact on access of the implementation of sliding-scale fees and report those findings to the Subcommittee. A roll call vote was held, and the motion was passed unanimously.

<b>Rep. Stringer’s motion that the Subcommittee recommend that First Steps study the feasibility, cost, and impact on access of the implementation of sliding-scale fees and report those findings to the Subcommittee:</b>	<b>Yea</b>	<b>Nay</b>	<b>Not Voting</b>
Rep. Gary E. Clary	✓		
Rep. Joseph H. Jefferson Jr.	✓		
Rep. Tommy M. Stringer	✓		
Rep. James E. Smith Jr.	✓		

Representative Clary moved that the Subcommittee adopt the agency’s recommendation that First Steps and the Department of Education work in collaboration to study and to depict the comprehensive costs of public and private sector 4K service provision. A roll call vote was held, and the motion was passed unanimously.

<b>Rep. Clary’s motion that the Subcommittee adopt the agency’s recommendation that First Steps and the Department of Education work in collaboration to study and to depict the comprehensive costs of public and private sector 4K service provision:</b>	<b>Yea</b>	<b>Nay</b>	<b>Not Voting</b>
Rep. Gary E. Clary	✓		
Rep. Joseph H. Jefferson Jr.	✓		
Rep. Tommy M. Stringer	✓		
Rep. James E. Smith Jr.	✓		

Representative Jefferson moved that the Subcommittee adopt the agency’s recommendation that the General Assembly take steps to ensure greater equity in 4K provider funding, to include teacher pay and the exploration of tax and other incentives to participating private providers. A roll call vote was held, and the motion was passed unanimously.

<b>Rep. Jefferson’s motion that the Subcommittee adopt the agency’s recommendation that the General Assembly take steps to ensure greater equity in 4K provider funding, to include teacher pay and the exploration of tax and other incentives to participating private providers:</b>	<b>Yea</b>	<b>Nay</b>	<b>Not Voting</b>
Rep. Gary E. Clary	✓		
Rep. Joseph H. Jefferson Jr.	✓		
Rep. Tommy M. Stringer	✓		
Rep. James E. Smith Jr.	✓		

Representative Stringer moved that the Subcommittee adopt the agency’s recommendation that First Steps adopt a pilot project designed to provide startup funds for potential private 4K providers in

underserved areas of the state to address lack of community capacity, and that the agency look to best practices from other states and Utah's use of social impact bonds to determine the best funding options for the project. A roll call vote was held, and the motion was passed unanimously.

<b>Rep. Stringer's motion that the Subcommittee adopt the agency's recommendation that First Steps adopt a pilot project designed to provide startup funds for potential private 4K providers in underserved areas of the state to address lack of community capacity, and that the agency look to best practices from other states and Utah's use of social impact bonds to determine the best funding options for the project:</b>	<b>Yea</b>	<b>Nay</b>	<b>Not Voting</b>
Rep. Gary E. Clary	✓		
Rep. Joseph H. Jefferson Jr.	✓		
Rep. Tommy M. Stringer	✓		
Rep. James E. Smith Jr.	✓		

Representative Clary moved that the Subcommittee adopt the agency's recommendation that First Steps work with its local partnerships to establish 4K classrooms in communities where no other providers are available. A roll call vote was held, and the motion was passed unanimously.

<b>Rep. Clary's motion that the Subcommittee adopt the agency's recommendation that First Steps work with its local partnerships to establish 4K classrooms in communities where no other providers are available:</b>	<b>Yea</b>	<b>Nay</b>	<b>Not Voting</b>
Rep. Gary E. Clary	✓		
Rep. Joseph H. Jefferson Jr.	✓		
Rep. Tommy M. Stringer	✓		
Rep. James E. Smith Jr.	✓		

Representative Clary moved that the Subcommittee hear from the Committee within a period of six months regarding the Subcommittee's recommendations, and hear a report at that time from First Steps. A roll call vote was held, and the motion was passed unanimously.

<b>Rep. Clary's motion that the Subcommittee hear from the Committee within a period of six months regarding the Subcommittee's recommendations, and hear a report at that time from First Steps:</b>	<b>Yea</b>	<b>Nay</b>	<b>Not Voting</b>
Rep. Gary E. Clary	✓		
Rep. Joseph H. Jefferson Jr.	✓		
Rep. Tommy M. Stringer	✓		
Rep. James E. Smith Jr.	✓		

Representative Stringer moved that the Subcommittee recommend that the 4K child development educational program continue in South Carolina. A roll call vote was held, and the motion was passed unanimously.

<b>Rep. Stringer's motion that the Subcommittee recommend that the 4K child development educational program continue in South Carolina:</b>	<b>Yea</b>	<b>Nay</b>	<b>Not Voting</b>
Rep. Gary E. Clary	✓		
Rep. Joseph H. Jefferson Jr.	✓		
Rep. Tommy M. Stringer	✓		
Rep. James E. Smith Jr.	✓		

Representative Clary moved that the Subcommittee recommend that the First Steps local partnerships be continued in South Carolina. A roll call vote was held, and the motion was passed unanimously.

<b>Rep. Clary's motion that the Subcommittee recommend that the First Steps local partnerships be continued in South Carolina:</b>	<b>Yea</b>	<b>Nay</b>	<b>Not Voting</b>
Rep. Gary E. Clary	✓		
Rep. Joseph H. Jefferson Jr.	✓		
Rep. Tommy M. Stringer	✓		
Rep. James E. Smith Jr.	✓		

Representative Jefferson moved that Subcommittee recommend that South Carolina continue to be involved in early head start education, and that First Steps continue to be the lead agency for early head start education. A roll call vote was held, and the motion was passed unanimously.

<b>Rep. Jefferson's motion that Subcommittee recommend that South Carolina continue to be involved in early head start education, and that First Steps continue to be the lead agency for early head start education:</b>	<b>Yea</b>	<b>Nay</b>	<b>Not Voting</b>
Rep. Gary E. Clary	✓		
Rep. Joseph H. Jefferson Jr.	✓		
Rep. Tommy M. Stringer	✓		
Rep. James E. Smith Jr.	✓		

Representative Clary moved that any written comments provided by any member of the Subcommittee to Committee staff before 5 p.m. on Tuesday, April 12, 2016, be included with the Subcommittee's report to the Committee. A roll call vote was held, and the motion was passed unanimously.

<b>Rep. Clary's motion that any written comments provided by any member of the Subcommittee to Committee staff before 5 p.m. on Tuesday, April 12, 2016, be included with the Subcommittee's report to the Committee:</b>	<b>Yea</b>	<b>Nay</b>	<b>Not Voting</b>
Rep. Gary E. Clary	✓		
Rep. Joseph H. Jefferson Jr.	✓		
Rep. Tommy M. Stringer	✓		
Rep. James E. Smith Jr.	✓		

Representative Clary moved that the meeting be the Subcommittee’s final meeting with First Steps unless after review of the Subcommittee Study a member of the Subcommittee request in writing to Chairman Smith by the close of business of Tuesday, April 12, 2016, an additional meeting to discuss any issues of concern. A roll call vote was held, and the motion was passed unanimously.

<b>Rep. Clary’s motion that the meeting be the Subcommittee’s final meeting with First Steps unless after review of the Subcommittee Study a member of the Subcommittee request in writing to Chairman Smith by the close of business of Tuesday, April 12, 2016, an additional meeting to discuss any issues of concern:</b>	<b>Yea</b>	<b>Nay</b>	<b>Not Voting</b>
Rep. Gary E. Clary	✓		
Rep. Joseph H. Jefferson Jr.	✓		
Rep. Tommy M. Stringer	✓		
Rep. James E. Smith Jr.	✓		

Representative Clary moved that the minutes for the Subcommittee meeting be published online. A roll call vote was held, and the motion was passed unanimously.

<b>Rep. Clary’s motion that the minutes for the Subcommittee meeting be published online:</b>	<b>Yea</b>	<b>Nay</b>	<b>Not Voting</b>
Rep. Gary E. Clary	✓		
Rep. Joseph H. Jefferson Jr.	✓		
Rep. Tommy M. Stringer	✓		
Rep. James E. Smith Jr.	✓		

VI. There being no further business, the meeting was adjourned.



The South Carolina Department of Archives and History (SCDAH) was established in 1905. It evolved from two agencies that the legislature created in the late-nineteenth century; the Public Records Commission of South Carolina, which was appointed in 1891 to obtain copies of South Carolina records from the British Public Records Office, and the South Carolina Historical Commission, which was created in 1894 to acquire further historical documents and then was given additional record-keeping duties in 1905. Today the agency is governed by the South Carolina Commission of Archives and History.

The agency's mission is to preserve and promote the documentary and cultural heritage of the state through the state archives, historic preservation, and education programs. The agency has two operational divisions, Archives and Records Management, and Historic Preservation (State Historic Preservation Office), and an Administrative Division.

The Archives and Records Management Division operates the State Archives and Research Room, where the agency preserves and houses nearly 30,000 linear feet of the state's most valuable historic documents dating from 1671 to ca. 2000 and makes them available to the public for research purposes at 8301 Parklane Road in Columbia. The hours of operation for the Research Room are Tuesday-Saturday, 8:30 AM to 5:00 PM. Research Room staff members are available on Mondays from 8:30 AM to 5:00 PM to assist patrons by telephone and email.

Additionally, the Archives and Records Management Division is responsible for the State Records Management Program, in which SCDAH works with other state agencies and local governments to properly manage their records with the goal of identifying and preserving for public access those records of historical/archival value. The Records Management Program also operates the State Records Center on Laurel Street in Columbia, which saves state and local government agencies nearly \$1,000,000 annually by storing, free of charge, up to 90,000 linear feet of non-permanent records for over fifty state agencies and commissions.

The agency's other operational division is the Historic Preservation Division, also known as the State Historic Preservation Office. This division encourages and facilitates the preservation of South Carolina's irreplaceable historic and prehistoric places. It manages the National Register of Historic Places in South Carolina as well as review and compliance for other federally-mandated preservation programs as dictated by the National Historic Preservation Act of 1966. In addition, the State Historic Preservation Office operates the State Historical Marker Program.

*Appendix C. March 2, 2017 Meeting Information*



South Carolina  
House of Representatives



Legislative Oversight Committee

*Thursday, March 2, 2017*

*1:00 p.m.*

*Blatt Building - Room 110*

*Pursuant to Committee Rule 4.9, S.C. ETV shall be allowed access for internet streaming whenever technologically feasible.*

**AGENDA**

- I. Approval of minutes from January 10, 2017 meeting
- II. Opportunity for Public Input about the Department of Archives and History, Department of Disabilities and Special Needs, and John de la Howe School

Individuals can sign up to testify by calling the House Legislative Oversight Committee at 803-212-6810, emailing the Committee at [hcommlegov@schouse.gov](mailto:hcommlegov@schouse.gov), or signing up in person a few minutes prior to the meeting. S.C. Code of Laws Section 2-2-70 provides that all testimony given to the investigating committee must be under oath.

An ongoing opportunity for public input is available on the Committee's website, which allows individuals to provide comments to the House Legislative Oversight Committee anonymously.

- III. Adjournment



## **Legislative Oversight Committee Meeting**

Tuesday, January 10, 2017

Blatt Building Room 516

### **Archived Video Available**

- I. Pursuant to House Legislative Oversight Committee Rule 6.8, South Carolina ETV was allowed access for streaming the meeting. You may access an archived video of this meeting by visiting the South Carolina General Assembly's website (<http://www.scstatehouse.gov>) and clicking on *Committee Postings and Reports*, then under *House Standing Committees* click on *Legislative Oversight*. Then, click on *Video Archives* for a listing of archived videos for the Committee.

### **Attendance**

- I. The House Legislative Oversight Committee was called to order by Chair Wm. Weston J. Newton on Tuesday, January 10, 2017, in Room 516 of the Blatt Building. All members of the Committee were present for all or a portion of the meeting, except: Representative William K. "Bill" Bowers; Representative Todd Rutherford; and Representative Tommy Stringer.

### **Minutes**

- I. House Rule 4.5 requires standing committees to prepare and make available to the public the minutes of committee meetings, but the minutes do not have to be verbatim accounts of meetings. Representative Smith moved to approve the minutes from the Committee's meeting on December 7, 2016. A roll call vote was held, and the motion passed.

<b>Representative Smith's motion to approve the minutes from the January 10, 2017, meeting:</b>	<b>Yea</b>	<b>Nay</b>	<b>Not Voting: Present</b>	<b>Not Voting: Absent</b>
Katherine E. Arrington	✓			
William K. Bowers				✓
Gary E. Clary	✓			
Neal Collins	✓			
MaryGail Douglas	✓			
Raye Felder	✓			
Laurie Slade Funderburk	✓			
Phyllis Henderson				✓
Bill Hixon	✓			
Joseph H. Jefferson, Jr.	✓			
Ralph W. Norman				✓
Mandy Powers Norrell	✓			
Robert L. Ridgeway, III				✓
Todd Rutherford				✓
James E. Smith, Jr.	✓			
Tommy Stringer				✓
Edward R. Tallon	✓			
Bill Taylor	✓			
Robert Q. Williams				✓
Wm. Weston J. Newton	✓			

### **Assigning Agencies to the Subcommittees**

- I. Chair Newton explained the assignment of agencies to Subcommittees was revised during this General Assembly to allow each Subcommittee to review an equivalent number of agencies. Also, he provided an overview of agencies whose studies had been completed in the previous session and agencies whose studies were ongoing.
- II. As Chair of the Education and Cultural Subcommittee, Representative Smith said he did not have a preference for an agency for the Subcommittee to study in 2017, and he would leave the decision to the Committee. Chair Newton said that it had been suggested that the Education and Cultural Subcommittee study the John de la Howe School, and Representative Smith moved that the Subcommittee study the School. A roll call vote was held, and the motion passed.

<b>Representative Smith's motion to study the John de la Howe School:</b>	<b>Yea</b>	<b>Nay</b>	<b>Not Voting: Present</b>	<b>Not Voting: Absent</b>
Katherine E. Arrington	✓			
William K. Bowers				✓
Gary E. Clary	✓			
Neal Collins	✓			
MaryGail Douglas	✓			
Raye Felder	✓			
Laurie Slade Funderburk	✓			
Phyllis Henderson	✓			
Bill Hixon	✓			
Joseph H. Jefferson, Jr.	✓			
Ralph W. Norman	✓			
Mandy Powers Norrell	✓			
Robert L. Ridgeway, III				✓
Todd Rutherford				✓
James E. Smith, Jr.	✓			
Tommy Stringer				✓
Edward R. Tallon	✓			
Bill Taylor	✓			
Robert Q. Williams	✓			
Wm. Weston J. Newton	✓			

Representative Norman, as Chair of the Economic Development, Transportation, and Natural Resources Subcommittee, put forth the names of three agencies that had been suggested for study in 2017: the Human Affairs Commission, the Department of Motor Vehicles, and the Department of Employment and Workforce. Chair Newton noted the Human Affairs Commission was of a size that would accommodate the Committee's present workload. Representative Norman moved to study the Human Affairs Commission. A roll call vote was held, and the motion passed.

<b>Representative Norman's motion to study the Human Affairs Commission:</b>	<b>Yea</b>	<b>Nay</b>	<b>Not Voting: Present</b>	<b>Not Voting: Absent</b>
Katherine E. Arrington	✓			
William K. Bowers				✓
Gary E. Clary	✓			
Neal Collins	✓			
MaryGail Douglas	✓			
Raye Felder	✓			
Laurie Slade Funderburk	✓			
Phyllis Henderson	✓			
Bill Hixon	✓			
Joseph H. Jefferson, Jr.	✓			
Ralph W. Norman	✓			
Mandy Powers Norrell	✓			
Robert L. Ridgeway, III				✓
Todd Rutherford				✓
James E. Smith, Jr.	✓			
Tommy Stringer				✓
Edward R. Tallon	✓			
Bill Taylor	✓			
Robert Q. Williams	✓			
Wm. Weston J. Newton	✓			

Representative Clary, as Chair of the Executive Subcommittee, recommended that the Subcommittee study the Election Commission. Representative Henderson noted there may be multiple special elections in 2017; also, it was noted 2017 is not a general election year. Representative Clary moved to study the Election Commission. A roll call vote was held, and the motion passed.

<b>Representative Clary's motion to study the Election Commission:</b>	<b>Yea</b>	<b>Nay</b>	<b>Not Voting: Present</b>	<b>Not Voting: Absent</b>
Katherine E. Arrington	✓			
William K. Bowers				✓
Gary E. Clary	✓			
Neal Collins	✓			
MaryGail Douglas	✓			
Raye Felder	✓			
Laurie Slade Funderburk	✓			
Phyllis Henderson	✓			
Bill Hixon	✓			
Joseph H. Jefferson, Jr.	✓			
Ralph W. Norman	✓			
Mandy Powers Norrell	✓			
Robert L. Ridgeway, III				✓
Todd Rutherford				✓
James E. Smith, Jr.	✓			
Tommy Stringer				✓
Edward R. Tallon	✓			
Bill Taylor	✓			
Robert Q. Williams	✓			
Wm. Weston J. Newton	✓			

Chair Newton said noted it may be efficient for the Executive Subcommittee' study of the Retirement System Investment Commission to be placed on hold until the Joint Committee on Pension Systems Review had completed its work. Representative Clary moved to suspend the study of the Retirement System Investment Commission until such time as the Joint Committee on Pension Systems Review has completed its work. A roll call vote was held, and the motion passed.

<b>Representative Clary's motion to place the study of RSIC on hold while the Joint Committee on Pensions Review completes its work:</b>	<b>Yea</b>	<b>Nay</b>	<b>Not Voting: Present</b>	<b>Not Voting: Absent</b>
Katherine E. Arrington	✓			
William K. Bowers				✓
Gary E. Clary	✓			
Neal Collins	✓			
MaryGail Douglas	✓			
Raye Felder	✓			
Laurie Slade Funderburk	✓			
Phyllis Henderson	✓			
Bill Hixon	✓			
Joseph H. Jefferson, Jr.	✓			
Ralph W. Norman	✓			
Mandy Powers Norrell	✓			
Robert L. Ridgeway, III				✓
Todd Rutherford				✓
James E. Smith, Jr.	✓			
Tommy Stringer				✓
Edward R. Tallon	✓			
Bill Taylor	✓			
Robert Q. Williams	✓			
Wm. Weston J. Newton	✓			

Representative Henderson, as Chair of the Healthcare and Regulatory Subcommittee, recommended the Department of Disabilities and Special Needs as the next agency to study. Recent concerns raised with the agency about the life, health, and safety of some of the state's most vulnerable citizens was noted. Representative Henderson moved for the Healthcare and Regulatory Subcommittee to study the Department of Disabilities and Special Needs. A roll call vote was held, and the motion passed.

<b>Representative Henderson's motion to study the Department of Disabilities and Special Needs:</b>	<b>Yea</b>	<b>Nay</b>	<b>Not Voting: Present</b>	<b>Not Voting: Absent</b>
Katherine E. Arrington	✓			
William K. Bowers				✓
Gary E. Clary	✓			
Neal Collins	✓			
MaryGail Douglas	✓			
Raye Felder	✓			
Laurie Slade Funderburk	✓			
Phyllis Henderson	✓			
Bill Hixon	✓			
Joseph H. Jefferson, Jr.	✓			
Ralph W. Norman	✓			
Mandy Powers Norrell	✓			
Robert L. Ridgeway, III				✓
Todd Rutherford				✓
James E. Smith, Jr.	✓			
Tommy Stringer				✓
Edward R. Tallon	✓			
Bill Taylor	✓			
Robert Q. Williams	✓			
Wm. Weston J. Newton	✓			

Representative Tallon, as Chair of the Law Enforcement and Criminal Justice Subcommittee, recommended that the Subcommittee forego the study of an additional agency until it completed work on its three ongoing studies.

### **Organizational Matters**

- I. Chair Newton solicited questions and comments about the Committee's Standard Practices and suggested revisions. Representative Smith asked whether the new revisions would prohibit the sharing of anonymous comments by members, and Chair Newton answered that anonymous comments would continue to be allowed. Representative Felder asked whether the Standard Practices would require an agency under study to notify all of its employees that it was under study, and Chair Newton answered in the affirmative.
  
- II. The meeting was adjourned



# Department of Archives and History

**Mission:**

The mission of the agency is to preserve and promote the documentary and cultural heritage of the state through the state archives, historic preservation, and education programs.

**FTE Overview (as of February 7, 2017):**

Authorized	39
Positions Filled	29
Vacancies	9

**2016-17 General Appropriations Act:**

	TOTAL FUNDS	GENERAL FUNDS
<b>DEPARTMENT OF ARCHIVES &amp; HISTORY</b>		
<b>I. ADMINISTRATION &amp; PLANNING</b>		
DIRECTOR	94,624	94,624
	(1.00)	(1.00)
CLASSIFIED POSITIONS	168,668	168,668
	(4.00)	(4.00)
OTHER PERSONAL SERVICES	64,000	
OTHER OPERATING EXPENSES	762,398	613,488
<b>TOTAL I. ADMINISTRATION &amp; PLANNING</b>	<b>1,089,690</b>	<b>876,780</b>
	<b>(5.00)</b>	<b>(5.00)</b>
<b>II. ARCHIVES &amp; RECORDS MANAGEMENT</b>		
CLASSIFIED POSITIONS	996,353	973,353
	(26.00)	(26.00)
OTHER PERSONAL SERVICES	55,100	
OTHER OPERATING EXPENSES	496,000	
<b>TOTAL II. ARCHIVES &amp; RECORDS MANAGEMENT</b>	<b>1,547,453</b>	<b>973,353</b>
	<b>(26.00)</b>	<b>(26.00)</b>
<b>III. HISTORICAL SERVICES</b>		
CLASSIFIED POSITIONS	380,000	
	(8.00)	
OTHER PERSONAL SERVICES	37,075	
OTHER OPERATING EXPENSES	146,420	
ALLOC MUNICIPALITIES - RESTRICTED	50,000	
ALLOC OTHER STATE AGENCIES	50,000	
ALLOC PRIVATE SECTOR	40,000	
STATE HISTORIC GRANT FUND	415,000	
AFRICAN AMERICAN HERITAGE HISTORY COMMISSION	25,000	25,000
<b>TOTAL III. HISTORICAL SERVICES</b>	<b>1,143,495</b>	<b>25,000</b>
	<b>(8.00)</b>	

**IV. EMPLOYEE BENEFITS**

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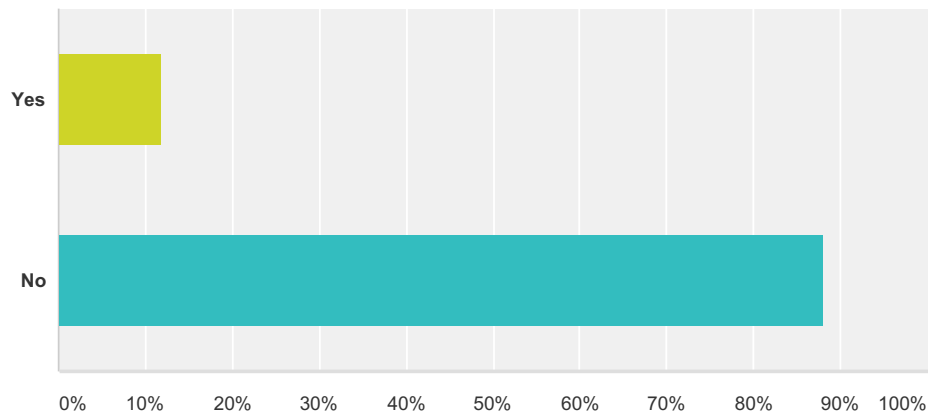
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**DEPARTMENT OF ARCHIVES & HISTORY**

	TOTAL FUNDS	GENERAL FUNDS
EMPLOYER CONTRIBUTIONS	963,121	676,885
<b>TOTAL IV. EMPLOYEE BENEFITS</b>	<b>963,121</b>	<b>676,885</b>
<b>TOTAL DEPARTMENT OF ARCHIVES &amp; HISTORY</b>	<b>4,743,759</b>	<b>2,552,018</b>
	<b>(39.00)</b>	<b>(31.00)</b>

### Q16 Would you like to provide input about the Department of Archives and History?

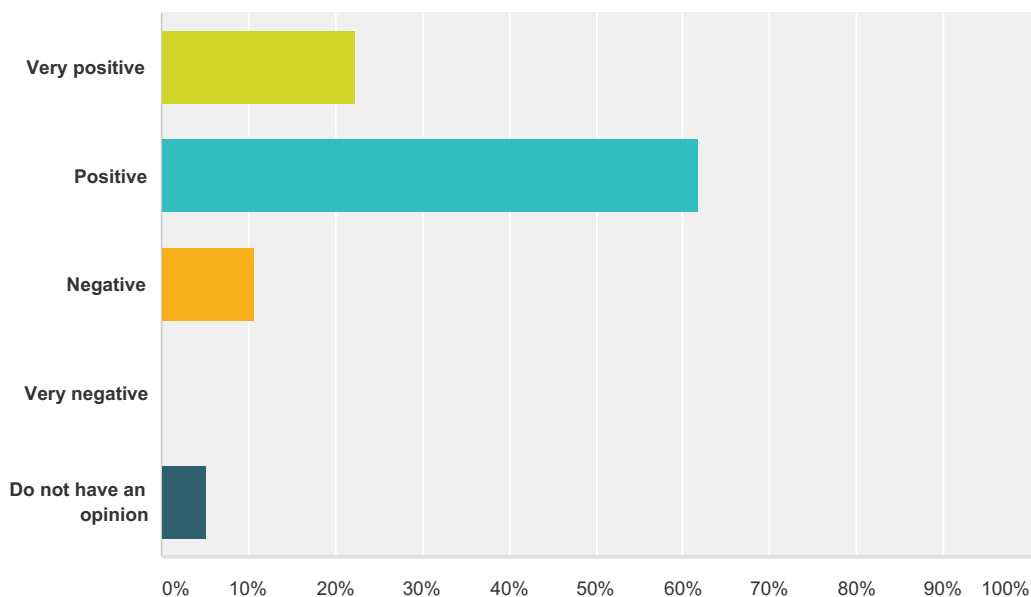
Answered: 800 Skipped: 225



Answer Choices	Responses
Yes	12.00% 96
No	88.00% 704
<b>Total</b>	<b>800</b>

### Q17 Overall, what is your opinion of the Department of Archives and History?

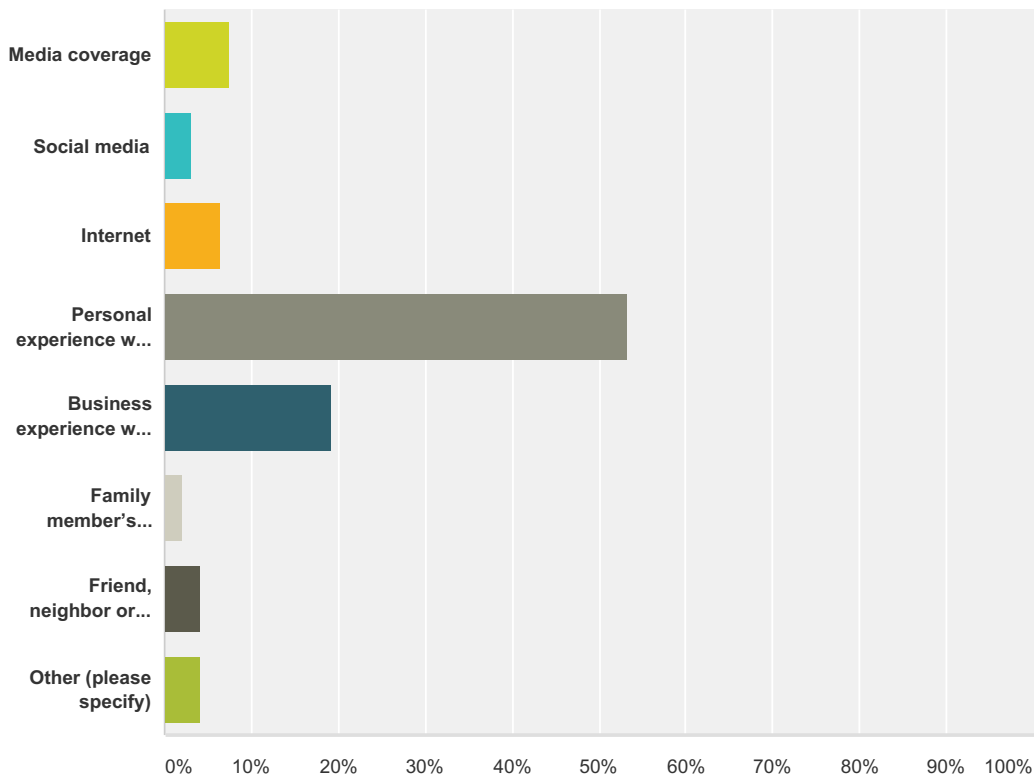
Answered: 94 Skipped: 931



Answer Choices	Responses	Count
Very positive	22.34%	21
Positive	61.70%	58
Negative	10.64%	10
Very negative	0.00%	0
Do not have an opinion	5.32%	5
<b>Total</b>		<b>94</b>

### Q18 Which of the following has most influenced your opinion of the Department of Archives and History?

Answered: 94 Skipped: 931



Answer Choices	Responses
Media coverage	7.45% 7
Social media	3.19% 3
Internet	6.38% 6
Personal experience with the agency	53.19% 50
Business experience with the agency	19.15% 18
Family member's experience with the agency	2.13% 2
Friend, neighbor or colleague's experience with the agency	4.26% 4
Other (please specify)	4.26% 4
<b>Total</b>	<b>94</b>

#	Other (please specify)	Date
1	Never heard of this agency	5/20/2016 9:25 AM
2	Negative. We have been housing an abundance of archived records at our already crowded sites because this Department has not been able to make space to store them. Emails are not returned when inquiries are made as well.	5/13/2016 6:12 PM
3	Employee at Sandel Elementary Career Day	5/13/2016 4:47 PM

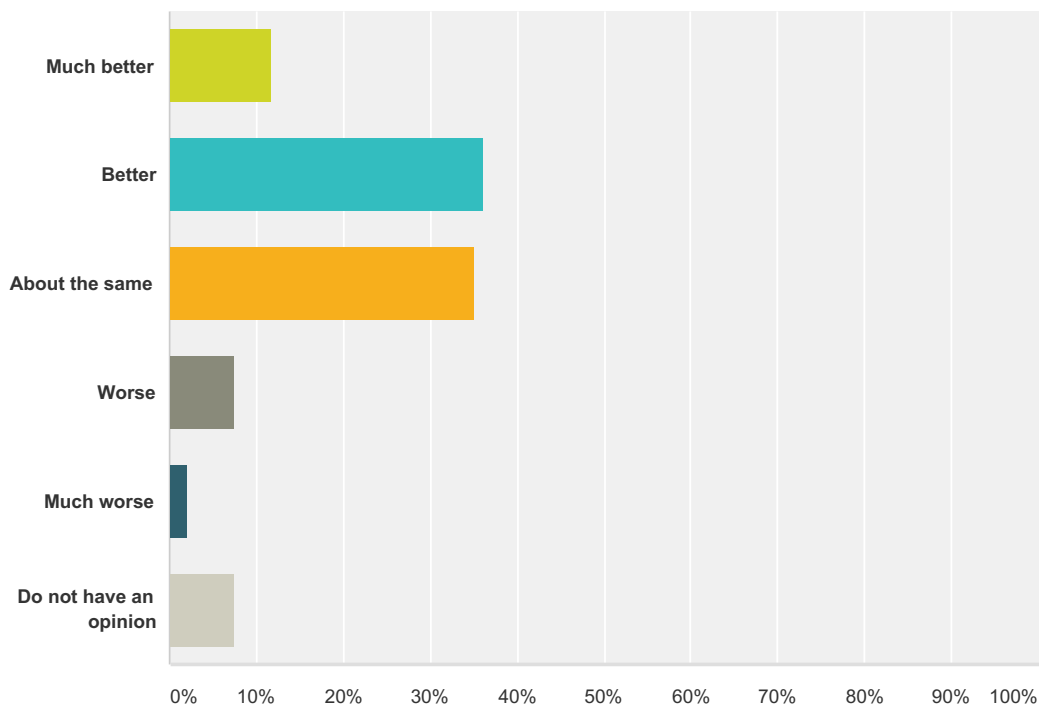
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4	Don't hear much about them	5/2/2016 11:35 AM
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### Q19 How do you think the Department of Archives and History functions on an overall basis in comparison to other state agencies in South Carolina?

Answered: 94 Skipped: 931



Answer Choices	Responses	
Much better	11.70%	11
Better	36.17%	34
About the same	35.11%	33
Worse	7.45%	7
Much worse	2.13%	2
Do not have an opinion	7.45%	7
<b>Total</b>		<b>94</b>

**Q20 Please list any comments, concerns, or suggestions you may have about the Department of Archives and History. Your response will be quoted verbatim and published online.**

Answered: 26 Skipped: 999

#	Responses	Date
1	<b>Positive</b> seem to do a great job with limited resources	5/27/2016 8:48 AM
2	<b>Access/Online Docs</b> Would like them to work together with other agencies to ensure a smooth transitions to electronic records from other formats. The website for searching the electronic records they currently have, though few, could be improved.	5/25/2016 2:31 PM
3	Sounds like a waste of money	5/20/2016 9:25 AM
4	<b>Storage</b> Why is it so difficult to get archives and history to schedule a date to receive documents from state agencies? It can take months and months during which agencies are required to secure documents while waiting for a response. Perhaps they don't have adequate resources to receive documents in a timely manner. This creates an undue burden on agencies who are trying to comply with archiving regulations.	5/19/2016 10:21 PM
5	<b>Storage</b> Needs to work closely with other state agencies in its initiative to receive electronic records.	5/19/2016 9:15 AM
6	<b>Positive</b> The Archives provides a great service to the people of SC.	5/18/2016 9:03 PM
7	<b>Positive</b> <b>Staffing</b> The staff is very helpful and knowledgeable, they provide a service in protecting our heritage.	5/18/2016 10:23 AM
8	<b>Staffing</b> Needs more employees to provide services to our citizens and other state agencies.	5/17/2016 2:32 PM
9	<b>Access/Online Docs</b> <b>Positive</b> My experience with the agency has always been positive. My only concerned has been with the limited after five and week-end hours that limits the working 9-5 individuals access to do research.	5/17/2016 8:18 AM
10	I was not sure of the function of this agency until we entered the debate of the confederate flag location. It would be helpful to know what the agency is tasked with doing.	5/17/2016 8:11 AM
11	<b>Funding</b> <b>Storage</b> They are very behind in picking up archived materials due to lack of resources.	5/16/2016 2:18 PM
12	<b>Storage</b> papers and other items that are to be archived which contain PHI are piling up in DHEC with no space to store them	5/16/2016 1:04 PM
13	<b>Access/Online Docs</b> Better access	5/16/2016 10:06 AM
14	Can't really say because I do not know the schedule of the other agencies.	5/16/2016 9:08 AM
15	<b>Positive</b> Again I feel like many of our agencies do good work and yet remain under funded and under staffed.	5/16/2016 8:29 AM
16	<b>Access/Online Docs</b> Great resource. Need to continue adding records for online research.	5/16/2016 7:50 AM
17	<b>Access/Online Docs</b> The information is readily available	5/15/2016 8:49 PM
18	<b>Funding</b> <b>Positive</b> The Department of Archives and History does and excellent job in preserving the history of the state of SC. The value of this agency to the state has not been fully recognized by the legislature. The agency should receive more funding to do its work.	5/15/2016 8:03 PM
19	<b>Access/Online Docs</b> Records management website information is outdated.	5/15/2016 3:48 PM
20	<b>Storage</b> Archives has been unable to pick up archived records in health departments on a consistent basis now for 3 years. Build up of boxes with records needing to be archived has been extremely challenging.	5/13/2016 10:07 PM
21	<b>Storage</b> At present not enough room for archive charts. These charts have to be pulled according to patient's last visit. They have no room so that means certain departments cannot pull per policy and have no space to store.	5/13/2016 4:57 PM
22	<b>Access/Online Docs</b> They should focus on making more documents available for free online.	5/13/2016 4:50 PM
23	<b>Positive</b> They do a very do job.	5/13/2016 4:44 PM



## May 2016 - Provide Input to the South Carolina House of Representatives' Legislative Oversight Committee

24	<p><b>Positive</b> The staff at the SCDAH do an extraordinary job of preserving the state's valuable public records and making them available to the public. I have used them frequently for my research as a doctoral candidate and now as a professor of history, and have found the staff unfailingly knowledgeable, professional, and helpful. While in the reading room, I have also had the opportunity to observe their interactions with other patrons, and see the valuable services they provide to a diverse population of South Carolinians. As an institution, too, I have found the SCDAH extremely collegial in my interactions with them through the South Carolina Historical Association.</p>	5/4/2016 5:09 PM
25	<p><b>Funding</b> There is a real need to improve the agency funding. The search room hours were cut around 2002 and should be restored. The budget for book purchases should be restored.</p>	5/2/2016 9:04 PM
26	<p><b>Historic Preservation</b> I think the Historic Preservation Office is understaffed and could use more reviewers to speed up the 106 review process</p>	5/2/2016 9:23 AM

# Department of Disabilities and Special Needs

**Mission:**

DDSN, as stated in Section 44-20-240, has authority over all the state’s services and programs for South Carolinians with severe lifelong disabilities, including intellectual disabilities and related disabilities, autism, traumatic brain injury, and spinal cord injury and similar disabilities. Primary responsibilities include planning, development and provision of a full range of services for children and adults, ensuring that all services and supports provided meet or exceed acceptable standards, and improve the quality of services and efficiency of operations. The department advocates for people with sever lifelong disabilities both as a group and as individuals, coordinates services with other agencies and promotes and implements prevention activities to reduce the occurrence of both primary and secondary disabilities.

**Vision:**

To provide the best services to all persons with disabilities and their families in South Carolina.

**FTE Overview (as of February 7, 2017):**

Authorized	2,122.9
Positions Filled	1,713.5
Vacancies	334.5

**2016-17 General Appropriations Act**

Sec. 36	DEPARTMENT OF DISABILITIES & SPECIAL NEEDS	
	TOTAL FUNDS	GENERAL FUNDS
<b>I. ADMINISTRATION</b>		
COMMISSIONER/S	158,100	158,100
	(1.00)	(1.00)
CLASSIFIED POSITIONS	3,931,361	3,765,224
	(84.00)	(81.00)
OTHER PERSONAL SERVICES	157,637	20,000
OTHER OPERATING EXPENSES	3,031,871	
<b>TOTAL I. ADMINISTRATION</b>	<b>7,278,969</b>	<b>3,943,324</b>
	<b>(85.00)</b>	<b>(82.00)</b>
<b>II. PROGRAM &amp; SERVICES</b>		
<b>A. PREVENTION PROGRAM</b>		
OTHER OPERATING EXPENSES	257,098	
GREENWOOD GENETIC CENTER	11,358,376	3,934,300
<b>TOTAL A. PREVENTION PROGRAM</b>	<b>11,615,474</b>	<b>3,934,300</b>
<b>B. INTELLECTUAL DISABILITY FAMILY SUPPORT</b>		
<b>1. CHILDREN'S SERVICES</b>		
CLASSIFIED POSITIONS	118,872	118,872
	(2.00)	(2.00)
OTHER OPERATING EXPENSES	14,740,263	2,935,037
BABYNET	9,312,500	3,725,000
<b>TOTAL 1. CHILDREN'S SERVICES</b>	<b>24,171,635</b>	<b>6,778,909</b>
	<b>(2.00)</b>	<b>(2.00)</b>
<b>2. IN-HOME FAMILY SUPPORTS</b>		
CLASSIFIED POSITIONS	172,756	172,756
	(3.00)	(3.00)

OTHER OPERATING EXPENSES	102,029,071	44,263,570
CASE SERVICES	10,000	
<b>TOTAL 2. IN-HOME FAMILY SUPPORTS</b>	<b>102,211,827</b>	<b>44,436,326</b>
	<b>(3.00)</b>	<b>(3.00)</b>

**3. ADULT DEVELOP & SUPPORT EMPLOYMENT**

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Sec. 36	<b>DEPARTMENT OF DISABILITIES &amp; SPECIAL NEEDS</b>	
	TOTAL FUNDS	GENERAL FUNDS
CLASSIFIED POSITIONS	40,286	40,286
	(1.00)	(1.00)
OTHER OPERATING EXPENSES	67,435,546	15,139,344
<b>TOTAL 3. ADULT DEVELOP &amp; SUPPORT EMPLOYMENT</b>	<b>67,475,832</b>	<b>15,179,630</b>
	<b>(1.00)</b>	<b>(1.00)</b>

**4. SERVICE COORDINATION**

CLASSIFIED POSITIONS	325,749	325,749
	(6.00)	(6.00)
OTHER OPERATING EXPENSES	22,329,861	6,239,098
CASE SERVICES	52,000	2,000
<b>TOTAL 4. SERVICE COORDINATION</b>	<b>22,707,610</b>	<b>6,566,847</b>
	<b>(6.00)</b>	<b>(6.00)</b>

<b>TOTAL B. INTELLECTUAL DISABILITY FAMILY SUPPORT</b>	<b>216,566,904</b>	<b>72,961,712</b>
	<b>(12.00)</b>	<b>(12.00)</b>

**C. AUTISM FAMILY SUPPORT PROGRAM**

**1. AUTISM FAMILY SUPPORT SRVCS**

CLASSIFIED POSITIONS	519,896	519,896
	(14.00)	(14.00)
OTHER PERSONAL SERVICES	200	200
OTHER OPERATING EXPENSES	13,576,210	4,129,238
CASE SERVICES	17,000	
<b>TOTAL 1. AUTISM FAMILY SUPPORT SRVCS</b>	<b>14,113,306</b>	<b>4,649,334</b>
	<b>(14.00)</b>	<b>(14.00)</b>

**2. PERVASIVE DEVELOPMENTAL DISORDER (PDD) PROGRAM**

CLASSIFIED POSITIONS	95,880	95,880
	(2.00)	(2.00)
OTHER OPERATING EXPENSES	10,685,000	7,385,000
<b>TOTAL 2. PERVASIVE DEVELOPMENTAL DISORDER (PDD)</b>	<b>10,780,880</b>	<b>7,480,880</b>
	<b>(2.00)</b>	<b>(2.00)</b>

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Sec. 36	<b>DEPARTMENT OF DISABILITIES &amp; SPECIAL NEEDS</b>	
	TOTAL FUNDS	GENERAL FUNDS
<b>TOTAL C. AUTISM FAMILY SUPPORT PROGRAM</b>	<b>24,894,186</b>	<b>12,130,214</b>
	<b>(16.00)</b>	<b>(16.00)</b>

**D. HEAD & SPINAL CORD INJURY FAM SUPP**

CLASSIFIED POSITIONS	158,990	158,990
	(2.00)	(2.00)
OTHER OPERATING EXPENSES	26,087,997	7,922,163
CASE SERVICES	12,000	12,000

<b>TOTAL D. HEAD &amp; SPINAL CORD</b>	<b>26,258,987</b>	<b>8,093,153</b>
<b>INJURY FAM SUPP</b>	<b>(2.00)</b>	<b>(2.00)</b>
<b>E. INTELLECTUAL DISABILITY COMM RESIDENTIAL</b>		
CLASSIFIED POSITIONS	2,294,988	2,110,472
	(39.00)	(36.00)
OTHER PERSONAL SERVICES	210,000	50,000
OTHER OPERATING EXPENSES	294,071,046	62,263,280
CASE SERVICES	14,863,063	900,800
<b>TOTAL E. INTELLECTUAL</b>	<b>311,439,097</b>	<b>65,324,552</b>
<b>DISABILITY COMM RESIDENTIAL</b>	<b>(39.00)</b>	<b>(36.00)</b>
<b>F. AUTISM COMMUNITY RESIDENTIAL PROGRAM</b>		
CLASSIFIED POSITIONS	1,404,704	1,230,093
	(49.00)	(44.00)
OTHER PERSONAL SERVICES	299,696	166,312
OTHER OPERATING EXPENSES	21,820,184	3,927,592
CASE SERVICES	33,025	
<b>TOTAL F. AUTISM COMMUNITY</b>	<b>23,557,609</b>	<b>5,323,997</b>
<b>RESIDENTIAL PROGRAM</b>	<b>(49.00)</b>	<b>(44.00)</b>
<b>G. HEAD &amp; SPINAL CORD INJURY COMMUNITY RESI</b>		
OTHER OPERATING EXPENSES	3,040,532	958,763
<b>TOTAL G. HEAD &amp; SPINAL CORD</b>	<b>3,040,532</b>	<b>958,763</b>
<b>INJURY COMMUNITY RESI</b>		

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Sec. 36

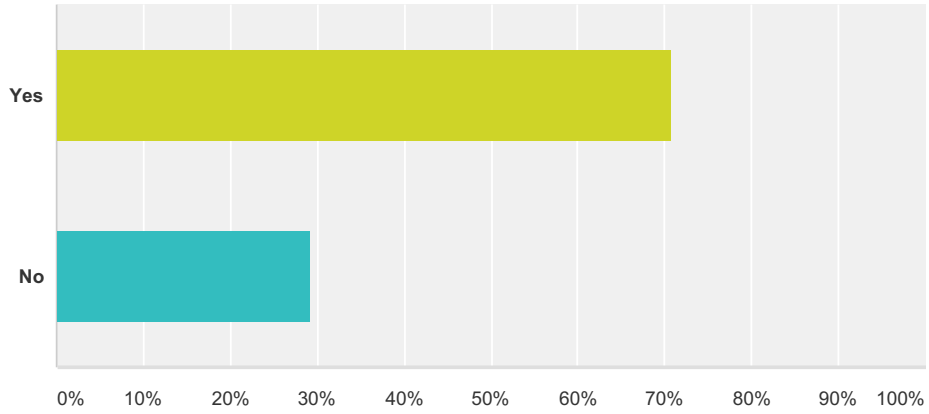
**DEPARTMENT OF DISABILITIES & SPECIAL NEEDS**

	TOTAL FUNDS	GENERAL FUNDS
<b>H. REGIONAL CENTERS RESIDENTIAL PGM</b>		
CLASSIFIED POSITIONS	50,160,621	34,703,374
	(1,919.90)	(1,270.85)
OTHER PERSONAL SERVICES	4,458,773	1,836,989
OTHER OPERATING EXPENSES	18,851,449	
CASE SERVICES	441,222	
<b>TOTAL H. REGIONAL CENTERS</b>	<b>73,912,065</b>	<b>36,540,363</b>
<b>RESIDENTIAL PGM</b>	<b>(1,919.90)</b>	<b>(1,270.85)</b>
<b>TOTAL II. PROGRAM &amp; SERVICES</b>	<b>691,284,854</b>	<b>205,267,054</b>
	<b>(2,037.90)</b>	<b>(1,380.85)</b>
<b>III. EMPLOYEE BENEFITS</b>		
EMPLOYER CONTRIBUTIONS	29,857,979	22,433,092
<b>TOTAL III. EMPLOYEE BENEFITS</b>	<b>29,857,979</b>	<b>22,433,092</b>
<b>TOTAL DEPARTMENT OF</b>	<b>728,421,802</b>	<b>231,643,470</b>
<b>DISABILITIES &amp; SPECIAL NEED</b>	<b>(2,122.90)</b>	<b>(1,462.85)</b>

Input as of 2.25.17  
Survey remains open  
until 3.1.17

### Q1 Would you like to provide input about the Department of Disabilities and Special Needs?

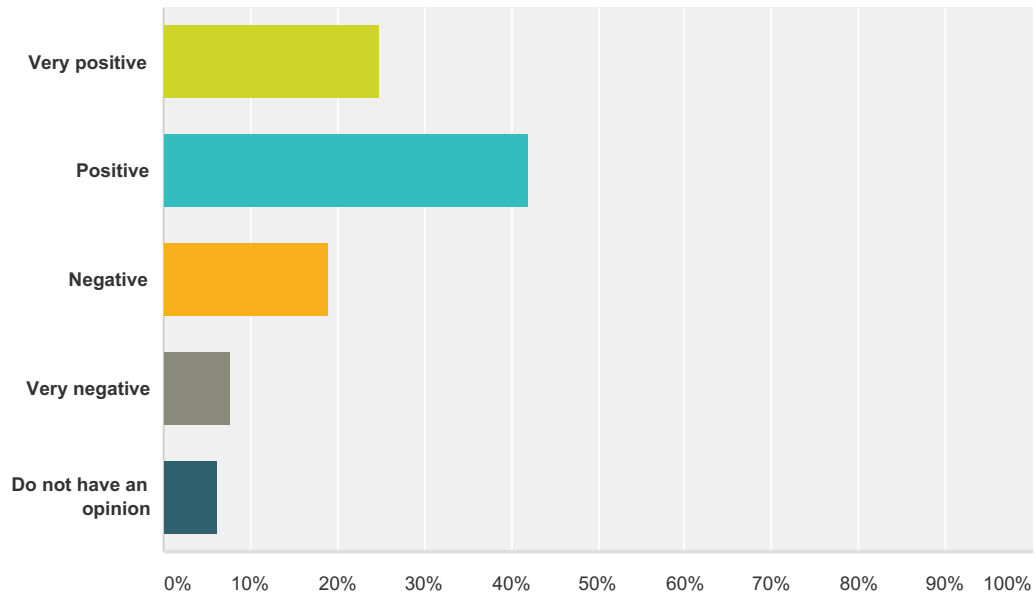
Answered: 434 Skipped: 6



Answer Choices	Responses	
Yes	70.74%	307
No	29.26%	127
<b>Total</b>		<b>434</b>

## Q2 Overall, what is your opinion of the Department of Disabilities and Special Needs?

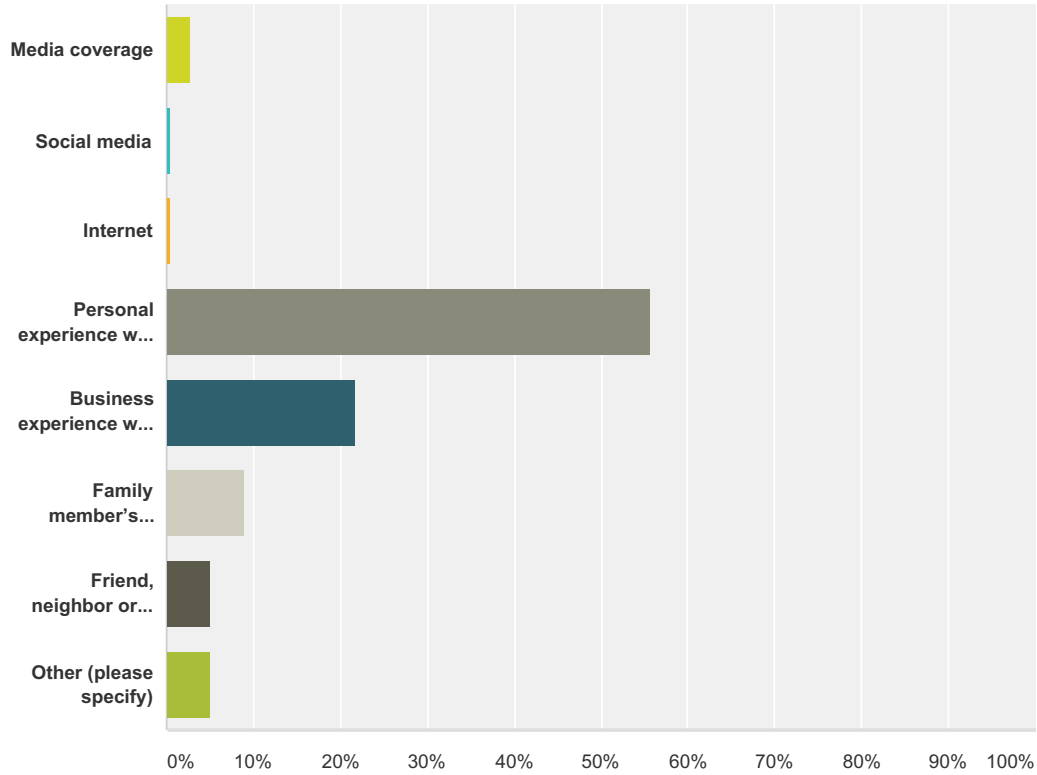
Answered: 257 Skipped: 183



Answer Choices	Responses	
Very positive	24.90%	64
Positive	42.02%	108
Negative	19.07%	49
Very negative	7.78%	20
Do not have an opinion	6.23%	16
<b>Total</b>		<b>257</b>

### Q3 Which of the following has most influenced your opinion of the Department of Disabilities and Special Needs?

Answered: 258 Skipped: 182



Answer Choices	Responses
Media coverage	2.71% 7
Social media	0.39% 1
Internet	0.39% 1
Personal experience with the agency	55.81% 144
Business experience with the agency	21.71% 56
Family member's experience with the agency	8.91% 23
Friend, neighbor or colleague's experience with the agency	5.04% 13
Other (please specify)	5.04% 13
<b>Total</b>	<b>258</b>

#	Other (please specify)	Date
1	Personal experience, business experience and friend's experience with the agency	2/24/2017 10:00 AM
2	work experience	2/21/2017 10:49 AM
3	Community Board Experience	2/17/2017 10:47 AM

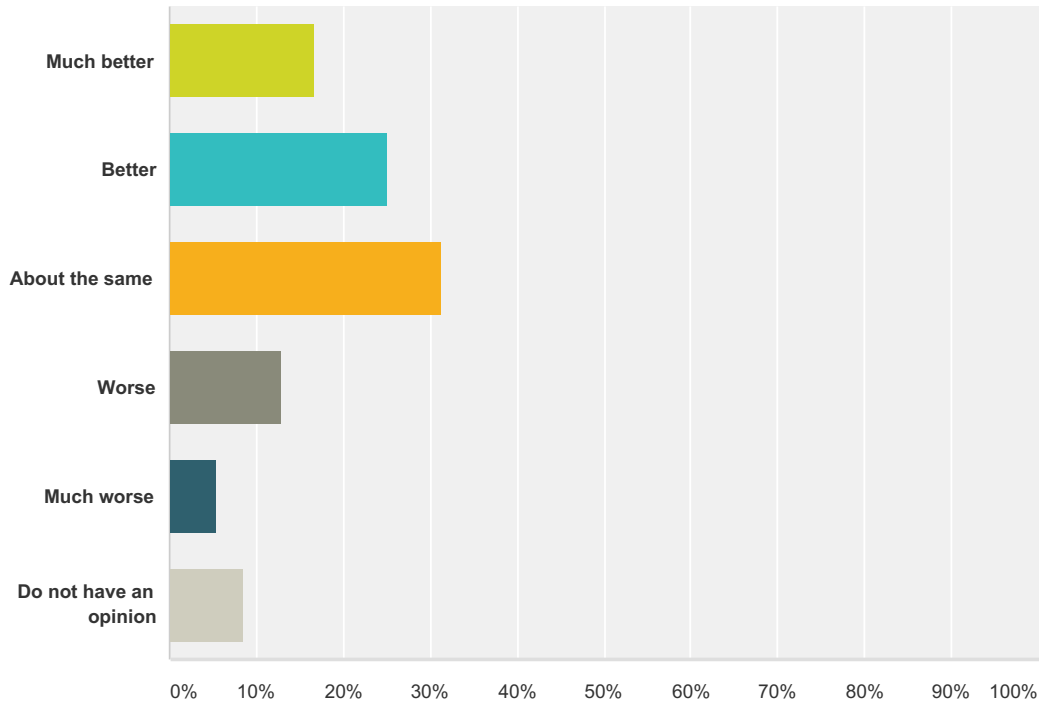
## Public Survey About Agencies Under Study February 2017

4	Interaction on many levels as try to help my child get into the system to qualify for benefits	2/16/2017 1:22 PM
5	Employee	2/15/2017 10:02 AM
6	More information should be communicated what benefits this department provides.	2/14/2017 1:05 PM
7	Early Interventionists	2/14/2017 12:14 PM
8	None. I have not heard or seen much about this department.	2/14/2017 12:02 PM
9	Lack of overall knowledge about the agency	2/13/2017 6:36 PM
10	work maintenance	2/13/2017 1:50 PM
11	Case Management	2/13/2017 12:06 PM
12	As a sitting Commissioner	2/10/2017 6:56 PM
13	Y	2/10/2017 11:01 AM



### Q4 How do you think the Department of Disabilities and Special Needs functions on an overall basis in comparison to other state agencies in South Carolina?

Answered: 256 Skipped: 184



Answer Choices	Responses	Count
Much better	16.80%	43
Better	25.00%	64
About the same	31.25%	80
Worse	12.89%	33
Much worse	5.47%	14
Do not have an opinion	8.59%	22
<b>Total</b>		<b>256</b>

**Q5 Please list any comments, concerns, or suggestions you may have about the Department of Disabilities and Special Needs. Your response may be quoted verbatim in a Committee report.**

Answered: 129 Skipped: 311

#	Responses	Date
1	This is a department that is vital to the well-being of our most vulnerable South Carolinians.	2/25/2017 12:22 PM
2	Overall, services are very positive. I do fe3l that more funding for additional therapies should be made available (ie equine, music, art, dance therapies)	2/25/2017 12:04 PM
3	I needed this agency!! My child is special needs and would not have gotten accommodations if it weren't for the services provided by this agency!	2/25/2017 12:03 PM
4	The DDSN is drastically underfunded, therefore understaffed, therefore carrying too large a client/staff work load, therefor not able to give the attention, care and service that we as a state need to provide for those they are trying to care for. It is an embarrassment that the great state of SC can do no better in their care of some of the most needy citizens of our state.	2/24/2017 5:14 PM
5	The service contractor model is a problem because it does not provide for the capacity to have enough oversight controls. Staff quality is only as good as the service contractor management. Management is not selected by the state agency. Improve this and the system can be made stronger and better. It would also be helpful is the legislative members spent more time with the Agency leadership to understand the system and support it rather than having knee jerk reactions to problems and being manipulated by complainers. This only distracts the staff from doing the work they need to so to move the agency forward.	2/24/2017 5:02 PM
6	Issues: High expectations for providers, low rates . Rate of pay for direct support staff and the risk they take on when serving high risk people. We are expected to deliver individualized care while paying 10.11 per hr.Lack of behavior support providers due to the USC process for certifying new providers . National credentials are not accepted in SC and limit who can provide. (That process is arbitrary.) Our DDSN District Office Director (Coastal/Pee Dee) is exceptional and supports us as we need help. I find DDSN to always be responsive to our agency.	2/24/2017 10:39 AM
7	The "consumer" is first with DDSN including his/her services and assuring he/she is treated with dignity and respect. DDSN is a very good steward of State funds seeing that the disabled are provided the best services and care. DDSN strives to keep and care for people in their homes with Medicaid Waiver supports/services instead of institutions/including providing respite and behavioral support services. DDSN should remain a separate agency and not be in the Governor's Cabinet. Meet with families in your community so you can see the good services and supports provided by DDSN.	2/24/2017 10:00 AM
8	My son is living at Whitten Center, and we have been very pleased with the care he has received there. These regional centers are vitally important to the group of individuals who have such extensive medical needs that they require 24 hour nursing care. These centers provide a wonderful option for families in having their loved ones cared for. Also, I am concerned about the amendments being proposed in Bill 180. If DDSN is moved under the oversight of the governor, with no clear guidelines for a director's qualifications, I am concerned about the lack of stability that could result, should this person not be as "in tune" with individuals with special needs.	2/23/2017 10:40 PM
9	Our son is a resident at Whitten Center and we are tremendously satisfied with the care he receives there.	2/23/2017 10:03 PM
10	The DDSN system is in desperate need of more facilities to house individuals with special needs. It seems a person must be in a crisis situation before being eligible for placement, and even then, stay on a wait list for months. Having so few regional centers, and a majority "contracted" facilities is a huge detriment to the system because the contracted agencies have the option of being very selective in whom they serve. Unfortunately, the clients and their struggling families suffer greatly because of it.	2/23/2017 8:12 PM
11	needs more focus on people receiving services	2/23/2017 12:04 PM
12	I have concerns for the way workers comp claims are done, when a person with a concern voices it and then how it is handled, these are two more recent concerns.	2/23/2017 10:04 AM

## Public Survey About Agencies Under Study February 2017

13	I work at the midlands center. I note poor resources to allow work to be completed (one printer for 40+ people to use), refusing to provide several employees with reasonable workplace accommodations, filth (mold growth due to roof leaking for at least 4 years), roach problems due to water/mold, ceiling tiles falling due to leaks, unclean/sanitary bathrooms, and some employees working on 3 to 4 hours daily (Brian Hawkins/nepotistic behavior).	2/23/2017 9:15 AM
14	Consumers treated very well, however staff especially residential are not treated well and their pay is pitiful	2/22/2017 3:55 PM
15	This agency is a much agency that need to continue providing the services they do.	2/22/2017 3:36 PM
16	not transparent; fails to be fully accountable to public and the Legislature; maintains contracts at the expense of patient safety; is management top-heavy and should consider spreading high salaries to direct-care staff in the field/Regional Centers;	2/22/2017 1:37 PM
17	Medicaid services are more difficult to access when provided by DDSN. DDSN imposes additional requirements, over and above Medicaid requirements. If you are a Medicaid eligible individual and want to receive a Medicaid waiver service you are required to go through DDSN - unnecessary step(s) and cumbersome process. If the vast majority (+75%) of services DDSN provides are Medicaid funded, why have DDSN as a middle man increasing the cost of service? They are an administrative burden, with high personnel salaries. Shift the funding to Medicaid and have a uniform process for access and service delivery.	2/22/2017 12:57 PM
18	I believe South Carolina needs to step up more and make sure extensive resources are available to families that have children with special needs and/or disabilities.	2/22/2017 12:54 PM
19	Overall, DDSN is a great facility for those who are intellectually disabled. They receive great care. My concern is that staff and professionals are very underpaid. The professional staff pay is well below the salary compared to other state agencies, as well as, in the private sector. Most employees that work for this agency have been there for years because they love the consumers that they serve; the pay is NOT a factor and most all employees have to work a second job to make their ends meet.	2/22/2017 10:58 AM
20	While DDSN has assisted many clients over the years, they lack the backing from their administration and treat their employees horribly.	2/21/2017 7:05 PM
21	I would like to see staff members work together more, as a team, to insure a better quality of life for the consumers.	2/21/2017 4:32 PM
22	As a provider you are held to a standard and expected to follow any and all demands from DDSN, however, those same standards and demands are not reciprocated.	2/21/2017 1:09 PM
23	extreme difficulty in keeping facilities staffed due to low pay rate and forced OT hours	2/21/2017 12:06 PM
24	The Department needs to invest in a quality training and supervision of their employees on each level, starting from direct care, through middle management, QIDPS, and professional personal such as nurses and others. The Department needs to provide quality supervision which it doesn't. The high management is mostly interested in collecting high salaries, their presence in some centers is minimal, communication minimal and appreciation of the workers non-existent. The Department needs to also invest in team building training. Right now it is every man for themselves. It has not been that way when I first started working here 15 years ago.	2/21/2017 10:49 AM
25	There have been many multi-million \$ errors made by the staff at SCDDSN such as: 2012 OIG investigation regarding administrative cost allocations; the infamous HUD fiasco; not maximizing the Fed Medicaid match in 2009 2010 by cutting provider reimbursement rates; LAC audits where recommendations go unheeded; move functions around without fully understanding the implications; hiring the SIG Director, Pat Maley, who has been investigating DDSN activities for the past 2 years ethics concerns; running 2 expensive inadequate computer systems because they refused to work with DHHS and their Phoenix system; a district director who is spending all of his time at the local country club in Laurens country, drinking at the 19th hole and getting in a state vehicle to drive home is being allowed to retire without investigation. What we have ended up with is a shadow agency in the SC state government operating outside the fences of accountability.	2/20/2017 4:36 PM
26	Initially, the experience was negative due to staff turn-over. My son's case was transferred three times in as many months and information was not carried over. However, once the staff remained, the experience was much more positive.	2/20/2017 10:44 AM
27	Funding for individuals does not include enough guardian awareness	2/20/2017 9:12 AM
28	There needs to be additional funding to increase direct care wages. These individuals are the backbone for the direct care services provided to the consumers.	2/20/2017 1:31 AM
29	SCDDSN has worked to improve services and involve numerous stakeholders.	2/19/2017 9:38 PM

## Public Survey About Agencies Under Study February 2017

30	The DDSN seems to work extremely hard to make sure those persons with a disability and/or special need are cared for properly and appropriately. This department has an awesome task due to the varying degrees of disabilities and special needs in the population that it serves. From what I have observed, the focus of this department has been to assure that the needs of this population are met, whether it be in a residential center, community based group home, or in home assistance.	2/18/2017 11:17 AM
31	I think that the huge overturn of employees could be prevented with a higher pay rate. For all of the responsibilities that we as direct support and house supervisors have.	2/18/2017 8:06 AM
32	DDSN does not need to control funding for individuals with disabilities that comes from DHHS. That simply introduces another layer of cost and confusion. My personal experience with DDSN as a parent of a child with disabilities is that it is an extremely slow and inefficient agency. I am NOT talking about the regional board, but the central DDSN in Columbia.	2/17/2017 2:12 PM
33	They are a vital source of help for me to live a happy fulfilling life despite my disability	2/17/2017 1:06 PM
34	Need to focus on funding and direct care wages	2/17/2017 10:47 AM
35	My two boys were served over 34 years by DDSN. Always helpful, open door policy, willing to work with parents. Truly understand the many unique needs of the people they serve. I understood that there was one pot of money that had to be divided among 36,000 other people with developmental disabilities, so I couldn't have it all. DDSN director and staff have great knowledge of policy and practices. They have to work with other state and federal agencies and that can be challenging when services are needed immediately. I will always be grateful for the compassion and care that I received for many years as my children's needs changed, DDSN was there to provide services to meet those needs. I am so impressed with their mission that I continue to support them even after the passing of my two children. There are few states that give the care that DDSN does. Thanks to the General Assembly for their funding for DDSN.	2/17/2017 10:30 AM
36	The oversight of the agencies supported by DDSN is very unprofessional and not consistent with other public and private organizations.	2/17/2017 9:33 AM
37	I have seen 1st hand how DDSN support of organizations like The Charles Lea Center can change and enhance lives. I've talked to the individuals they serve at Charles Lea and I am inspired by the work they do and the value they contribute. Thank you for supporting those individuals AND their families!	2/17/2017 9:26 AM
38	The DDSN has the potential to operate at a much higher level of functioning to provide services to those in need. There are too many errors and too much confusion. Sometimes it seems there are too many chiefs and not enough braves. There are policies that need to be reviewed, rewritten, or completely gotten rid of. There are people in charge who seem out of touch with the reality of the way things actually function. There are too many errors that carry the consequences of harming those they are meant to benefit. There needs to be investigations into practices to make the DDSN function more efficiently for those who they serve as well as those employed by the DDSN who suffer from the lack of proper administration	2/17/2017 4:52 AM
39	The DDS needs to be followed more closely and held more accountable for how they use their financial assets and resources, as they tend to misappropriate their finances.	2/17/2017 12:15 AM
40	DDSN must continue to work with the legislature to improve the salaries for direct care staff so that the providers can compete with other alternative employment opportunities that are available to these individuals.	2/16/2017 9:13 PM
41	I think the Commission selection process needs to be re-evaluated. It is concerning that Commission members are influencing decisions based on their personal interests and bias.	2/16/2017 4:06 PM
42	I feel that the intention of the Department is good, but overall planning of the efforts needed is not. Therefore, follow through is not strong, or needs many revisions.	2/16/2017 3:58 PM
43	A self-advocate's father reports that he had thought about moving to Florida. He checked with the the Florida Agency for Persons with Disabilities. The person he spoke with told him that he needed to keep his son in South Carolina because the SCDDSN was one of the top rated programs in the nation. I am not sure where this person got their information however, if it is true, we have a lot to be proud of in South Carolina. The legislature has made it possible for us to move folks off of the Medicaid Waiver waiting lists and more and more folks are receiving needed services.	2/16/2017 3:52 PM
44	Staff are friendly and want to help but wait time for services can be very long and frustrating	2/16/2017 3:22 PM
45	The agency needs to be overhauled. It's disjointed. No consistency among providers. It should be run like other state agencies. Far more accountability is needed.	2/16/2017 3:10 PM
46	They are there to protect the concerns of the Dept of Ed	2/16/2017 2:43 PM
47	Over loaded with cases. Staff is spread too thin.	2/16/2017 2:33 PM
48	DDSN is a much needed agency as it was instituted to advocate for and provide services to those who have lifelong developmental disabilities. Please do not consider combining it with another agency because it is unique in its approach to our children/adults needs. No other agency can do what DDSN can do.	2/16/2017 1:46 PM

## Public Survey About Agencies Under Study February 2017

49	Make ABA therapy available to children with an autism diagnosis only and not children labeled as at risk.	2/16/2017 1:45 PM
50	DDSN has done a good job of caring for our loved one while meeting state and federal regulations. Even with limited funds they have done a good job addressing waiting lists.	2/16/2017 1:40 PM
51	All of the employees need to get on the same page. All of the departments need to understand the individual functions of each individual department. There is no consistency and many times there are conflicting responses within the agency.	2/16/2017 1:34 PM
52	DSN does not understand the current environment for disability needs with regards to planning and implementing person centered programming. It would be valuable to have an agency like DSN who's role was to be on the leading edge of what's appropriate in today's society versus an agency that does not want to be dragged forward.	2/16/2017 1:33 PM
53	Residential placement needs to be a priority. The emotional and physical toll on families caring for adults unable to live independently is substantial and we need a resolution that doesn't involve death or the potential for death of a primary caregiver. Or we need the ability to say no to life-saving medical care for our special-needs population (from the very beginning). My therapist and psychiatrist bills are substantial and the situation isn't sustainable for the next 10/20/30 years.	2/16/2017 1:32 PM
54	More funding is needed in this area	2/16/2017 1:27 PM
55	There needs to be a chart or checklist of the steps one needs to take when entering under the DDSN agency. There are so many things you can't easily find out with multiple calls to multiple people. Even they say they do not know the answers sometimes and are frustrated with their own agency. The transparency needs to be for within the agency itself as well as for those trying to get help. It is so very complicated.	2/16/2017 1:22 PM
56	They change policy without thinking of how it will affect all aspects of the agency. They don't follow up with problems in a timely manner. There are EI agencies who have repeatedly failed families and there is no consequence for that.	2/16/2017 1:20 PM
57	Had difficulties in obtaining an advocate or assistance for family and self	2/16/2017 1:20 PM
58	cannot get a worker to call back, minimum care for patients	2/16/2017 1:12 PM
59	Unfortunately, the people who are in higher positions don't tell the truth, their salaries are over the top. When someone in the agency does something wrong, they leave that position, only to be hired by another department within the agency instead of being fired. It happens over and over again. The sad part are the employees who are working directly w/our loved ones make next to nothing while the people at the top are making a lot of money. The entire agency needs to be revamped.	2/16/2017 9:40 AM
60	Direct care Staffing is very poor to provide proper care for the consumer. Staff being held shift after shift puts the consumer at a greater risk for injuries, proper care, and more behavioral issues.	2/16/2017 5:19 AM
61	The Department needs to change. Nothing positive happens.	2/15/2017 7:51 PM
62	DDSN serves a wide variety of disabled citizens. They cannot be all served in the same manner. The director and administrative staff do an excellent job keeping aware and best serving all of these disabled citizens within the guidelines of the state and federal regulations. It is a very complex system, but individuals depend on the care provided by DDSN for their quality of life and often for basic survival needs.	2/15/2017 6:06 PM
63	The Department of Disabilities & Special Needs SERVES the UNDERSERVED in South Carolina. No longer keep our family members with developmental and or Intellectual disabilities locked in the back room or placed in some institution where they are treated less than human. We now serve them at home, have programs they can attend, they are welcome in our communities, we have residential HOMES they can take pride and ownership in. Our Intellectual disabled populations have so, so many positive options these days and SCDDSN plays a vital role in making sure that population is served with dignity and respect.	2/15/2017 5:24 PM
64	Too much tax money wasted--top management overpaid leaving little for the needs of disabled individuals	2/15/2017 10:44 AM
65	As an employee, having worked briefly with the school district, and now privileged to return, I think accountability is our greatest strength. Most of the people I have worked with care deeply, and behave ethically for the people we serve.	2/15/2017 10:02 AM
66	Working with the Department of Disabilities and Special Needs is a very rewarding job. However, we do not get paid enough for what all we do.	2/15/2017 8:46 AM
67	It saddens me that a few disgruntled former DDSN employees are creating so much negativity against an agency that ranks 8th in the nation in providing services. These people are only hurting the people we serve.	2/15/2017 8:13 AM
68	Continues to provide a variety of quality services to people with special needs and disabilities and it is very important that regional centers remain open to meet the needs of challenging clients and to serve as a safety net for the community	2/14/2017 8:11 PM

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69	The Department of Disabilities and Special Needs is enriching the lives of people who don't have a voice. They are leading productive lives and are able to do much more for themselves with the assistance of people who are employed with the SC Department of Disabilities and Special Needs.	2/14/2017 5:39 PM
70	DDSN provides services for individuals with disabilities and special needs that other states are not able to provide. Some staff members are the only "family" that the individual has.	2/14/2017 4:02 PM
71	The reported incidents of abuse, neglect and injury last year increased by 25%. The Department head should be under direct hiring and firing by the Governor.	2/14/2017 3:23 PM
72	DDSN has a hard time putting people with disabilities first. They seem more concerned with budget than the clients. They are slow to respond to concerns and communicate poorly.	2/14/2017 2:46 PM
73	Better communication is needed on how this department serves its citizens.	2/14/2017 1:05 PM
74	Appears to be based on a buddy system at lower levels, such as contractual agencies	2/14/2017 12:34 PM
75	I have had a disability since 2004. I find that in the state of South Carolina there are very minimal opportunities and activities for persons with disabilities. Of the opportunities that are available, I find that they are difficult to find and are not broadcast very well. I am a very active person with my disability and would love to see more opportunities and activities for persons with disabilities in the state I would like to see them gain more exposure.	2/14/2017 12:02 PM
76	I believe that staff should be paid based off of their knowledge and not a degree. Doing such will allow the employee to see that their knowledge is valuable and acknowledged. I can personally say that I am an employee with an agency that pays people based on a degree but allows individuals to work for little or no compensation at all for what he/she knows.	2/14/2017 11:28 AM
77	they are never there when you need them!	2/14/2017 11:12 AM
78	Department has improved the technical support to providers and more services to persons with disabilities.	2/14/2017 9:12 AM
79	I think this is a very needed program on the community.	2/14/2017 8:39 AM
80	Spinal Cord Injury is different for everyone....Sometimes the cookie cutter you use does not fit...My husband's experience has been laden with long time delays the DDSN counselor says is out of her hands...Approval...mostly denial...	2/14/2017 8:29 AM
81	Most of the agency dollars are kept at Central Office and wasted on staff who are clueless about the regional centers and community programs.	2/13/2017 8:06 PM
82	The agency no longer provides adequate or appropriate services for the individuals they serve. Although the money is available it is not being used for purposes intended.	2/13/2017 7:39 PM
83	Agency is doing a great job for a population of our state that has many unique needs that must be provided.	2/13/2017 7:02 PM
84	More advocacy and awareness campaigns are needed to make the public aware of your agency and any resources you may offer	2/13/2017 6:36 PM
85	does not put patients first, does not have adequate staffing, very dangerous schedules for staff coming in at 3am	2/13/2017 3:51 PM
86	DDSN is the victim of biased reporting by the Greenville News. While there are issues that need to be addressed, the agency, as a whole is running efficiently and effectively. The Commission, however, is not running smoothly. One member of the Commission is feeding inappropriate information to the media and does not conduct herself appropriately in public meetings. Her behavior has caused major harm to the Agency's public image.	2/13/2017 3:09 PM
87	I have had the pleasure of sitting across the table from Dr. Beverly Buscemi, DDSN State Director, during meetings of high importance. I have listened to her words and looked her in the eye. She is a highly intelligent person, able to synthesize large amounts of data and multiple pieces of information, and make sense of them to everyone present. She listens with her intellect as well as with her heart. As Albert Einstein said, "If you can't explain something simply, you don't understand it well enough." Dr. Buscemi understands and she can explain even the most complex set of issues in an understandable way. She is compassionate and she has what it takes to lead a diverse set of providers and stakeholders to provide high quality supports to citizens with lifelong disabilities and their family members.	2/13/2017 2:43 PM
88	My concerns center around the lack of care for people that are housed in the group homes. I have had several clients that have lived in group homes and each one states there is a problem with lack of supervision. This lack of supervision led to anything from residents having sex with one another to residents having very poor personal hygiene. I have had several reports that kids from DJJ are housed with kids with mental disabilities. This coupled with a lack of supervision is a dangerous mix.	2/13/2017 1:52 PM

## Public Survey About Agencies Under Study February 2017

89	It seems with proper design, homes would be better if designed and were built from the ground up,rather than remodel of older homes, to suite the needs of consumers, And would be more cost effective to the state/tax payers in the long outcome. Totally designed to accomplish the meeting of all goals and of the care of the consumers as mandated by the State. We live in an ever changing sociaty and the needs of every one are different. The goal should be to stay ahead of them, not behind changing something already done. Thank you for this opportunity to express my views.	2/13/2017 1:50 PM
90	Ease of communication needs to improve. Sometimes it is difficult to figure out who to call or where to get specific information. However, once I get ahold of the correct person, I get the information I need. Our case manager is awesome, but sometimes I have a general question that I feel should be able to be answered in a "handbook" or through a basic listing of services on a website.	2/13/2017 12:53 PM
91	I feel like DDSN is out of touch with reality when it comes to the individual provider agencies and the boards. A visit from the State level officials with the Direct Caregivers would be beneficial to both.	2/13/2017 12:28 PM
92	There needs to be more outside monitorship of how things are managed besides auditors, such as links to other successful programs for the adults in the sheltered workshop. Realizing that each board is managed differently, but having the workshop open for the adults should provide more activities.	2/13/2017 12:06 PM
93	The upper management!	2/13/2017 10:37 AM
94	professional staff such as case managers have case loads that are too high and are asked to keep up with impossible amount of workload for minimal pay	2/13/2017 10:26 AM
95	There is a SEVERE staffing shortage in the residential units at our staff's regional facilities. The sad part is the direct care staff who provide daily living needs, supervise, behavioral support, and currently work mandatory overtime at state regional facilities (despite having family and personal lives of their own) get paid the least. This is an ongoing problem and placing more employment adds is not the answer. Everyone deserves a LIVING WAGE! Especially if they are changing diapers, dealing with aggression, completing documentation, and cleaning up for 8 hours per day (often having to stay an extra 4 or 8 hours unexpectedly with no regards to their personal obligations) several days a week. The problem will continue unless we value our direct care as much as we value the individuals in offices making the rules and most of the money.	2/13/2017 10:18 AM
96	Cut down on the hoops parents have to jump through to get services. Simplify the service access.	2/13/2017 10:04 AM
97	I feel that people within the agencies are not considered fairly for raises. Most people are not paid for their experience, quality of work and or knowledge of the field of work they are in .	2/13/2017 9:59 AM
98	I think most people are not paid for their quality of work or self worth. It appears that some get raises and those that deserve a raise do not get one.	2/13/2017 9:59 AM
99	Senate Bill 180 (to make DDSN a cabinet agency) is currently in sub-committee. Two recent hearings were held with this bill being continued each time. I think S180 should not be voted on until the House and Senate Oversight Committee reviews of DDSN are complete.	2/13/2017 9:56 AM
100	The main issue is that needs to be addressed, is that better pay should be provided for persons who are providing direct care servioces to persons with developmental disabilities. Why? For this agency, the director makes almost six to seven times more than what a direct care staff makes. However, if there were no direct care staff, who would provide care for these persons, who need (24/7) assistance? I feel that a staff "Advisory Group" (not a political group) needs to be assembled and provide recommendations to the DDSN Commissioners regarding ways the agency could improve their direct care services. The agency needs to provide better pay to bring in more qualified individuals who perform the brunt of the work. Finally, putting the agnecy under a canbinet is not going to improve it, better salaries and benefits will motivate folks.	2/13/2017 9:56 AM
101	All employees are not treated the same. Employees who make over \$50,000 get raises continually throughout the year, while some employees go years without raises.	2/13/2017 9:51 AM
102	I feel that DDSN does a wonderful job.	2/13/2017 9:33 AM
103	Does an excellent job of addressing needed services to people with lifelong disabling conditions. Paperwork and procedures need to be streamlined.	2/13/2017 9:33 AM
104	There are many clients and persons within this department that desperately need the life line called DDSN. So, many of these persons can not and do not have the necessary basic skills to operate effectively within the Community. Alone, without the services of DDSN, these individuals would be lost, ostracized or improperly forced into community or worse wrongly imprisoned due to their inabilities to cope, understand basis rules/law, etc. It is very clear that the population that DDSN services needs DDSN. It operates as "the" life line. The place of comfort, protection, guidance and balance to a very rigid world that has very little consideration, compassion or understanding for/of their very real and often times difficult conditions. Facilities such as Midlands Center, Whitten Center and others are and remain absolutely vital to caring for, protecting, educating and being "the Home" for many of these persons whom society has all but forgotten.	2/13/2017 9:32 AM

## Public Survey About Agencies Under Study February 2017

105	There is a male psychologist in the Sequoia building at the Midlands center who never puts in more than half a day. He will either take a lunch and another 2 hour break to play at the gym..Or just leave for home at the half day mark twice a week. There are limitations in equipment too. For instance, a building of fifty will have one printer. People with visible disabilities are also denied accommodations. The furniture for clients to sit on is filthy. Many areas of the Midlands center buildings smell of toxic mold. The roof on the Sequoia building has been leaking for years. People wear load perfume when dealing with sensitive populations.	2/13/2017 9:29 AM
106	DDSN focuses on specific needs of those who cannot help themselves, which is essential for America to maintain its moral integrity.	2/13/2017 9:22 AM
107	Pay rates lower than other state agencies. No annual or merit based raises provided to compensate for increased cost of living or recognition of service. Will be seeking alternative employment opportunities for this reason, despite enjoying my job.	2/13/2017 9:18 AM
108	DDSN is reactive to issues rather than proactive.	2/13/2017 9:01 AM
109	Very responsive to needs & approachable	2/13/2017 8:53 AM
110	I have always found working with DDSN a positive experience. Dr. Buscemi and others have listen to concerns and worked with community leaders to improve problems on the state and local level. A good example is how DDSN helped Greenville County reorganize after a failure of local leadership. DDSN has also worked with the Autism Community to improve services to the best of their ability and within their limitations.	2/13/2017 8:44 AM
111	I find that the eligibility Division works tirelessly on a daily basis. Very thorough and detailed in decision making...Represent the agency and standards of practice in determinations and when needed in appeal decisions. Decisions hold to statute and to psychological standards in the field...very consistent. I have been in the Division for 10 years and have served in state gov. for 21 years. I believe it has been the most consistent place of employment that I have been involved in with prior employment at DJJ and DSS.	2/13/2017 8:33 AM
112	My concern is because the lack of funding provided to the Department of special needs persons with special needs are not getting immediate attention. Employers are underpaid as well.	2/13/2017 8:31 AM
113	not ADA compliant	2/13/2017 8:22 AM
114	DDSN operates much better than similar agency's with governor appointed heads (i.e. DSS, DJJ, etc.). Moving this function into a governor appointed situation will create chaos much like it has for DSS over the years.	2/13/2017 8:17 AM
115	Although the media seems to have a negative attitude toward SCDDSN and the provider network, I think the providers do an excellent job of taking care of people with disabilities in our State. There are always a few agencies that need more oversight and some employees that give the rest a bad name, but I think that 98% of the agencies and employees do an outstanding job.	2/13/2017 8:16 AM
116	Would like for DDSN to be more transparent and willing to back providers in their overall day to day operations.	2/13/2017 8:01 AM
117	Psychiatric services for consumers need to be dramatically improved. There are an insufficient number of professionals available to support the population living in residential homes. The few that are available have case loads that do not allow the professionals to give quality care. Any follow-up on the department needs to study this issue, particularly in rural areas of the state.	2/13/2017 7:48 AM
118	Overall training when policies and procedures are altered is lacking but the staff appear to adjust well in the chaos.	2/13/2017 7:44 AM
119	DDSN needs to short changing their consumers by short changing the local providers. Local providers are penalized for managing their money well via not being allowed to keep an appropriate reserve.	2/12/2017 10:47 PM
120	Restructuring would be an essential part of changing the dynamics of the Department of Disabilities and Special Needs. I would also look at why this particular State Agency is allowed to have a stand alone computer system when they paid the Budget and Control Board several million dollars to buy into the SC Centralized System - a system that would have brought greater transparency, but in this age of technology they have a mainframe system. Lastly, a system of accountability is needed and not just lip service to change like we hear at every Senate Oversight Committee. Yes we have fixed all the issues that were raised in the Legislative Audit Council findings. When in fact they have not been addressed and we have greater risk for death in group homes than we had 2 years ago. This Department is broken from the top down to the local boards with an agenda to cover up critical incidents rather than fix the system than perpetuates them.	2/12/2017 9:15 PM
121	Four people are pushing a negative campaign which will falsely influence many people, and you!	2/12/2017 6:26 PM
122	Time Clocks are Needed and Management accountability	2/12/2017 2:15 AM



## Public Survey About Agencies Under Study February 2017

123	The current leadership of SCDDSN acts in a dictatorial fashion. They do not seek stakeholder involvement in decisions. They are unresponsive to concerns expressed about directives. Their internal audit function is out of control citing everything without basis for many of the citations. They also have no concept of materiality. They do not allow for any measure of human error and expect perfection. None of the leadership of SCDDSN has worked in the provider network and thus are way out of touch with the agencies that they contract with.	2/11/2017 5:30 PM
124	I served as a Commissioner from the 1st Congressional District for DDSN from 2009-2012. From that vantage point I can state that this agency would benefit by moving it to the Governor's cabinet in order to have oversight.	2/11/2017 4:55 PM
125	When you look at the structure of DDSN and the accountability they expect of providers in comparison to other agencies they have a great deal more oversight and safety policies and procedures in place. They hold providers accountable and have an expectation of performance.	2/11/2017 2:03 PM
126	Needs additional staff and more compassionate staff.	2/11/2017 10:09 AM
127	I would like to meet with committee members to share my experiences. DDSN pays no attention to state or federal law, they retaliate against anyone who complains about their services. There has been no accountability for the funds paid to DDSN. The problems identified in the 2008 LAC audit continue, without improvement. Nothing has gotten better since the current director was hired.	2/11/2017 12:49 AM
128	The Department has a personal and vested interest in supporting people with disabilities and their families. While the Department has always been responsive and genuine advocates of people with disabilities and special needs, the Department seems to be distracted by the demands of the disjointed Commission who has lost sight of the true intent of the Department which is to ensure quality services.	2/10/2017 9:53 PM
129	Lack of transparency, lack of accountability by staff, overall defiant attitude towards any kind of authority, only 5 policies allowed by Commissioners, lack of meaningful reporting	2/10/2017 6:56 PM

# John de la Howe School

**Mission:**

John de la Howe School provides a safe haven for children to heal, grow and make lasting changes through counseling, education and a culture of care and personal development.

**FTE Overview (as of February 7, 2017):**

Authorized	106.41
Positions Filled	52
Vacancies	34.5

**2016-17 General Appropriations Act**

<b>JOHN DE LA HOWE SCHOOL</b>		
	TOTAL FUNDS	GENERAL FUNDS
<b>I. ADMINISTRATION</b>		
SUPERINTENDENT	79,070	79,070
	(1.00)	(1.00)
CLASSIFIED POSITIONS	194,586	194,586
	(6.00)	(6.00)
OTHER PERSONAL SERVICES	20,761	1,952
OTHER OPERATING EXPENSES	39,600	14,600
<b>TOTAL I. ADMINISTRATION</b>	<b>334,017</b>	<b>290,208</b>
	<b>(7.00)</b>	<b>(7.00)</b>
<b>II. EDUCATION</b>		
CLASSIFIED POSITIONS	77,331	42,994
	(3.35)	(1.90)
UNCLASSIFIED POSITIONS	425,831	400,612
	(18.25)	(7.74)
OTHER PERSONAL SERVICES	83,000	53,000
OTHER OPERATING EXPENSES	382,293	10,076
<b>TOTAL II. EDUCATION</b>	<b>968,455</b>	<b>506,682</b>
	<b>(21.60)</b>	<b>(9.64)</b>
<b>III. CHILDREN'S SERVICES</b>		
<b>A. RESIDENTIAL SERVICES</b>		
CLASSIFIED POSITIONS	903,924	903,924
	(30.34)	(30.34)
OTHER PERSONAL SERVICES	1,064	1,064
OTHER OPERATING EXPENSES	295,731	106,094
CASE SERVICES	2,000	
<b>TOTAL A. RESIDENTIAL SERVICES</b>	<b>1,202,719</b>	<b>1,011,082</b>
	<b>(30.34)</b>	<b>(30.34)</b>
<b>B. BEHAVIORAL HEALTH</b>		
CLASSIFIED POSITIONS	270,460	270,460
	(10.40)	(9.72)
OTHER OPERATING EXPENSES	102,516	44,641

Sec. 7

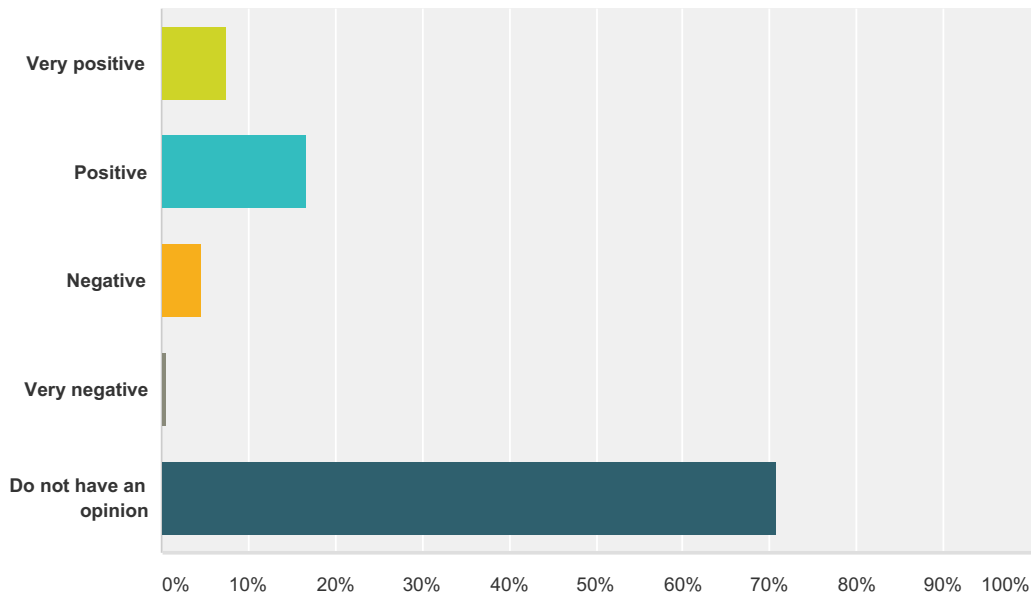
**JOHN DE LA HOWE SCHOOL**

	TOTAL FUNDS	GENERAL FUNDS
<b>TOTAL B. BEHAVIORAL HEALTH</b>	<b>372,976</b>	<b>315,101</b>
	(10.40)	(9.72)
<b>C. EXPERIMENTAL LEARNING</b>		
CLASSIFIED POSITIONS	177,178	177,178
	(7.00)	(7.00)
OTHER OPERATING EXPENSES	50,000	5,000
<b>TOTAL C. EXPERIMENTAL LEARNING</b>	<b>227,178</b>	<b>182,178</b>
	(7.00)	(7.00)
<b>D. WILDERNESS CAMP</b>		
CLASSIFIED POSITIONS	371,025	371,025
	(11.07)	(11.07)
OTHER OPERATING EXPENSES	213,700	138,700
<b>TOTAL D. WILDERNESS CAMP</b>	<b>584,725</b>	<b>509,725</b>
	(11.07)	(11.07)
<b>TOTAL III. CHILDREN'S SERVICES</b>	<b>2,387,598</b>	<b>2,018,086</b>
	(58.81)	(58.13)
<b>IV. SUPPORT SERVICES</b>		
CLASSIFIED POSITIONS	409,523	409,523
	(19.00)	(18.75)
OTHER OPERATING EXPENSES	339,842	133,865
<b>TOTAL IV. SUPPORT SERVICES</b>	<b>749,365</b>	<b>543,388</b>
	(19.00)	(18.75)
<b>V. EMPLOYEE BENEFITS</b>		
EMPLOYER CONTRIBUTIONS	1,302,056	1,245,853
<b>TOTAL V. EMPLOYEE BENEFITS</b>	<b>1,302,056</b>	<b>1,245,853</b>
<b>TOTAL JOHN DE LA HOWE SCHOOL</b>	<b>5,741,491</b>	<b>4,604,217</b>
	(106.41)	(93.52)

### Q17 Overall, what is your opinion of the John de La Howe School?

Input as of 2.25.17  
Survey remains open  
until 3.1.17

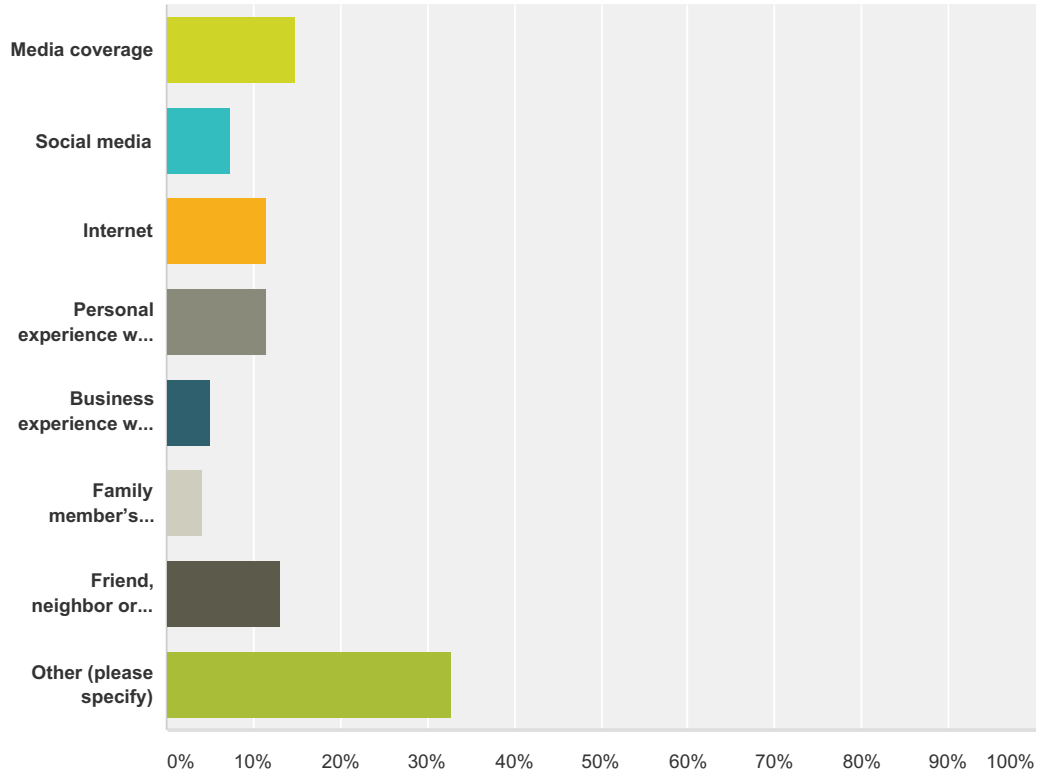
Answered: 174 Skipped: 266



Answer Choices	Responses	Count
Very positive	7.47%	13
Positive	16.67%	29
Negative	4.60%	8
Very negative	0.57%	1
Do not have an opinion	70.69%	123
<b>Total</b>		<b>174</b>

### Q18 Which of the following has most influenced your opinion of the John de La Howe School?

Answered: 122 Skipped: 318



Answer Choices	Responses
Media coverage	14.75% 18
Social media	7.38% 9
Internet	11.48% 14
Personal experience with the agency	11.48% 14
Business experience with the agency	4.92% 6
Family member's experience with the agency	4.10% 5
Friend, neighbor or colleague's experience with the agency	13.11% 16
Other (please specify)	32.79% 40
<b>Total</b>	<b>122</b>

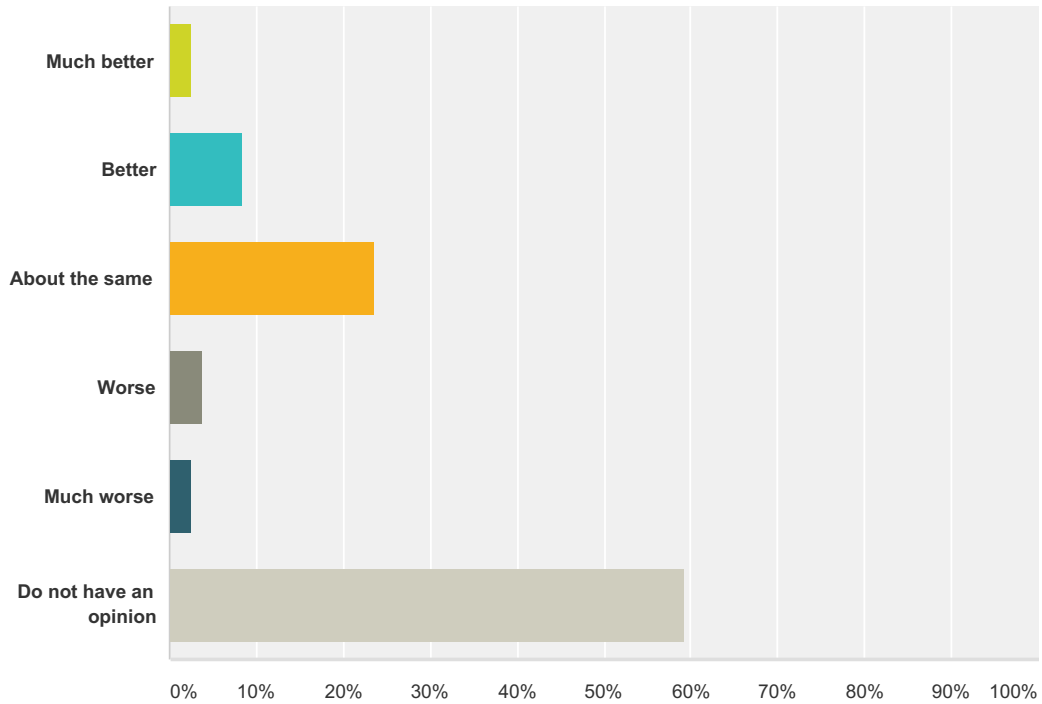
#	Other (please specify)	Date
1	N/a	2/16/2017 1:46 PM
2	Never heard of it.	2/16/2017 1:33 PM
3	None	2/15/2017 7:49 PM

Public Survey About Agencies Under Study February 2017

4	None	2/15/2017 7:27 PM
5	I'm not familiar with the John de La Howe Shcool. I WILL research it once I complete this survey	2/15/2017 5:26 PM
6	no influence	2/15/2017 8:18 AM
7	I've never heard of it till now.	2/14/2017 3:49 PM
8	none	2/14/2017 2:19 PM
9	None	2/14/2017 12:04 PM
10	N/A	2/14/2017 11:52 AM
11	never have heard of it before	2/14/2017 11:15 AM
12	Hit no on previous page	2/14/2017 10:24 AM
13	do not know what this School is about	2/14/2017 9:31 AM
14	no opinion	2/14/2017 8:33 AM
15	No knowledge to speak of	2/13/2017 6:40 PM
16	no opinion	2/13/2017 3:10 PM
17	n/a	2/13/2017 2:05 PM
18	i never heard of the school.	2/13/2017 10:41 AM
19	no knowledge	2/13/2017 10:27 AM
20	it is in my hometown	2/13/2017 10:25 AM
21	Didn't know this existed	2/13/2017 10:08 AM
22	I have never heard of them.	2/13/2017 10:03 AM
23	Do not have an opinion.	2/13/2017 10:02 AM
24	no opinion	2/13/2017 10:00 AM
25	no opinion	2/13/2017 9:59 AM
26	N/A	2/13/2017 9:35 AM
27	Not familiar with this school.	2/13/2017 9:19 AM
28	Do not know anything about it.	2/13/2017 8:45 AM
29	not familiar with the school	2/13/2017 8:43 AM
30	no opinion	2/13/2017 7:58 AM
31	NA	2/12/2017 10:48 PM
32	v	2/12/2017 6:29 PM
33	none	2/11/2017 5:31 PM
34	none	2/11/2017 12:53 PM
35	No experience	2/11/2017 10:12 AM
36	What's that?	2/11/2017 4:37 AM
37	Not a relevant question for DDSN	2/10/2017 6:59 PM
38	N/A	2/10/2017 6:35 PM
39	Never heard of it	2/10/2017 3:59 PM
40	Don't know what it is.	2/10/2017 11:31 AM

**Q19 How do you think the John de La Howe School functions on an overall basis in comparison to other state agencies in South Carolina?**

Answered: 157 Skipped: 283



Answer Choices	Responses
Much better	2.55% 4
Better	8.28% 13
About the same	23.57% 37
Worse	3.82% 6
Much worse	2.55% 4
Do not have an opinion	59.24% 93
<b>Total</b>	<b>157</b>

**Q20 Please list any comments, concerns, or suggestions you may have about the John de La Howe School. Your response may be quoted verbatim in a Committee report.**

Answered: 23 Skipped: 417

#	Responses	Date
1	Lack of Leadership and commitment to meeting the needs of the children in our State. They have had several different leaders in the past ten years. I have helped raise money through the work of the Lions Club for JDLH. You can tell by walking on campus that they are not fully investing in our youth. Mis management of funds. This should be a model School for the State of SC. Needs upgrades, new programs on site where children can get the help they need to become productive citizens. Invest and hire quality leaders who put the needs of children first.	2/23/2017 10:25 PM
2	JDLH is being set up for failure from outside the agency while simultaneously educating and correcting student's behaviors.	2/23/2017 1:39 PM
3	They have a difficult job and are not supported by many. Especially in the Legislature.	2/22/2017 10:35 PM
4	There have been instances where the JDLHS admin. has sought guidance with compliance to a myriad of requests with minimal cooperation from the same entities requiring that compliance. There seems to be a different set of rules that the JDLH has to adhere to relevant to other Agencies and school systems. There seems to be a neg. relationship b/w some of the governing bodies and the JDLHS. Those poor relationships have led to some negative press (and premature info leaks). The JDLHS has seen significant turnover and a decline in student pop. directly correlated to this neg press. There has to be a collaboration b/w all vested entities including those with oversight. I believe this has been the largest hindrance to the success of the JDLHS in its recent past. With cooperation and support from the governing bodies, the JDLHS could make substantial progress towards suppling our young people with an opportunity to be successful and marketable in today's social and vocational environments.	2/21/2017 10:37 PM
5	N/A	2/15/2017 5:26 PM
6	NA	2/15/2017 1:05 PM
7	Excellent option for some of the most vulnerable youth in our state...truly a gem!	2/14/2017 5:06 PM
8	It needs more publicity	2/14/2017 3:49 PM
9	none	2/14/2017 2:19 PM
10	I have never here of this school , before what do they do?	2/14/2017 11:15 AM
11	None	2/14/2017 9:17 AM
12	No comments	2/13/2017 7:41 PM
13	N/a	2/13/2017 6:40 PM
14	N/A	2/13/2017 12:09 PM
15	Do not have any comments or concerns. The sole suggestion would be better pay for staff.or	2/13/2017 10:02 AM
16	There are a large number of familes in this state that need the help of JDLH school, but JDLH also needs help. With the proper investment, lost and misguided adolesent males and females can find there way back towards being productive, non violent, cooperative students instead of being left on the track of junvenile and deliquent which only leads to more tax payer funds being wasted in housing these same persons in jails and prisons. The financial investment will be made in one way or the other. Either through front end rehabilitation through teaching, training, non adversive methods, proper counsel, etc. in JDLH or through rehabilitation through the justice department.	2/13/2017 9:32 AM
17	It is an essential function of the State, but tends to have terrible management and oversight. The employees bifurcate on the excellent or the negligent.	2/13/2017 9:24 AM
18	None	2/13/2017 9:19 AM
19	Need to look at overall performance in last few years. Seems like some operational leadership issues.	2/13/2017 8:24 AM
20	NA	2/12/2017 10:48 PM
21	v	2/12/2017 6:29 PM



## Public Survey About Agencies Under Study February 2017

22	told you i did not want to give input but this thing still popped up	2/11/2017 5:31 PM
23	Should not be asking this question in a DDSN survey!	2/10/2017 6:59 PM

*Appendix D. March 7, 2017 Meeting Information*

# South Carolina House of Representatives



## Legislative Oversight Committee

### *EDUCATION AND CULTURAL SUBCOMMITTEE*

*Chairman James E. Smith Jr.*

*The Honorable Raye Felder*

*The Honorable Joseph H. Jefferson Jr.*

*The Honorable Tommy M. Stringer*

*Tuesday, March 7, 2017*

*9:00 a.m.*

*Room 321 -Blatt Building*

*Pursuant to Committee Rule 6.8, S.C. ETV shall be allowed access for internet streaming whenever technologically feasible.*

### AGENDA

- I. Approval of Minutes from the October 3, 2016 Subcommittee Meeting
- II. Discussion of study of the Department of Archives and History, including but not limited to agency history, strategic plan, major programs, products, and services
- III. Adjournment

**Chair Wm. Weston J. Newton**

*First Vice-Chair:*  
Laurie Slade Funderburk

## **Legislative Oversight Committee**

Nathan Ballentine  
Gary E. Clary  
Kirkman Finlay III  
Joseph H. Jefferson Jr.  
Walton J. McLeod  
Joshua Putnam  
Samuel Rivers Jr.  
Tommy M. Stringer  
Bill Taylor

William K. (Bill) Bowers  
Raye Felder  
Phyllis J. Henderson  
Mia S. McLeod  
Ralph W. Norman  
Robert L. Ridgeway III  
James E. Smith, Jr.  
Edward R. Tallon Sr.  
Robert Q. Williams

**South Carolina House of Representatives**

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*Administration  
Coordinator*

Charles L. Appleby IV  
*Legal Counsel*

Carmen J. McCutcheon  
*Auditor/Research Analyst*

### **Education and Cultural Subcommittee**

October 3, 2016

#### **Archived Video Available**

- I. Pursuant to House Legislative Oversight Committee Rule 6.8, South Carolina ETV was allowed access for streaming the meeting. You may access an archived video of this meeting by visiting the South Carolina General Assembly's website (<http://www.scstatehouse.gov>) and clicking on *Committee Postings and Reports*, then under *House Standing Committees* click on *Legislative Oversight*. Then, click on *Video Archives* for a listing of archived videos for the Committee.

#### **Attendance**

- I. The Education and Cultural Subcommittee meeting was called to order by Chair James E. Smith, Jr., on Monday, October 3, 2016, in Room 108 of the Blatt Building. All members were present at the meeting, except Representative Tommy M. Stringer.

#### **Minutes**

- I. House Rule 4.5 requires standing committees to prepare and make available to the public the minutes of committee meetings, but the minutes do not have to be verbatim accounts of meetings. It is the practice of the Legislative Oversight Committee to provide minutes for its subcommittee meetings.

- II. Representative Clary moved to approve the minutes from the Subcommittee’s meeting on September 15, 2016. A roll call vote was held, and the motion passed.

<b>Representative Clary’s motion to approve the minutes from the September 15, 2016, meeting:</b>	<b>Yea</b>	<b>Nay</b>	<b>Not Voting: Present</b>	<b>Not Voting: Absent</b>
Gary E. Clary	✓			
Joseph H. Jefferson, Jr.	✓			
James E. Smith, Jr.	✓			
Tommy Stringer				✓

**Discussion of the School for the Deaf and the Blind**

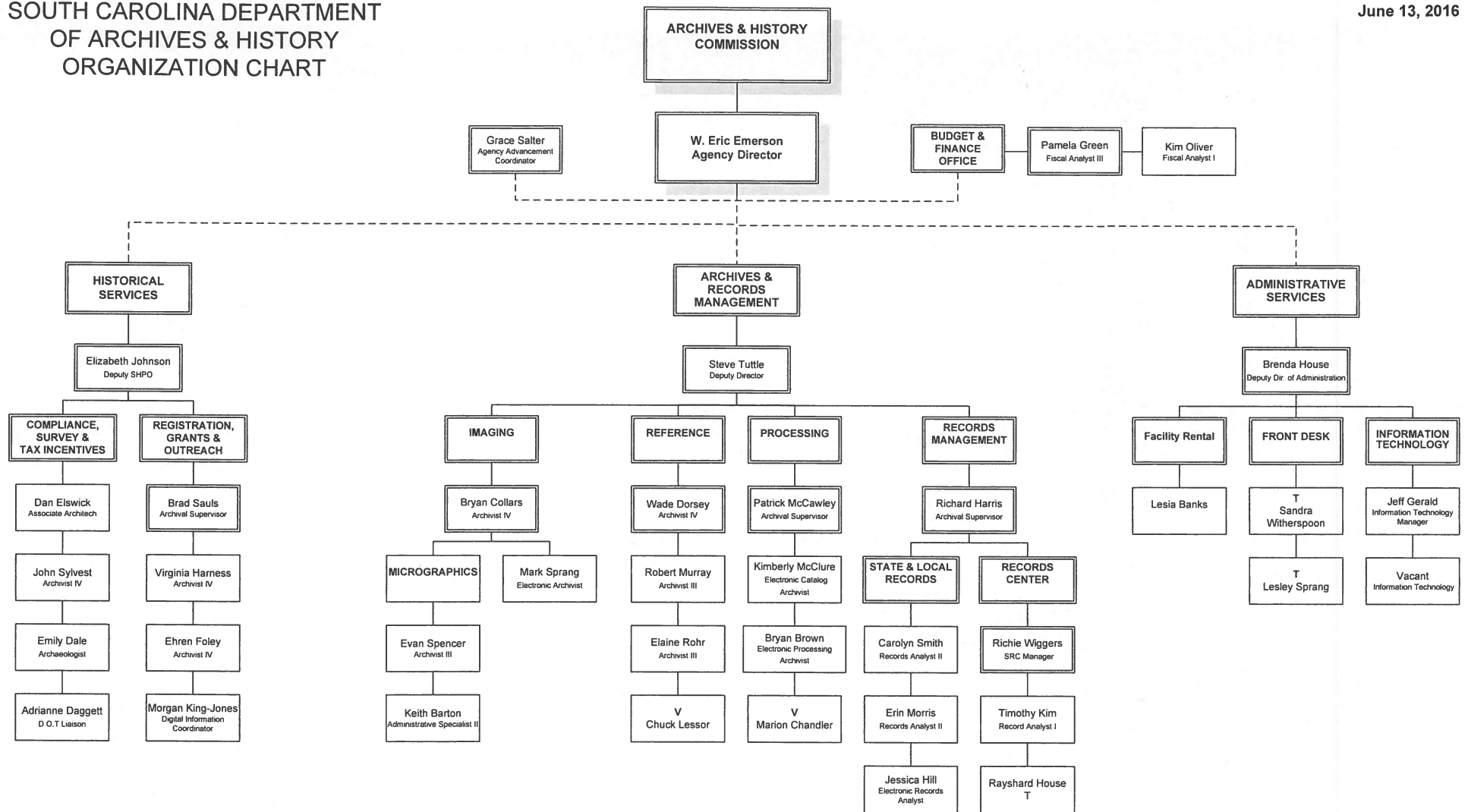
- I. Representative Clary expressed his concern that the mission statement of the School for the Deaf and the Blind, which is provided in statute, contains the phrase “high-quality education.”
- II. After the agency agreed with the suggestion that the phrase be removed from the mission statement, the Subcommittee added the recommendation to its study. Chair Smith moved to eliminate “high quality” from the agency’s purpose. A roll call vote was held, and the motion passed.

<b>Representative Clary’s motion to remove the phrase “high quality” from the Subcommittee’s recommendation regarding a statutory statement of the school’s purpose:</b>	<b>Yea</b>	<b>Nay</b>	<b>Not Voting: Present</b>	<b>Not Voting: Absent</b>
Gary E. Clary	✓			
Joseph H. Jefferson, Jr.	✓			
James E. Smith, Jr.	✓			
Tommy Stringer				✓

- III. The meeting was adjourned.

**SOUTH CAROLINA DEPARTMENT  
OF ARCHIVES & HISTORY  
ORGANIZATION CHART**

June 13, 2016



<b>FTE Information</b>	
Authorized	- 39
Filled	- 32
Vacant	- 7

TL - Time Limit  
T - Temps  
G - Graduate Assistant  
V - Volunteer

**What are 3-4 items the agency considers as successes?**

- The creation of the South Carolina Electronic Records Archive (SCERA) in 2015, which preserves and makes available to the public electronic records created by state and local governments.
- The creation of the South Carolina Historic Properties Record (SCHPR) in 2016, which is an electronic records archive that contains information on statewide surveys of historic properties, National Register of Historic Places listings, and historic resource survey reports.
- Completion of the conversion of the Archives and History Center's static shelving to mobile shelving in 2016 and the resulting increase of the building's storage capacity from 40,000 cubic feet to 53,000 cubic feet.

**What are 3-4 items the agency considers as its current challenges or issues?**

- The increasing use of proprietary software by cabinet-level agencies, which prevents the transfer of records to this department without the purchase of expensive licensing by the department.
- The difficulty in meeting the review requirements of historic preservation tax credit projects, which have increased dramatically over the past two years as a result of recently expanded South Carolina state tax credit rates and decreasing state tax credits in nearby states.
- Meeting customer needs for an online review process for Section 106 or other review or compliance issues related to historic properties.



**What are 3-4 emerging issues the agency anticipates having an impact on its operations in the upcoming five years?**

- Education of state and local government agencies regarding the care and transfer of the rapidly increasing accumulation of digital records by their agencies.
- The inflation of salaries associated with digital archivists and records managers, which results in personnel turnover in an increasingly critical area of the agency's operations.
- Meeting customer expectations for expedited processes for the State Historic Preservation Office with static federal funding and without state funds to augment SHPO programs.

- 1891-General Assembly created the Public Records Commission to obtain copies of South Carolina records in the British Public Records Office.
- 1894-General Assembly created the South Carolina Historical Commission to acquire further historical documents.
- 1905-General Assembly expands the mission of the Historical Commission, making it responsible for noncurrent state government records and authoring the hiring of a full time secretary.
- 1905-Alexander S. Salley became the agency's first director. He served until his retirement in 1949.
  - Early in his tenure Salley concentrated on arranging, indexing and publishing records of the American Revolution, rolls of the state's Confederate soldiers and legislative journals. During the 1920s and 1930s Salley led the successful campaign to get the World War Memorial building funded and constructed as the new home of the agency.
  - 1935-The Historical Commission moved from the three rooms in the State House to the first floor of the World War Memorial Building at the corner of Pendleton and Sumter Streets in Columbia. During the next decade Salley hired six staff members and began work on arranging the large mass of state agency records transferred from the State House.
- 1949-Dr. J. Harold Easterby is appointed second director of the Historical Commission. He served until his death in 1960.
  - 1951-Dr. Easterby expands publications program to include the Colonial Records of South Carolina series, the State Records of South Carolina series and the Papers of John C. Calhoun series.
  - 1954-General Assembly passes the Archives Act changing the agency's name to the South Carolina Archives Department. The agency is given extended responsibilities for the preservation, access and disposal of non-current government records, approval of historical marker inscriptions and the editing and publication of state historical documents.
  - 1960-Dr. Easterby completes the successful campaign for the funding, construction, and opening of the new Archives Building at the corner of Senate and Bull Streets in Columbia.

- 1961-Charles E. Lee is appointed third director of the agency. Mr. Lee served from 1961 until his retirement in 1987. During his tenure staff grew from 13 members in 1961 to a peak of 130 members in 1980.
  - 1964-Agency establishes the South Carolina Confederation of Local Historical Societies, to stimulate and promote the study of local history.
  - 1966-As a result of the National Historic Preservation Act of this year, the State Historic Preservation Office becomes part of the agency in 1969. Duties for this program will include administering the National Register of Historic Places, statewide surveys of historic properties, Section 106 review of federal projects impact on historic sites, tax credits for the rehabilitation of historic buildings, certified local government program and the distribution of federal grant money to assist preservation projects.
  - 1967-Department expands hours Research Room is open to seven days per week including evenings until 9 p.m.
  - 1968-The Archives Department became the South Carolina Department of Archives and History. The new name recognizes the Department's additional responsibilities for historic preservation, historical services and records management.
    - 1969-The department implements a records management program for state and local government that will include records retention schedules, document microfilming and the operation of a state record center on Blanding Street in Columbia. This program will eventually allow the state to save \$800,000 per year in cost avoidance measures.
  - 1971-A new wing is added to the Archives Building doubling the size of the stack, office research and laboratory space.
  - 1972-The agency begins computer generated item level indexing of early and important record series from the archival collection.
  - 1973-General Assembly passes the Public Records Act, giving the Archives Department authority to enforce the proper disposal of records created by state agencies and local government offices.
  - 1976-Department publishes *The South Carolina Archives: A Temporary Summary Guide*, the first comprehensive list of all records in the archival collection.
  - 1981-First staff downsizing in the history of the agency closes the microfilm service bureau and reduces the publications program.
  - 1987-Department completes *A Guide to Local Government Records in the South Carolina Archives*, a more extensive list of county and municipal government records in the archival collection.

- 1987-Dr. George L. Vogt appointed agency's fourth director. Dr. Vogt served until 1996, when he left to become director of the State Historical Society of Wisconsin.
  - 1990-A series of downsizings spanning the next two decades begins, which results in staff being reduced from 98 members to 54 members. This included elimination of the agency's publication program, closing of the conservation shop, significantly reduced Research Room hours, and ever increasing reliance on earned and federal funds to keep essential programs operating.
  - 1990-Department given a role in the administration of the local option state law allowing counties and cities to offer special local property tax assessments for rehabilitated historic properties.
  - 1990-General Assembly amends the Public Records Act to expand the definition of public body and to make the definition of public records conform to the Freedom of Information Act. Archives Department given increased authority over the retention, disposition and protection of public records.
  - 1992-Establishment of the Archives and History Foundation began Dr. Vogt's successful campaign to obtain funding from the General Assembly and private sources for the 20.5 million dollar Archives and History Center. The Foundation raised two million dollars in private funds to equip the new building with shelving and computer equipment.
  - 1992-Using funds from a National Endowment for the Humanities Grant staff began creating series level catalog entries which are now available to researchers via the online catalog to our archival collection.
  - 1992-The Protection of State-Owned or Leased Historic Properties law creates a review process for state-owned properties listed in the National Register of Historic Places between state agencies and public colleges and the Department.
  - 1993-The South Carolina African American Heritage Council (now Commission) is established by a joint resolution of the General Assembly. It becomes a Commission in 2001 by executive order of Governor Jim Hodges. Their mission is to identify and promote the preservation of historic sites, structures, buildings, and culture of the African American experience in South Carolina and to assist and enhance the efforts of the Department.
  
- 1995-The Department partners with the Palmetto Trust for Historic Preservation and the Office of the Governor to create statewide preservation awards program.

- 1997-Dr. Rodger Stroup is named fifth director of the department. Dr. Stroup served until his retirement in 2009.
  - 1998-Department moved to its current location at the South Carolina Archives and History Center on Parklane Road in Columbia.
  - 1999-For the next decade Department becomes host of the state contest for the National History Day competition for middle and high school students.
  - 2000-The Department organizes and hosts the first annual statewide historic preservation conference.
  - 2001-The first of several federal Teaching American History grants brought a summer program to train middle and secondary school teachers under the wings of the department.
  - 2002-Grants obtained from the State Library and allocation of existing funds enables the department to make item level descriptions of more than 300,000 records and digital images of more than 60,000 records available to researchers worldwide via the agency's website.
  - 2002-The South Carolina Historic Rehabilitation Incentives Act provides state income tax credits for the rehabilitation of historic buildings (both commercial and owner-occupied residences) requiring project reviews by the Department.
  - 2005-The Department marked its centennial with a three day conference jointly sponsored with the SC Historical Society (celebrating its 150<sup>th</sup> anniversary) and the SC Historical Association (celebrating its 75<sup>th</sup> anniversary). Under a general title of "To Collect and Preserve" leading historians presented papers on the state's history.
  - 2008-ArchSite, an online GIS system for historic property information is launched, the result of a partnership with the South Carolina Institute of Archaeology and Anthropology supported by funding from the Department of Transportation. It provides information about above-ground historic properties and archaeological sites.

- 2009-Dr. W. Eric Emerson is appointed the agency's sixth director. He continues to serve in this capacity.
  - 2010-Forced downsizings over the next two years reduce the full-time staff from 54 members to 24 members.
  - 2010-Department allows Budget and Control Board to rent two floors of office space in Building A of the Archives and History Center to reduce the amount of rent owed by the Department. Remaining department staff members move to Building C. The agency continues to occupy Buildings B, C, and D at the Center. The Human Resources Division and portions of the Department of Education occupy parts of Building A.
  - 2010- Department expands its facility rentals program by marketing the building for night and weekend events to increase generated revenue.
  - 2010-Department changes the hours of operation for the Research Room. Saturday is added so that the facility is open on its busiest five days of the week.
  - 2012-Department begins converting all stationary archival shelving to mobile shelving and increases storage capacity for the collection from 40,000 cubic feet to 53,000 cubic feet.
  - 2014-Department reboots its electronic records program and focuses its efforts on the ever-growing number of electronic records being created by state and local government.
  - 2015-Department introduces the South Carolina Electronic Records Archive (SCERA), which preserves and makes available to the public electronic records created by state and local governments.
  - 2016-Department introduces the South Carolina Historic Property Record (SCHPR), an electronic records archive that contains information on statewide surveys of historic properties, National Register of Historic Places listings, and historic resource survey reports.

Please provide information about the body that governs the agency and to whom the agency head reports.

- Section 60-11-40 places the Department of Archives and History under the control of the Commission of Archives and History. It also establishes the membership and meetings of the commission, the terms of office of members, as well as vacancies.
- The South Carolina Commission of Archives and History consists of five ex officio members and six non-ex officio members.
- The five ex officio members are the heads of the departments of history of the University of South Carolina, The Citadel, Clemson University, Winthrop University, and the head of the Department of Political Science and History of South Carolina State University, or upon approval of the governing board of the respective institution, their designees.
- The Six non-ex officio members are appointed by the Governor as follows: one member upon the recommendation of the South Carolina Historical Society, one member upon the recommendation of the American Legion, Department of South Carolina, one member upon the recommendation of the South Carolina Historical Association, and one member upon the recommendation of the University South Caroliniana Society.
- Each member serves for a term of five years. Two members are appointed by the Governor with the advice and consent of the Senate for terms of office to run concurrently with the term of the Governor. Vacancies are to be filled for the unexpired term in the same manner as the original appointment.
- There are no restrictions upon the total number of terms that a member may serve.
- There are no restrictions upon the number of consecutive terms that a member may serve.
- There are no other requirements regarding the body that are relevant to this study, and the body operates as outlined in statute.

Agency's Daily Operations Programs (2015-16)

Fiscal Year (i.e. 2015-16; 2016-17; or both)	Daily Operations Program	Purpose of Program	Other agencies whose mission the program may fit within
2015-2016; 2016-2017	Administration	Division is responsible for all administrative functions of the agency including finance, human resources, facility management, information technology, security, and agency advancement.	Department of Administration
2015-2016; 2016-2017	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.	None
2015-2016; 2016-2017	State Historic Preservation Office	The State Historic Preservation Office (SHPO), under the guidelines established by the National Preservation Act, encourages and facilitates the responsible stewardship of South Carolina's irreplaceable historic and prehistoric places.	None



Customers and Potential Impacts (2015-16)

General Appropriation Act Program/Title-Daily Operations Programs	Description/Purpose of Daily Operations Program	Service/Product provided (list only one service or product per row, but insert as many rows as needed to ensure all services and products provided are listed)	Customer Segment (list the customer segment as many times as needed, but list only one per line)	Specify for the following Segments: (1) Industry : Name; (2) Professional Organization : Name (3) Public : Other characteristics of public segment who receives service or product (i.e. age range; income levels, etc.)	Best potential impact on the customer segment if the agency over performs	Most potential negative impact on the customer segment if the agency under performs	What is monitored to determine if outside help is needed	Outside Help to Request	Level Requires Inform G.A.	1-3 G.A. Options
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)	Documentary and cultural heritage of the state is well preserved for current and future generations	Documentary and cultural heritage of the state are poorly preserved for current and future generations	Performance is monitored by the Archives and History Commission during quarterly meetings	Archives and History Commission	Vacancy in office	Adequately fund the agency so that it can perform its mission
Administration	Set agency goals and strategies, acquire and account for agency funding, support program areas in carrying out agency mission.	Human Resources	Personnel, building security, and maintenance	Executive Branch/State Agencies	Agency has superior staff to preserve and promote the documentary and cultural heritage of the state	Agency has inadequate staff to preserve and promote the documentary heritage of the state	Performance is monitored by weekly meeting with agency director and annual agency audit	State Human Resources Division	Major problems discovered in annual audit	Adequately fund the agency so that it can perform its mission
Administration	Set agency goals and strategies, acquire and account for agency funding, support program areas in carrying out agency mission.	Information Technology	Computer Services and Copy Equipment	Executive Branch/State Agencies	State of the art computer technology for the agency to accomplish its mission	Obsolete technology handicaps the agency in performance of its mission	computer systems and copy machines running effectively on a daily basis	State department of information technology	When obsolete equipment does not allow the agency to perform its mission	Adequately fund the agency so that it can perform its mission
Administration	Set agency goals and strategies, acquire and account for agency funding, support program areas in carrying out agency mission.	Budget and Finance	Accounts for all funds received and spent	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)	All agency funds spent in a wise and frugal manner	Agency funds are expended in a wasteful manner	monitored daily by deputy director for administration, weekly by agency director, and annually by auditors	Comptroller General's Office	Major problems discovered in annual audit	Adequately fund the agency so that it can perform its mission
Administration	Set agency goals and strategies, acquire and account for agency funding, support program areas in carrying out agency mission.	Facility Coordinator	Rental of meeting space	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)	All available meeting space rented out on a daily basis	Rental space bookings decline in a manner that causes significant decline in revenue	Performance is monitored on a daily basis by deputy director for administration and revenue is monitored on a monthly basis by agency director	General Services	meeting space unable to be rented	Adequately fund the agency so that it can perform its mission
Administration	Set agency goals and strategies, acquire and account for agency funding, support program areas in carrying out agency mission.	Gift Shop	Sales of books, apparel and souvenirs to the 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)	Sales increase each fiscal year	Sales decline in a manner that causes significant decline in revenue	Revenue is monitored on a monthly basis by Budget and Finance and agency director	Vendors with new and different inventory	Sales decreased to the level that the shop has to close	Adequately fund the agency so that it can perform its mission
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	Public relations, social media, Foundation coordination, and conferences	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)	Public well informed about the resources and mission of the agency	Public is poorly informed about the resources and mission of the agency	Performance is monitored on a weekly basis by agency director.	Archives and History Foundation	Foundation no longer supports the mission of the agency	Adequately fund the agency so that it can perform its mission
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)	All 35 million documents in our collection from 1671 to ca. 2000 are scanned, indexed, and available for citizens to access for free on the Internet	citizens and government staff unable to access permanently valuable records which protect peoples rights and property and document the decisions, regulations and actions of all government branches	Numbers, types and location of researchers and research visits; numbers and types of queries received and average response time; quantity of hard copy and microfilm records used on a daily basis.	Interns and volunteers	Staffing level falls below four full-time employees	Provide adequate funding so agency can successfully perform its statutory mandated duties.
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)	All 35 million documents in our collection from 1671 to ca. 2000 are scanned, indexed, and available for downloading on the Internet	Citizens and government staff unable to get copies of permanently valuable records which protect people's rights and property and comment decisions relating and actions of all government branches	Number of orders processed and amount of photocopy revenue	Work study students, interns, and volunteers	Staffing level falls below one full-time employee	Provide adequate funding so agency can successfully perform its statutory mandated duties.
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)	All records identified as permanent are immediately transferred to the Archives in electronic format when they are no longer needed for use in state and local governments	citizens and government staff unable to access permanently valuable records which protect peoples rights and property and document the decisions, regulations and actions of all government branches	Number of records series accessioned, volume of records accessioned, format of records accessioned, amount of shelf space occupied and amount of shelf space available	Work study students, interns, and volunteers	Staffing level falls below three full-time employees	Provide adequate funding so agency can successfully perform its statutory mandated duties.
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)	All 35 million documents in our collection from 1671 to ca. 2000 are scanned, indexed, and available for citizens to access for free on the Internet	Unable to locate within the collection permanently valuable records which protect peoples rights and property and document the decisions, regulation and actions of all government branches	Amount of records added to Online Records Index, Summary Guide and SC ArchCat	Work study students, interns, and volunteers	Staffing level falls below three full-time employees	Provide adequate funding so agency can successfully perform its statutory mandated duties.
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)	All records currently on microfilm are converted to a digital format	the cost for state and local government offices to convert microfilmed information into an electronic format	Average time to process orders	Vendors	Staffing level falls below two full-time employees	Provide adequate funding so agency can successfully perform its statutory mandated duties.
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)	All 35 million documents in our collection from 1671 to ca. 2000 are scanned, indexed, and available for citizens to access for free on the Internet	Citizens and government offices unable to access information held by the eh archives via the Internet	Number of documents scanned and made available to the public	Vendors, interns, volunteers, agreements with Ancestry.com and Family Search	Staffing level falls below three full-time employees	Provide adequate funding so agency can successfully perform its statutory mandated duties.
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)	All microfilm currently stored in the security vault is converted to a digital format and information housed on securely backed up servers	Records essential to restore order after a disaster may not be readily available	Number of incoming reels	Works study students and temporary employees	Staffing level falls below two full-time employees	Provide adequate funding so agency can successfully perform its statutory mandated duties.
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)	All records created in county municipal offices are immediately scheduled for disposal or transfer to the Archives once they are no longer needed in the office	Offices overwhelmed with storing records which are no longer needed for current operations	Number of training sessions and work shops held and number of records sc schedules prepared and implemented	Interns	Staffing level falls below three full-time employees	Provide adequate funding so agency can successfully perform its statutory mandated duties.
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)	All records created in state government and constitutional offices are immediately scheduled for disposal or transfer to the Archives once they are no longer needed in eh office	Offices overwhelmed with storing records which are no longer needed for current operations	Number of training sessions and work shops held and number of records sc schedules prepared and implemented	Interns	Staffing level falls below two full-time employees	Provide adequate funding so agency can successfully perform its statutory mandated duties.

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)	All records stored in the Records Center are converted to electronic format, stored in secure servers and promptly disposed of once they are no longer needed by state agencies.	Offices overwhelmed with storing records which are no longer needed for current operations	Amount of records received of storage amount of records destroyed, number of files pulled, number of files returned and amount of storage space occupied, and amount of storage space available.	Works study students and temporary employees	Staffing level falls below two full-time employees	Provide adequate funding so agency can successfully perform its statutory mandated duties.
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)	Statewide Survey of Historic Properties (All 46 counties are comprehensively surveyed for history properties and the information is easily accessible to citizens on the Internet)	No additional historic properties are added to the inventory and the information is not readily accessible, creating an information gap resulting in an accelerated loss of historic properties.	Number of properties recorded, number of survey cards digitized, and added to database, percentage of counties surveyed.	Volunteers, interns, local government planners, college and university programs	Federal Historic Preservation Fund Annual Allocation to South Carolina substantially reduced or eliminated resulting in loss of two or more staff to carry out mandated programs and/or no new properties added to survey in one year	Provide adequate funding so agency can successfully perform its statutory mandated duties.
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)	All properties and historic districts that are eligible are nominated and listed in the National Register and the information is easily accessible to citizens on the Internet	No addition historic properties are added to the National Register and the information is not readily accessible, creating an information gap resulting in accelerate loss of historic properties and an inability to use tax credit programs.	Number of properties and districts approved without major changes, responses and processing times, number of properties determined eligible for listing.	Interns, nonprofit organizations, property owners, college and university programs	Federal Historic Preservation Fund Annual Allocation to South Carolina substantially reduced or eliminated resulting in loss of two or more staff to carry out mandated programs and/or no properties listed in national Register in one year	Provide adequate funding so agency can successfully perform its statutory mandated duties.
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)	All places eligible for historical markers have organizations that apply for and receive approved marked texts and the information is easily accessible to citizens on the Internet	No additional historic markers are approved and the information is not readily accessible, creating a gap in awareness and knowledge of South Carolina history and historic places.	Number of marker texts approved, length of time to provide draft text to sponsor.	Volunteers, interns, nonprofit organizations	Federal Historic Preservation Fund Annual Allocation to South Carolina substantially reduced or eliminated resulting in loss of two or more staff to carry out mandated programs and/or no new historical markers produced in one year	Provide adequate funding so agency can successfully perform its statutory mandated duties.
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)	Additional funds secured to provide grants to public and nonprofit organizations that apply for grant funding for qualifying historic preservation projects	Loss of funding and fewer grants awarded resulting in the deterioration loss of historic properties.	Number of applications received, number of grants approved, grant recipient reports, number of buildings stabilized, and investment generated.	National Park Service	Federal Historic Preservation Fund Annual Allocation to South Carolina substantially reduced or eliminated resulting in loss of two or more staff to carry out mandated programs and/or no grants awarded in one year	Provide adequate funding so agency can successfully perform its statutory mandated duties.
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)	All owners of eligible historic properties participate in the tax credit programs for which they qualify	Eligible properties unable to qualify for historic tax credits, result in the deterioration and loss of historic properties.	Number of applications received, response times, investments generated.	National Park Service	Federal Historic Preservation Fund Annual Allocation to South Carolina substantially reduced or eliminated resulting in loss of two or more staff to carry out mandated programs and/or no tax credit projects reviewed by staff in one year	Provide adequate funding so agency can successfully perform its statutory mandated duties.
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)	Project reviews conducted in all-digital platform to enhance efficiency while continuing to consider impacts on historic properties	Project review times increase resulting in project and funding delays. Historical properties negatively impacted by federal and state projects.	Number of requests received and response provided, response times, number of historic properties reviewed	Advisory Council on Historic Preservation, SC Institute of Archaeology and Anthropology, federal and state agencies.	Federal Historic Preservation Fund Annual Allocation to South Carolina substantially reduced or eliminated resulting in loss of two or more staff to carry out mandated programs and/or all project review times exceed federal regulations over a six-month span	Provide adequate funding so agency can successfully perform its statutory mandated duties.
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)	Every community in South Carolina, which meets the criteria for being designated a Certified Local Government, chooses to join the program.	No other communities are designated a Certified Local Government. Those communities that are CLGs withdraw from the program.	Number of communities and individuals receiving training, annual reports, evaluations completed	National Park Service, National Alliance of Preservation Commissions	Federal Historic Preservation Fund Annual Allocation to South Carolina substantially reduced or eliminated resulting in loss of two or more staff to carry out mandated programs and/or no five or more local governments request decertification and removal from program within one year	Provide adequate funding so agency can successfully perform its statutory mandated duties.
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)	Every South Carolinians is aware of and appreciates the history and historic places in their community	No site visits are made, existing events and publications are cancelled and no new programs or publication are developed, resulting in a lack of awareness and accelerated loss of historical properties.	Number of site visits made, attendance at programs and events, visitors to selected WebPages, subscribers to newsletter.	Nonprofit organizations, volunteers, interns, college and university programs.	Federal Historic Preservation Fund Annual Allocation to South Carolina substantially reduced or eliminated resulting in loss of two or more staff to carry out mandated programs and/or no staff site visits made, events held, or publications created during a two-	Provide adequate funding so agency can successfully perform its statutory mandated duties.

Public Benefit and Staff Responsibility (2015-16)

Strategic Plan Part and Description (2015-16)	Intended Public Benefit/Outcome: incidents decrease and public perceives that the road is safer) Just enter the intended outcome (Ex. Outcome =	Responsible Employee Name:	How long as staff member been responsible for the goal or objective: (i.e. more or less than 3 years)	Position:	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 in 2015/16	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 goal of developing an informed and participatory citizenry.	W. Eric Emerson	Less than 3 years	Director and SHPO	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 in 2015/16	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Objective 1.1.1 - Offer ten records management workshops annually for state and local government agencies in 2015/16	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	Less than 3 years	Manager, Records Management	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 - Complete the distribution of the recently revised "A Teacher's Guide to African American Historic Places in South Carolina" to state schools in 2015/16	The public benefit is that all South Carolina children will have the opportunity to learn of the valuable contributions of African Americans to the state's rich history.	Elizabeth Johnson	Less than 3 years	Deputy State Historic Preservation Officer	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.
Strategy 1.2 - Continue both internal and external collaboration	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Objective 1.2.1 - Establish divisional bi-monthly meetings to ensure divisional collaboration	The public benefit is derived through the more effective operation of a state agency.	W. Eric Emerson	Less than 3 years	Director and SHPO	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 - In 2015/16 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	Less than 3 years	Director and SHPO	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	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Objective 1.3.1 - Increase total staff membership in national historical and professional organizations by 15 percent in 2015/16	The public benefit/intended outcome of this goal is to enhance staff professionalism and performance.	Steve Tuttle	Less than 3 years	Deputy Director for Archives and Records Management	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 2015/16	The public benefit/intended outcome of this goal is to expand staff outreach to the public, thus expanding agency outreach.	Steve Tuttle	Less than 3 years	Deputy Director for Archives and Records Management	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 2015/16	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	Less than 3 years	Director and SHPO	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	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Objective 2.1.1 - Conduct media campaign to notify potential customers and stakeholders of the agency's installation of Preservica and creation of the Electronic Records Archive in 2015/16	The public benefit/intended outcome of this goal is to inform the public of new and expanded public access to the agency's collections, which will increase user convenience and decrease user costs.	Grace Salter	Less than 3 years	Agency Advancement Coordinator	Agency Advancement Coordinator	Agency Advancement Coordinator	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 use of diagnostic tools to maximize the agency's use of Social Media in 2015/16	The public benefit/intended outcome of this goal is to provide the agency with the information necessary to enhance its ability to reach the most customers through the use of social media.	Grace Salter	Less than 3 years	Agency Advancement Coordinator	Agency Advancement Coordinator	Agency Advancement Coordinator	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 2015/16	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	Less than 3 years	Director and SHPO	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	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Objective 3.1.1 - Conduct an internal assessment of the agency's Preservation Conference and Civil War Symposium to improve event marketing in 2015/16	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	Less than 3 years	Director and SHPO	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 - Develop an annual assessment of Gift Shop sales to evaluate the marketability of goods sold in 2015/16	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	Less than 3 years	Deputy Dir. for Admin.	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 - Reassess SCDAH's marketing of rental facilities to discern trends in 2015/16	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	Less than 3 years	Deputy Dir. for Admin.	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	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Objective 3.2.1 - Develop a plan for ensuring that historical preservation and access issues are considered when evaluating other revenue sources for 2015/16	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	Less than 3 years	Director and SHPO	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 the archival storage capacity of the Archives and Records Center	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Objective 3.3.1 - Complete the installation of moveable shelving in the final section of the first stack at the Archives in 2015/16	The public benefit/intended outcome of this goal is to improve public access to government records by providing more shelving, which will help the agency store more government records in climate-controlled conditions.	Patrick McCawley	Less than 3 years	Archival Supervisor	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 - Request funds for the expansion of the agency's digital storage capacity by 50 percent in 2015/16	The public benefit/intended outcome of this goal is to ensure that the agency has sufficient digital storage capacity to house the online records that the public demand.	W. Eric Emerson	Less than 3 years	Director and SHPO	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 3.4 - Expand agency internships and volunteer program to enhance staff resources	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Objective 3.4.1 - Increase the number of agency volunteers by 20 percent in 2015/16 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	Less than 3 years	Archival Supervisor	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 3.4.2 - Triple the number of agency interns in 2015/16	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	Less than 3 years	Archival Supervisor	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 3.5 - Maximize the use of agency human resources	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Objective 3.5.1 - Fill 50 percent of the agency's unfilled authorized positions in 2015/16	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	Less than 3 years	Director and SHPO	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 2015/16	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	Less than 3 years	Director and SHPO	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	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Objective 4.1.1 - Increase the number of files added to the agency online record index by five percent in 2015/16	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	Less than 3 years	Digital Archives Archivist	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 county council records for 23 counties through the Electronic Records Archives in 2015/16	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	Less than 3 years	Digital Archives Archivist	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 - Enhance the Agency's records program visibility and accountability	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Objective 4.2.1 - Intensify the agency's Social Media presence by increasing all postings by 25 percent in 2015/16	The public benefit/intended outcome of this goal is to increase public understanding and knowledge of the agency's various programs and services.	Grace Salter	Less than 3 years	Agency Advancement Coordinator	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 4.2.2 - Revive the State Historic Records Advisory Board through appointments by the Governor in 2015/16	The public benefit/intended outcome of this goal is to increase public understanding of the value of preserving historic records through the work of board members and the organizations that they serve.	Richard Harris	Less than 3 years	Records Management Manager	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 4.3 - Increase accessibility to the Archives' records through arrangement, description, conservation, digitization and online access	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Objective 4.3.1 - Complete installation of Preservica and make accessible 400 GBs of data through the South Carolina Electronic Records Archive (SCERA) in 2015/16	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	Less than 3 years	Digital Records Archivist	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 4.3.2 - Complete the first phase (25,000 survey records) of the Historic Properties Database in 2015/16	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	Less than 3 years	Deputy State Historic Preservation Officer	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.

Customers and Potential Impacts (2016-17)

General Appropriation Act Program/Title - Daily Operations Program	Description/Purpose of Daily Operations Program	Service/Product provided (list only one service or product per row, but insert as many rows as needed to ensure all services and products provided are listed)	Customer Segment (list the customer segment as many times as needed, but list only one per line)	Specify for the following Segments: (1) Industry: Name; (2) Professional Organization: Name; (3) Public: Other characteristics of public segment who receives service or product (i.e. age range, income levels, etc.)	Best potential impact on the customer segment if the agency over performs	Most potential negative impact on the customer segment if the agency under performs	What is monitored to determine if outside help is needed	Outside Help to Request	Level Requires Inform G.A.	1-3 G.A. Options
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)	Documentary and cultural heritage of the state is well preserved for current and future generations	Documentary and cultural heritage of the state are poorly preserved for current and future generations	Performance is monitored by the Archives and History Commission during quarterly meetings	Archives and History Commission	Vacancy in office	Adequately fund the agency so that it can perform its mission
Administration	Set agency goals and strategies, acquire and account for agency funding, support program areas in carrying out agency mission.	Human Resources	Personnel, building security, and maintenance	Executive Branch/State Agencies	Agency has superior staff to preserve and promote the documentary and cultural heritage of the state	Agency has inadequate staff to preserve and promote the documentary heritage of the state	Performance is monitored by weekly meeting with agency director and annual agency audit	State Human Resources Division	Major problems discovered in annual audit	Adequately fund the agency so that it can perform its mission
Administration	Set agency goals and strategies, acquire and account for agency funding, support program areas in carrying out agency mission.	Information Technology	Computer Services and Copy Equipment	Executive Branch/State Agencies	State of the art computer technology for the agency to accomplish its mission	Obsolete technology handicaps the agency in performance of its mission	computer systems and copy machines running effectively on a daily basis	State department of information technology	When obsolete equipment does not allow the agency to	Adequately fund the agency so that it can perform its mission
Administration	Set agency goals and strategies, acquire and account for agency funding, support program areas in carrying out agency mission.	Budget and Finance	Accounts for all funds received and spent	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)	All agency funds spent in a wise and frugal manner	Agency funds are expended in a wasteful manner	monitored dally by deputy director for administration, weekly by agency director, and annually by auditors	Comptroller General's Office	Major problems discovered in annual audit	Adequately fund the agency so that it can perform its mission
Administration	Set agency goals and strategies, acquire and account for agency funding, support program areas in carrying out agency mission.	Facility Coordinator	Rental of meeting space	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)	All available meeting space rented out on a daily basis	Rental space bookings decline in a manner that causes significant decline in revenue	Performance is monitored on a daily basis by deputy director for administration and revenue is monitored on a monthly basis by agency director	General Services	meeting space unable to be rented	Adequately fund the agency so that it can perform its mission
Administration	Set agency goals and strategies, acquire and account for agency funding, support program areas in carrying out agency mission.	Gift Shop	Sales of books, apparel and souvenirs to the 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)	Sales increase each fiscal year	Sales decline in a manner that causes significant decline in revenue	Revenue is monitored on a monthly basis by Budget and Finance and agency director	Vendors with new and different inventory	Sales decreased to the level that the shop has to close	Adequately fund the agency so that it can perform its mission
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	Public relations, social media, Foundation coordination, and conferences	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)	Public well informed about the resources and mission of the agency	Public is poorly informed about the resources and mission of the agency	Performance is monitored on a weekly basis by agency director.	Archives and History Foundation	Foundation no longer supports the mission of the agency	Adequately fund the agency so that it can perform its mission
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)	All 35 million documents in our collection from 1671 to ca. 2000 are scanned, indexed, and available for citizens to access for free on the Internet	citizens and government staff unable to access permanently valuable records which protect peoples rights and property and document the decisions, regulations and actions of all government branches.	Numbers, types and location of researchers and research visits; numbers and types of queries received and average response time; quantity of hard copy and microfilm records used on a daily basis.	Interns and volunteers	Staffing level falls below four full-time employees	Provide adequate funding so agency can successfully perform its statutory mandated duties.
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)	All 35 million documents in our collection from 1671 to ca. 2000 are scanned, indexed, and available for downloading on the Internet	Citizens and government staff unable to get copies of permanently valuable records which protect people's rights and property and comment decisions relating and actions of all government branches	Number of orders processed and amount of photocopy revenue	Work study students, interns, and volunteers	Staffing level falls below one full-time employee	Provide adequate funding so agency can successfully perform its statutory mandated duties.
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)	All records identified as permanent are immediately transferred to the Archives in electronic format when they are no longer needed for use in state and local governments	citizens and government staff unable to access permanently valuable records which protect peoples rights and property and document the decisions, regulations and actions of all government branches.	Number of records series accessioned, volume of records accessioned, format of records accessioned, amount of shelf space occupied and amount of shelf space available	Work study students, interns, and volunteers	Staffing level falls below three full-time employees	Provide adequate funding so agency can successfully perform its statutory mandated duties.
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)	All 35 million documents in our collection from 1671 to ca. 2000 are scanned, indexed, and available for citizens to access for free on the Internet	Unable to locate within the collection permanently valuable records which protect peoples rights and property and document the decisions, regulation and actions of all government branches	Amount of records added to Online Records Index, Summary Guide and SC ArchCat	Work study students, interns, and volunteers	Staffing level falls below three full-time employees	Provide adequate funding so agency can successfully perform its statutory mandated duties.
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)	All records currently on microfilm are converted to a digital format	the cost for state and local government offices to convert microfilmed information into an electronic format	Average time to process orders	Vendors	Staffing level falls below two full-time employees	Provide adequate funding so agency can successfully perform its statutory mandated duties.
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)	All 35 million documents in our collection from 1671 to ca. 2000 are scanned, indexed, and available for citizens to access for free on the Internet	Citizens and government offices unable to access information held by the eh archives via the Internet	Number of documents scanned and made available to the public	Vendors, interns, volunteers, agreements with Ancestry.com and Family Search	Staffing level falls below three full-time employees	Provide adequate funding so agency can successfully perform its statutory mandated duties.
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)	All microfilm currently stored in the security vault is converted to a digital format and information housed on securely backed up servers	Records essential to restore order after a disaster may not be readily available	Number of incoming reels	Works study students and temporary employees	Staffing level falls below two full-time employees	Provide adequate funding so agency can successfully perform its statutory mandated duties.
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)	All records created in county municipal offices are immediately scheduled for disposal or transfer to the Archives once they are no longer needed in the office	Offices overwhelmed with storing records which are no longer needed for current operations	Number of training sessions and work shops held and number of records sc schedules prepared and implemented	Interns	Staffing level falls below three full-time employees	Provide adequate funding so agency can successfully perform its statutory mandated duties.
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)	All records created in state government and constitutional offices are immediately scheduled for disposal for transfer to the Archives once they are no longer needed in eh office	Offices overwhelmed with storing records which are no longer needed for current operations	Number of training sessions and work shops held and number of records sc schedules prepared and implemented	Interns	Staffing level falls below two full-time employees	Provide adequate funding so agency can successfully perform its statutory mandated duties.

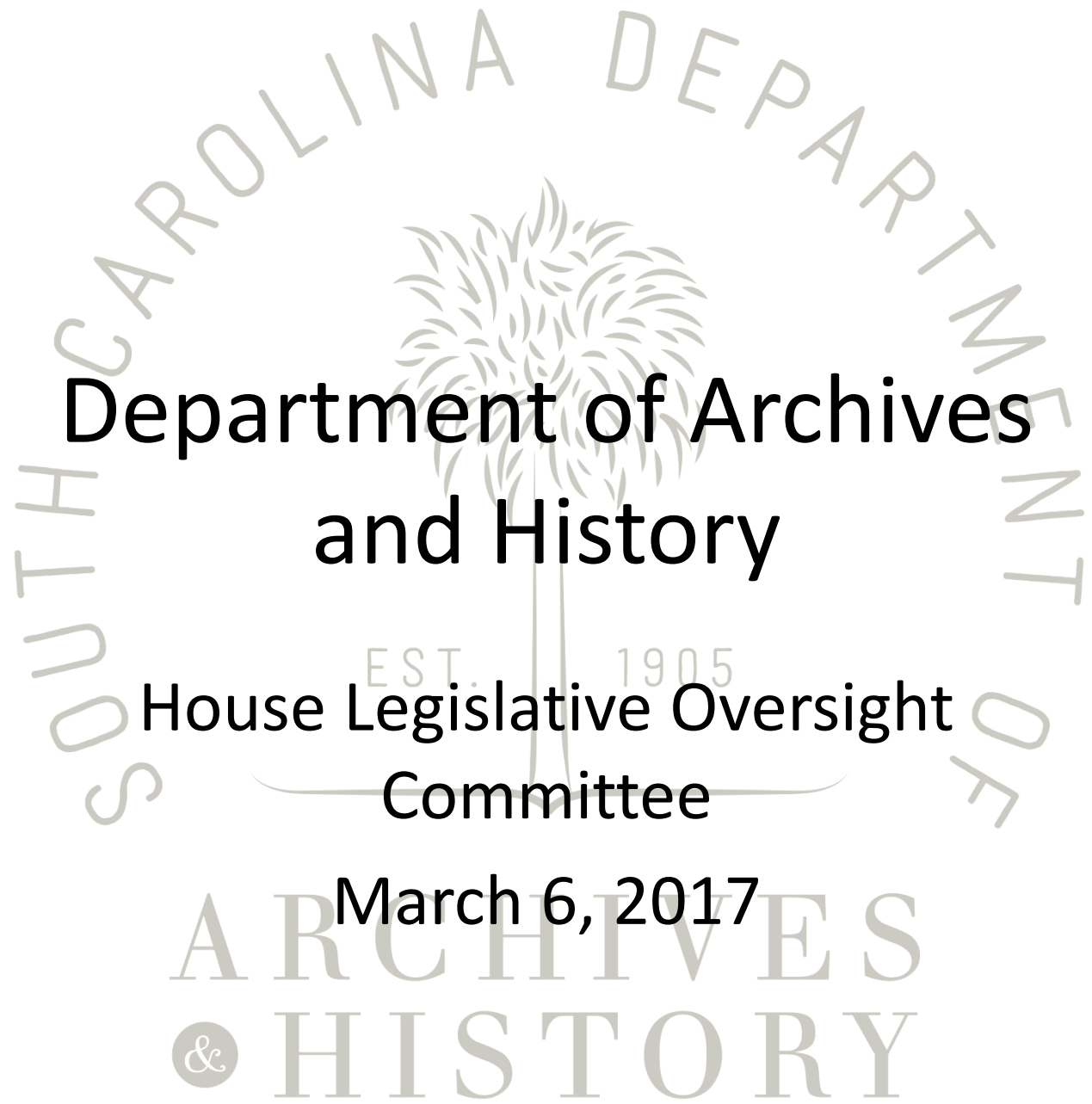
Archives and Records Management	To identify, preserve, and make available the permanently valuable state and local government records for South Carolina 1671 to ca. 2000.	State Records Center	Executive Branch/State agencies	General Public (people doing family history research, people doing historical research, people doing legal research)	All records stored in the Records Center are converted to electronic format, stored in secure servers and promptly disposed of once they are no longer needed by state agencies.	Offices overwhelmed with storing records which are no longer needed for current operations	Amount of records received of storage amount of records destroyed, number of files pulled, number of files returned and amount of storage space occupied, and amount of storage space	Works study students and temporary employees	Staffing level falls below two full-time employees	Provide adequate funding so agency can successfully perform its statutory mandated duties.
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)	Statewide Survey of Historic Properties (All 46 counties are comprehensively surveyed for history properties and the information is easily accessible to citizens on the Internet)	No additional historic properties are added to the inventory and the information is not readily accessible, creating an information gap resulting in an accelerated loss of historic properties.	Number of properties recorded, number of survey cards digitized, and added to database, percentage of counties surveyed.	Volunteers, interns, local government planners, college and university programs	Federal Historic Preservation Fund Annual Allocation to South Carolina substantially reduced or eliminated resulting in loss of two or	Provide adequate funding so agency can successfully perform its statutory mandated duties.
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)	All properties and historic districts that are eligible are nominated and listed in the National Register and the information is easily accessible to citizens on the Internet	No addition historic properties are added to the National Register and the information is not readily accessible, creating an information gap resulting in accelerate loss of historic properties and an inability to use tax credit programs.	Number of properties and districts approved without major changes, responses and processing times, number of properties determined eligible for listing.	interns, nonprofit organizations, property owners, college and university programs	Federal Historic Preservation Fund Annual Allocation to South Carolina substantially reduced or eliminated resulting in loss of two or	Provide adequate funding so agency can successfully perform its statutory mandated duties.
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)	All places eligible for historical markers have organizations that apply for and receive approved marked texts and the information is easily accessible to citizens on the Internet	No additional historic markers are approved and the information is not readily accessible, creating a gap in awareness and knowledge of South Carolina history and historic places.	Number of marker texts approved, length of time to provide draft text to sponsor.	Volunteers, interns, nonprofit organizations	Federal Historic Preservation Fund Annual Allocation to South Carolina substantially reduced or eliminated resulting in loss of two or	Provide adequate funding so agency can successfully perform its statutory mandated duties.
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)	Additional funds secured to provide grants to public and nonprofit organizations that apply for grant funding for qualifying historic preservation projects	Loss of funding and fewer grants awarded resulting in the deterioration loss of historic properties.	Number of applications received, number of grants approved, grant recipient reports, number of buildings stabilized, and investment generated.	National Park Service	Federal Historic Preservation Fund Annual Allocation to South Carolina substantially reduced or eliminated resulting in loss of two or	Provide adequate funding so agency can successfully perform its statutory mandated duties.
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)	All owners of eligible historic properties participate in the tax credit programs for which they qualify	Eligible properties unable to qualify for historic tax credits, result in the deterioration and loss of historic properties.	Number of applications received, response times, investments generated.	National Park Service	Federal Historic Preservation Fund Annual Allocation to South Carolina substantially reduced or eliminated resulting in loss of two or	Provide adequate funding so agency can successfully perform its statutory mandated duties.
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)	Project reviews conducted in all-digital platform to enhance efficiency while continuing to consider impacts on historic properties	Project review times increase resulting in project and funding delays. Historical properties negatively impacted by federal and state projects.	Number of requests received and response provided, response times, number of historic properties reviewed	Advisory Council on Historic Preservation, SC Institute of Archaeology and Anthropology, federal and state agencies.	Federal Historic Preservation Fund Annual Allocation to South Carolina substantially reduced or eliminated resulting in loss of two or more staff to carry out mandated	Provide adequate funding so agency can successfully perform its statutory mandated duties.
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)	Every community in South Carolina, which meets the criteria for being designated a Certified Local Government, chooses to join the program.	No other communities are designated a Certified Local Government. Those communities that are CLGs withdraw from the program.	Number of communities and individuals receiving training, annual reports, evaluations completed	National Park Service, National Alliance of Preservation Commissions	Federal Historic Preservation Fund Annual Allocation to South Carolina substantially reduced or eliminated resulting in loss of two or more staff to carry out mandated	Provide adequate funding so agency can successfully perform its statutory mandated duties.
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)	Every South Carolinians is aware of and appreciates the history and historic places in their community	No site visits are made, existing events and publications are cancelled and no new programs or publication are developed, resulting in a lack of awareness and accelerated loss of historical properties.	Number of site visits made, attendance at programs and events, visitors to selected WebPages, subscribers to newsletter.	Nonprofit organizations, volunteers, interns, college and university programs.	Federal Historic Preservation Fund Annual Allocation to South Carolina substantially reduced or eliminated resulting in loss of two or more staff to carry	Provide adequate funding so agency can successfully perform its statutory mandated duties.

Public Benefit and Responsibility (2016-17)

Strategic Plan Part and Description (2016-17)	Intended Public Benefit/Outcome: (Ex. Outcome = incidents decrease and public perceives that the road is safer) Just enter the intended outcome	Responsible Employee Name:	How long as staff member been responsible for the goal or objective: (i.e. more or less than 3 years)	Position:	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 goal of developing an informed and participatory citizenry.	W. Eric Emerson	Less than 3 years	Director and SHPO	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	n/a	n/a	n/a	n/a	n/a	n/a	n/a
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	Less than 3 years	Manager, Records Management	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	Less than 3 years	Deputy Director for Archives and Records Management	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	n/a	n/a	n/a	n/a	n/a	n/a	n/a
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	Less than 3 years	Director and SHPO	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	Less than 3 years	Director and SHPO	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	n/a	n/a	n/a	n/a	n/a	n/a	n/a
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	Less than 3 years	Deputy Director for Archives and Records Management	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	Less than 3 years	Deputy Director for Archives and Records Management	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	Less than 3 years	Director and SHPO	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	n/a	n/a	n/a	n/a	n/a	n/a	n/a
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	Less than 3 years	Agency Advancement Coordinator	Agency Advancement Coordinator	Agency Advancement Coordinator	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	Less than 3 years	Agency Advancement Coordinator	Agency Advancement Coordinator	Agency Advancement Coordinator	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	Less than 3 years	Director and SHPO	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	n/a	n/a	n/a	n/a	n/a	n/a	n/a
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	Less than 3 years	Director and SHPO	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	Less than 3 years	Deputy Dir. for Admin.	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	Less than 3 years	Deputy Dir. for Admin.	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	n/a	n/a	n/a	n/a	n/a	n/a	n/a
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	Less than 3 years	Director and SHPO	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	n/a	n/a	n/a	n/a	n/a	n/a	n/a
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	Less than 3 years	Archival Supervisor	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	Less than 3 years	Archival Supervisor	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	n/a	n/a	n/a	n/a	n/a	n/a	n/a

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	Less than 3 years	Director and SHPO	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	Less than 3 years	Director and SHPO	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	n/a	n/a	n/a	n/a	n/a	n/a	n/a
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	Less than 3 years	Digital Archives Archivist	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	Less than 3 years	Digital Archives Archivist	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	n/a	n/a	n/a	n/a	n/a	n/a	n/a
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	Less than 3 years	Digital Records Archivist	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	Less than 3 years	Deputy State Historic Preservation Officer	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.





# Department of Archives and History

EST. 1905  
House Legislative Oversight  
Committee

March 6, 2017

# Agency History

- Public Records Commission (1891)
- South Carolina Historical Commission (1894)
- March 29, 1905, Historical Commission elects a full-time Secretary, Alexander Samuel Salley, who serves until 1949



# 1905-1949

- A.S. Salley concentrates on arranging, indexing and publishing records of the American Revolution, rolls of Confederate soldiers and Legislative journals
- 1933-Completes campaign for construction of the World War Memorial Building (Corner of Pendleton and Sumter Streets)
- 1935-Hires six staff members and begins work arranging state agency records transferred from the State House



# 1949-1960

- 1949-Dr. J. Harold Easterby becomes second director
- Expands publication program
- 1954-General Assembly passes Archives Act changing agency's name to South Carolina Archives Department
- 1960-Successful completion of a campaign for new Archives Building at corner of Senate and Bull Streets in Columbia



# 1961-1987

- 1961-Mr. Charles E. Lee becomes third director of the agency and serves until 1987
- Agency staff grows from 13 to 130 members in 1980; mission expands significantly
- 1966-National Historic Preservation Act is signed; State Historic Preservation Office (SHPO) formed in 1969.
- 1967-Research room hours expand to seven days per week and evenings until 9:00 p.m.
- 1969-Department establishes a records management program for state and local government
- 1973-General Assembly passes Public Records Act giving SCDAH authority to enforce the proper disposal of state and local government records
- 1981-First agency downsizing closes the microfilm service bureau and reduces the publications program



# 1987-1996

- 1987-Dr. George L. Vogt appointed agency's fourth director and serves until 1996
- Focuses on raising support and funds for new Archives and History Center
- 1990-Downsizing continues with elimination of publications program, conservation services, and reduced research room hours
- 1992-General Assembly passes a law protecting state-owned or leased properties eligible for or listed on the National Register of Historic Places
- 1992-Establishment of the SC Archives and History Foundation to help raise funds for a new Archives and History Center
- 1993-General Assembly establishes the South Carolina African American Heritage Council (now Commission)



# 1997-2009



- 1997-Dr. Rodger Stroup is named fifth director of the department and serves until his retirement in 2009
- Agency moves to its current location at 8301 Parklane Road in Columbia
- 1999-Agency begins sponsorship of National History Day and does so until 2012
- Downsizing continues, reducing agency from 98 FTEs in 1998 to 54 FTEs in 2009
- 2002-SC Historic Rehabilitation Incentives Act provides state income tax credits for historic buildings under agency review
- SCDAH celebrates its centennial
- 2008-ArchSite, an online GIS system for historic property information, is launched

# 2009-2017

- 2009-Dr. W. Eric Emerson is appointed the agency's sixth director
- 2010-2012-Forced downsizings continue reducing agency from 54 FTEs to 24 FTEs
- 2010-reduces footprint in Archives and History Center
- 2010-SCDAH expands facility rentals to open the Archives and History Center for night and weekend events
- 2010-SCDAH adds Saturday hours for Research Room
- 2012-Agency expands shelving in Archives and History Center to maximize capacity
- 2014-SCDAH reboots its electronic records program
- 2015-South Carolina Electronic Records Archive (SCERA) becomes operational
- 2016-South Carolina Historical Property Record (SCHPR) becomes operational



# Strategic Plan

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

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

- *Strategy 1.1 - Offer appropriate educational programs and products for different audiences*
- *Strategy 1.2 - Continue both internal and external collaboration*
- *Strategy 1.3 - Encourage and facilitate staff involvement in historical and professional organizations*

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

- *Strategy 2.1 - Explore new ways to use technology*

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

- *Strategy 3.1 - Establish new marketing strategies for services and products*
- *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*
- *Strategy 3.3 - Expand the archival storage capacity of the Archives and Records Center*
- *Strategy 3.4 - Expand agency internships and volunteer program to enhance staff resources*
- *Strategy 3.5 - Maximize the use of agency human resources*

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

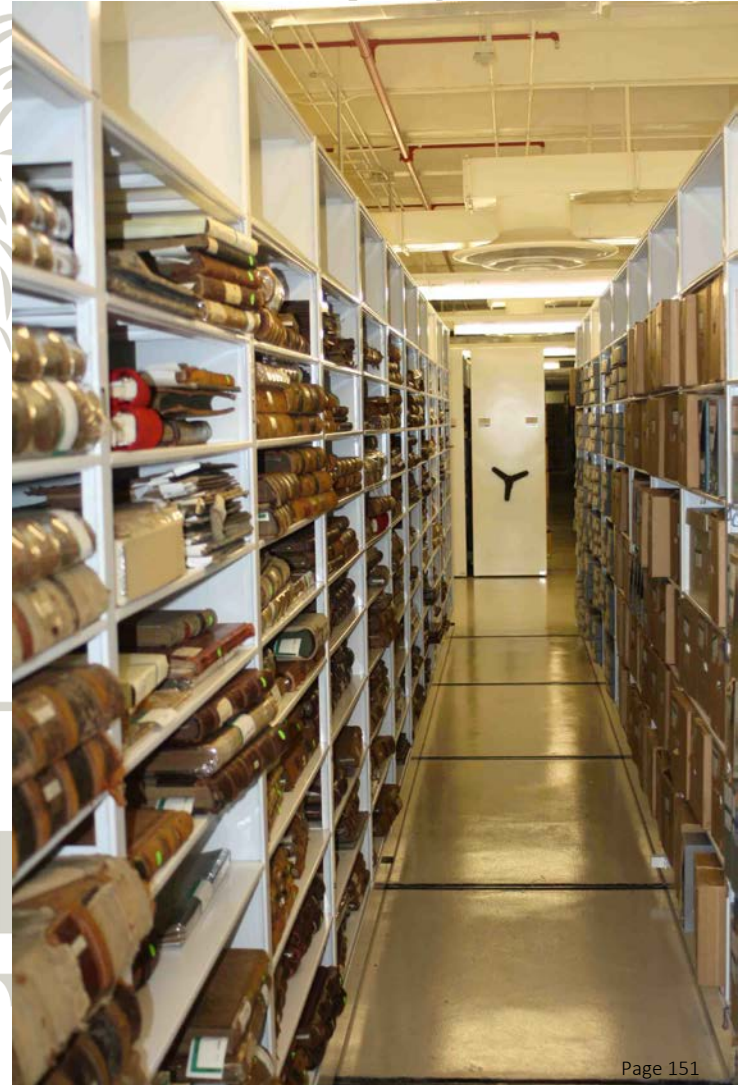
- *Strategy 4.1 - Digitize historically significant state and local government historical records*
- *Strategy 4.2 - Enhance the Agency's records program visibility and accountability*
- *Strategy 4.3 - Increase accessibility to the Archives' records through arrangement, description, conservation, digitization and online access*

# Major Program Areas

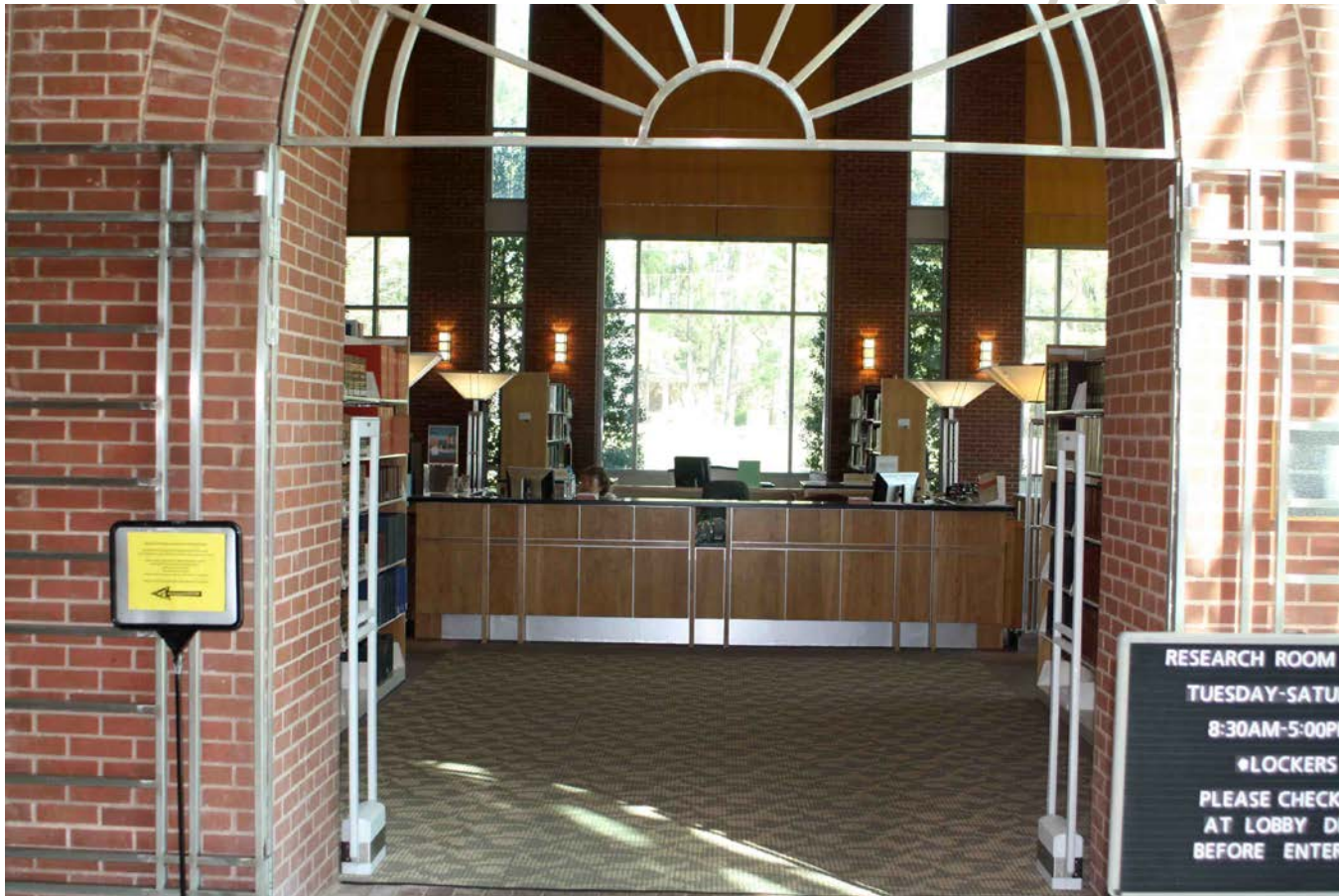
- Three program areas (two operational divisions and one support division)
- Operational Divisions
  - Archives and Records Management Division
  - Historical Services Division (State Historic Preservation Office)
- Support Division
  - Administration Division

# Archives and Records Management

Responsible for preserves of over 40,000 linear feet of the state's most important historical records at the Archives and History Center, 8301 Parklane Road in Columbia



# Archives and Records Management



Responsible for operation of the Research Room at the Archives and History Center, 8301 Parklane Road in Columbia

# Archives and Records Management



Responsible for the Records Management Program, and the State Records Center and nearly 90,000 linear feet of non-permanent records housed for government agencies at Laurel Street in Columbia



# Historic Preservation (SHPO)



Responsible for the National Register of Historic Places  
program in South Carolina  
(Frederick Nance House, Newberry)

# Historic Preservation (SHPO)



Responsible for the State Historic Marker Program  
& HISTORY  
(Daufuskie Island)

# Historic Preservation (SHPO)



Provides comments for Section 106, National  
Historic Preservation Act  
(Cargo ship passing Fort Sumter,  
& Charleston harbor)

# Historic Preservation (SHPO)



Responsible for Federal and State Tax Credit Review and Compliance dealing with National Register listed or eligible properties



# Administration

- Director
- Finance
- Human Resources
- IT
- Facility Rentals
- Security
- Agency Advancement



# Products and Services

- Archives and Records Management Division
  - Operation of Research Room (T-Sat. 8:30 AM-5:00 P.M.)
  - Photocopy Services
  - Accessioning Services
  - Describing Records
  - Microfilm Records
  - Imaging (Scanning) Records
  - Microfilm Security Vault
  - Local Government Records Management
  - State Government Records Management
  - State Records Center

# Products and Services

- Historical Services Division (SHPO)
  - Statewide Survey of Historic Properties
  - National Register of Historic Places
  - State Historical Markers
  - Historic Preservation Fund Grants
  - Historic Rehabilitation Tax Credit Programs
  - Review and Compliance Programs
  - Certified Local Governments
  - Outreach and Technical Assistance



March 13, 2017

Dr. Eric Emerson  
Director, South Carolina Department of Archives and History  
8301 Parklane Road  
Columbia, South Carolina 29223

Dear Director Emerson:

On behalf of the Education and Cultural Subcommittee, thank you, and Mr. Steven D. Tuttle for your recent presentation to the Subcommittee and same day response to questions that arose during the meeting. We look forward to our next meeting on Tuesday, March 21, 2017, to learn more about the agency's dedication of human and financial resources to its goals. Also, during this meeting we will address how the agency interacts with its governmental partners. Thank you for your service to the citizens of South Carolina and for your continued cooperation with the legislative oversight process.

Sincerely,

A handwritten signature in black ink, appearing to read "James E. Smith, Jr.", written in a cursive style.

James E. Smith, Jr.





SOUTH CAROLINA DEPARTMENT OF  
**ARCHIVES • HISTORY**

March 7, 2017

Ms. Jennifer Dobson  
Legislative Oversight Committee  
South Carolina House of Representatives  
P.O. Box 11867  
Columbia, SC 29211

Dear Ms. Dobson,

Thank you for your assistance with the today's hearing. Here is the information requested by committee members.

Rep. Jefferson asked about Federal and State recognized tribes. There is one federally-recognized tribe and nine state-recognized tribes in South Carolina. Below is a link listing the tribes and contact information.

<http://cma.sc.gov/native-american-affairs/sc-native-american-recognized-entities/>

Rep. Felder asked about Catawba THPO reporting regarding expenses. SHPOs have to apply the National Park Service every year for funds and must file a report closing out each grant. It is our understanding that THPOs have to follow the same process. The National Park Service would have those THPO reports. Below is the THPO annual report with the average annual grant award.

[https://www.nps.gov/thpo/downloads/2016\\_THPOAnnualReport.pdf](https://www.nps.gov/thpo/downloads/2016_THPOAnnualReport.pdf)

Rep. Felder also asked about the following items related to the agency's budget.

FY 2016-17

Total Funds (Budgeted): \$4,808,019

State Funding (General Funds) (Budgeted): \$2,616,278

Pass Through Funds (Earmarked)-\$2,300,000-Architectural Heritage Preservation

\$1,000,000-Fireproof Building, S.C. Historical Society, Charleston

\$ 500,000-Historic Charleston Foundation, Charleston

\$ 500,000-College of the Building Arts, Charleston

\$ 205,000-Town of James Island

\$ 60,000-Robert Mills Courthouse, Kershaw County

\$ 25,000-Garvin House, Town of Bluffton

\$ 10,000-Mitchelville Preservation Project, Hilton Head

\$ 100,000- South Carolina African American Heritage Commission, Historic Driving Tours

Total National Preservation Grant Fund (Federal) for SHPO-\$760,511

National Preservation Grant Fund (Federal) pass-through grants from SHPO to community projects in South Carolina-\$183,556

Rep. Smith asked about the percentage of online content versus our total collections. Roughly one-half of one percent of our holdings are available online.

I hope that this covers everything, but please let me know if we may answer any other questions for you or the committee members.

Best regards,



W. Eric Emerson, Ph.D.

Director and SHPO

*Appendix E. March 21, 2017 Meeting Information*

# South Carolina House of Representatives



## Legislative Oversight Committee

### *EDUCATION AND CULTURAL SUBCOMMITTEE*

*Chairman James E. Smith Jr.*

*The Honorable Raye Felder*

*The Honorable Joseph H. Jefferson Jr.*

*The Honorable Tommy M. Stringer*

*Tuesday, March 21, 2017*

*9:00 a.m.*

*Room 321 -Blatt Building*

*Pursuant to Committee Rule 6.8, S.C. ETV shall be allowed access for internet streaming whenever technologically feasible.*

### AGENDA

- I. Approval of Minutes from the March 7, 2017 Subcommittee Meeting**
- II. Discussion of study of the Department of Archives and History, including but not limited to agency strategic plan, resources, and governmental partners**
- III. Adjournment**

*Chair Wm. Weston J. Newton*

*First Vice-Chair:  
Laurie Slade Funderburk*

## **Legislative Oversight Committee**

*Katherine E. (Katie) Arrington  
Gary E. Clary  
MaryGail K. Douglas  
Phyllis J. Henderson  
Joseph H. Jefferson Jr.  
Mandy Powers Norrell  
J. Todd Rutherford  
Tommy M. Stringer  
Bill Taylor*



*William K. (Bill) Bowers  
Neal Collins  
Raye Felder  
William M. "Bill" Hixon  
Robert L. Ridgeway III  
James E. Smith Jr.  
Edward R. Tallon Sr.  
Robert Q. Williams*

**South Carolina House of Representatives**

*Jennifer L. Dobson  
Research Director*

*Cathy A. Greer  
Administration Coordinator*

**Post Office Box 11867  
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Room 228 Blatt Building**

*Charles L. Appleby IV  
Legal Counsel*

*Carmen J. McCutcheon Simon  
Research Analyst/Auditor*

### **Education and Cultural Subcommittee**

March 7, 2017

#### **Archived Video Available**

- I. Pursuant to House Legislative Oversight Committee Rule 6.8, South Carolina ETV was allowed access for streaming the meeting. You may access an archived video of this meeting by visiting the South Carolina General Assembly's website (<http://www.scstatehouse.gov>) and clicking on *Committee Postings and Reports*, then under *House Standing Committees* click on *Legislative Oversight*. Then, click on *Video Archives* for a listing of archived videos for the Committee.

#### **Attendance**

- I. The Education and Cultural Subcommittee meeting was called to order by Chair James E. Smith, Jr., on Tuesday, March 7, 2017, in Room 321 of the Blatt Building. All members were present at the meeting, except Representative Tommy M. Stringer.

#### **Minutes**

- I. House Rule 4.5 requires standing committees to prepare and make available to the public the minutes of committee meetings, but the minutes do not have to be verbatim accounts of meetings. It is the practice of the Legislative Oversight Committee to provide minutes for its subcommittee meetings.
- II. Representative Jefferson moved to approve the minutes from the Subcommittee's meeting on October 3, 2016. A roll call vote was held, and the motion passed.

<b>Representative Jefferson's motion to approve the minutes from the October 3, 2016, meeting:</b>	<b>Yea</b>	<b>Nay</b>	<b>Not Voting: Present</b>	<b>Not Voting: Absent</b>
Raye Felder			✓	
Joseph H. Jefferson, Jr.	✓			
James E. Smith, Jr.	✓			
Tommy Stringer				✓

### **Discussion of the Department of Archives and History**

- I. Chairman Smith provided an update on the study of the agency. He noted the full Committee received public input about the agency on Thursday, March 1, 2017. Chairman Smith described the additional public input received via e-mail and the online survey, and he noted the agency has submitted a Program Evaluation Report among other information to the Committee.
  
- II. Chairman Smith swore in the representatives from the agency: Director Eric Emerson and Steve Tuttle, Deputy Director. Dr. Emerson discussed the agency's history, strategic plan, major programs, products and services of the agency. His presentation to the Subcommittee is available online. Members asked questions, which Dr. Emerson and Mr. Tuttle answered.
  
- III. The meeting was adjourned.

## Study Update - Department of Archives and History

- March 2015 - Agency submits its Annual Restructuring and Seven-Year Plan Report, which is available online.
- January 12, 2016 - Agency submits its **2016 Annual Restructuring Report**, which is available online.
- January 28, 2016 - **Full committee votes to schedule the Department of Archives and History for study.** Video of the meeting is available online.
- April 26, 2016 - Subcommittee holds **entry meeting** with the agency. Video of the meeting is available online.
- May 1-31, 2016 - Committee solicits input from the public about the agency in the form of an **online public survey**. The results of the public survey are available online.
- May 26, 2016 - Agency submits its **Program Evaluation Report**, which is available online.
- November 11, 2016 - Agency submits its response to a Request for Information to keep materials online current.
- March 2, 2017 - Committee holds **public input meeting** about Department of Archives and History; DDSN; and John de la Howe School. Video of the meeting is available online.
- March 7, 2017 - **Subcommittee Meeting #1** with agency to discuss the **agency's history, strategic plan, major program, products and services.**
- Ongoing - Public may submit written comments on the Oversight Committee's webpage on the General Assembly's website ([www.scstatehouse.gov](http://www.scstatehouse.gov))

## General Information

7. Please complete the **Laws Chart**, which is a tab in the attached Excel document
  
8. Please list all entities and individuals the agency considers stakeholders. A “stakeholder” is a person, group or organization that has interest or concern in the agency or that can affect or be affected by the agency’s actions, objectives and policies. Since the agency is providing information about its partners and customers in response to other questions, the entities who are partners and customers do not need to be listed again here.
  - Researchers
    - Historians
    - Genealogists
    - Attorneys and paralegals
    - Media (print, television, radio, internet)
    - Teachers and students (elementary, middle, high school, college, university)
    - State and local government agencies
  
  - Visitors
    - Civic organizations
    - Senior citizen groups
    - Church groups
    - Patriotic organizations
    - Other groups who visit for tours or that we visit for speaking engagements;
  
  - Facility Rental Customers
    - Federal, state, and local government agencies
    - Non-profits organizations
    - Businesses, and
    - Individuals
  
  - Gift Shop and Microcopy customers
  
  - Preservation Professionals
    - Archaeologists
    - Architects
    - Architectural Historians
    - Historians
    - CRM Firms
  
  - Contractors, Craftsmen, and Artisans
  
  - History, Archival, and Preservation-Related Non-Profit Organizations
    - National Trust – SE Office
    - Palmetto Trust for Historic Preservation
    - Palmetto Conservation Foundation
    - African American Heritage Commission
    - Confederation of SC Local Historical Societies
    - Main Street South Carolina
    - Local preservation organizations



- Local historical and archival organizations
- South Carolina Genealogical Society
- South Carolina Archival Association
- Public Records Association
- Palmetto Archives and Museum Conference
- South Carolina Historical Association
- South Caroliniana Library
- Confederate Relic Room and Military Museum
- Historic Columbia Foundation
  
- Local Governments
  - City and county elected officials
  - City and county government staff
  - School district officials and staff
  - Special purpose district officials and staff
  - CLG staff and commissions
  - Non-CLG staff and commissions
  - COGs
  - Municipal Association of SC
  - SC Association of Counties
  
- Developers
  - Previous tax credit users
  - Potential tax credit users
  
- Owners of Historic Properties
  - Homeowners
  - Business owners
  - Churches
  - School districts
  - Nonprofit organizations
  
- State Government and Federal Agencies
  - South Carolina constitutional officers and staff
  - Members of the General Assembly and staff
  - SC DHEC-OCRM
  - SC Department of Transportation
  - SC Colleges and Universities
  - SC Department of Parks, Recreation, and Tourism
  - SC colleges and universities
  - SC Arts Commission
  - SC Housing and Finance Development Authority
  - SC Dept. of Natural Resources, Heritage Trust
  - SC Department of Commerce
  - Army Corps of Engineers
  - US Department of Energy
  - US Forest Service
  - National Park Service
  - Federal Communications Commission (FCC)
  - Housing and Urban Development (HUD-CDBG)

- Not-by-Choice Customers
  - Developers
  - Architects
  - Local, state, and federal governments
  - Federal grant recipients
  - Banks
  - Environmental consultants
  - Colleges and universities
  - Cell tower companies
  - Native American Groups
  
- General Public

9. List all entities the agency worked with in 2015-16, or plans to work with during 2016-17, that help the agency accomplish one or more of its goals, strategies or objectives (i.e. partners). Below each entity, list the applicable year, objective(s) the entity is helping the agency accomplish and ways in which the agency works with the partner to accomplish that objective(s).

- **Confederation of South Carolina Local Historical Societies**
  - Fiscal Years 2015-16 and 2016-17
  - Worked with agency to sponsor annual Landmark Conference across the state. (Objective 1.2.2).
  
- **Palmetto Trust for Historic Preservation**
  - Fiscal Years 2015-16 and 2016-17
  - Worked with SHPO to sponsor annual statewide preservation awards at Archives and History Center (Objective 1.2.2).
  
- **South Carolina African American Heritage Commission**
  - Fiscal Year 2015-16
  - 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**
  - Fiscal Years 2015-16 and 2016-17
  - Worked with SHPO to maintain SC Archsite database (Strategic Goal 1).
  
- **National Parks Service, U.S. Department of Interior**
  - Fiscal Years 2015-16 and 2016-17
  - 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**
  - Fiscal Years 2015-16 and 2016-17
  - Worked with SHPO and National Parks Service to promote community preservation planning and heritage education (Strategic Goal 1).

- **South Carolina Public Records Association (SCPRA)**
- Fiscal Year 2015-16
- 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)**
- Fiscal Year 2015-16
- 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)**
- Fiscal Year 2015-16
- 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**
- Fiscal Years 2015-16 and 2016-17
- Worked with SCDAH to sponsor annual Civil War Symposium (Objective 1.2.2).
  
- **South Caroliniana Library, University of South Carolina**
- Fiscal Years 2015-16 and 2016-17
- Worked with SCDAH to sponsor annual Civil War Symposium (Objective 1.2.2).
  
- **Historic Columbia Foundation, City of Columbia**
- Fiscal Years 2015-16 and 2016-17
- Worked with SCDAH to sponsor annual Civil War Symposium (Objective 1.2.2).
  
- **South Carolina Archives and History Foundation**
- Fiscal Years 2015-16 and 2016-17
- The Foundation supported the work of SCDAH through fund raising efforts and sponsorship of conferences and workshops (Strategic Goal 2).

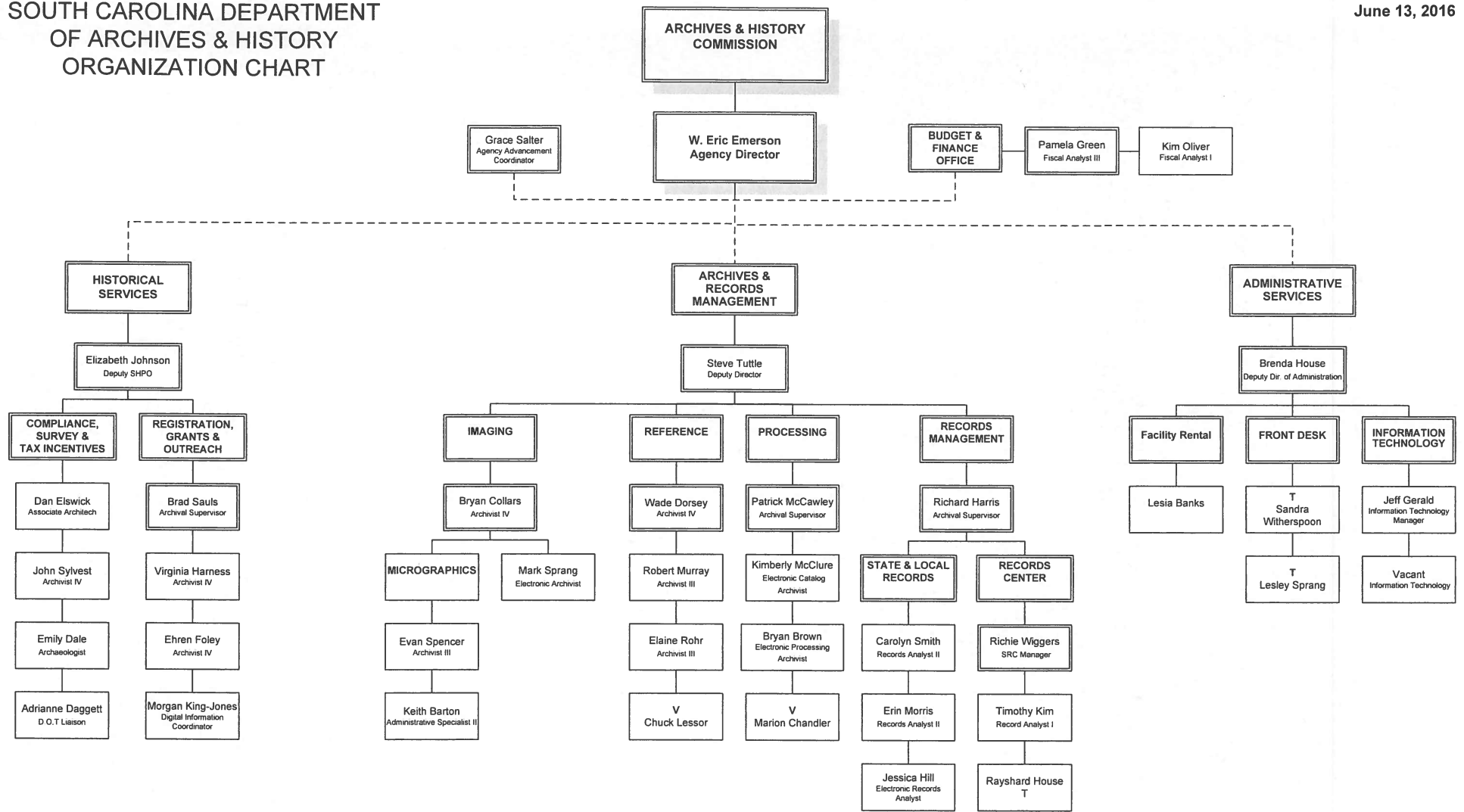
10. Please provide the following information regarding the amount of funds remaining at the end of each year that the agency had available to use the next year (i.e. in 2011-12, insert the amount of money left over at the end of the year that the agency was able to carry forward and use in 2012-13), for each of the last five years.

Year	Amount Remaining at end of year that agency could use the next year
2011-12	\$63
2012-13	\$226,554
2013-14	\$226,554
2014-15	\$232,496.81
2015-16	\$254,200.50

11. How much does the agency believe is necessary to have in carryforward each year? Why?  
 The agency believes that it should have no more than the 10% in carry forward funds each year.

**SOUTH CAROLINA DEPARTMENT  
OF ARCHIVES & HISTORY  
ORGANIZATION CHART**

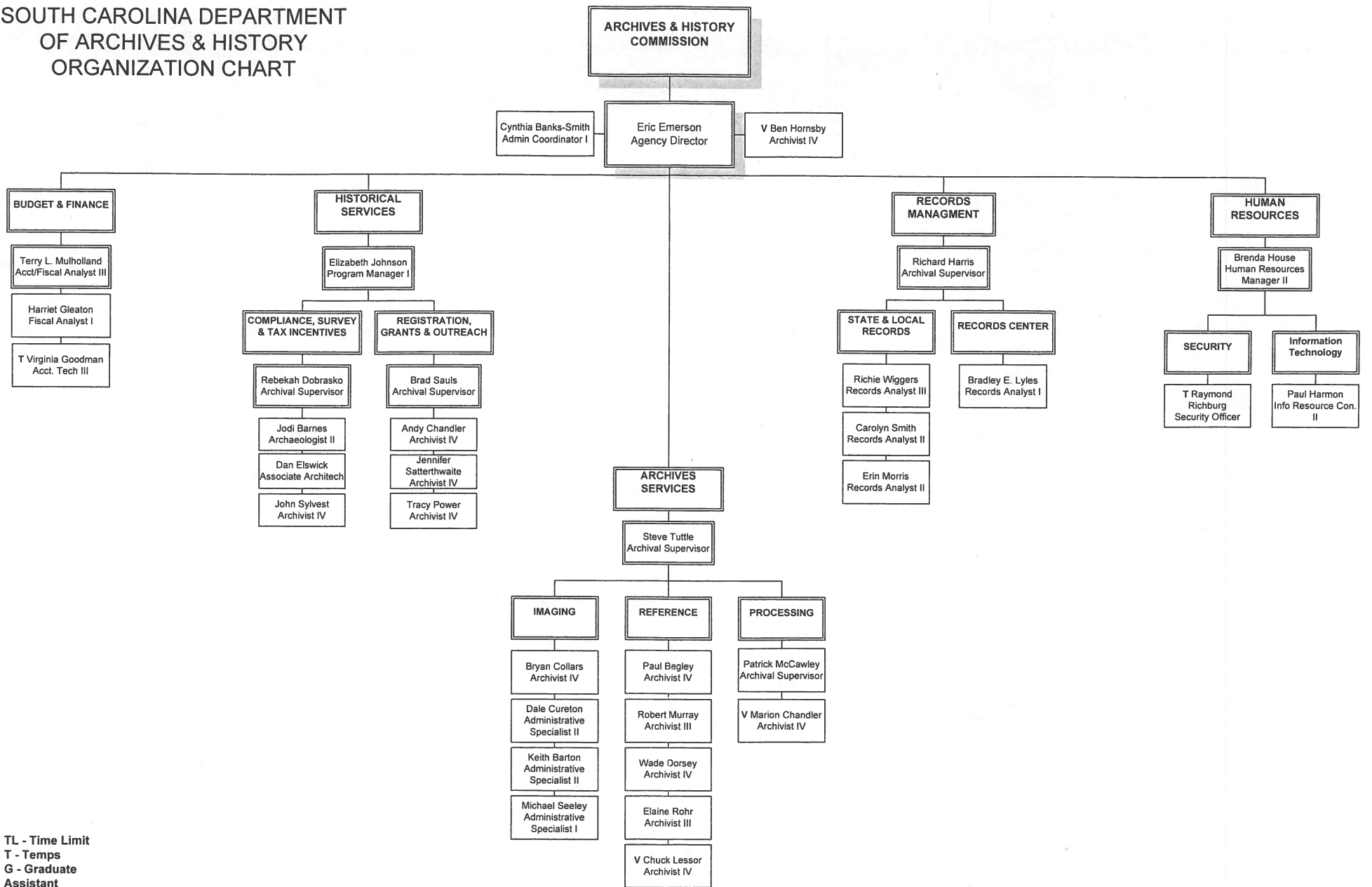
June 13, 2016



<b>FTE Information</b>	
Authorized	- 39
Filled	- 32
Vacant	- 7

TL - Time Limit  
T - Temps  
G - Graduate Assistant  
V - Volunteer

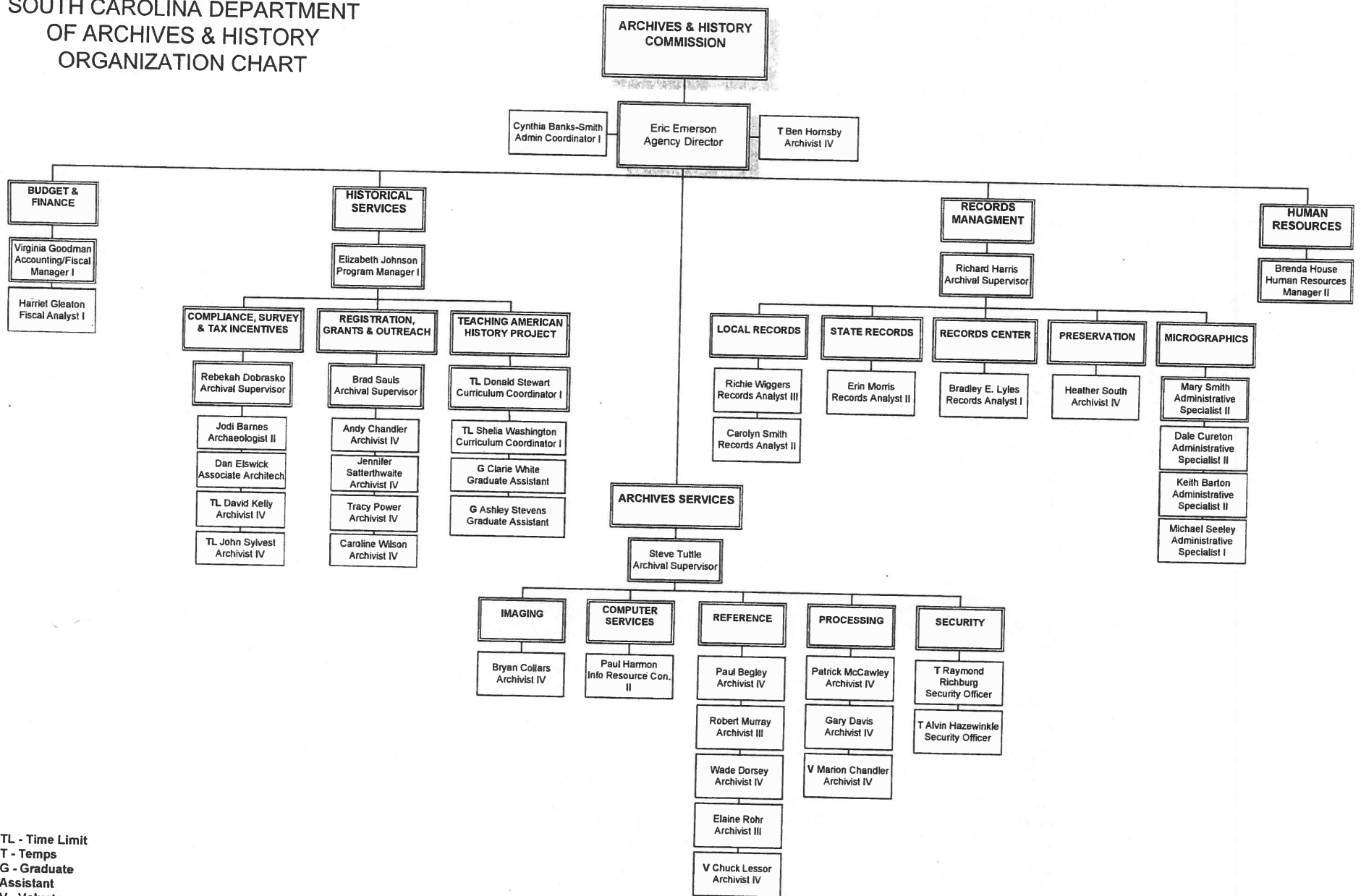
**SOUTH CAROLINA DEPARTMENT  
OF ARCHIVES & HISTORY  
ORGANIZATION CHART**



TL - Time Limit  
T - Temps  
G - Graduate  
Assistant  
V - Volunteer

Revised April 17, 2012

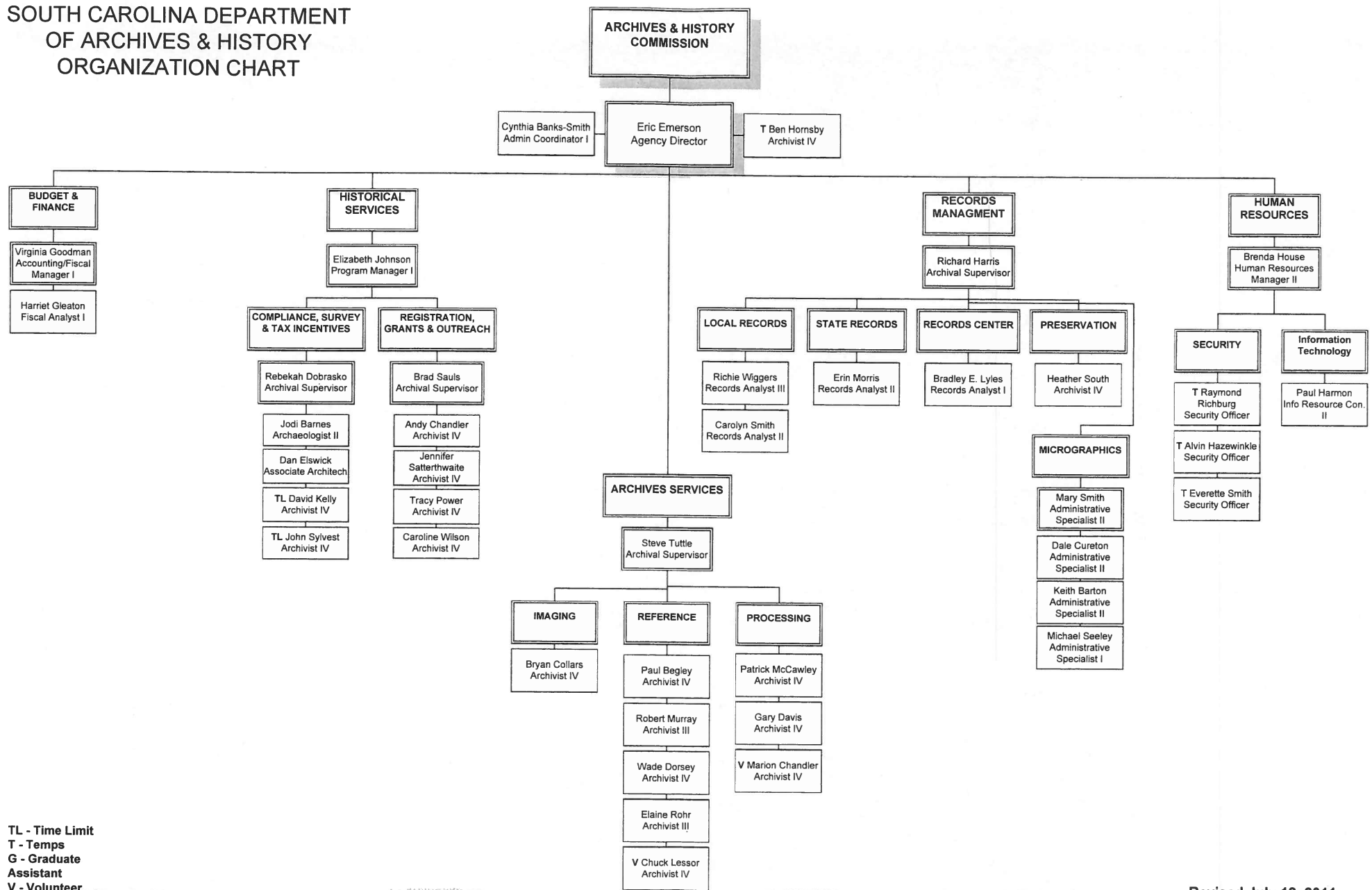
**SOUTH CAROLINA DEPARTMENT  
OF ARCHIVES & HISTORY  
ORGANIZATION CHART**



TL - Time Limit  
T - Temps  
G - Graduate Assistant  
V - Volunteer

Revised May 3, 2011

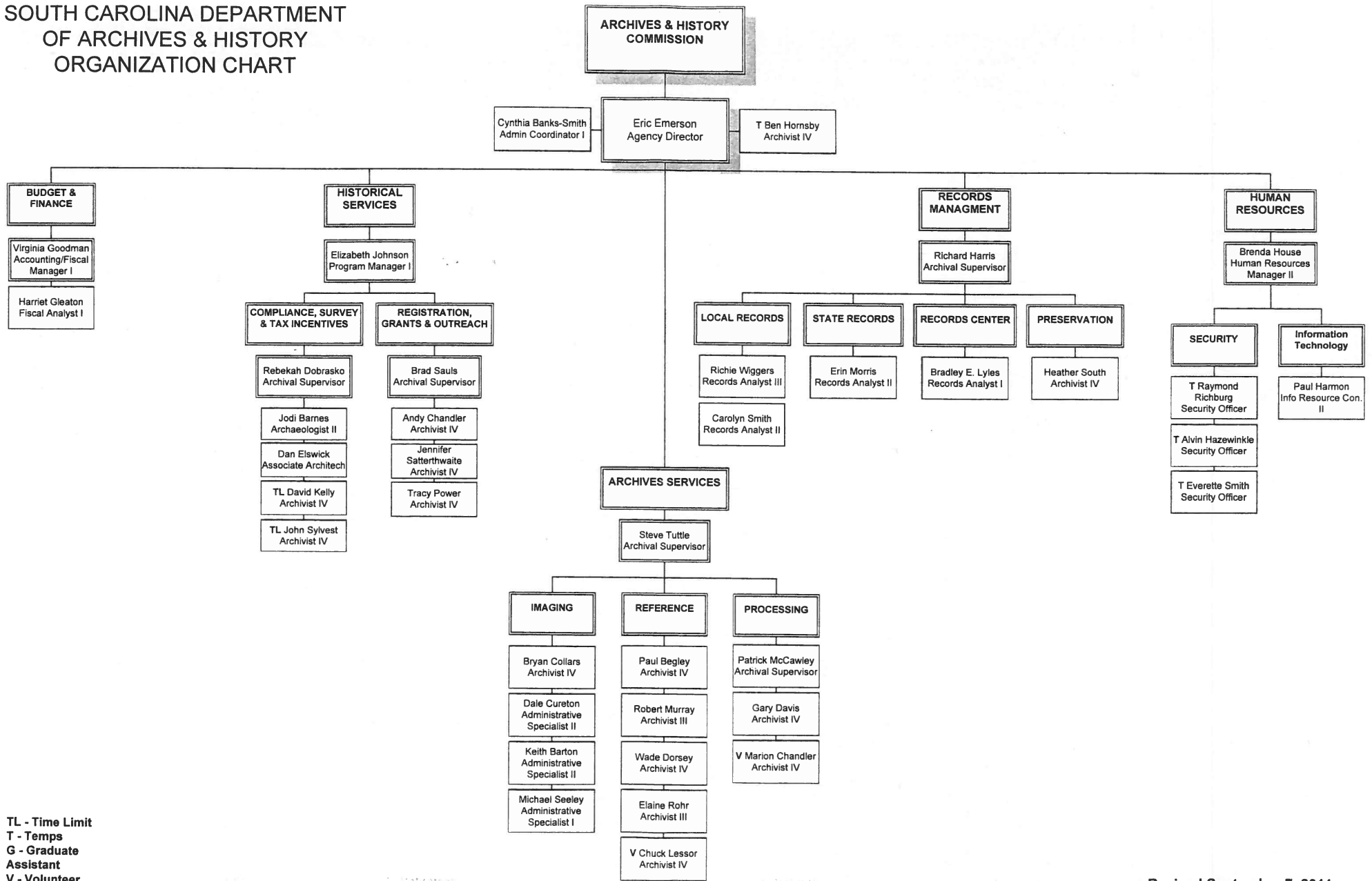
**SOUTH CAROLINA DEPARTMENT  
OF ARCHIVES & HISTORY  
ORGANIZATION CHART**



TL - Time Limit  
T - Temps  
G - Graduate  
Assistant  
V - Volunteer

Revised July 18, 2011

**SOUTH CAROLINA DEPARTMENT  
OF ARCHIVES & HISTORY  
ORGANIZATION CHART**



TL - Time Limit  
T - Temps  
G - Graduate Assistant  
V - Volunteer

Revised September 7, 2011

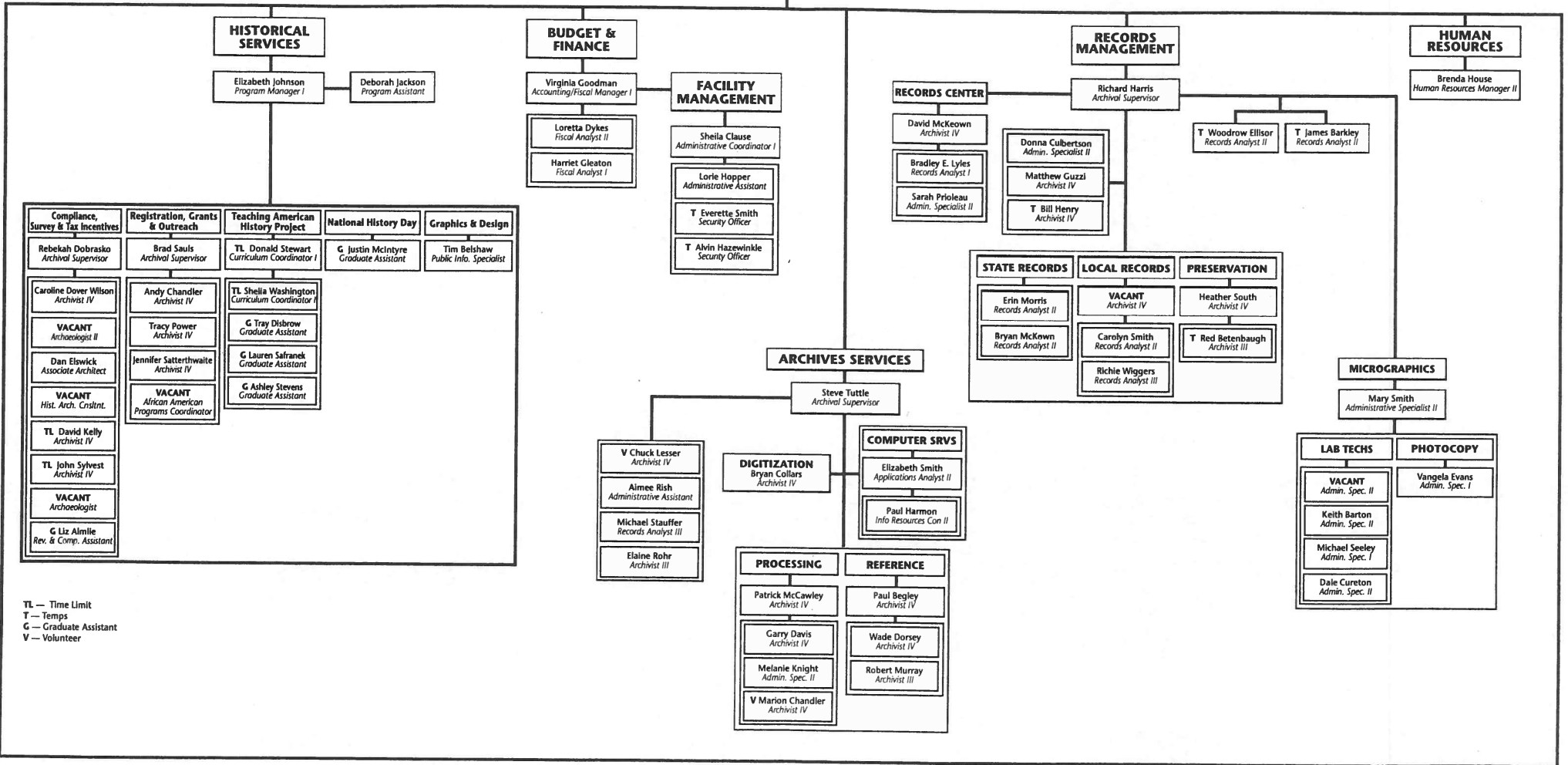




# SOUTH CAROLINA DEPARTMENT OF ARCHIVES & HISTORY

JUNE 2010

Division of Heritage  
For All Generations



TL — Time Limit  
T — Temps  
G — Graduate Assistant  
V — Volunteer

## Employees Available

<b>Agency Responding</b>	Department of Archives and History
<b>Date of Submission</b>	

INSTRUCTIONS: This chart requests the number of authorized, filled and unfilled full time equivalent (FTE) positions at the agency by general fund, other fund and federal funds during each of the last five years. It also asks for the number of temporary non-FTE and temporary grant non-FTE positions during the same time period.

General Fund Full Time Equivalent Positions (FTEs)					
	2011-12	2012-13	2013-14	2014-15	2015-16
Figures below are as of...	<i>Insert date and year</i>	<i>Insert date and year</i>	<i>Insert date and year</i>	<i>Insert date and year</i>	<i>Insert date and year</i>
Authorized	47	40	39	39	39
Filled	24	20	17	19	26
Unfilled	12	11	13	9	5

Other Fund FTEs					
	2011-12	2012-13	2013-14	2014-15	2015-16
Figures below are as of...	<i>Insert date and year</i>	<i>Insert date and year</i>	<i>Insert date and year</i>	<i>Insert date and year</i>	<i>Insert date and year</i>
Authorized	2	0	0	0	0
Filled	0	0	0	0	0
Unfilled	2	0	0	0	0

Federal FTEs					
	2011-12	2012-13	2013-14	2014-15	2015-16
Figures below are as of...	<i>Insert date and year</i>	<i>Insert date and year</i>	<i>Insert date and year</i>	<i>Insert date and year</i>	<i>Insert date and year</i>
Authorized	8	8	9	8	8
Filled	8	9	7	7	7
Unfilled	1	0	2	2	1

Total FTEs (General + Other + Federal Fund) & Non-FTEs					
	<u>Unfilled FTEs</u>	<u>Filled FTEs</u>	<u>Temporary Non-FTEs</u>	<u>Temporary Grant Non-FTEs</u>	<u>Total</u>
2011-12	15	32	0	0	47
2012-13	11	29	0	0	40
2013-14	15	24	0	0	39
2014-15	11	26	0	0	37
2015-16	6	33	0	0	39

## Employee Allocation by General Appropriation Act Program (2015-16)

<b>Agency Responding</b>	Department of Archives and History
<b>Date of Submission</b>	

Disclaimer: The Committee understands the number of employee equivalents are estimates from the agency. The information is acceptable as long as the agency has a logical basis, which it can explain, as to how it reached the numbers it provided.

INSTRUCTIONS: In this Chart, please do the following:

- (a) Consider the total number of FTE and non-FTE positions at the agency in 2015-16, which will auto-fill from the Employees Available Chart.
- (b) Then, in the column titled, "Number of physical employees working on the budget program in 2015-16," list the number of physical employees working on each budget program. These employees may spend 100%, 50% or even 10% of their time working toward accomplishing the program.
- (c) In the column titled, "Number of employee equivalents associated with the budget program in 2015-16," list the total number of employee equivalents working on the program in 2015-16. The agency may calculate the figure utilizing the method outlined in the Instructions and Examples for the Program Evaluation Report document

General Appropriation Act Program (2015-16)	Number of physical employees working on the program in 2015-16	Number of employee equivalents working on the program in 2015-16
Number of FTEs Available	33	33
Number of Temporary Non-FTEs Available	0	0
Number of Temporary Grant Non-FTEs Available	0	0
Total Number of Employees Available	39	39
Administration	7	7
Archives & Records Management	17	17.5
Historical Services	7	7.5
Employee Benefits	1	0.5

**Programs and Objectives (2015-16)**

<b>Agency Responding</b>	Department of Archives and History
<b>Date of Submission</b>	

Disclaimer: The Committee understands amount the agency spent per objective and amount of employee equivalents that are associated with costs of each program are estimates from the agency. The information is acceptable as long as the agency has a logical basis, which it can explain, as to how it reached the numbers it provided.

**INSTRUCTIONS:** In this Chart, please do the following:

- (a) In the first two columns, the agency can copy and paste the information from the Accountability Report, "Major Programs," chart.
- (b) In the column titled, "Money Spent on Program in 2015-16," list the amount of money the agency spent on the program in 2015-16.
- (c) In the column titled, "Number of employee equivalents associated with the budget program in 2015-16," list the total number of employee equivalents working on the program in 2015-16 from the Employee Allocation by Budget Program Chart.
- (d) In the column titled, "Objective the Program Helps Accomplish," list each objective the program helps the agency accomplish. Please list only objective per row. This may require inserting additional rows between programs.
- (e) In the column titled, "Approx. amount of money spent on objective that is associated with costs from program," consider the total amount actually spent on the program and what portion of that amount was related to each objective. If the agency adds up the amounts for each associated objective, it should equal the total amount spent on the program.
- (f) In the column titled, "Approx. amount of employee equivalents utilized on objective that are associated with the program," consider the total amount of employee equivalents utilized on the program and what portion of that time was related to each objective. If the agency adds up the amounts for each associated objective, it should equal the total number of employee equivalents utilized on the program.

General Appropriation Act Programs (2015-16)	Description of Program	Money Spent on Program in 2015-16	Number of employee equivalents associated with this Program in 2015-16	Objective the Program Helps Accomplish (The agency can copy the Objective number and description from the first column of the Strategy, Objective and Responsibility Chart)  List <b>ONLY ONE</b> strategic objective per row.	Approx. amount of money spent on each objective in 2015-16 that is associated with costs from this program (if you add up the amounts for each objective it should equal the total amount spent on the program)	Approx. amount of employee equivalents in 2015-16 utilized on each objective that are associated with this program (if you add up the amounts for each objective it should equal the total amount employee equivalents for the program)
Administration	Division is responsible for all administrative functions of the agency including finance, human resources, facility management, information technology, security, and agency advancement.	\$1,302,403	7	Objective 1.2.1 - Establish divisional bi-monthly meetings to ensure divisional collaboration	\$0	4
Administration	Division is responsible for all administrative functions of the agency including finance, human resources, facility management, information technology, security, and agency advancement.	\$1,302,403	7	Objective 1.2.2 - In 2015/16 continue collaboration with the Confederate Relic Room, South Caroliniana Library, USC Press to sponsor and organize agency symposia	\$0	1
Administration	Division is responsible for all administrative functions of the agency including finance, human resources, facility management, information technology, security, and agency advancement.	\$1,302,403	7	Objective 2.1.1 - Conduct media campaign to notify potential customers and stakeholders of the agency's installation of Preservica and creation of the Electronic Records Archive in 2015/16	\$0	2
Administration	Division is responsible for all administrative functions of the agency including finance, human resources, facility management, information technology, security, and agency advancement.	\$1,302,403	7	Objective 2.1.2 - Enhance use of diagnostic tools to maximize the agency's use of Social Media in 2015/16	\$0	2
Administration	Division is responsible for all administrative functions of the agency including finance, human resources, facility management, information technology, security, and agency advancement.	\$1,302,403	7	Objective 3.1.1 - Conduct an internal assessment of the agency's Preservation Conference and Civil War Symposium to improve event marketing in 2015/16	\$0	5
Administration	Division is responsible for all administrative functions of the agency including finance, human resources, facility management, information technology, security, and agency advancement.	\$1,302,403	7	Objective 3.1.2 - Develop an annual assessment of Gift Shop sales to evaluate the marketability of goods sold in 2015/16	\$0	3
Administration	Division is responsible for all administrative functions of the agency including finance, human resources, facility management, information technology, security, and agency advancement.	\$1,302,403	7	Objective 3.1.3 - Reassess SCDAH's marketing of rental facilities to discern trends in 2015/16	\$0	4
Administration	Division is responsible for all administrative functions of the agency including finance, human resources, facility management, information technology, security, and agency advancement.	\$1,302,403	7	Objective 3.2.1 - Develop a plan for ensuring that historical preservation and access issues are considered when evaluating other revenue sources for 2015/16	\$0	4
Administration	Division is responsible for all administrative functions of the agency including finance, human resources, facility management, information technology, security, and agency advancement.	\$1,302,403	7	Objective 3.3.2 - Request funds for the expansion of the agency's digital storage capacity by 50 percent in 2015/16	\$0	2

**Programs and Objectives (2015-16)**

Administration	Division is responsible for all administrative functions of the agency including finance, human resources, facility management, information technology, security, and agency advancement.	\$1,302,403	7	Objective 3.4.1 - Increase the number of agency volunteers by 20 percent in 2015/16 to assist the agency with special projects	\$0	5
Administration	Division is responsible for all administrative functions of the agency including finance, human resources, facility management, information technology, security, and agency advancement.	\$1,302,403	7	Objective 3.4.2 - Triple the number of agency interns in 2015/16	\$0	5
Administration	Division is responsible for all administrative functions of the agency including finance, human resources, facility management, information technology, security, and agency advancement.	\$1,302,403	7	Objective 3.5.1 - Fill 50 percent of the agency's unfilled authorized positions in 2015/16	\$0	4
Administration	Division is responsible for all administrative functions of the agency including finance, human resources, facility management, information technology, security, and agency advancement.	\$1,302,403	7	Objective 4.2.1 - Intensify the agency's Social Media presence by increasing all postings by 25 percent in 2015/16	\$0	2
Administration	Division is responsible for all administrative functions of the agency including finance, human resources, facility management, information technology, security, and agency advancement.	\$1,302,403	7	Objective 4.2.2 - Revive the State Historic Records Advisory Board through appointments by the Governor in 2015/16	\$0	3
Administration	Division is responsible for all administrative functions of the agency including finance, human resources, facility management, information technology, security, and agency advancement.	\$1,302,403	7	Unrelated Purpose #1 - Provides support for all components of the agency including Director's Office, Budget and Finance, Personnel, Building Services and Information Technology.	\$1,302,403	7.4
Archives and 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.	\$1,082,851	17.5	Objective 1.1.1 - Offer ten records management workshops annually for state and local government agencies in 2015/16	\$0	4
Archives and 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.	\$1,082,851	17.5	Objective 1.3.1 - Increase total staff membership in national historical and professional organizations by 15 percent in 2015/16	\$0	4
Archives and 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.	\$1,082,851	17.5	Objective 1.3.2 - Increase the total number of outside presentations given by staff by 10 percent in 2015/16	\$1,000	4
Archives and 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.	\$1,082,851	17.5	Objective 3.1.1 - Conduct an internal assessment of the agency's Preservation Conference and Civil War Symposium to improve event marketing in 2015/16	\$0	5
Archives and 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.	\$1,082,851	17.5	Objective 3.3.1 - Complete the installation of moveable shelving in the final section of the first stack at the Archives in 2015/16	\$245,922	4
Archives and 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.	\$1,082,851	17.5	Objective 3.4.1 - Increase the number of agency volunteers by 20 percent in 2015/16 to assist the agency with special projects	\$0	5
Archives and 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.	\$1,082,851	17.5	Objective 3.4.2 - Triple the number of agency interns in 2015/16	\$0	5
Archives and 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.	\$1,082,851	17.5	Objective 4.1.1 - Increase the number of files added to the agency online record index by five percent in 2015/16	\$0	2
Archives and 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.	\$1,082,851	17.5	Objective 4.1.2 - Ingest and make available county council records for 23 counties through the Electronic Records Archives in 2015/16	\$0	2
Archives and 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.	\$1,082,851	17.5	Objective 4.2.2 - Revive the State Historic Records Advisory Board through appointments by the Governor in 2015/16	\$0	3

Programs and Objectives (2015-16)

Archives and 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.	\$1,082,851	17.5	Objective 4.3.1 - Complete installation of Preservica and make accessible 400 GBs of data through the South Carolina Electronic Records Archive (SCERA) in 2015/16	\$100,000	2
Archives and 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.	\$1,082,851	17.5	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.	\$1,082,851	17.4
Historical Services	The State Historic Preservation Office encourages and facilitates the responsible stewardship of preservation of South Carolina's irreplaceable historic and prehistoric places.	\$934,287	17.5	Objective 1.1.2 - Complete the distribution of the recently revised " A Teacher's Guide to African American Historic Places in South Carolina" to state schools in 2015/16	\$0	4
Historical Services	The State Historic Preservation Office encourages and facilitates the responsible stewardship of preservation of South Carolina's irreplaceable historic and prehistoric places.	\$934,287	7.5	Objective 4.3.2 - Complete the first phase (25,000 survey records) of the Historic Properties Database in 2015/16	\$0	3
Historical Services	The State Historic Preservation Office encourages and facilitates the responsible stewardship of preservation of South Carolina's irreplaceable historic and prehistoric places.	\$934,287	7.5	Unrelated purpose #3-Provides leadership, technical, and financial assistance to individuals, organizations, local governments, state and federal agencies	\$812,801	7.4
Employee Benefits	State Employer Contributions	\$643,393	0.5	Unrelated purpose #4-State Employer Contributions	\$643,393	0.4
Historical Services	The State Historic Preservation Office encourages and facilitates the responsible stewardship of preservation of South Carolina's irreplaceable historic and prehistoric places.	\$934,287	7.5	Unrelated purpose #5-All special items supported by the State	\$25,000	1

## Employee Allocation by Objective (2015-16)

<b>Agency Responding</b>	Department of Archives and History
<b>Date of Submission</b>	

Disclaimer: The Committee understands the number of employee equivalents are estimates from the agency. The information is acceptable as long as the agency has a logical basis, which it can explain, as to how it reached the numbers it provided.

**INSTRUCTIONS:** In this Chart, please do the following:

- (a) Review the agency's strategic plan, which is provided in the chart based on the information from the agency's Restructuring Report.
- (b) In the column titled, "Number of employee equivalents working on the goal or objective in 2015-16," list the number of employees working toward each objective, by totaling the amounts from the Employee Allocation by Budget Program Chart.
- (c) The total number of employees working toward each goal should automatically sum based on the numbers you enter for the number of employees per objective.

Strategic Plan Part and Description (2015-16) <i>(i.e. Goal 1 - Insert description, Strategy 1.1 - Insert Description, Objective 1.1.1 - Insert Description)</i>	Number of physical employees working on the goal or objective in 2015-16	Number of employee equivalents working the goal or objective in 2015-16
Number of FTEs Available	33	33
Number of Temporary Non-FTEs Available	0	0
Number of Temporary Grant Non-FTEs Available	0	0
Total Number of Employees Available	39	39
<b>Goal 1 - To promote and encourage understanding, appreciation, and preservation of the state's history and heritage in 2015/16</b>	<b>18</b>	<b>18</b>
<i>Strategy 1.1 - Offer appropriate educational programs and products for different audiences in 2015/16</i>	5	5
Objective 1.1.1 - Offer ten records management workshops annually for state and local government agencies in 2015/16	4	4
Objective 1.1.2 - Complete the distribution of the recently revised " A Teacher's Guide to African American Historic Places in South Carolina" to state schools in 2015/16	1	1
<i>Strategy 1.2 - Continue both internal and external collaboration</i>	5	5
Objective 1.2.1 - Establish divisional bi-monthly meetings to ensure divisional collaboration	4	4
Objective 1.2.2 - In 2015/16 continue collaboration with the Confederate Relic Room, South Caroliniana Library, USC Press to sponsor and organize agency symposia	1	1
<i>Strategy 1.3 - Encourage and facilitate staff involvement in historical and professional organizations</i>	8	8
Objective 1.3.1 - Increase total staff membership in national historical and professional organizations by 15 percent in 2015/16	4	4
Objective 1.3.2 - Increase the total number of outside presentations given by staff by 10 percent in 2015/16	4	4
<b>Goal 2 - To increase awareness, understanding, and use of the programs of SCDAH in 2015/16</b>	<b>4</b>	<b>4</b>
<i>Strategy 2.1 - Explore new ways to use technology</i>	4	4
Objective 2.1.1 - Conduct media campaign to notify potential customers and stakeholders of the agency's installation of Preservica and creation of the Electronic Records Archive in 2015/16	2	2
Objective 2.1.2 - Enhance use of diagnostic tools to maximize the agency's use of Social Media in 2015/16	2	2
<b>Goal 3 - To assess mission-essential needs for SCDAH and identify and secure new sources of generated funds to support its mission in 2015/16</b>	<b>36</b>	<b>36</b>

## Employee Allocation by Objective (2015-16)

<i>Strategy 3.1 - Establish new marketing strategies for services and products</i>	12	12
Objective 3.1.1 - Conduct an internal assessment of the agency's Preservation Conference and Civil War Symposium to improve event marketing in 2015/16	5	5
Objective 3.1.2 - Develop an annual assessment of Gift Shop sales to evaluate the marketability of goods sold in 2015/16	3	3
Objective 3.1.3 - Reassess SCDAH's marketing of rental facilities to discern trends in 2015/16	4	4
<i>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</i>	4	4
Objective 3.2.1 - Develop a plan for ensuring that historical preservation and access issues are considered when evaluating other revenue sources for 2015/16	4	4
<i>Strategy 3.3 - Expand the archival storage capacity of the Archives and Records Center</i>	6	6
Objective 3.3.1 - Complete the installation of moveable shelving in the final section of the first stack at the Archives in 2015/16	4	4
Objective 3.3.2 - Request funds for the expansion of the agency's digital storage capacity by 50 percent in 2015/16	2	2
<i>Strategy 3.4 - Expand agency internships and volunteer program to enhance staff resources</i>	10	10
Objective 3.4.1 - Increase the number of agency volunteers by 20 percent in 2015/16 to assist the agency with special projects	5	5
Objective 3.4.2 - Triple the number of agency interns in 2015/16	5	5
<i>Strategy 3.5 - Maximize the use of agency human resources</i>	4	4
Objective 3.5.1 - Fill 50 percent of the agency's unfilled authorized positions in 2015/16	4	4
<b>Goal 4 - Increase and enhance preservation of, and access to South Carolina state and local government records in 2015/16</b>	<b>14</b>	<b>14</b>
<i>Strategy 4.1 - Digitize historically significant state and local government historical records</i>	4	4
Objective 4.1.1 - Increase the number of files added to the agency online record index by five percent in 2015/16	2	2
Objective 4.1.2 - Ingest and make available county council records for 23 counties through the Electronic Records Archives in 2015/16	2	2
<i>Strategy 4.2 - Enhance the Agency's records program visibility and accountability</i>	5	5
Objective 4.2.1 - Intensify the agency's Social Media presence by increasing all postings by 25 percent in 2015/16	2	2
Objective 4.2.2 - Revive the State Historic Records Advisory Board through appointments by the Governor in 2015/16	3	3
<i>Strategy 4.3 - Increase accessibility to the Archives' records through arrangement, description, conservation, digitization and online access</i>	5	5
Objective 4.3.1 - Complete installation of Preservica and make accessible 400 GBs of data through the South Carolina Electronic Records Archive (SCERA) in 2015/16	2	2
Objective 4.3.2 - Complete the first phase (25,000 survey records) of the Historic Properties Database in 2015/16	3	3



**Strategic Spending (2015-16)**

<b>Agency Responding</b>	Department of Archives and History
<b>Date of Submission</b>	

Disclaimer: The Committee understands amount the agency budgeted and spent per goal and objective are estimates from the agency. The information is acceptable as long as the agency has a logical basis, which it can explain, as to how it reached the numbers it provided.

**INSTRUCTIONS:**

Below you will find information the agency submitted in its 2016 Restructuring Report. Please update this information to reflect the information requested as of the end of fiscal year 2015-16.

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

(a) Please enter each source of funds for the agency in a separate column. Group the funding sources however is best for the agency (i.e., general appropriation programs, proviso 18.2, proviso 19.3, grant ABC, grant XYZ, Motor Vehicle User Fees, License Fines, etc.) to provide the information requested below each source (i.e., state, other or federal funding; recurring or one-time funding; etc.). The agency is not restricted by the number of columns so please delete or add as many as needed. However the agency chooses to group its funding sources, it should be clear through Part A and B, how much the agency had available to spend and where the agency spent the funds.

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

(a) The agency's objectives and unrelated purposes are listed based on the information the agency provided in the Restructuring Report. The agency will see there are new rows between "objectives" and "unrelated purposes." These new rows are intended to allow the agency to list money it spent this year that was for previously committed multiple year projects. The intent of these new rows is to separate what the agency spent toward its current objectives and what it spent toward objectives and projects from previous years, which took multiple years to pay off.

(b) Please add any information needed in the new rows (i.e., "Money previously committed for multiple years") and make any revisions necessary to ensure all unrelated purposes are listed. As a reminder, an "unrelated purpose" is money the agency is legislatively directed to spend on something that is not related to an agency objective (i.e., pass through, carry forward, etc.).

(c) Finally, review and revise the amounts spent from each funding source on the agency objectives, money previously committed for multiple years and unrelated purposes so it reflects how much the agency actually spent on each and fill in the information requested in the remaining rows. Remember, in each row, you need to provide the total of all the values from the different funding sources for that row.

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

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

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

**PART B - Funds Spent this past Fiscal Year (2015-16)**

What is the source of funds? (insert as many columns as needed, just make sure to total everything in the last column)	Totals	Administration	Administration	Archives & Records Management	Archives & Records Management	Historical Services	Historical Services	Historical Services	Employee Benefits	Employee Benefits	Employee Benefits	Special Items	Special Items
State, other or federal funding?	n/a	State	Other	State	Other	State	Other	Federal	State	Other	Federal	State	State
Recurring or one-time?	n/a	Recurring	Recurring	Recurring	Recurring	Recurring	Recurring	Recurring	Recurring	Recurring	Recurring	Recurring	One-time
What are the external restrictions (from state or federal government, grant issuer, etc.), if any, on how the agency was able to spend the funds from this source:	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	SHPO Reimbursement	SC African American Heritage Commission	Per instruction of General Assembly

**Strategic Spending (2015-16)**

Were expenditure of funds tracked through SCEIS? (if no, state the system through which they are recorded so the total amount of expenditures could be verified, if needed)	n/a	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
<b>Total amount available to spend</b>	\$6,950,781	\$876,780	\$212,910	\$1,227,554	\$574,100	\$0	\$373,167	\$745,328	\$666,872	\$133,981	\$152,255	\$25,000	\$1,962,835
<b>Where Agency Spent Money - Current Objectives</b>													
Objective 1.1.1 - Offer ten records management workshops annually for state and local government agencies in 2015/16	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Objective 1.1.2 - Complete the distribution of the recently revised "A Teacher's Guide to African American Historic Places in South Carolina" to state schools in 2015/16	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Objective 1.2.1 - Establish divisional bi-monthly meetings to ensure divisional collaboration	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Objective 1.2.2 - In 2015/16 continue collaboration with the Confederate Relic Room, South Caroliniana Library, USC Press to sponsor and organize agency symposia	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Objective 1.3.1 - Increase total staff membership in national historical and professional organizations by 15 percent in 2015/16	\$5,000	\$0	\$0	\$0	\$0	\$0	\$5,000	\$0	\$0	\$0	\$0	\$0	\$0
Objective 1.3.2 - Increase the total number of outside presentations given by staff by 10 percent in 2015/16	\$1,000	\$0	\$0	\$1,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Objective 2.1.1 - Conduct media campaign to notify potential customers and stakeholders of the agency's installation of Preservica and creation of the Electronic Records Archive in 2015/16	\$2,000	\$0	\$0	\$2,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Objective 2.1.2 - Enhance use of diagnostic tools to maximize the agency's use of Social Media in 2015/16	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Objective 3.1.1 - Conduct an internal assessment of the agency's Preservation Conference and Civil War Symposium to improve event marketing in 2015/16	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Objective 3.1.2 - Develop an annual assessment of Gift Shop sales to evaluate the marketability of goods sold in 2015/16	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Objective 3.1.3 - Reassess SCDAH's marketing of rental facilities to discern trends in 2015/16	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Objective 3.2.1 - Develop a plan for ensuring that historical preservation and access issues are considered when evaluating other revenue sources for 2015/16	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Objective 3.3.1 - Complete the installation of moveable shelving in the final section of the first stack at the Archives in 2015/16	\$245,922	\$0	\$0	\$245,922	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Objective 3.3.2 - Request funds for the expansion of the agency's digital storage capacity by 50 percent in 2015/16	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Objective 3.4.1 - Increase the number of agency volunteers by 20 percent in 2015/16 to assist the agency with special projects	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Objective 3.4.2 - Triple the number of agency interns in 2015/16	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

**Strategic Spending (2015-16)**

Objective 3.5.1 - Fill 50 percent of the agency's unfilled, authorized positions in 2015/16	\$0	\$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 2015/16	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Objective 4.1.2 - Ingest and make available county council records for 23 counties through the Electronic Records Archives in 2015/16.	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Objective 4.2.1 - Intensify the agency's Social Media presence by increasing all postings by 25 percent in 2015/16	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Objective 4.2.2 - Revive the State Historic Records Advisory Board through appointments by the Governor in 2015/16	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Objective 4.3.1 - Complete installation of Preservica and make accessible 400 GBs of data through the South Carolina Electronic Records Archive (SCERA) in 2015/16	\$18,000	\$0	\$0	\$18,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Objective 4.3.2 - Complete the first phase (25,000 survey records) of the Historic Properties Database in 2015/16	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Spent on Current Objectives:</b>	\$271,922	\$0	\$0	\$266,922	\$0	\$0	\$5,000	\$0	\$0	\$0	\$0	\$0	\$0
<b>Where Agency Spent Money - Money previously committed for multiple years</b>													
<i>Example - Continental Tire Recruitment Grant (agreement requires State pay income taxes for the company until 2020)</i>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<i>Insert any additional money previously committed</i>		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Spent on previous multiple year commitments</b>		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Where Agency Spent Money - Unrelated Purpose (pass through or other purpose unrelated to agency's strategic plan)</b>													
<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>	\$1,302,403	\$1,115,379	\$187,024	\$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>	\$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
<b>Total Spent on Unrelated Purposes:</b>	\$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
<b>Total Spent</b>	\$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
<b>Amount Remaining</b>	\$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
<b>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)</b>													
<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
<b>Total Funds budgeted for use in subsequent years</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Cash Balance Remaining, minus funds budgeted for use in subsequent years</b>	\$1,080,633	\$715	\$0	\$76,453	\$0	\$707	\$0	\$0	\$0	\$0	\$0	\$0	\$1,002,758

Strategic Spending (2015-16)

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Additional Explanations regarding Part B:

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

## Employee Allocation by General Appropriation Act Program (2016-17)

<b>Agency Responding</b>	Department of Archives and History
<b>Date of Submission</b>	

Disclaimer: The Committee understands the number of employee equivalents are estimates from the agency. The information is acceptable as long as the agency has a logical basis, which it can explain, as to how it reached the numbers it provided.

INSTRUCTIONS: In this Chart, please do the following:

- (a) Consider the total number of FTE and non-FTE positions at the agency in 2015-16, which will auto-fill from the Employees Available Chart.
- (b) Then, in the column titled, "Number of physical employees working on the budget program in 2015-16," list the number of physical employees working on each budget program. These employees may spend 100%, 50% or even 10% of their time working toward accomplishing the program.
- (c) In the column titled, "Number of employee equivalents associated with the budget program in 2015-16," list the total number of employee equivalents working on the program in 2015-16. The agency may calculate the figure utilizing the method outlined in the Instructions and Examples for the Program Evaluation Report document

General Appropriation Act Program (2016-17)	Number of physical employees working on the program in 2016-17	Number of employee equivalents working on the program in 2016-17
Number of FTEs Available	33	33
Number of Temporary Non-FTEs Available	0	0
Number of Temporary Grant Non-FTEs Available	0	0
Total Number of Employees Available	39	39
Administration	7	7
Archives & Records Management	17	17.5
Historical Services	7	7.5
Employee Benefits	1	0.5

**Programs and Objectives (2016-17)**

<b>Agency Responding</b>	Department of Archives and History
<b>Date of Submission</b>	

Disclaimer: The Committee understands amount the agency spent per objective and amount of employee equivalents that are associated with costs of each program are estimates from the agency. The information is acceptable as long as the agency has a logical basis, which it can explain, as to how it reached the numbers it provided.

**INSTRUCTIONS:** In this Chart, please do the following:

- (a) In the first two columns, the agency can copy and paste the information from the Accountability Report, "Major Programs," chart.
- (b) In the column titled, "Money Budgeted on Program for 2016-17," list the amount of money the agency is budgeting to spend on the program in 2016-17.
- (c) In the column titled, "Number of employee equivalents associated with the program," list the total number of employee equivalents the agency plans to have working on the program in 2016-17.
- (d) In the column titled, "Objective the Program Helps Accomplish," list each objective the program helps the agency accomplish. Please list only objective per row. This may require inserting additional rows between programs.
- (e) In the column titled, "Approx. amount of money budgeted on objective that is associated with costs from program," consider the total amount budgeted for the program and what portion of that amount relates to each objective. If the agency adds up the amounts for each associated objective, it should equal the total amount budgeted for the program.
- (f) In the column titled, "Approx. amount of employee equivalents planned to be utilized on objective that are associated with the program," consider the total amount of employee equivalents the agency plans to utilize on the program and what portion of that time will related to each objective. If the agency adds up the amounts for each associated objective, it should equal the total number of employee equivalents the agency plans to utilize on the program.

General Appropriation Act Programs (2016-17)	Description of Program	Money Budgeted for the Program in 2016-17	Number of employee equivalents associated with the Program	Objective the Program Helps Accomplish (The agency can copy the Objective number and description from the first column of the Strategy, Objective and Responsibility Chart)  List <b>ONLY ONE</b> strategic objective per row.	Approx. amount of money budgeted on each objective that is associated with budgeted costs from this program (if you add up the amounts for each objective it should equal the total amount spent on the program)	Approx. amount of employee equivalents planned to be utilized on each objective that are associated with this program (if you add up the amounts for each objective it should equal the total amount employee equivalents for the program)
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.	\$1,089,690	7	Objective 1.2.1 - Hold weekly Division Head Meetings to ensure division collaboration	\$0	4
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.	\$1,089,690	7	Objective 1.2.2 - Continue collaboration with the Confederate Relic Room, South Caroliniana Library, USC Press to sponsor and organize agency symposia	\$0	1
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.	\$1,089,690	7	Objective 2.1.1 - Broaden the methods of communication with the general public through a series of media outlets	\$0	2
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.	\$1,089,690	7	Objective 2.1.2 - Enhance use of diagnostic tools to maximize the agency's online presence	\$0	2

Programs and Objectives (2016-17)

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.	\$1,089,690	7	Objective 3.1.1 - Conduct an annual assessment of the agency's Preservation Conference to increase attendance and revenue	\$0	5
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.	\$1,089,690	7	Objective 3.1.2 - Evaluate the marketability of goods sold in the agency gift shop to maximize profits	\$0	3
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.	\$1,089,690	7	Objective 3.1.3 - Broaden SCDAH's marketing of rental facilities to increase revenue in 2016/17	\$2,500	4
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.	\$1,089,690	7	Objective 3.2.1 - Develop a plan for the eventual elimination of microfilm product sales and the resulting increase in digitization revenue	\$0	3
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.	\$1,089,690	7	Objective 3.4.1 - Fill 25 percent of the agency's unfilled and authorized positions in 2016/17	\$70,000	5
Archives and 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.	\$1,547,453	17.5	Objective 1.1.1 - Offer ten records management workshops annually for state and local government agencies	\$0	4
Archives and 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.	\$1,547,453	17.5	Objective 1.1.2 - Offer a series of free Genealogical Workshops at the Archives and History Center	\$1,000	5

Programs and Objectives (2016-17)

Archives and 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.	\$1,547,453	17.5	Objective 1.3.1 - Increase total staff membership in national historical and professional organizations by 10 percent in 2016/17	\$0	4
Archives and 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.	\$1,547,453	17.5	Objective 1.3.2 - Increase the total number of outside presentations given by staff by 10 percent in 2016/17	\$0	4
Archives and 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.	\$1,547,453	17.5	Objective 3.3.1 - Increase the number of agency volunteers by 10 percent in 2016/17 to assist the agency with special projects	\$0	5
Archives and 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.	\$1,547,453	17.5	Objective 4.1.1 - Increase the number of files added to the agency online record index by five percent in 2016/17	\$0	2
Archives and 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.	\$1,547,453	17.5	Objective 4.1.2 - Ingest and make available electronic records from 3 state agencies in 2016/17	\$0	2
Archives and 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.	\$1,547,453	17.5	Objective 4.2.1 - Make accessible 500 GBs of data through the South Carolina Electronic Records Archive (SCERA) in 2016/17	\$0	2
Historical Services	The program provides leadership, technical and financial assistance to individuals, organizations, local governments and state and federal agencies.	\$1,118,495	7.5	Objective 3.3.2 - Double the number of agency interns in 2016/17	\$10,000	5



Programs and Objectives (2016-17)

Historical Services	The program provides leadership, technical and financial assistance to individuals, organizations, local governments and state and federal agencies.	\$1,118,495	7.5	Objective 4.2.2 - Digitize 60 boxes of historic property records and conduct SCHPR data entry for 30 additional boxes.	\$0	3
Employee Benefits	State Employer Contributions	\$963,121	0.5		\$0	1

## Employee Allocation by Objective (2016-17)

<b>Agency Responding</b>	Department of Archives and History
<b>Date of Submission</b>	

Disclaimer: The Committee understands the number of employee equivalents are estimates from the agency. The information is acceptable as long as the agency has a logical basis, which it can explain, as to how it reached the numbers it provided.

**INSTRUCTIONS:** In this Chart, please do the following:

- (a) Review the agency's strategic plan, which is provided in the chart based on the information from the agency's Restructuring Report.
- (b) In the column titled, "Number of employee equivalents working on the goal or objective in 2015-16," list the number of employees working toward each objective, by totaling the amounts from the Employee Allocation by Budget Program Chart.
- (c) The total number of employees working toward each goal should automatically sum based on the numbers you enter for the number of employees per objective.

Strategic Plan Part and Description (2016-17) <i>(i.e. Goal 1 - Insert description, Strategy 1.1 - Insert Description, Objective 1.1.1 - Insert Description)</i>	Number of physical employees working on the goal or objective in 2016-17	Number of employee equivalents working the goal or objective in 2016-17
Number of FTEs Available	33	33
Number of Temporary Non-FTEs Available	0	0
Number of Temporary Grant Non-FTEs Available	0	0
Total Number of Employees Available	39	39
<b>Goal 1 - To promote and encourage understanding, appreciation, and preservation of the state's history and heritage in 2015/16</b>	<b>22</b>	<b>22</b>
<i>Strategy 1.1 - Offer appropriate educational programs and products for different audiences in 2015/16</i>	9	9
Objective 1.1.1 - Offer ten records management workshops annually for state and local government agencies	4	4
Objective 1.1.2 - Offer a series of free Genealogical Workshops to be held at the Archives and History Center in 2016/17	5	5
<i>Strategy 1.2 - Continue both internal and external collaboration</i>	5	5
Objective 1.2.1 - Hold weekly Division Head Meetings to ensure division collaboration	4	4
Objective 1.2.2 - Continue collaboration with the Confederate Relic Room, South Caroliniana Library, USC Press to sponsor and organize agency symposia	1	1
<i>Strategy 1.3 - Encourage and facilitate staff involvement in historical and professional organizations</i>	8	8

## Employee Allocation by Objective (2016-17)

Objective 1.3.1 - Increase total staff membership in national historical and professional organizations by 10 percent in 2016/7	4	4
Objective 1.3.2 - Increase the total number of outside presentations given by staff by 10 percent in 2016/17	4	4
<b>Goal 2 - To increase awareness, understanding, and use of the programs of SCDAH in 2015/16</b>	<b>4</b>	<b>4</b>
<i>Strategy 2.1 - Explore new ways to use technology</i>	4	4
Objective 2.1.1 - Broaden the methods of communication with the general public through a series of media outlets	2	2
Objective 2.1.2 - Enhance use of diagnostic tools to maximize the agency's online presence	2	2
<b>Goal 3 - To assess mission-essential needs for SCDAH and identify and secure new sources of generated funds to support its mission in 2015/16</b>	<b>39</b>	<b>39</b>
<i>Strategy 3.1 - Establish new marketing strategies for services and products</i>	12	12
Objective 3.1.1 - Conduct an annual assessment of the agency's Preservation Conference to increase attendance and revenue	5	5
Objective 3.1.2 - Evaluate the marketability of goods sold in the agency gift shop to maximize profits	3	3
Objective 3.1.3 - Broaden SCDAH's marketing of rental facilities to increase revenue in 2016/17	4	4
<i>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</i>	3	3
Objective 3.2.1 - Develop a plan for the eventual elimination of microfilm product sales and the resulting increase in digitization revenue	3	3
<i>Strategy 3.3 - Expand the archival storage capacity of the Archives and Records Center</i>	10	10
Objective 3.3.1 - Increase the number of agency volunteers by 10 percent in 2016/17 to assist the agency with special projects	5	5
Objective 3.3.2 - Double the number of agency interns in 2016/17	5	5
<i>Strategy 3.4 - Expand agency internships and volunteer program to enhance staff resources</i>	14	14
Objective 3.4.1 - Fill 25 percent of the agency's unfilled and authorized positions in 2016/17	5	5
<b>Goal 4 - Increase and enhance preservation of, and access to South Carolina state and local government records in 2015/16</b>	<b>9</b>	<b>9</b>

## Employee Allocation by Objective (2016-17)

<i>Strategy 4.1 - Digitize historically significant state and local government historical records</i>	4	4
Objective 4.1.1 - Increase the number of files added to the agency online record index by five percent in 2016/17	2	2
Objective 4.1.2 - Ingest and make available electronic records from 3 state agencies in 2016/17	2	2
<i>Strategy 4.2 - Enhance the Agency's records program visibility and accountability</i>	5	5
Objective 4.2.1 - Make accessible 500 GBs of data through the South Carolina Electronic Records Archive (SCERA) in 2016/17	2	2
Objective 4.2.2 - Digitize 60 boxes of historic property records and conduct SCHPR data entry for 30 additional boxes.	3	3

**Strategic Budgeting (2016-17)**

<b>Agency Responding</b>	Department of Archives and History
<b>Date of Submission</b>	

Disclaimer: The Committee understands amount the agency budgeted and spent per goal and objective are estimates from the agency. The information is acceptable as long as the agency has a logical basis, which it can explain, as to how it reached the numbers it provided.

**INSTRUCTIONS:**

**Part A: Funds Available in Fiscal Year 2016-17**

(a) Please enter each source of funds for the agency in a separate column. Group the funding sources however is best for the agency (i.e., general appropriation programs, proviso 18.2, proviso 19.3, grant ABC, grant XYZ, Motor Vehicle User Fees, License Fines, etc.) to provide the information requested below each source (i.e., state, other or federal funding; recurring or one-time funding; etc.). The agency is not restricted by the number of columns so please delete or add as many as needed. However the agency chooses to group its funding sources, it should be clear through Part A and B, how much the agency had available to spend and where the agency spent the funds.

**Part B: How Agency Plans to Budget Funds in 2016-17**

(a) The agency's objectives and unrelated purposes are listed based on the information the agency provided in the Restructuring Report. The agency will see there are new rows between "objectives" and "unrelated purposes." These new rows are intended to allow the agency to list money it spent this year that was for previously committed multiple year projects. The intent of these new rows is to separate what the agency spent toward its current objectives and what it spent toward objectives and projects from previous years, which took multiple years to pay off.

(b) Please add any information needed in the new rows (i.e., "Money previously committed for multiple years") and make any revisions necessary to ensure all unrelated purposes are listed. As a reminder, an "unrelated purpose" is money the agency is legislatively directed to spend on something that is not related to an agency objective (i.e., pass through, carry forward, etc.).

(c) Remember, in each row, you need to provide the total of all the values from the different funding sources for that row.

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

What is the source of funds? (insert as many columns as needed, just make sure to total everything in the last column)	Totals	Administration	Administration	Archives & Records Management	Archives & Records Management	Historical Services	Historical Services	Historical Services	Employee Benefits	Employee Benefits	Employee Benefits	Special Items	Special Items
State, other or federal funding?	n/a	State	Other	State	Other	State	Other	Federal	State	Other	Federal	State	State
Recurring or one-time?	n/a	Recurring	Recurring	Recurring	Recurring	Recurring	Recurring	Recurring	Recurring	Recurring	Recurring	Recurring	One-time
<b>§ From Last Year Available to Spend this Year</b>													
Amount available at end of previous fiscal year	\$2,054,353	\$715	\$40,886	\$76,453	\$321,904	\$707	\$272,650	\$135,544	\$146,336	\$371,650	\$18,750	\$0	\$1,002,758
Amount available at end of previous fiscal year that agency can actually use this fiscal year:	\$1,080,633	\$715	\$0	\$707	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,002,758
If the amounts in the two rows above are not the same, explain why:	Amount allowable to carry forward	n/a	Did not meet budgeted spending	Amount allowable to carry forward	Did not meet budgeted spending	Amount allowable to carry forward	Did not meet budgeted spending	Did not meet budgeted spending	Did not meet budgeted spending	Did not meet budgeted spending	Did not meet budgeted spending	n/a	n/a
<b>§ Estimated to Receive this Year</b>													
Amount requested to receive this fiscal year:	\$7,682,759	\$876,780	\$212,910	\$973,353	\$574,100	\$0	\$373,167	\$745,328	\$676,885	\$133,981	\$152,255	\$25,000	\$2,939,000
Amount actually received this fiscal year:	\$7,582,759	\$876,780	\$212,910	\$973,353	\$574,100	\$0	\$373,167	\$745,328	\$676,885	\$133,981	\$152,255	\$25,000	\$2,839,000
If the amounts in the two rows above are not the same, explain why:	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	100,000 for Hist. African American Driving Tours
<b>Total Available if amounts requested are received</b>													
Amount estimated to have available to spend this fiscal year (i.e. Amount available at end of previous fiscal year that agency can actually use in this fiscal year PLUS Amount requested to receive this fiscal year):	\$8,663,392	\$877,495	\$212,910	\$1,049,806	\$574,100	\$707	\$373,167	\$745,328	\$676,885	\$133,981	\$152,255	\$25,000	\$3,841,758

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

**PART B - How Agency Plans to Budget Funds in 2016-17**

What is the source of funds? (insert as many columns as needed, just make sure to total everything in the last column)	Totals	Administration	Administration	Archives & Records Management	Archives & Records Management	Historical Services	Historical Services	Historical Services	Employee Benefits	Employee Benefits	Employee Benefits	Special Items	Special Items
State, other or federal funding?	n/a	State	Other	State	Other	State	Other	Federal	State	Other	Federal	State	State
Recurring or one-time?	n/a	Recurring	Recurring	Recurring	Recurring	Recurring	Recurring	Recurring	Recurring	Recurring	Recurring	Recurring	One-time
What are the external restrictions (from state or federal government, grant issuer, etc.), if any, on how the agency can spend the funds from this source:	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	SHPO Reimbursement to the Agency	South Carolina African American Heritage Commission	Per instructions of General Assembly

**Strategic Budgeting (2016-17)**

Will expenditure of funds be tracked through SCEIS? (if no, state the system through which they are recorded so the total amount of expenditures could be verified, if needed)	n/a	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
<b>Total amount estimated to have available to spend</b>	\$8,663,392	\$877,495	\$212,910	\$1,011,943	\$574,100	\$38,570	\$373,167	\$745,328	\$676,855	\$133,981	\$152,255	\$25,000	\$3,841,758	
<b>Where Agency Plans to Spend Money - Current Objectives</b>														
Objective 1.1.1 - Offer ten records management workshops annually for state and local government agencies:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Objective 1.1.2 - Offer a series of genealogical workshops to be held at the Archives and History Center in 2016/17:	\$1,000	\$0	\$0	\$1,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Objective 1.2.1 - Hold weekly Division Head meetings to ensure divisional collaboration:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Objective 1.2.2 - Continue collaboration with the Confederate Relic Room, South Caroliniana Library, USC Press to sponsor	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Objective 1.3.1 - Increase total staff membership in national historical and professional organizations by 10 percent in 2016/17:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Objective 1.3.2 - Increase the total number of outside presentations given by staff by 10 percent in 2016/17:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Objective 2.1.1 - Broaden the methods of communication with the general public through a series of media outlets:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Objective 2.1.2 - Enhance use of diagnostic tools to maximize the agency's online presence:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Objective 3.1.1 - Conduct an annual assessment of the agency's Preservation Conference to increase attendance and revenue:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Objective 3.1.2 - Evaluate the marketability of goods sold in the agency gift shop to maximize profits:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Objective 3.1.3 - Broaden SCDAAH's marketing of rental facilities to increase revenue in 2016/17:	\$2,500	\$2,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Objective 3.2.1 - Develop a plan for the eventual elimination of microfilm product sales and the resulting increase in digitization revenue:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Objective 3.3.1 - Increase the number of agency volunteers by 10 percent in 2016/17 to assist the agency with special projects:	\$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 2016/17:	\$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 2016/17:	\$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:	\$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 2016/17:	\$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):	\$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:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Agency Plans to Spend on Objectives:</b>	\$83,500	\$72,500	\$0	\$1,000	\$0	\$0	\$0	\$10,000	\$0	\$0	\$0	\$0	\$0	\$0
<b>Where Agency Plans to Spend Money - Money previously committed for multiple years</b>														
<i>Example - Continental Tire Recruitment Grant (agreement requires State pay income taxes for the company until 2020)</i>	n/a	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	n/a	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Agency Plans to Spend on previous multiple year commitments</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

**Strategic Budgeting (2016-17)**

<b>Where Agency Plans to Spend Money - Unrelated Purpose</b> (pass through or other purpose unrelated to agency's strategic plan)														
<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>	\$1,017,905	\$804,995	\$212,910	\$0	\$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>	\$1,585,043	\$0	\$0	\$1,010,943	\$574,100	\$0	\$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>	\$1,147,065	\$0	\$0	\$0	\$0	\$38,570	\$373,167	\$735,328	\$0	\$0	\$0	\$0	\$0	\$0
<i>Unrelated Purpose #4 - State Employer Contributions</i>	\$963,121	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$676,885	\$133,981	\$152,255	\$0	\$0	\$0
<i>Unrelated Purpose #5 - All special items supported by the State.</i>	\$2,864,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$25,000	\$3,841,758	\$0
<i>Insert any additional unrelated purposes</i>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Agency Plans to Spend on Unrelated Purposes:</b>	\$8,579,892	\$804,995	\$212,910	\$1,010,943	\$574,100	\$38,570	\$373,167	\$735,328	\$676,885	\$133,981	\$152,255	\$25,000	\$3,841,758	\$0

<b>Total Agency Plans to Spend</b> (Total on Objectives + Total on Unrelated Purposes)	\$8,663,392	\$877,495	\$212,910	\$1,011,943	\$574,100	\$38,570	\$373,167	\$745,328	\$676,885	\$133,981	\$152,255	\$25,000	\$3,841,758	\$0
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<b>Amount Remaining</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
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<b>Funds budgeted for use in subsequent years</b> (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>	n/a	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	n/a	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	n/a	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Funds budgeted for use in subsequent years</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

<b>Cash Balance Remaining, minus funds budgeted for use in subsequent years</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
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Additional Explanations regarding Part B:

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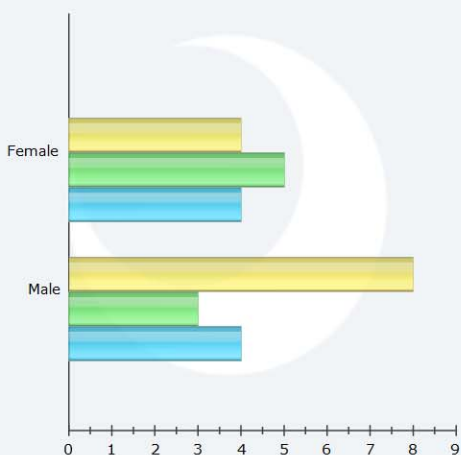
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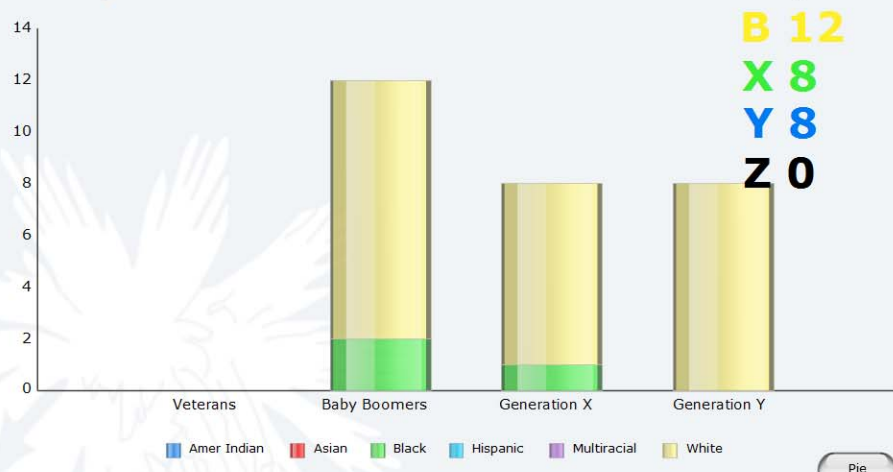


### Gender by Generation



**F 13**  
**M 15**

### Race by Generation



**V 0**  
**B 12**  
**X 8**  
**Y 8**  
**Z 0**

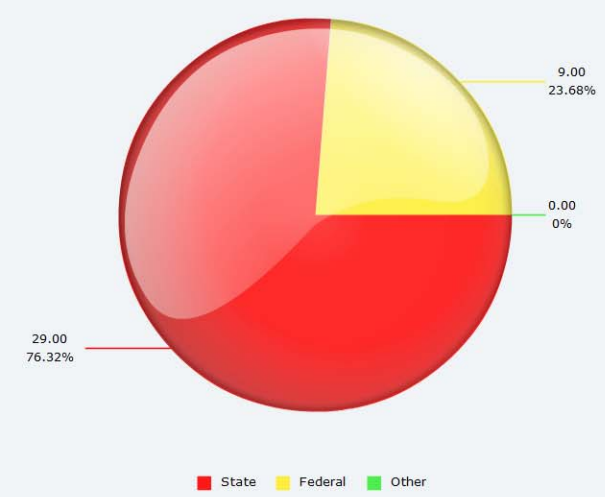
- Veterans
- Baby Boomers
- Generation X
- Generation Y

Temp  
Info

Amer Indian Asian Black Hispanic Multiracial White

Pie

### FTE's by Funding



AUTHORIZED TOTAL

39

POSITIONS FILLED

29.0

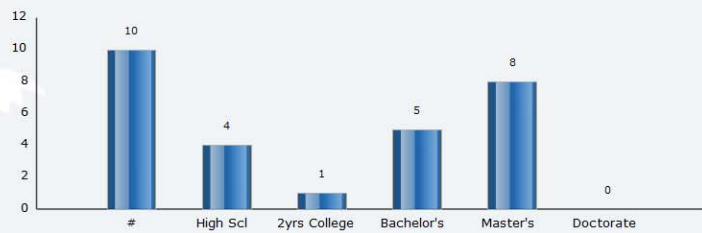
VACANCIES

9.0

### Temp Employees



### Education Level

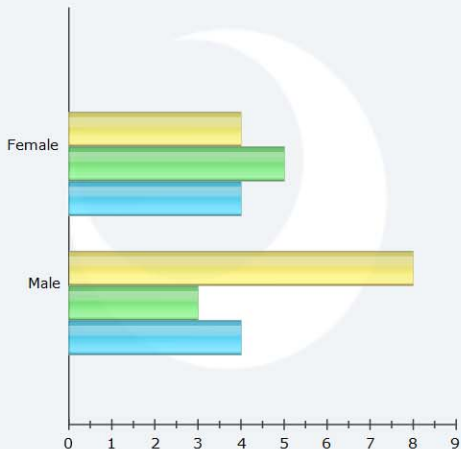






### Gender by Generation

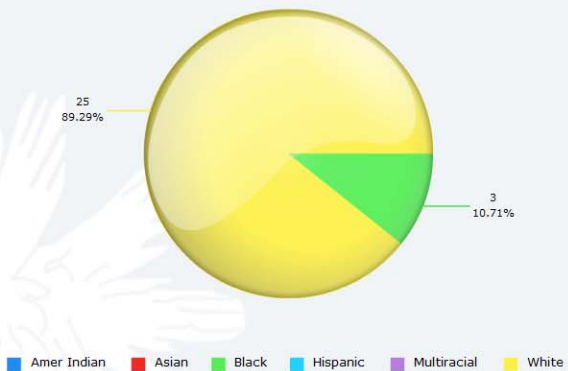
**F 13**  
**M 15**



- Veterans
- Baby Boomers
- Generation X
- Generation Y

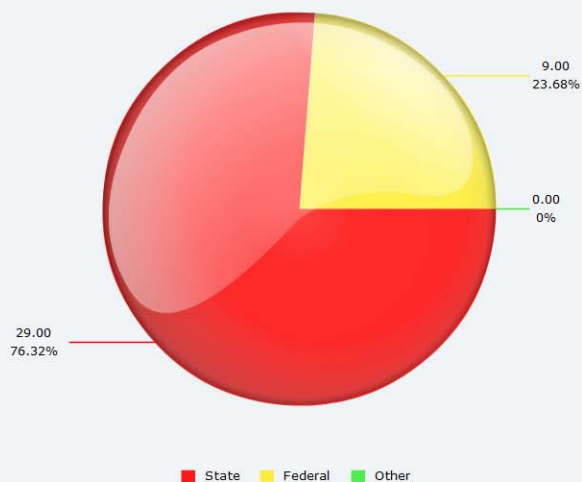
Temp  
Info

### Race



Graph

### FTE's by Funding



AUTHORIZED TOTAL

39

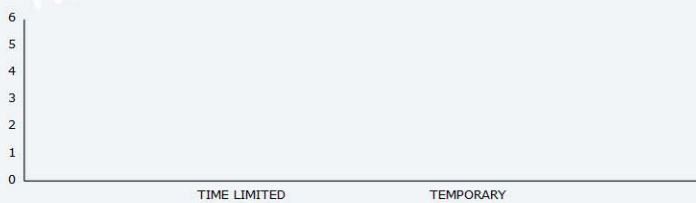
POSITIONS FILLED

29.0

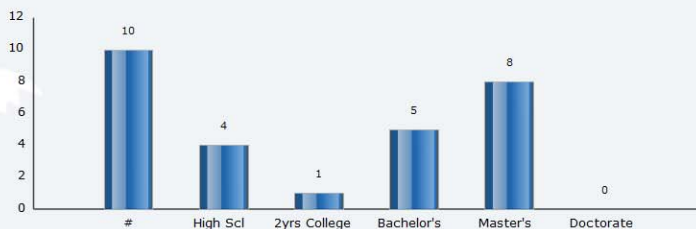
VACANCIES

9.0

### Temp Employees



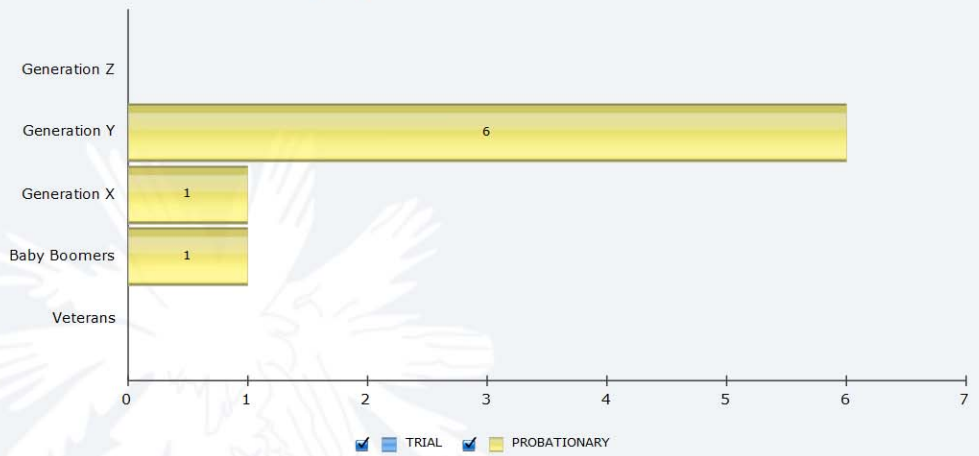
### Education Level



**TERI & Retirees**

RETIREE TYPE	EMPLOYEES
SERVICE	
TERI	

**Trial and Probationary by Generations**



**Average Agency Service**

DEPT OF ARCHIVES AND HISTORY

**14.90**

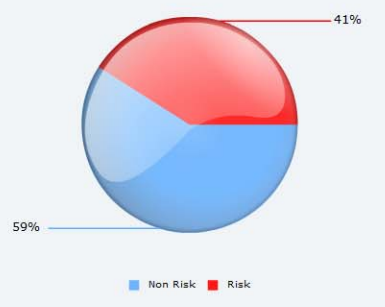
**Retirement Eligible Employees**

PEBA Data as of 06/2016

Eligible to retire in 5 Yrs

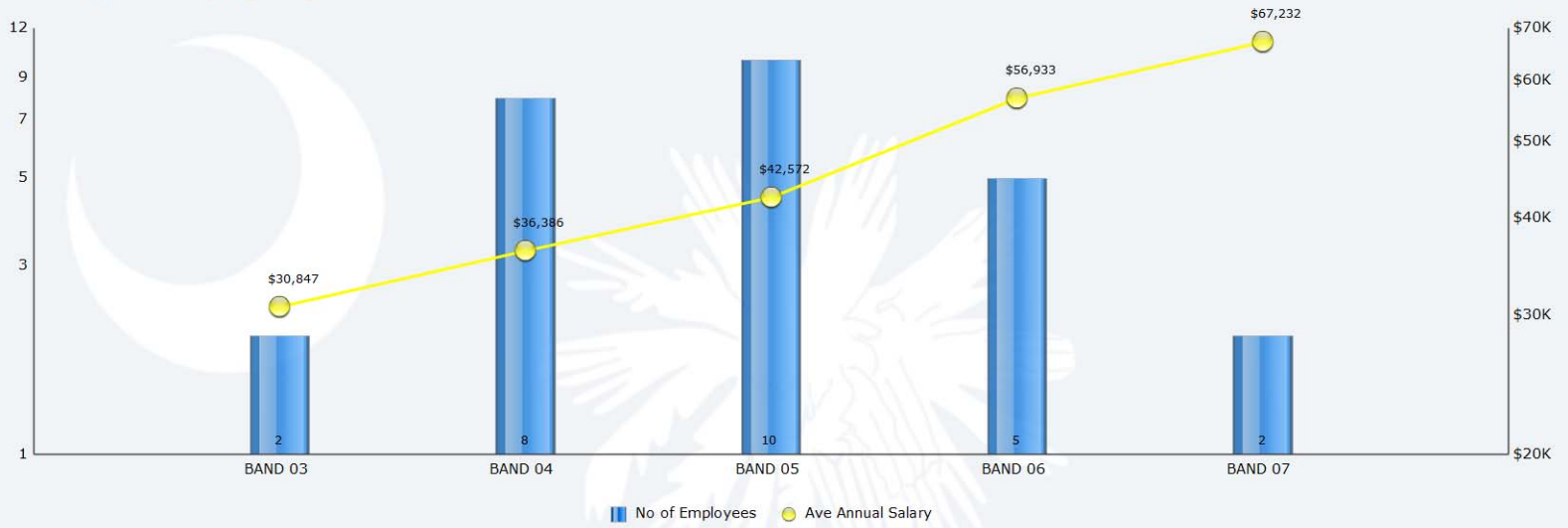
**13**

**Risk %**



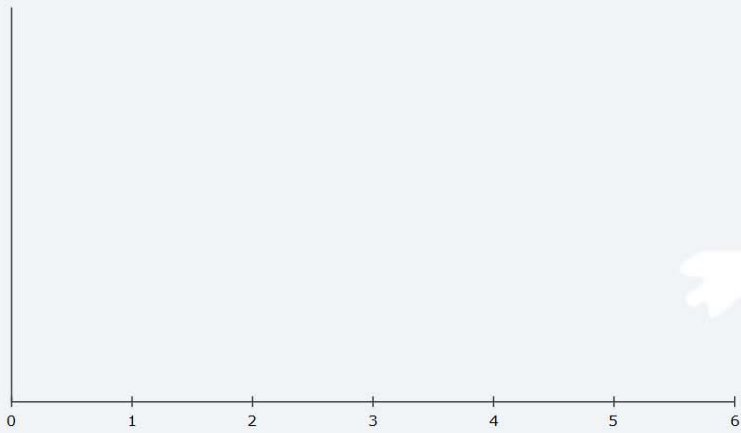


### Average Salary by Payband



### Pay Actions By Type

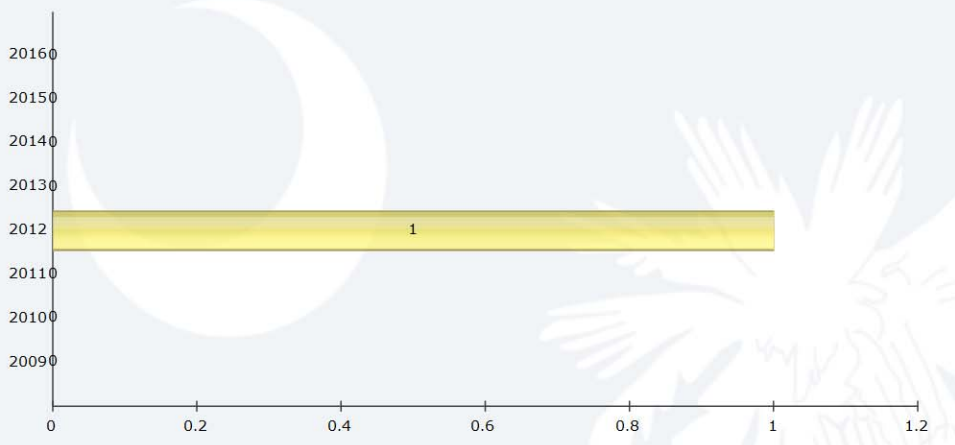
As of Current Month





### CPM Graduates by Year

Data provided by OHR



Grand Total

1





# Department of Archives and History

EST. 1905  
House Legislative Oversight  
Committee

March 21, 2017

ARCHIVES  
& HISTORY

# Strategic Plan

## FY 2016/17

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

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

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



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





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



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

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

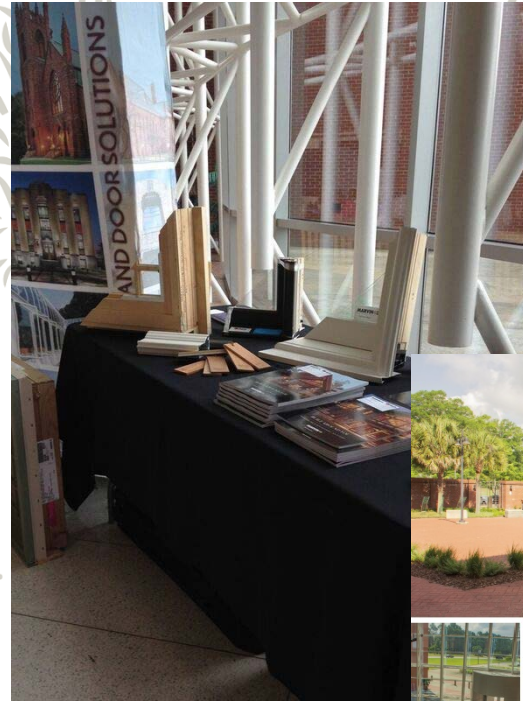


ARCHIVES  
&  
HISTORY

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

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

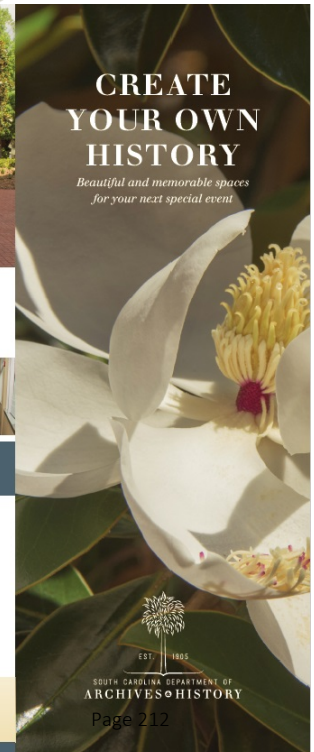
- Objective 3.1.1 - Conduct an annual assessment of the agency's Preservation Conference to increase attendance and revenue
- Objective 3.1.2 – Evaluate the marketability of goods sold in the agency gift shop to maximize profits in 2016/17
- Objective 3.1.3 – Broaden SCDAH's marketing of rental facilities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



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

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

8501 PARKLANE RD • COLUMBIA, SC 29225  
(ph) 803-896-6196 (fax) 803-896-6699  
SCDAH.SC.GOV

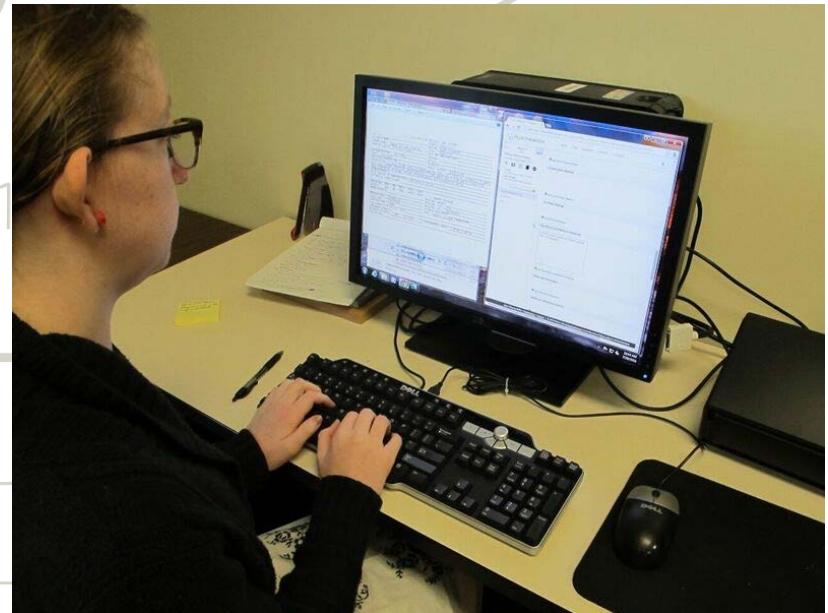


• *Strategy 3.2 - Evaluate the impact of revenue generating activities on agency programs and make necessary adjustments to ensure those activities do not adversely impact the agency's mission*

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



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



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



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

8301 Parklane Road  
 Columbia, SC 29223

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

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

*An Equal Opportunity Employer*

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

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

- *Strategy 4.1 - Digitize historically significant state and local government historical records*
  - Objective 4.1.1 - Increase the number of files added to the agency online record index by five percent in 2016/17
  - Objective 4.1.2 - Ingest and make available electronic records from three state agencies in 2016/17

The screenshot displays the website for the South Carolina Department of Archives & History. At the top left is the department's logo, which includes a palmetto tree and the text 'SOUTH CAROLINA DEPARTMENT OF ARCHIVES & HISTORY' and 'EST. 1909'. To the right of the logo is the text 'SC Department of Archives & History' and 'Research at the Archives'. A search bar at the top right contains the text 'Search archives.sc.gov' and a magnifying glass icon. Below the header is a navigation menu with five items: 'Home', 'Online Research', 'Research Request', 'SC County Maps', and 'Resources'. The 'Online Research' menu item is highlighted with a dark blue arrow. The main content area shows the breadcrumb 'Home > Online Research' and the heading 'Online Research'. Below this heading is a paragraph describing the 'Online Records Index' as a database of records from SC Archives holdings, indexed by topics such as 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. Below this paragraph is a section for 'SCERA' (South Carolina Electronic Records Archive), explaining its purpose in preserving and providing public access to electronic records created by state agencies. At the bottom left of the screenshot, there is a 'Find Us On' section with social media icons for Facebook, Twitter, and YouTube. At the bottom right, there is a partial sentence: 'SCHPR - Stands for South Carolina Historic Properties Record. On this site you will'.

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

South Carolina  
Electronic Records Archive

Home > Welcome to SCERA

Search

*Welcome to SCERA*

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

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

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

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

*Records Currently in SCERA*

In This Section

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



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



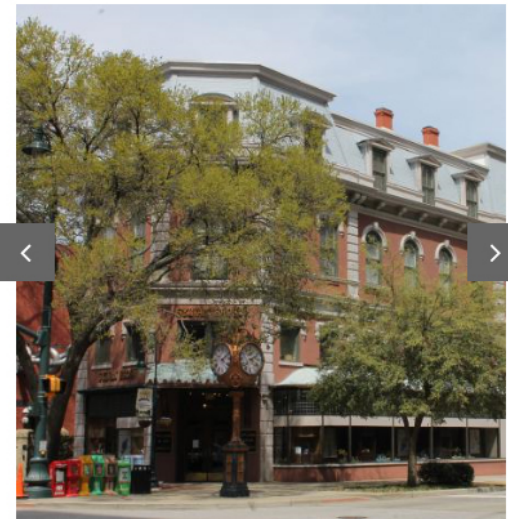
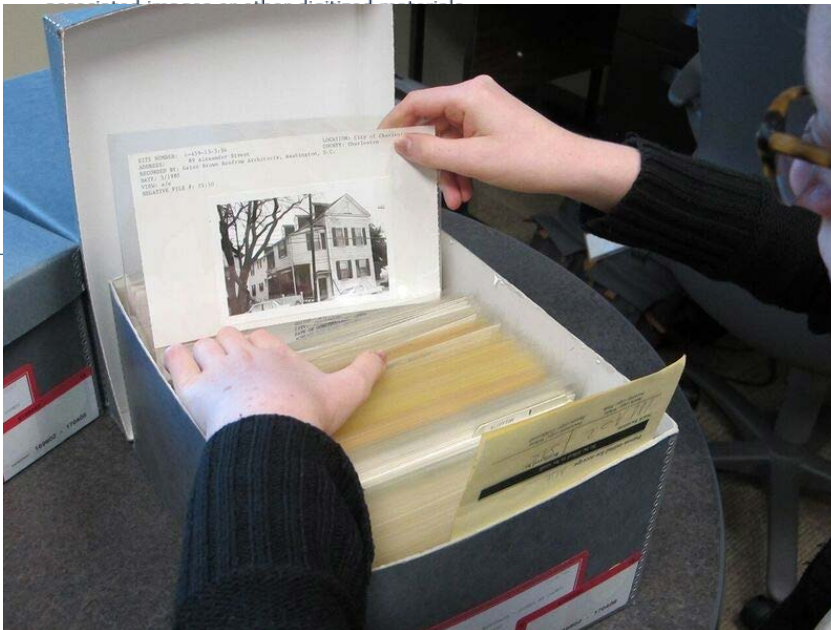
# South Carolina Historic Properties Record

[About](#) [Browse](#) [Search Statewide Survey](#) [Search National Register](#) [Search Reports](#)

## Welcome to SCHPR!

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



I V E S  
T O R Y

# Resources

## Agency Staffing

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



# Administration

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

## Agency Director and SHPO

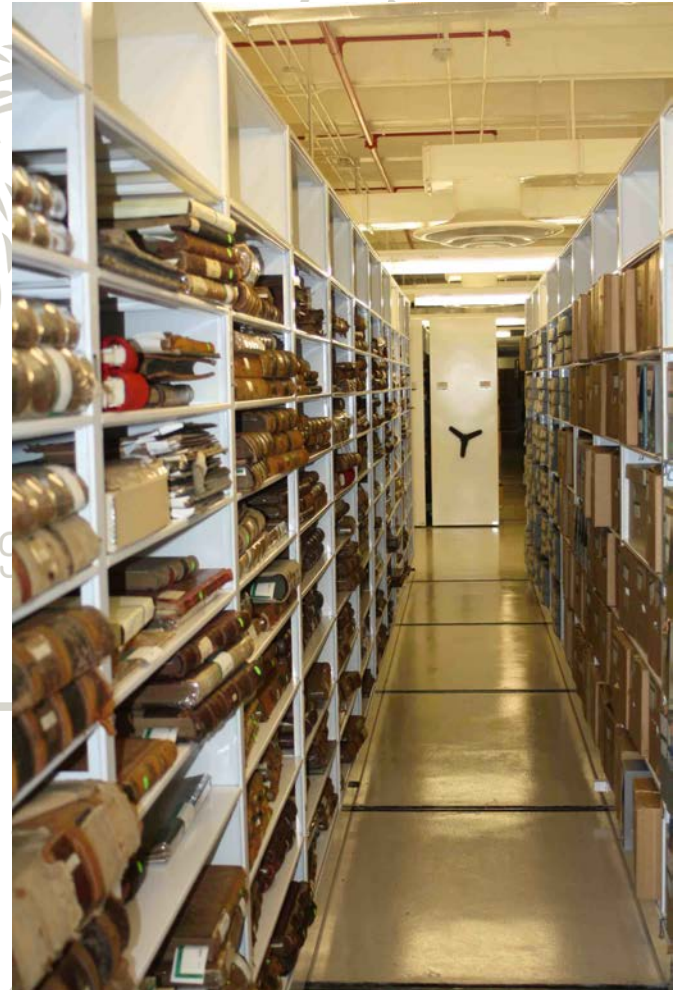
- Deputy Director for Administration  
(Human Resources; Facility Security; Vehicles;  
Facility liaison with General Services; Facility  
Rentals)
  - Administrative Assistant (Facility Rentals and  
Gift Shop)
  - IT Systems Specialist (IT Tech III)
- Finance Manager (Fiscal Analyst III)
  - Finance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

# Archives and Records Management

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

## Deputy Director-Archives and Records Management

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



ARCHIVE  
& HISTORY

# Archives and Records Management

- Imaging

- Supervisor (Archivist IV)

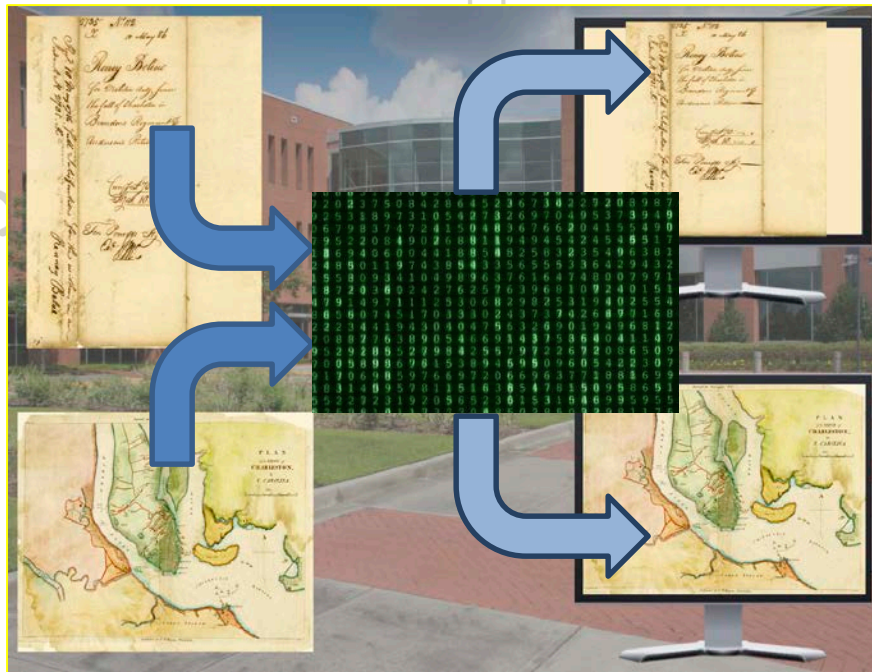
- Micrographics (*Microfilm and Digital Conversion*)

- Archivist III

- Administrative Specialist III

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

- Electronic Archivist



# Archives and Records Management

- Reference (Reference Room)

- Archivist IV

- Archivist III

- Archivist III

- Long-time volunteer  
(retired FTE)



- Processing

- Archival Supervisor

- Electronic Catalog  
Archivist

- Electronic  
Processing  
Archivist

- Long-time  
volunteer  
(retired FTE)



# Archives and Records Management

- Records Management

- Archival Supervisor

- State and Local Records

- Records Analyst II

- Records Analyst II

- Electronic Records Analyst

- Records Center

- SRC Manager (Records Analyst III)



# Historic Preservation (SHPO)

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

## Deputy State Historic Preservation Officer

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

Cotton Factory, Rock Hill, Tax Credit Project





# Historic Preservation (SHPO)

Compliance, Survey, and  
Tax Incentives

## Deputy SHPO

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



Rainwater Bldg., Florence



# Historic Preservation (SHPO)

- Registration, Grants, and Outreach

## Archival Supervisor

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

Olympia Mill Union  
Hall NR Photo



Charleston Tea  
Plantation Marker

# Governmental Partners

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



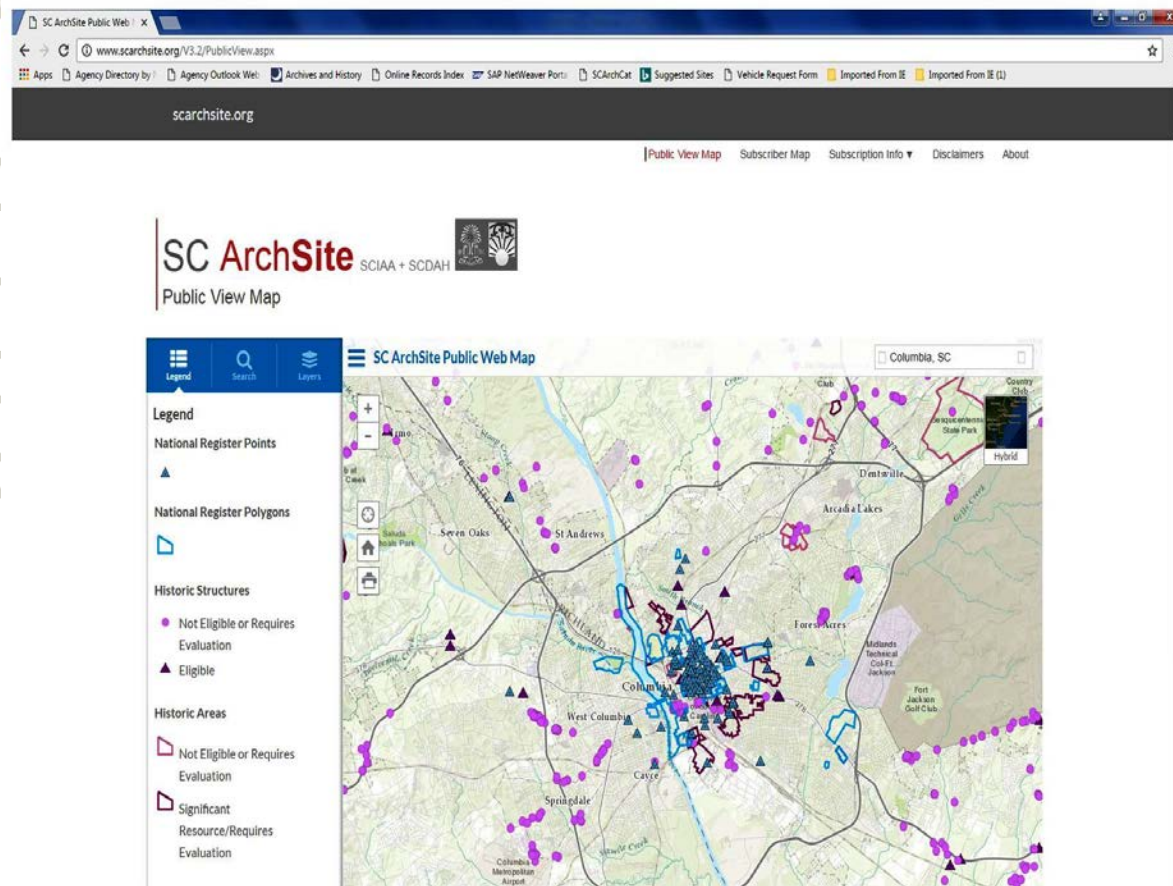
- **South Carolina African American Heritage Commission (SCAAHC)**

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



- **South Carolina Institute of Archaeology and Anthropology (SCIAA)**

- Has worked with SHPO to maintain SC Archsite database (Strategic Goal 1) since 2008.



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



- **Certified Local Governments**

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



- **South Carolina Confederate Relic Room and Military Museum**

- Has worked with SCDAH to sponsor annual Civil War Symposium (Objective 1.2.2) since 2005, and remains part of agency legislation (SC Code 60-11-90).

Confederate Relic Room x

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

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

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

search

About Us | Exhibits | Calendar | Visit | Membership | Education | Support | Research | Gift Shop | Contact Us

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

**EXHIBITS**  
what to see at the museum

**CALENDAR**  
happenings at the museum

**VISIT US**  
plan a trip to the museum

*Xanthus Smith and Civil War Maritime Art*  
Courtesy Southern Maritime Collection

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

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

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



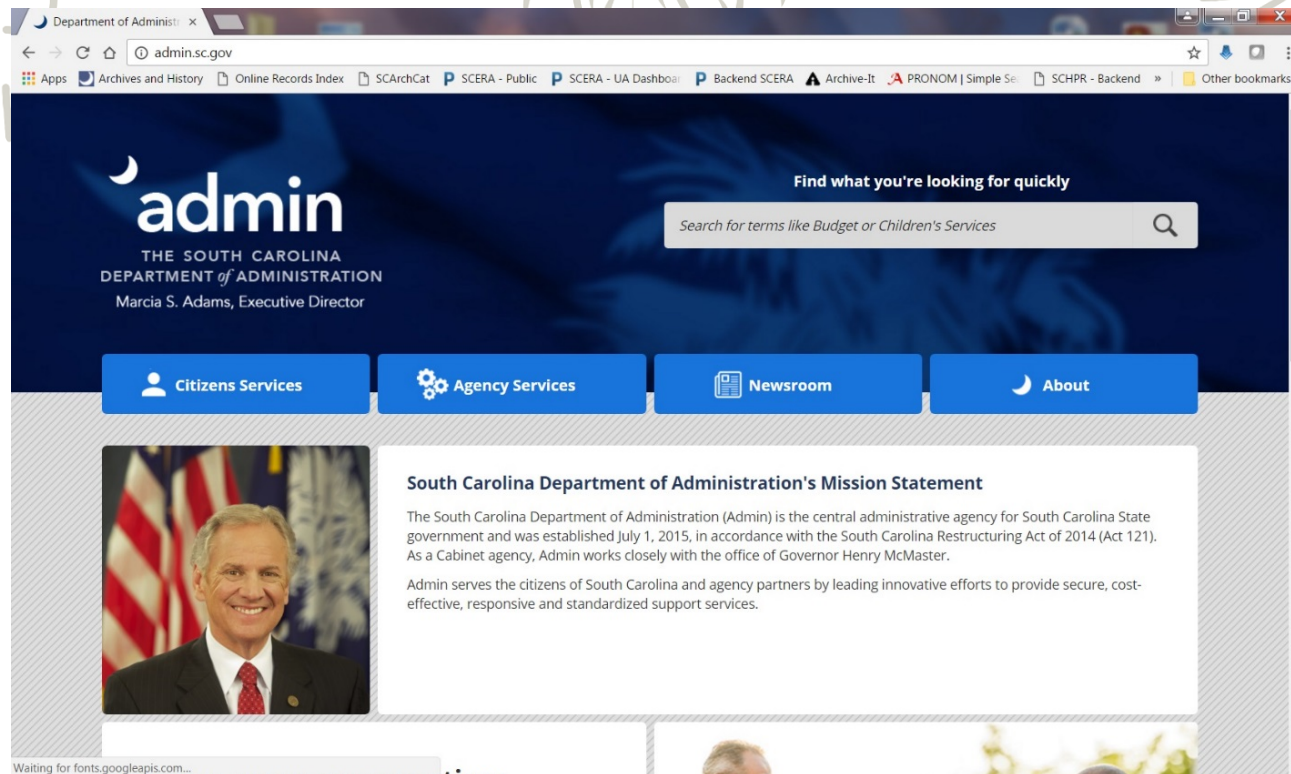
- **South Caroliniana Library, University of South Carolina**

- Has worked with SCDAH to sponsor annual Civil War Symposium (Objective 1.2.2) and since 2006.

The screenshot shows a web browser window with the URL [library.sc.edu/p/Collections/SCL?](http://library.sc.edu/p/Collections/SCL?). The page header includes the University of South Carolina logo and navigation links: Library Accounts, Map, USC Directory, USC Calendar, Give, and a search bar. The main content area features a navigation menu with categories: Thomas Cooper Library, Columbia Libraries, Special Collections, Research Resources, Columbia Services, Support the Libraries, and About the Libraries. Below the menu is a large banner image of the library building with the text "THE SOUTH CAROLINIANA LIBRARY" in raised letters. To the right of the image is a yellow text box with the announcement: "South Caroliniana Library to temporarily relocate May 22 for building renovation". Below the banner is a text box with the following message: "As a result of moving collections offsite to prepare for renovations, access to materials may be delayed. Please contact the reference staff at 803-777-3132 or [sclref@mailbox.sc.edu](mailto:sclref@mailbox.sc.edu) to request materials 24 business hours before you visit. Additionally, please visit the [User Services FAQ](#) page for more information prior to your visit." At the bottom of the page, there is a footer with links for Outreach, Digital Collections, About the Library, and 15th Anniversary.

- **Department of Administration**

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





March 28, 2017

Dr. Eric Emerson  
Director, South Carolina Department of Archives and History  
8301 Parklane Road  
Columbia, South Carolina 29223

Dear Director Emerson:

On behalf of the Education and Cultural Subcommittee, thank you, and Mr. Steven D. Tuttle for your recent presentation to the Subcommittee and prompt response to questions that arose during the meeting relating to salaries; tax credit program; fee schedules for processing state tax credit applications in other states; and the State Grand Fund. Committee staff are in the process of following up on the deferred maintenance issue as well as confirming dates in April for our next meetings. Thank you for your service to the citizens of South Carolina and for your continued cooperation with the legislative oversight process.

Sincerely,

A handwritten signature in black ink, appearing to read "James E. Smith, Jr.", written in a cursive style.

James E. Smith, Jr.



March 21, 2017

Ms. Jennifer Dobson  
Legislative Oversight Committee  
South Carolina House of Representatives  
P.O. Box 11867  
Columbia, SC 29211

Dear Ms. Dobson,

Thank you for your assistance at this morning's meeting of the Education and Cultural Subcommittee. We are grateful for the committee members' time and attention, and we would like to respond to a number of questions raised during the meeting.

Rep. Jefferson asked about salary information from the positions listed in the "Resources" section of the PowerPoint presentation that we offered this morning. That information is listed below.

Administration

Agency Director and SHPO (\$98,409)

Deputy Director for Administration

(Human Resources; Facility Security; Vehicles; Facility liaison with General Services; Facility Rentals) (Administrative Manager I, job class avg. salary \$67,687)

Administrative Assistant (Facility Rentals and Gift Shop) (job class avg. salary \$28,067)

IT Systems Specialist (IT Tech III) (job class avg. salary \$45,500)

Finance Manager (Fiscal Analyst III) (job class avg. salary \$50,592)

Finance Assistant (Fiscal Analyst I) (job class avg. salary \$35,105) Agency  
Advancement Coordinator (Program Coordinator I) (job class avg. salary \$39,751)

Archives and Records Management

Deputy Director-Archives and Records Management (Program Manager I, job class avg. salary \$69,875)

Imaging

Supervisor (Archivist IV) (job class avg. salary \$40,378)

Micrographics (*Microfilm and Digital Conversion*)

-Archivist III (job class avg. salary \$35,383)

-Administrative Specialist III (job class avg. salary \$30,719)

Digitization and SCERA (*SC Electronic Records Archive*)

Electronic Archivist (Archivist III) (job class avg. salary \$35,383)

Reference (Reference Room)

Archivist IV (job class avg. salary \$40,379)

Archivist III (job class avg. salary \$35,383)

Archivist III (job class avg. salary \$35,383)

Long-time volunteer (retired FTE)

Processing

Archival Supervisor (job class avg. salary \$53,700)

Electronic Catalog Archivist (Archivist III)

(job class avg. salary \$35,383)

Electronic Processing Archivist (Archivist III) (job class avg. salary \$35,383)

Long-time volunteer (retired FTE)

Records Management

Archival Supervisor (job class avg. salary \$53,700)

State and Local Records

Records Analyst II (job class avg. salary \$38,682)

Records Analyst II (job class avg. salary \$38,682)

Electronic Records Analyst (Records Analyst II) (job class avg. salary \$38,682)

Records Center

SRC Manager (Records Analyst III) (job class avg. salary \$45,515)

Historic Preservation (SHPO)

Deputy State Historic Preservation Officer (Program Manager I) (Program Manager I, job class avg. salary \$69,875)

Compliance, Survey, and Tax Incentives

Associate Architect (job class avg. salary \$55,418)

Archivist IV (job class avg. salary \$40,379)

Archeologist (Vacant)

DOT Liaison (Archivist IV) (job class avg. salary \$40,379)

Registration, Grants, and Outreach

Archival Supervisor (job class avg. salary \$53,700)

Archivist IV (job class avg. salary \$40,379)

Archivist IV (job class avg. salary \$40,379)

Digital Information Coordinator (SC Historic Property Record) (Archivist IV) (job class avg. salary \$40,379)

Rep. Smith requested information regarding the value of tax credit programs in South Carolina, and that information for the past three fiscal years appears below. For Federal Tax Credits we

only have data for “Actual Costs,” but we have data for both “Qualified Rehab Costs” and “Total Costs” for the State Homeowner Tax Credits. We can provide data for other years if needed.

**Federal Tax Credits**

<u>State Fiscal Year</u>	<u># Projects</u>	<u>Actual Cost</u>
13-14	5	\$3,496,646
14-15	11	\$49,145,884
15-16	10	\$15,575,357

**State Homeowner Tax Credits**

<u>State Fiscal Year</u>	<u># Projects</u>	<u>Qualified Rehab Costs</u>	<u>Total Costs</u>
13-14	4	\$699,050	\$1,100,775
14-15	10	\$2,561,170	\$5,635,107
15-16	8	\$3,018,626	\$7,450,328

Rep. Smith also requested information regarding potential fee schedules for the processing of state tax credit applications. Below, we have provided information and links to the fee schedules of three other southern states.

**MISSISSIPPI STATE TAX CREDIT FEE SCHEDULE**

<u>Cost of Rehabilitation</u>	<u>Total Fee</u>
\$5,001 to \$9,999	\$ 150
\$10,000 to \$24,999	\$ 225
\$25,000 to \$99,999	\$ 300
\$100,000 to \$499,999	\$ 500
\$500,000 to \$999,999	\$1,500
\$1,000,000 or more	\$2,000

[http://www.mdah.ms.gov/new/wp-content/uploads/2013/06/tax\\_fee-pay-form8-13-2012.pdf](http://www.mdah.ms.gov/new/wp-content/uploads/2013/06/tax_fee-pay-form8-13-2012.pdf)

**VIRGINIA STATE TAX CREDIT FEE SCHEDULE**

<u>COST OF REHABILITATION</u>	<u>PART 2 REVIEW FEES (SAME AS PART 3)</u>
Less than \$100,000.....	\$250
\$100,000 to \$249,999.....	\$500
\$250,000 to \$499,999.....	\$1,000
\$500,000 to \$999,999.....	\$2,000
\$1,000,000 to \$1,999,999.....	\$4,000
\$2,000,000 to \$3,499,999.....	\$5,000
\$3,500,000 to \$4,999,999.....	\$7,000
\$5,000,000 and above.....	\$8,000

[http://dhr.virginia.gov/tax\\_credits/Billing\\_Statement.docx](http://dhr.virginia.gov/tax_credits/Billing_Statement.docx)

## GEORGIA TAX CREDIT FEE SCHEDULE

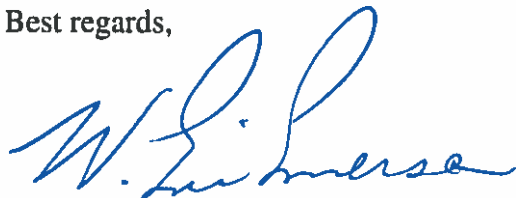
“The fee schedule is based on a percentage of the qualified rehabilitation expenditures (QRE) that establish the amount of income tax credit allowed for a certified rehabilitation project. The fee amount is one-half percent (0.005) of the first \$500,000 in QREs, plus one percent (0.01) of any QREs over \$500,000. The fee is nonrefundable and is collected in two installments: 75 percent at Part A – Preliminary Certification application -- and 25 percent at Part B – Final Certification application. HPD will bill the owner when the applications are received and project review will only begin after payment is received. The minimum fee is \$250 (for projects with QRE of \$100,000 or under) and the maximum fee is \$10,000. For projects with an acceptable Part A application received prior to January 1, 2016, that are completed after January 1, 2017, only the Part B fee portion of the new fee schedule will be charged. If you are only participating in the Preferential Property Tax Freeze program, the fee is \$50. If you are participating in both the Preferential Property Tax Freeze program and the State Income Tax Credit Program, the \$50 fee is waived. Only Cashier’s Checks or money orders are accepted and must be made payable to the Georgia Department of Natural Resources. Additionally, federal projects must pay a separate fee to NPS for that agency’s review. The federal fee is based on the actual dollar amount of the rehabilitation.” [http://georgiashpo.org/incentives/tax/FAQ\\_tax](http://georgiashpo.org/incentives/tax/FAQ_tax)

Rep. Smith asked if there is language in the agency’s legislation regarding the State Grant Fund, which we discussed. Since the end of state funding for the State Grant Fund, the proviso that allowed the agency to collect funds to be placed in that fund has been removed. That language did not refer specifically to funding from the State of South Carolina. Below is wording from the removed proviso.

“The funds earned from the US Department of the Interior by the SCDAH for administering the National Historic Preservation Program in this State, with the exception of the appropriate amount of indirect cost reimbursement to the General Fund, must be deposited in a special account in the State Treasury, to be used by this department for a Historic Preservation Grants program that will assist historic properties throughout South Carolina.”

Please let me know if there are other questions that we may answer for the committee members, and thank you again for your assistance.

Best regards,



W. Eric Emerson, Ph.D.  
Director and SHPO

*Appendix F. April 18, 2017 Meeting Information*



# South Carolina House of Representatives



## Legislative Oversight Committee

### *EDUCATION AND CULTURAL SUBCOMMITTEE*

*Chairman James E. Smith Jr.*

*The Honorable Raye Felder*

*The Honorable Joseph H. Jefferson Jr.*

*The Honorable Tommy M. Stringer*

*Tuesday, April 18, 2017*

*9:00 a.m.*

*Room 427 -Blatt Building*

*Pursuant to Committee Rule 6.8, S.C. ETV shall be allowed access for internet streaming whenever technologically feasible.*

### AGENDA

- I. Approval of Minutes from the March 21, 2017 Subcommittee Meeting
- II. Further discussion of study of the Department of Archives and History
- III. Adjournment

*Chair Wm. Weston J. Newton*

*First Vice-Chair:  
Laurie Slade Funderburk*

*Katherine E. (Katie) Arrington  
Gary E. Clary  
MaryGail K. Douglas  
Phyllis J. Henderson  
Joseph H. Jefferson Jr.  
Mandy Powers Norrell  
J. Todd Rutherford  
Tommy M. Stringer  
Bill Taylor*

*Jennifer L. Dobson  
Research Director*

*Cathy A. Greer  
Administration Coordinator*

## **Legislative Oversight Committee**



**South Carolina House of Representatives**

*William K. (Bill) Bowers  
Neal Collins  
Raye Felder  
William M. "Bill" Hixon  
Robert L. Ridgeway III  
James E. Smith Jr.  
Edward R. Tallon Sr.  
Robert Q. Williams*

*Charles L. Appleby IV  
Legal Counsel*

*Carmen J. McCutcheon Simon  
Research Analyst/Auditor*

**Post Office Box 11867  
Columbia, South Carolina 29211  
Telephone: (803) 212-6810 • Fax: (803) 212-6811  
Room 228 Blatt Building**

### **Education and Cultural Subcommittee**

March 21, 2017

#### **Archived Video Available**

- I. Pursuant to House Legislative Oversight Committee Rule 6.8, South Carolina ETV was allowed access for streaming the meeting. You may access an archived video of this meeting by visiting the South Carolina General Assembly's website (<http://www.scstatehouse.gov>) and clicking on *Committee Postings and Reports*, then under *House Standing Committees* click on *Legislative Oversight*. Then, click on *Video Archives* for a listing of archived videos for the Committee.

#### **Attendance**

- I. The Education and Cultural Subcommittee meeting was called to order by Chair James E. Smith, Jr., on Tuesday, March 21, 2017, in Room 321 of the Blatt Building. All members were present for some or all of the meeting, except Representative Tommy M. Stringer.

#### **Minutes**

- I. House Rule 4.5 requires standing committees to prepare and make available to the public the minutes of committee meetings, but the minutes do not have to be verbatim accounts of meetings. It is the practice of the Legislative Oversight Committee to provide minutes for its subcommittee meetings.
- II. Representative Raye Felder moved to approve the minutes from the Subcommittee's meeting on March 7, 2017. A roll call vote was held, and the motion passed.

<b>Representative Felder’s motion to approve the minutes from the March 7, 2017, meeting:</b>	<b>Yea</b>	<b>Nay</b>	<b>Not Voting: Present</b>	<b>Not Voting: Absent</b>
Raye Felder	✓			
Joseph H. Jefferson, Jr.	✓			
James E. Smith, Jr.	✓			
Tommy Stringer				✓

**Discussion of the Department of Archives and History**

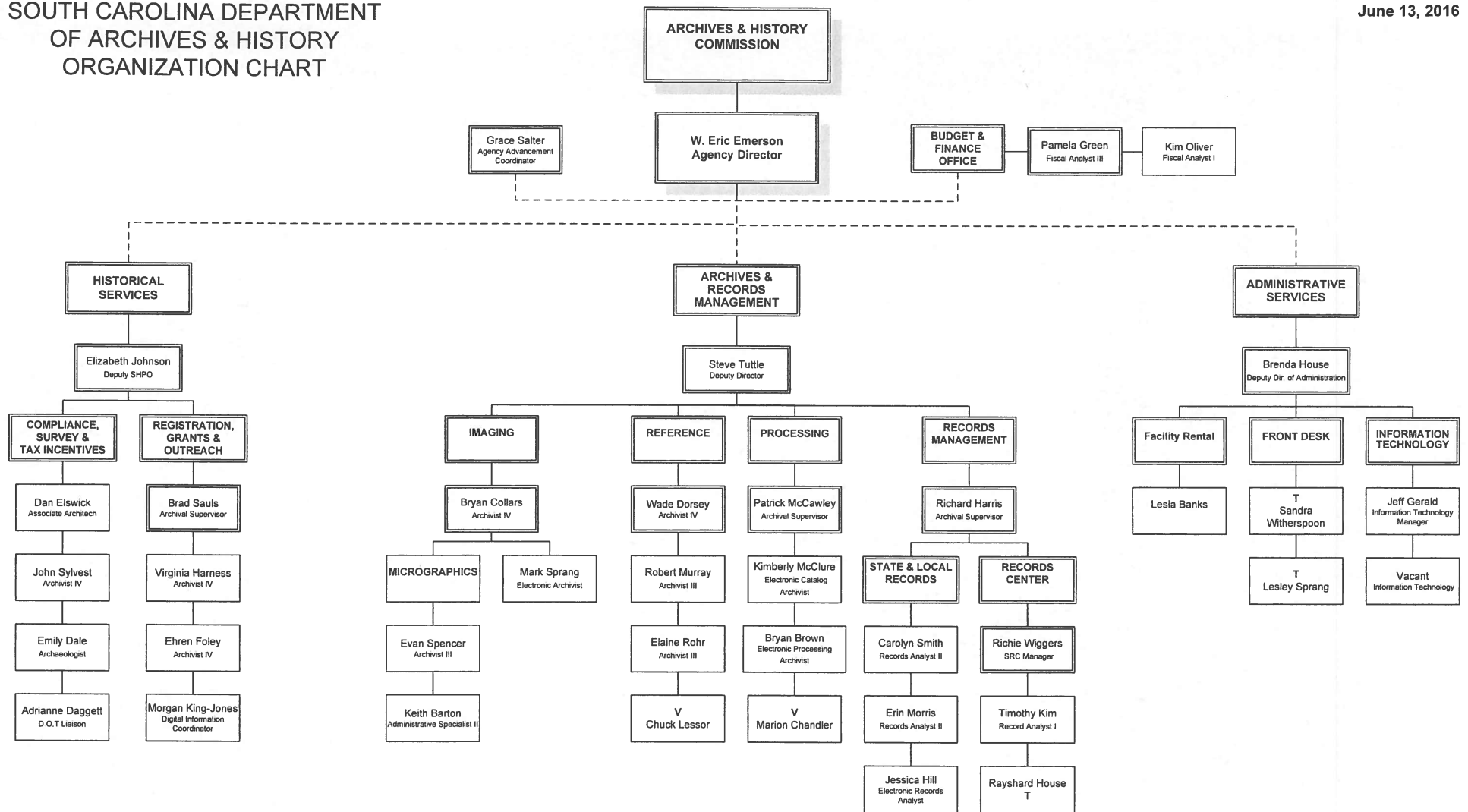
- I. Director Emerson continued his presentation about the Department of Archives and History. He also answered questions asked by the Subcommittee members on a variety of topics:
  - a. Conversion of microfilm to a digital format;
  - b. Interns at the agency;
  - c. State of the agency’s facilities;
  - d. Preservation assistance given to owners of historical buildings; and
  - e. The agency’s opportunities to partner with the state’s educators.
  
- II. The meeting was adjourned.

## Study Update - Department of Archives and History

- March 2015 - Agency submits its Annual Restructuring and Seven-Year Plan Report, which is available online.
- January 12, 2016 - Agency submits its **2016 Annual Restructuring Report**, which is available online.
- January 28, 2016 - **Full committee votes to schedule the Department of Archives and History for study.** Video of the meeting is available online.
- April 26, 2016 - Subcommittee holds **entry meeting** with the agency. Video of the meeting is available online.
- May 1-31, 2016 - Committee solicits input from the public about the agency in the form of an **online public survey**. The results of the public survey are available online.
- May 26, 2016 - Agency submits its **Program Evaluation Report**, which is available online.
- November 11, 2016 - Agency submits its response to a Request for Information to keep materials online current.
- March 2, 2017 - Committee holds **public input meeting** about Department of Archives and History; DDSN; and John de la Howe School. Video of the meeting is available online.
- March 7, 2017 - **Subcommittee Meeting #1** with agency to discuss the **agency's history, strategic plan, major program, products and services.**
- March 21, 2017 - **Subcommittee Meeting #2** with agency to discuss the **agency's strategic plan, resources, and governmental partners.**
- April 18, 2017 - **Subcommittee Meeting # 3** with agency to discuss the **agency's programs, objectives and performance measures**
- Ongoing - Public may submit written comments on the Oversight Committee's webpage on the General Assembly's website ([www.scstatehouse.gov](http://www.scstatehouse.gov))

**SOUTH CAROLINA DEPARTMENT  
OF ARCHIVES & HISTORY  
ORGANIZATION CHART**

June 13, 2016



<b>FTE Information</b>	
Authorized	- 39
Filled	- 32
Vacant	- 7

TL - Time Limit  
 T - Temps  
 G - Graduate Assistant  
 V - Volunteer

**Programs and Objectives (2015-16)**

<b>Agency Responding</b>	Department of Archives and History
<b>Date of Submission</b>	

Disclaimer: The Committee understands amount the agency spent per objective and amount of employee equivalents that are associated with costs of each program are estimates from the agency. The information is acceptable as long as the agency has a logical basis, which it can explain, as to how it reached the numbers it provided.

**INSTRUCTIONS:** In this Chart, please do the following:

- (a) In the first two columns, the agency can copy and paste the information from the Accountability Report, "Major Programs," chart.
- (b) In the column titled, "Money Spent on Program in 2015-16," list the amount of money the agency spent on the program in 2015-16.
- (c) In the column titled, "Number of employee equivalents associated with the budget program in 2015-16," list the total number of employee equivalents working on the program in 2015-16 from the Employee Allocation by Budget Program Chart.
- (d) In the column titled, "Objective the Program Helps Accomplish," list each objective the program helps the agency accomplish. Please list only objective per row. This may require inserting additional rows between programs.
- (e) In the column titled, "Approx. amount of money spent on objective that is associated with costs from program," consider the total amount actually spent on the program and what portion of that amount was related to each objective. If the agency adds up the amounts for each associated objective, it should equal the total amount spent on the program.
- (f) In the column titled, "Approx. amount of employee equivalents utilized on objective that are associated with the program," consider the total amount of employee equivalents utilized on the program and what portion of that time was related to each objective. If the agency adds up the amounts for each associated objective, it should equal the total number of employee equivalents utilized on the program.

General Appropriation Act Programs (2015-16)	Description of Program	Money Spent on Program in 2015-16	Number of employee equivalents associated with this Program in 2015-16	Objective the Program Helps Accomplish (The agency can copy the Objective number and description from the first column of the Strategy, Objective and Responsibility Chart)  List <b>ONLY ONE</b> strategic objective per row.	Approx. amount of money spent on each objective in 2015-16 that is associated with costs from this program (if you add up the amounts for each objective it should equal the total amount spent on the program)	Approx. amount of employee equivalents in 2015-16 utilized on each objective that are associated with this program (if you add up the amounts for each objective it should equal the total amount employee equivalents for the program)
Administration	Division is responsible for all administrative functions of the agency including finance, human resources, facility management, information technology, security, and agency advancement.	\$1,302,403	7	Objective 1.2.1 - Establish divisional bi-monthly meetings to ensure divisional collaboration	\$0	4
Administration	Division is responsible for all administrative functions of the agency including finance, human resources, facility management, information technology, security, and agency advancement.	\$1,302,403	7	Objective 1.2.2 - In 2015/16 continue collaboration with the Confederate Relic Room, South Caroliniana Library, USC Press to sponsor and organize agency symposia	\$0	1
Administration	Division is responsible for all administrative functions of the agency including finance, human resources, facility management, information technology, security, and agency advancement.	\$1,302,403	7	Objective 2.1.1 - Conduct media campaign to notify potential customers and stakeholders of the agency's installation of Preservica and creation of the Electronic Records Archive in 2015/16	\$0	2
Administration	Division is responsible for all administrative functions of the agency including finance, human resources, facility management, information technology, security, and agency advancement.	\$1,302,403	7	Objective 2.1.2 - Enhance use of diagnostic tools to maximize the agency's use of Social Media in 2015/16	\$0	2
Administration	Division is responsible for all administrative functions of the agency including finance, human resources, facility management, information technology, security, and agency advancement.	\$1,302,403	7	Objective 3.1.1 - Conduct an internal assessment of the agency's Preservation Conference and Civil War Symposium to improve event marketing in 2015/16	\$0	5
Administration	Division is responsible for all administrative functions of the agency including finance, human resources, facility management, information technology, security, and agency advancement.	\$1,302,403	7	Objective 3.1.2 - Develop an annual assessment of Gift Shop sales to evaluate the marketability of goods sold in 2015/16	\$0	3
Administration	Division is responsible for all administrative functions of the agency including finance, human resources, facility management, information technology, security, and agency advancement.	\$1,302,403	7	Objective 3.1.3 - Reassess SCDAH's marketing of rental facilities to discern trends in 2015/16	\$0	4
Administration	Division is responsible for all administrative functions of the agency including finance, human resources, facility management, information technology, security, and agency advancement.	\$1,302,403	7	Objective 3.2.1 - Develop a plan for ensuring that historical preservation and access issues are considered when evaluating other revenue sources for 2015/16	\$0	4
Administration	Division is responsible for all administrative functions of the agency including finance, human resources, facility management, information technology, security, and agency advancement.	\$1,302,403	7	Objective 3.3.2 - Request funds for the expansion of the agency's digital storage capacity by 50 percent in 2015/16	\$0	2

**Programs and Objectives (2015-16)**

Administration	Division is responsible for all administrative functions of the agency including finance, human resources, facility management, information technology, security, and agency advancement.	\$1,302,403	7	Objective 3.4.1 - Increase the number of agency volunteers by 20 percent in 2015/16 to assist the agency with special projects	\$0	5
Administration	Division is responsible for all administrative functions of the agency including finance, human resources, facility management, information technology, security, and agency advancement.	\$1,302,403	7	Objective 3.4.2 - Triple the number of agency interns in 2015/16	\$0	5
Administration	Division is responsible for all administrative functions of the agency including finance, human resources, facility management, information technology, security, and agency advancement.	\$1,302,403	7	Objective 3.5.1 - Fill 50 percent of the agency's unfilled authorized positions in 2015/16	\$0	4
Administration	Division is responsible for all administrative functions of the agency including finance, human resources, facility management, information technology, security, and agency advancement.	\$1,302,403	7	Objective 4.2.1 - Intensify the agency's Social Media presence by increasing all postings by 25 percent in 2015/16	\$0	2
Administration	Division is responsible for all administrative functions of the agency including finance, human resources, facility management, information technology, security, and agency advancement.	\$1,302,403	7	Objective 4.2.2 - Revive the State Historic Records Advisory Board through appointments by the Governor in 2015/16	\$0	3
Administration	Division is responsible for all administrative functions of the agency including finance, human resources, facility management, information technology, security, and agency advancement.	\$1,302,403	7	Unrelated Purpose #1 - Provides support for all components of the agency including Director's Office, Budget and Finance, Personnel, Building Services and Information Technology.	\$1,302,403	7.4
Archives and 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.	\$1,082,851	17.5	Objective 1.1.1 - Offer ten records management workshops annually for state and local government agencies in 2015/16	\$0	4
Archives and 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.	\$1,082,851	17.5	Objective 1.3.1 - Increase total staff membership in national historical and professional organizations by 15 percent in 2015/16	\$0	4
Archives and 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.	\$1,082,851	17.5	Objective 1.3.2 - Increase the total number of outside presentations given by staff by 10 percent in 2015/16	\$1,000	4
Archives and 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.	\$1,082,851	17.5	Objective 3.1.1 - Conduct an internal assessment of the agency's Preservation Conference and Civil War Symposium to improve event marketing in 2015/16	\$0	5
Archives and 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.	\$1,082,851	17.5	Objective 3.3.1 - Complete the installation of moveable shelving in the final section of the first stack at the Archives in 2015/16	\$245,922	4
Archives and 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.	\$1,082,851	17.5	Objective 3.4.1 - Increase the number of agency volunteers by 20 percent in 2015/16 to assist the agency with special projects	\$0	5
Archives and 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.	\$1,082,851	17.5	Objective 3.4.2 - Triple the number of agency interns in 2015/16	\$0	5
Archives and 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.	\$1,082,851	17.5	Objective 4.1.1 - Increase the number of files added to the agency online record index by five percent in 2015/16	\$0	2
Archives and 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.	\$1,082,851	17.5	Objective 4.1.2 - Ingest and make available county council records for 23 counties through the Electronic Records Archives in 2015/16	\$0	2
Archives and 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.	\$1,082,851	17.5	Objective 4.2.2 - Revive the State Historic Records Advisory Board through appointments by the Governor in 2015/16	\$0	3

Programs and Objectives (2015-16)

Archives and 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.	\$1,082,851	17.5	Objective 4.3.1 - Complete installation of Preservica and make accessible 400 GBs of data through the South Carolina Electronic Records Archive (SCERA) in 2015/16	\$100,000	2
Archives and 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.	\$1,082,851	17.5	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.	\$1,082,851	17.4
Historical Services	The State Historic Preservation Office encourages and facilitates the responsible stewardship of preservation of South Carolina's irreplaceable historic and prehistoric places.	\$934,287	17.5	Objective 1.1.2 - Complete the distribution of the recently revised " A Teacher's Guide to African American Historic Places in South Carolina" to state schools in 2015/16	\$0	4
Historical Services	The State Historic Preservation Office encourages and facilitates the responsible stewardship of preservation of South Carolina's irreplaceable historic and prehistoric places.	\$934,287	7.5	Objective 4.3.2 - Complete the first phase (25,000 survey records) of the Historic Properties Database in 2015/16	\$0	3
Historical Services	The State Historic Preservation Office encourages and facilitates the responsible stewardship of preservation of South Carolina's irreplaceable historic and prehistoric places.	\$934,287	7.5	Unrelated purpose #3-Provides leadership, technical, and financial assistance to individuals, organizations, local governments, state and federal agencies	\$812,801	7.4
Employee Benefits	State Employer Contributions	\$643,393	0.5	Unrelated purpose #4-State Employer Contributions	\$643,393	0.4
Historical Services	The State Historic Preservation Office encourages and facilitates the responsible stewardship of preservation of South Carolina's irreplaceable historic and prehistoric places.	\$934,287	7.5	Unrelated purpose #5-All special items supported by the State	\$25,000	1



**Performance Measures**

<b>Agency Responding</b>	Department of Archives and History
<b>Date of Submission</b>	

**INSTRUCTIONS:** In this Chart, please do the following:

- (a) Notice there are three blank template charts. One for Program Measure #1, Program Measure #2, and Program Measure #3. Count the total number of performance measures the agency utilizes. Then, copy and paste the blank templates as many times as needed so the agency has a blank one for each agency performance measure. Finally, fill in the blanks for each performance measure.
- (b) In the column titled, "Performance Measure," enter the performance measure just like the agency did in the Accountability report.
- (c) In the column titled, "Type of Measure," pick the type of measure that best fits the performance measure from the drop down box (see Types of Performance Measures explained at the top of the chart).
- (d) In the column titled, "Related to the following at the agency," select which of the following the performance measures most relates to, which are included in a drop down menu.
  - i. Mission effectiveness (i.e., a process characteristic indicating the degree to which the process output (work product) conforms to statutory requirements (i.e., is the agency doing the right things?))
  - ii. Mission efficiency (i.e., a process characteristic indicating the degree to which the process produces the required output at minimum resource cost (i.e., is the agency doing things right?))
  - iii. Quality (i.e., degree to which a deliverable (product or service) meets customer requirements and expectations (a customer is defined as an actual or potential user of the agency's products or services))
  - iv. Operational efficiency and work system performance (includes measures related to the following: innovation and improvement results; improvements to cycle or wait times; supplier and partner performance; and results related to emergency drills or exercises)
- (e) In the column titled, "Agency selected; Required by State; or Required by Federal," pick State from the drop down menu if an entity in state government requires the agency to track this information, Federal if an entity in the federal government requires the agency to track this information, or Only Agency Selected if there is no state or federal entity that requires the agency to track this information and the agency selected it.
- (f) In the next set of columns enter the actual and target results for each year. Next to "Actual Results," enter the actual value the agency had for that performance measure at the end of that year. Next to "Target Results," enter the target value the agency wanted to reach for the performance measure for that year. If the agency did not utilize a particular performance measure during certain years, then enter the following next to the applicable "Actual Results" and "Target Results," - "Agency did not use PM during this year."
- (g) Note: Benchmarks are goals to aim for. Agencies choose benchmarks based on standards within their industry. For instance, the agency might look to peak performers in their industry and set their targets so that the agency can work to incrementally reach those peak performers. In the Column labeled, "Benchmark," list the peak performers or other data the agency referenced when setting its target.

**Types of Performance Measures:**

**Outcome Measure** - A quantifiable indicator of the public and customer benefits from an agency's actions. Outcome measures are used to assess an agency's effectiveness in serving its key customers and in achieving its mission, goals and objectives. They are also used to direct resources to strategies with the greatest effect on the most valued outcomes. Outcome measures should be the first priority. Example - % of licenses with no violations.

**Efficiency Measure** - A quantifiable indicator of productivity expressed in unit costs, units of time, or other ratio-based units. Efficiency measures are used to assess the cost-efficiency, productivity, and timeliness of agency operations. Efficiency measures measure the efficient use of available resources and should be the second priority. Example - cost per inspection

**Output Measure** - A quantifiable indicator of the number of goods or services an agency produces. Output measures are used to assess workload and the agency's efforts to address demands. Output measures measure workload and efforts and should be the third priority. Example - # of business license applications processed.

**Input/Activity Measure** - Resources that contribute to the production and delivery of a service. Inputs are "what we use to do the work." They measure the factors or requests received that explain performance (i.e. explanatory). These measures should be the last priority. Example - # of license applications received

Performance Measure #1	Type of Measure:	Related to the following at the agency:	Agency selected; Required by State; or Required by Federal:	Associated Objectives
Archives Reference Room Visits	Output Measure	Mission Effectiveness	Agency Selected	1, 6.1.1, 6.1.2, 6.2.1, 6.2.2, 6.3.1, 6.3.2

Why was this performance measure chosen?	2011-12 Actual Results	2012-13 Actual Results	2013-14 Actual Results	Was 2014-15 target standard, moderate, or stretch challenge:	2014-15 Target Results:	2014-15 Actual Results:	Benchmark for 2015-16 target results:	Was 2015-16 target standard, moderate, or stretch challenge:	2015-16 Target Results:	2015-16 Actual Results:	Benchmark for 2016-17 target results:	Is 2016-17 target standard, moderate, or stretch challenge:	2016-17 Target Results:
It quantifies how well the agency is performing a core function of its mission over an extended period.	5,027	43,276	4,434	moderate	4,500	4,698	Increase visits by 3%	moderate	4,838	4,154	Increase visits by 3%	moderate	4,279

Performance Measure #2	Type of Measure:	Related to the following at the agency:	Agency selected; Required by State; or Required by Federal:	Associated Objectives
Archives Reference Room Researcher Contacts	Output Measure	Mission Effectiveness	Agency selected	1, 6.1.1, 6.1.2, 6.2.1, 6.2.2, 6.3.1, 6.3.2

Why was this performance measure chosen?	2011-12 Actual Results	2012-13 Actual Results	2013-14 Actual Results	Was 2014-15 target standard, moderate, or stretch challenge:	2014-15 Target Results:	2014-15 Actual Results:	Benchmark for 2015-16 target results:	Was 2015-16 target standard, moderate, or stretch challenge:	2015-16 Target Results:	2015-16 Actual Results:	Benchmark for 2016-17 target results:	Is 2016-17 target standard, moderate, or stretch challenge:	2016-17 Target Results:
It quantifies how well the agency is performing a core function of its mission over an extended period.	7,820	7,422	7,410	moderate	7,500	7,262	Increase by 3%	stretch	7,480	6,610	Increase by 3%	stretch	6,808

Performance Measure #3	Type of Measure:	Related to the following at the agency:	Agency selected; Required by State; or Required by Federal:	Associated Objectives
Archives Response Time for Reference Queries	Efficiency Measure	Operational efficiency	Agency selected	1, 6.1.1, 6.1.2, 6.2.2, 6.3.1, 6.3.2

Why was this performance measure chosen?	2011-12 Actual Results	2012-13 Actual Results	2013-14 Actual Results	Was 2014-15 target standard, moderate, or stretch challenge:	2014-15 Target Results:	2014-15 Actual Results:	Benchmark for 2015-16 target results:	Was 2015-16 target standard, moderate, or stretch challenge:	2015-16 Target Results:	2015-16 Actual Results:	Benchmark for 2016-17 target results:	Is 2016-17 target standard, moderate, or stretch challenge:	2016-17 Target Results:
It quantifies how well the agency is performing a core function of its mission over an extended period.	5.5 days	4 days	4 days	moderate	3.75 days	3.5 days	Improve by .5 days	moderate	3 days	2.7 days	Improve by .5 days	moderate	2.2 days

Performance Measure #4	Type of Measure:	Related to the following at the agency:	Agency selected; Required by State; or Required by Federal:	Associated Objectives
Records Retention Schedules Prepared	Output Measure	Mission Effectiveness	Agency selected	1, 1.1.2, 1.2.2, 3.5.1, 3.5.2, 6.3.1, 6.3.2

Why was this performance measure chosen?	2011-12 Actual Results	2012-13 Actual Results	2013-14 Actual Results	Was 2014-15 target standard, moderate, or stretch challenge:	2014-15 Target Results:	2014-15 Actual Results:	Benchmark for 2015-16 target results:	Was 2015-16 target standard, moderate, or stretch challenge:	2015-16 Target Results:	2015-16 Actual Results:	Benchmark for 2016-17 target results:	Is 2016-17 target standard, moderate, or stretch challenge:	2016-17 Target Results:
It quantifies how well the agency is performing a core function of its mission over an extended period.	329	301	310	moderate	350	405	Increase by 5%	moderate	425	346	5% increase	moderate	363

Performance Measure #5	Type of Measure:	Related to the following at the agency:	Agency selected; Required by State; or Required by Federal:	Associated Objectives
Percentage of State Agencies Implementing Records Retention Schedules	Outcome Measure	Mission Effectiveness	Agency selected	1, 1.2.1, 1.2.2, 3.5.1, 3.5.2, 6.3.1, 6.3.2

Why was this performance measure chosen?	2011-12 Actual Results	2012-13 Actual Results	2013-14 Actual Results	Was 2014-15 target standard, moderate, or stretch challenge:	2014-15 Target Results:	2014-15 Actual Results:	Benchmark for 2015-16 target results:	Was 2015-16 target standard, moderate, or stretch challenge:	2015-16 Target Results:	2015-16 Actual Results:	Benchmark for 2016-17 target results:	Is 2016-17 target standard, moderate, or stretch challenge:	2016-17 Target Results:
It quantifies how well the agency is performing a core function of its mission over an extended period.	61%	59%	57%	stretch	65%	62%	Increase to 65%	moderate	65%	60%	Increase to 65%	stretch	65%

**Performance Measures**

Performance Measure #6	Type of Measure:	Related to the following at the agency:	Agency selected; Required by State; or Required by Federal:	Associated Objectives									
Pages of State and Local Government Records Authorized for Disposal	Output Measure	Mission Effectiveness	Agency selected	1, 6.1.1, 6.1.2, 6.2.1, 6.2.2, 6.3.1, 6.3.2									
<b>Why was this performance measure chosen?</b>	<b>2011-12 Actual Results</b>	<b>2012-13 Actual Results</b>	<b>2013-14 Actual Results</b>	<b>Was 2014-15 target standard, moderate, or stretch challenge:</b>	<b>2014-15 Target Results:</b>	<b>2014-15 Actual Results:</b>	<b>Benchmark for 2015-16 target results:</b>	<b>Was 2015-16 target standard, moderate, or stretch challenge:</b>	<b>2015-16 Target Results:</b>	<b>2015-16 Actual Results:</b>	<b>Benchmark for 2016-17 target results:</b>	<b>Is 2016-17 target standard, moderate, or stretch challenge:</b>	<b>2016-17 Target Results:</b>
It quantifies how well the agency is performing a core function of its mission over an extended period.	103.9 million	163 million	163 million	moderate	170 million	104 million	Increase by 10%	moderate	120 million	139 million	Increase by 10%	moderate	152 million
Performance Measure #7	Type of Measure:	Related to the following at the agency:	Agency selected; Required by State; or Required by Federal:	Associated Objectives									
Pages of Historical Documents Microfilmed and Conserved	Output Measure	Mission Effectiveness	Agency selected	1, 6.1.1, 6.1.2, 6.2.1, 6.2.2, 6.3.1, 6.3.2									
<b>Why was this performance measure chosen?</b>	<b>2011-12 Actual Results</b>	<b>2012-13 Actual Results</b>	<b>2013-14 Actual Results</b>	<b>Was 2014-15 target standard, moderate, or stretch challenge:</b>	<b>2014-15 Target Results:</b>	<b>2014-15 Actual Results:</b>	<b>Benchmark for 2015-16 target results:</b>	<b>Was 2015-16 target standard, moderate, or stretch challenge:</b>	<b>2015-16 Target Results:</b>	<b>2015-16 Actual Results:</b>	<b>Benchmark for 2016-17 target results:</b>	<b>Is 2016-17 target standard, moderate, or stretch challenge:</b>	<b>2016-17 Target Results:</b>
It quantifies how well the agency is performing a core function of its mission over an extended period.	94,787	87,834	36,294	moderate	40,000	89,070	Increase by 5%	moderate	93,500	13,307	5% increase	moderate	14,000
Performance Measure #8	Type of Measure:	Related to the following at the agency:	Agency selected; Required by State; or Required by Federal:	Associated Objectives									
Review of Tax Credit Projects (State) within 30 Days	Outcome Measure	Mission Effectiveness	Agency selected	1, 1.1.1, 2 Preservation Plan									
<b>Why was this performance measure chosen?</b>	<b>2011-12 Actual Results</b>	<b>2012-13 Actual Results</b>	<b>2013-14 Actual Results</b>	<b>Was 2014-15 target standard, moderate, or stretch challenge:</b>	<b>2014-15 Target Results:</b>	<b>2014-15 Actual Results:</b>	<b>Benchmark for 2015-16 target results:</b>	<b>Was 2015-16 target standard, moderate, or stretch challenge:</b>	<b>2015-16 Target Results:</b>	<b>2015-16 Actual Results:</b>	<b>Benchmark for 2016-17 target results:</b>	<b>Is 2016-17 target standard, moderate, or stretch challenge:</b>	<b>2016-17 Target Results:</b>
It quantifies how well the agency is performing a core function of its mission over an extended period.	Did not use measure	Did not use measure	100%	standard	100%	64%	Review all within 30 days	standard	100%	76%	Review all within 30 days	standard	100%
Performance Measure #9	Type of Measure:	Related to the following at the agency:	Agency selected; Required by State; or Required by Federal:	Associated Objectives									
Reviews of Tax Credit Applications (Federal) within 30 Days	Outcome Measure	Mission Effectiveness	Agency selected	1, 1.1.1, 2 Preservation Plan									
<b>Why was this performance measure chosen?</b>	<b>2011-12 Actual Results</b>	<b>2012-13 Actual Results</b>	<b>2013-14 Actual Results</b>	<b>Was 2014-15 target standard, moderate, or stretch challenge:</b>	<b>2014-15 Target Results:</b>	<b>2014-15 Actual Results:</b>	<b>Benchmark for 2015-16 target results:</b>	<b>Was 2015-16 target standard, moderate, or stretch challenge:</b>	<b>2015-16 Target Results:</b>	<b>2015-16 Actual Results:</b>	<b>Benchmark for 2016-17 target results:</b>	<b>Is 2016-17 target standard, moderate, or stretch challenge:</b>	<b>2016-17 Target Results:</b>
It quantifies how well the agency is performing a core function of its mission over an extended period.	Did not use measure	Did not use measure	90%	standard	100%	71%	Review all within 30 days	standard	100%	42%	Review all within 30 days	standard	100%
Performance Measure #10	Type of Measure:	Related to the following at the agency:	Agency selected; Required by State; or Required by Federal:	Associated Objectives									
Average Review Time of Tax Credit Applications (State and Federal)	Efficiency Measure	Operational efficiency at	Agency selected	1, 1.1.1, 2 Preservation Plan									
<b>Why was this performance measure chosen?</b>	<b>2011-12 Actual Results</b>	<b>2012-13 Actual Results</b>	<b>2013-14 Actual Results</b>	<b>Was 2014-15 target standard, moderate, or stretch challenge:</b>	<b>2014-15 Target Results:</b>	<b>2014-15 Actual Results:</b>	<b>Benchmark for 2015-16 target results:</b>	<b>Was 2015-16 target standard, moderate, or stretch challenge:</b>	<b>2015-16 Target Results:</b>	<b>2015-16 Actual Results:</b>	<b>Benchmark for 2016-17 target results:</b>	<b>Is 2016-17 target standard, moderate, or stretch challenge:</b>	<b>2016-17 Target Results:</b>
It quantifies how well the agency is performing a core function of its mission over an extended period.	Did not use measure	Did not use measure	Did not use measure	stretch	15 days	11.8 days	Review all within 30 days	stretch	15 days	26.7 days	Review all within 30 days	stretch	15 days
Performance Measure #11	Type of Measure:	Related to the following at the agency:	Agency selected; Required by State; or Required by Federal:	Associated Objectives									
State Historical Markers Approved	Output Measure	Mission effectiveness	Agency selected	1, 1.1.1, 2 Preservation Plan									
<b>Why was this performance measure chosen?</b>	<b>2011-12 Actual Results</b>	<b>2012-13 Actual Results</b>	<b>2013-14 Actual Results</b>	<b>Was 2014-15 target standard, moderate, or stretch challenge:</b>	<b>2014-15 Target Results:</b>	<b>2014-15 Actual Results:</b>	<b>Benchmark for 2015-16 target results:</b>	<b>Was 2015-16 target standard, moderate, or stretch challenge:</b>	<b>2015-16 Target Results:</b>	<b>2015-16 Actual Results:</b>	<b>Benchmark for 2016-17 target results:</b>	<b>Is 2016-17 target standard, moderate, or stretch challenge:</b>	<b>2016-17 Target Results:</b>
It quantifies how well the agency is performing a core function of its mission over an extended period.	Did not use measure	Did not use measure	79	standard	50	32	Average of previous 12 yrs.	standard	50	42	Average of previous 12 yrs.	standard	50

**Programs and Objectives (2016-17)**

<b>Agency Responding</b>	Department of Archives and History
<b>Date of Submission</b>	

Disclaimer: The Committee understands amount the agency spent per objective and amount of employee equivalents that are associated with costs of each program are estimates from the agency. The information is acceptable as long as the agency has a logical basis, which it can explain, as to how it reached the numbers it provided.

**INSTRUCTIONS:** In this Chart, please do the following:

- (a) In the first two columns, the agency can copy and paste the information from the Accountability Report, "Major Programs," chart.
- (b) In the column titled, "Money Budgeted on Program for 2016-17," list the amount of money the agency is budgeting to spend on the program in 2016-17.
- (c) In the column titled, "Number of employee equivalents associated with the program," list the total number of employee equivalents the agency plans to have working on the program in 2016-17.
- (d) In the column titled, "Objective the Program Helps Accomplish," list each objective the program helps the agency accomplish. Please list only objective per row. This may require inserting additional rows between programs.
- (e) In the column titled, "Approx. amount of money budgeted on objective that is associated with costs from program," consider the total amount budgeted for the program and what portion of that amount relates to each objective. If the agency adds up the amounts for each associated objective, it should equal the total amount budgeted for the program.
- (f) In the column titled, "Approx. amount of employee equivalents planned to be utilized on objective that are associated with the program," consider the total amount of employee equivalents the agency plans to utilize on the program and what portion of that time will related to each objective. If the agency adds up the amounts for each associated objective, it should equal the total number of employee equivalents the agency plans to utilize on the program.

General Appropriation Act Programs (2016-17)	Description of Program	Money Budgeted for the Program in 2016-17	Number of employee equivalents associated with the Program	Objective the Program Helps Accomplish (The agency can copy the Objective number and description from the first column of the Strategy, Objective and Responsibility Chart)  List <b>ONLY ONE</b> strategic objective per row.	Approx. amount of money budgeted on each objective that is associated with budgeted costs from this program (if you add up the amounts for each objective it should equal the total amount spent on the program)	Approx. amount of employee equivalents planned to be utilized on each objective that are associated with this program (if you add up the amounts for each objective it should equal the total amount employee equivalents for the program)
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.	\$1,089,690	7	Objective 1.2.1 - Hold weekly Division Head Meetings to ensure division collaboration	\$0	4
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.	\$1,089,690	7	Objective 1.2.2 - Continue collaboration with the Confederate Relic Room, South Caroliniana Library, USC Press to sponsor and organize agency symposia	\$0	1
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.	\$1,089,690	7	Objective 2.1.1 - Broaden the methods of communication with the general public through a series of media outlets	\$0	2
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.	\$1,089,690	7	Objective 2.1.2 - Enhance use of diagnostic tools to maximize the agency's online presence	\$0	2

Programs and Objectives (2016-17)

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.	\$1,089,690	7	Objective 3.1.1 - Conduct an annual assessment of the agency's Preservation Conference to increase attendance and revenue	\$0	5
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.	\$1,089,690	7	Objective 3.1.2 - Evaluate the marketability of goods sold in the agency gift shop to maximize profits	\$0	3
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.	\$1,089,690	7	Objective 3.1.3 - Broaden SCDAH's marketing of rental facilities to increase revenue in 2016/17	\$2,500	4
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.	\$1,089,690	7	Objective 3.2.1 - Develop a plan for the eventual elimination of microfilm product sales and the resulting increase in digitization revenue	\$0	3
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.	\$1,089,690	7	Objective 3.4.1 - Fill 25 percent of the agency's unfilled and authorized positions in 2016/17	\$70,000	5
Archives and 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.	\$1,547,453	17.5	Objective 1.1.1 - Offer ten records management workshops annually for state and local government agencies	\$0	4
Archives and 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.	\$1,547,453	17.5	Objective 1.1.2 - Offer a series of free Genealogical Workshops at the Archives and History Center	\$1,000	5

Programs and Objectives (2016-17)

Archives and 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.	\$1,547,453	17.5	Objective 1.3.1 - Increase total staff membership in national historical and professional organizations by 10 percent in 2016/17	\$0	4
Archives and 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.	\$1,547,453	17.5	Objective 1.3.2 - Increase the total number of outside presentations given by staff by 10 percent in 2016/17	\$0	4
Archives and 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.	\$1,547,453	17.5	Objective 3.3.1 - Increase the number of agency volunteers by 10 percent in 2016/17 to assist the agency with special projects	\$0	5
Archives and 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.	\$1,547,453	17.5	Objective 4.1.1 - Increase the number of files added to the agency online record index by five percent in 2016/17	\$0	2
Archives and 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.	\$1,547,453	17.5	Objective 4.1.2 - Ingest and make available electronic records from 3 state agencies in 2016/17	\$0	2
Archives and 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.	\$1,547,453	17.5	Objective 4.2.1 - Make accessible 500 GBs of data through the South Carolina Electronic Records Archive (SCERA) in 2016/17	\$0	2
Historical Services	The program provides leadership, technical and financial assistance to individuals, organizations, local governments and state and federal agencies.	\$1,118,495	7.5	Objective 3.3.2 - Double the number of agency interns in 2016/17	\$10,000	5

Programs and Objectives (2016-17)

Historical Services	The program provides leadership, technical and financial assistance to individuals, organizations, local governments and state and federal agencies.	\$1,118,495	7.5	Objective 4.2.2 - Digitize 60 boxes of historic property records and conduct SCHPR data entry for 30 additional boxes.	\$0	3
Employee Benefits	State Employer Contributions	\$963,121	0.5		\$0	1



# 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





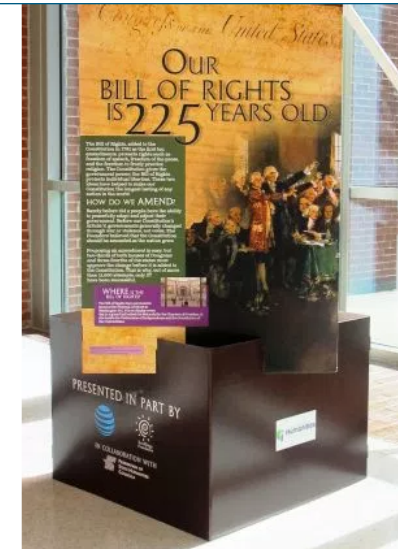
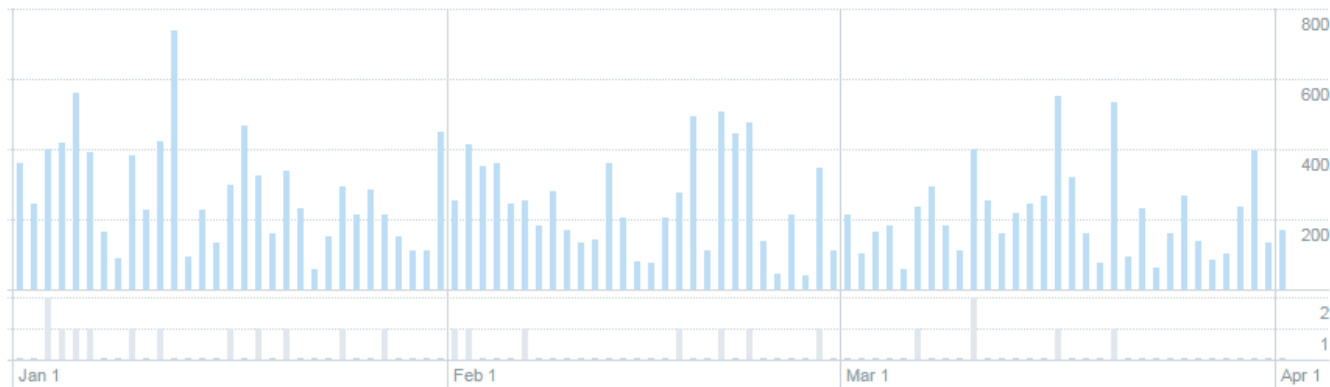
- Administration-\$1,089,690, seven (7) employee equivalents
  - Objective 2.1.1 - Broaden the methods of communication with the general public through various media outlets; \$0; two (2) employee equivalents
  - Objective 2.1.2 – Enhance the use of diagnostic tools to maximize the agency’s online presence;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

EST. 1885  
SOUTH CAROLINA DEPARTMENT OF ARCHIVES & HISTORY

Page 259

- 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

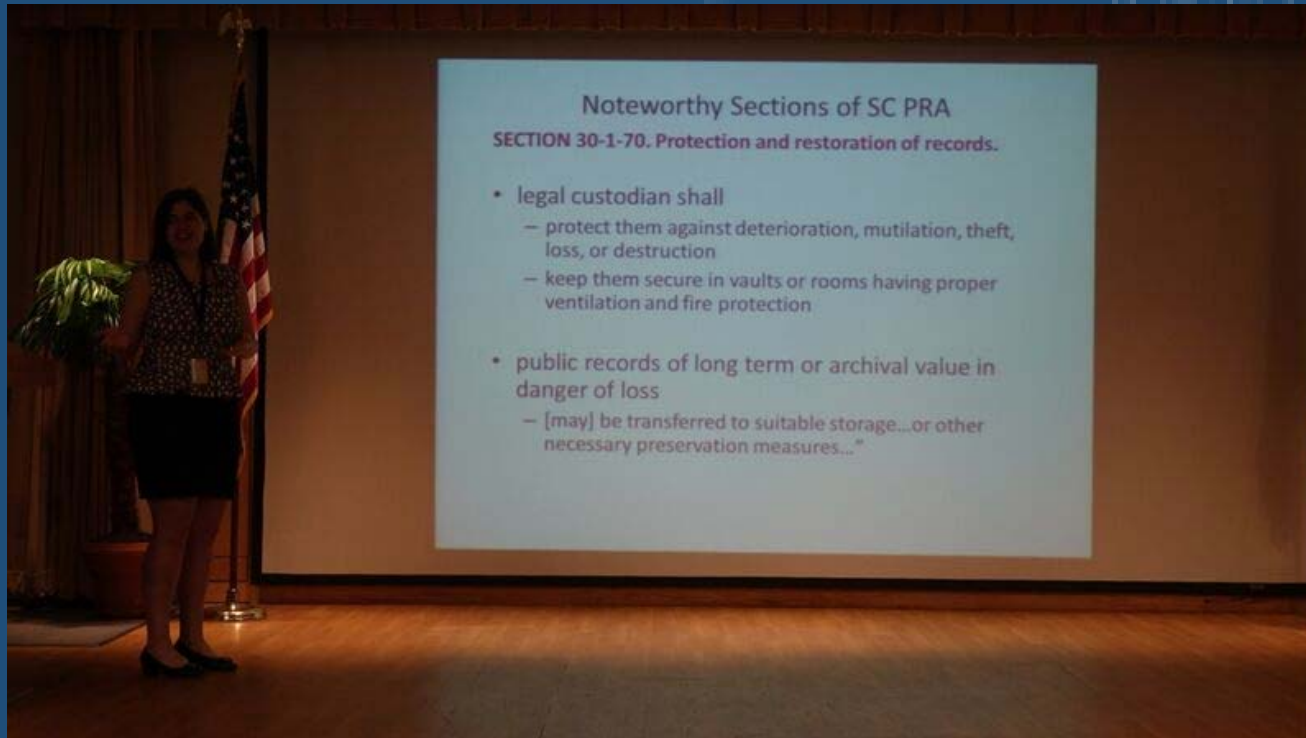
**AGENCY HIRING RANGE - MIN:** 22,182.00  
**AGENCY HIRING RANGE - MAX:** 29,000.00

**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



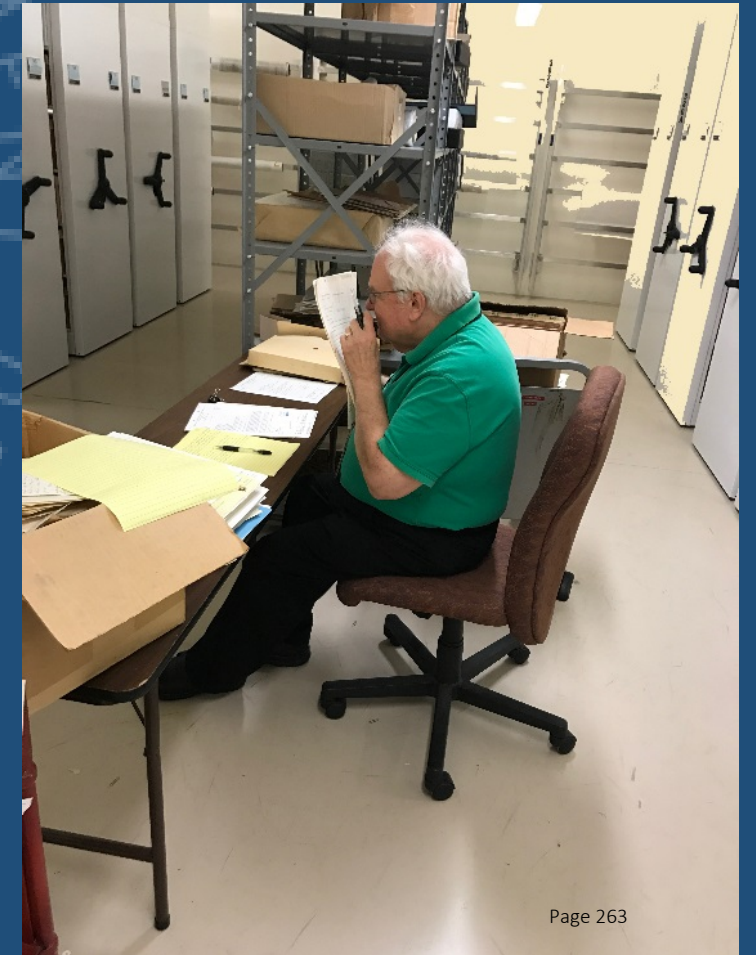
- Archives and Records Management

- 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



- 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

SOUTH CAROLINA DEPARTMENT OF ARCHIVES & HISTORY

SC Department of Archives & History  
Research at the Archives

Home Online Research Research Request SC County Maps Resources

Home > Online Research

Archives & History Main  
Research & Genealogy  
Historic Preservation  
Records Management

**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

browse scera

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)

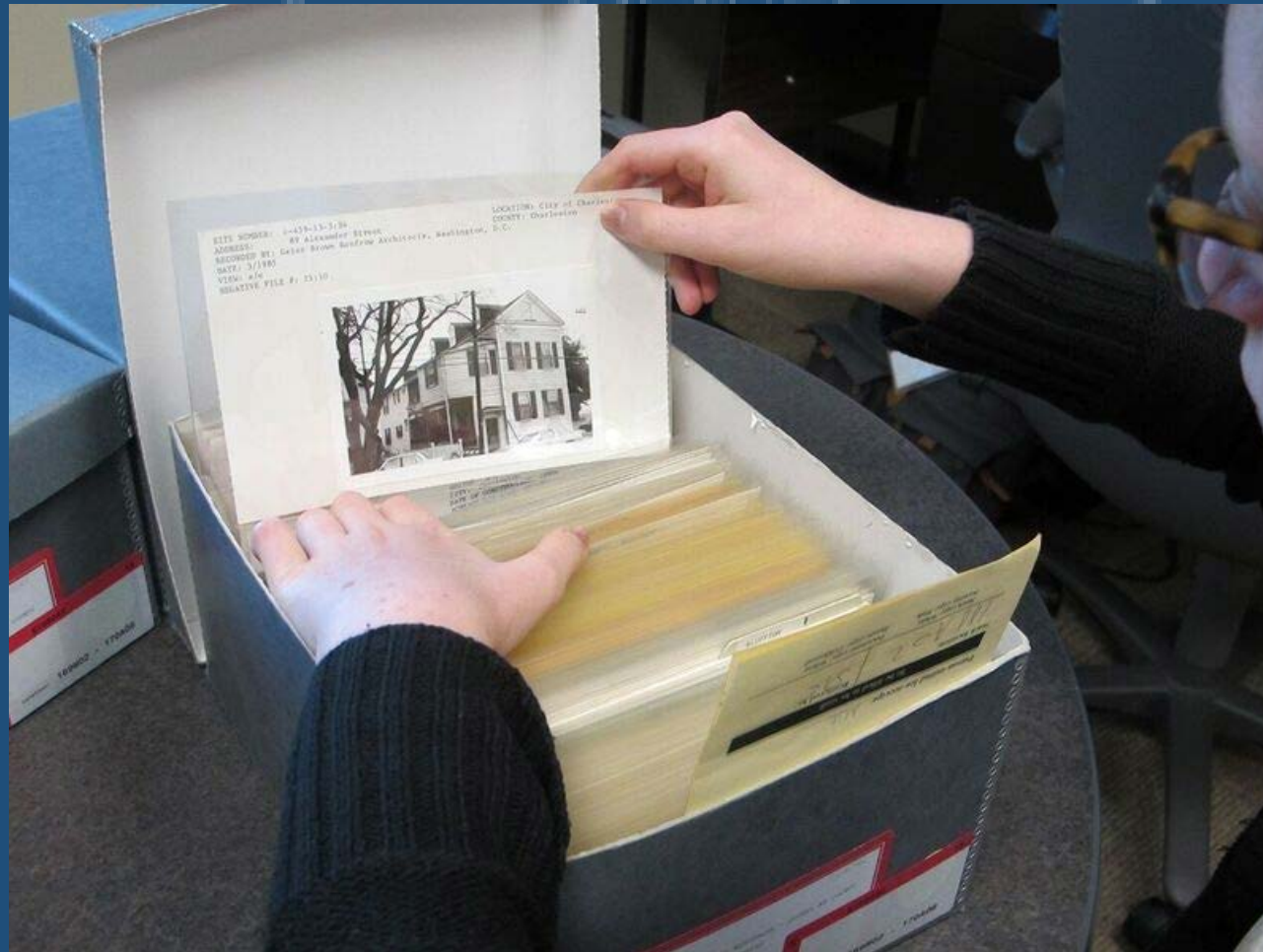
- Objective 3.3.2 - Double the number of agency interns in FY 2016/17; \$10,000 budgeted; two (2) employee equivalents





## • 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/>). \*

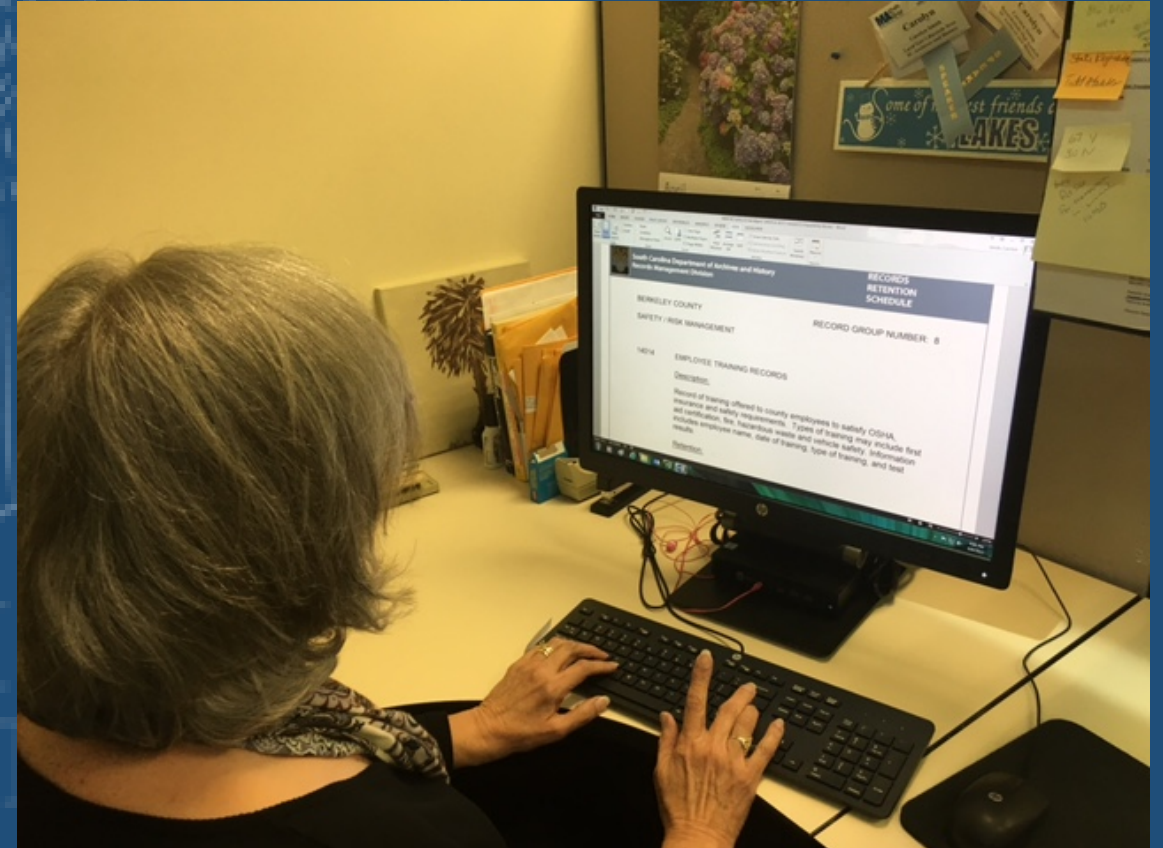
Choose One of the Following

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

12  
Page 270


# 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.

---

**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

2/18/2015  
Date

*Angela M. Hardis*  
Signature of Agency Representative

Records Manager  
Title

---

**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. P. Emerson*  
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 <span style="float: right;">340</span>
RETURN TO: 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, complete Part IV, and retain the form permanently to document the disposal.
PART I - IDENTIFICATION OF RECORD		
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. Cubic feet of records to be destroyed (estimate) 0.90	
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 reestablishment 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	
PART II - CERTIFICATION		
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 Leaflet no. 12, Public Records Release or a digital images policy statement (revised 24 June 2005).		
14. Name of authorized state agency or local government representative Jennifer Cooper/Mail File	15. Signature 	16. Date 3-28-17
PART III - STATE ARCHIVES APPROVAL		
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	
PART IV - DISPOSAL VERIFICATION		
I have properly disposed of the paper records identified in Part I		
21. Signature of person disposing of records	22. Disposal date	

ARM-13 (rev. 02/2014)



# 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)

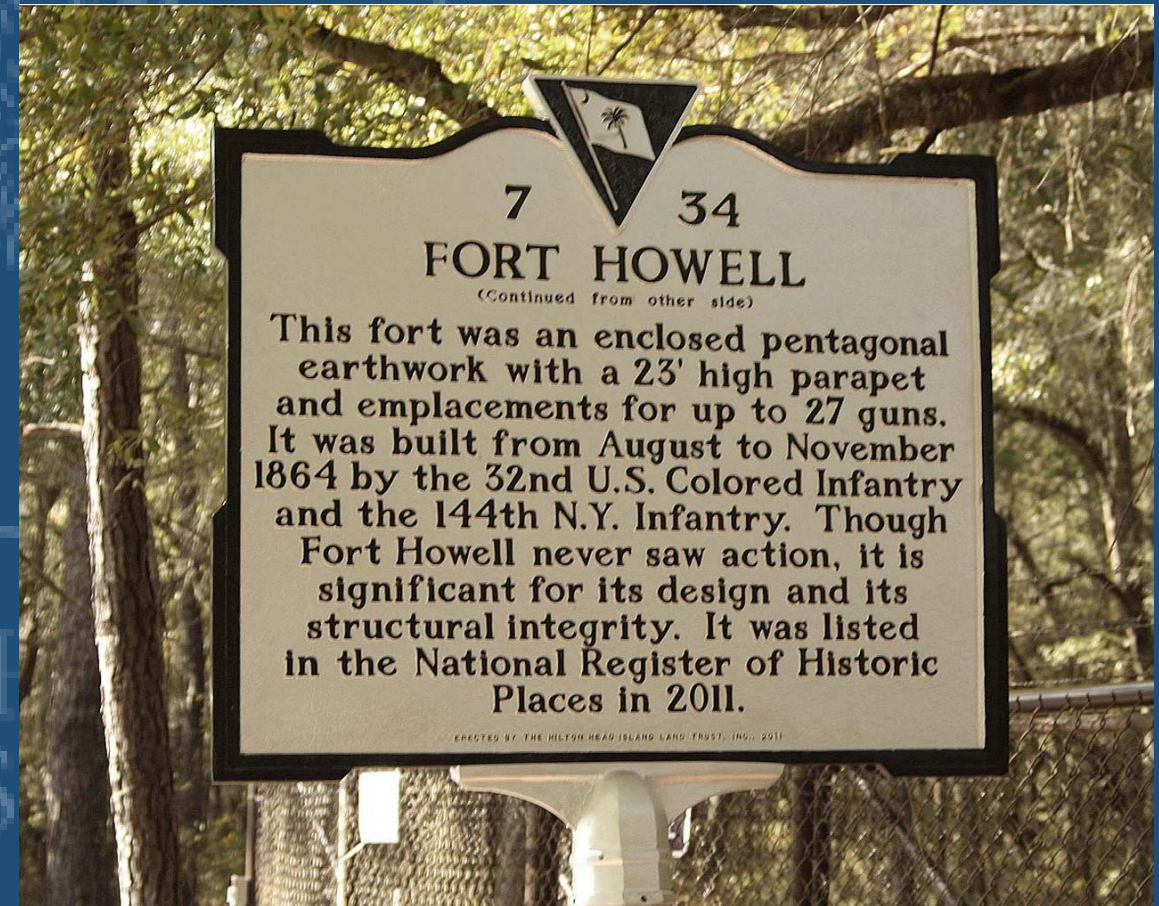
- 10) Average Review Time of Tax Credit Applications (State and Federal)
  - Efficiency Measure related to Operational Efficiency and Work System Performance
  - FY 2015/16; Benchmark, review all within 30 days (Stretch Challenge); Target 15 days; Actual 26.7 days
  - FY 2016/17; Benchmark review all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





April 19, 2017

Dr. Eric Emerson  
Director, South Carolina Department of Archives and History  
8301 Parklane Road  
Columbia, South Carolina 29223

Dear Director Emerson:

On behalf of the Education and Cultural Subcommittee, thank you, and Mr. Steven D. Tuttle for your recent presentation to the Subcommittee relating to the agency's strategic plan, resources allocated to objectives, and performance measures. We look forward to our next meeting on Tuesday, April 25, 2017, at 9:00 a.m. in Blatt Building Room 321 to further discuss the agency's recommendations to the Subcommittee. Thank you for your service to the citizens of South Carolina and for your continued cooperation with the legislative oversight process.

Sincerely,

A handwritten signature in black ink, appearing to read "James E. Smith, Jr.", written in a cursive style.

James E. Smith, Jr.



April 19, 2017

Mr. Paul Kotch, Chief of Staff  
Department of Administration  
Post Office Box 2825  
Columbia, South Carolina 29211

Ms. Ashley Lancaster, Director of Facilities and Management Property Services Division  
Department of Administration  
Post Office Box 2825  
Columbia, South Carolina 29211

Dear Mr. Kotch and Ms. Lancaster:

On behalf of the Education and Cultural Subcommittee, thank you both for the recent presentation to the Subcommittee relating to facilities and management property services. Thank you for your service to the citizens of South Carolina and for your cooperation with the legislative oversight process.

Sincerely,

A handwritten signature in black ink, appearing to read "James E. Smith, Jr.", written in a cursive style.

James E. Smith, Jr.



April 27, 2017

Mr. Delbert Singleton  
Director, Procurement Service Division and Authority Secretary  
State Fiscal Accountability Authority  
Post Office Box 12444  
Columbia, South Carolina 29211

Mr. Mike Spicer  
Chief Procurement Officer for Information Technology  
State Fiscal Accountability Authority  
Post Office Box 12444  
Columbia, South Carolina 29211

Dear Mr. Singleton and Mr. Spicer:

On behalf of the Education and Cultural Subcommittee, thank you both for the recent presentation to the Subcommittee relating to state procurement. Thank you for your service to the citizens of South Carolina and for your cooperation with the legislative oversight process.

Sincerely,

A handwritten signature in black ink, appearing to read "James E. Smith, Jr.", written in a cursive style.

James E. Smith, Jr.





April 27, 2017

Dr. Eric Emerson  
Director, South Carolina Department of Archives and History  
8301 Parklane Road  
Columbia, South Carolina 29223

Dear Director Emerson:

On behalf of the Education and Cultural Subcommittee, thank you, and Mr. Steven D. Tuttle for your recent presentation to the Subcommittee relating to the agency's laws and recommendations to the agency.

As a follow up to the meeting, the Subcommittee would like to receive a list of agencies that have not provided records to the Department of Archives and History. Also, during the meeting you noted the agency may revise its recommendation relating to the Historic Preservation Grant Fund; please share that information as well with the Subcommittee.

Thank you for your service to the citizens of South Carolina and for your continued cooperation with the legislative oversight process.

Sincerely,

A handwritten signature in black ink, appearing to read "James E. Smith, Jr.", written in a cursive style.

James E. Smith, Jr.

*Appendix G. April 25, 2017 Meeting Information*

# South Carolina House of Representatives



## Legislative Oversight Committee

### *EDUCATION AND CULTURAL SUBCOMMITTEE*

*Chairman James E. Smith Jr.*

*The Honorable Raye Felder*

*The Honorable Joseph H. Jefferson Jr.*

*The Honorable Tommy M. Stringer*

*Tuesday, April 25, 2017*

*9:00 a.m.*

*Room 321 -Blatt Building*

*Pursuant to Committee Rule 6.8, S.C. ETV shall be allowed access for internet streaming whenever technologically feasible.*

### AGENDA

- I. Approval of Minutes from the April 18, 2017 Subcommittee Meeting**
- II. Further discussion of study of the Department of Archives and History**
- III. Adjournment**

*Chair Wm. Weston J. Newton*

*First Vice-Chair:  
Laurie Slade Funderburk*

## **Legislative Oversight Committee**

*Katherine E. (Katie) Arrington  
Gary E. Clary  
MaryGail K. Douglas  
Phyllis J. Henderson  
Joseph H. Jefferson Jr.  
Mandy Powers Norrell  
J. Todd Rutherford  
Tommy M. Stringer  
Bill Taylor*



*William K. (Bill) Bowers  
Neal Collins  
Raye Felder  
William M. "Bill" Hixon  
Robert L. Ridgeway III  
James E. Smith Jr.  
Edward R. Tallon Sr.  
Robert Q. Williams*

## **South Carolina House of Representatives**

*Jennifer L. Dobson  
Research Director*

*Cathy A. Greer  
Administration Coordinator*

**Post Office Box 11867  
Columbia, South Carolina 29211  
Telephone: (803) 212-6810 • Fax: (803) 212-6811  
Room 228 Blatt Building**

*Charles L. Appleby IV  
Legal Counsel*

*Carmen J. McCutcheon Simon  
Research Analyst/Auditor*

### **Education and Cultural Subcommittee**

**April 18, 2017**

#### **Archived Video Available**

- I. Pursuant to House Legislative Oversight Committee Rule 6.8, South Carolina ETV was allowed access for streaming the meeting. You may access an archived video of this meeting by visiting the South Carolina General Assembly's website (<http://www.scstatehouse.gov>) and clicking on *Committee Postings and Reports*, then under *House Standing Committees* click on *Legislative Oversight*. Then, click on *Video Archives* for a listing of archived videos for the Committee.

#### **Attendance**

- I. The Education and Cultural Subcommittee meeting was called to order by Chair James E. Smith, Jr., on Tuesday, April 18, 2017, in Room 427 of the Blatt Building. All members were present for some or all of the meeting, except Representative Tommy M. Stringer.

#### **Minutes**

- I. House Rule 4.5 requires standing committees to prepare and make available to the public the minutes of committee meetings, but the minutes do not have to be verbatim accounts of meetings. It is the practice of the Legislative Oversight Committee to provide minutes for its subcommittee meetings.
- II. Representative Felder moved to approve the minutes from the Subcommittee's meeting on March 21, 2017. A roll call vote was held, and the motion passed.

<b>Representative Felder's motion to approve the minutes from the March 21, 2017, meeting:</b>	<b>Yea</b>	<b>Nay</b>	<b>Not Voting: Present</b>	<b>Not Voting: Absent</b>
Raye Felder	✓			
Joseph H. Jefferson, Jr.	✓			
James E. Smith, Jr.	✓			
Tommy Stringer				✓

**Discussion of the Department of Archives and History**

- I. It was noted questions arose at the March 7, 2017, meeting about the agency's building and its maintenance, which is handled by the Department of Administration. Mr. Paul Kotch, Chief of Staff with the Department of Administration, and Ms. Ashlie Lancaster, Director of Facilities Management and Property Services with the Department of Administration were present to explain this process in general and well as the status of the Department of Archives building in particular. As Ms. Lancaster provided testimony to the Committee, she was placed under oath by Chairman Smith.
  
- II. Director Emerson continued his presentation about the Department of Archives and History's programs, objectives, and performance measures. He also answered questions asked by the Subcommittee members about interns at the agency and agency recommendations for the Subcommittee.
  
- III. There being no further business, the meeting was adjourned.

## RECOMMENDATIONS

During the meeting, the Department of Archives and History will make a presentation to the Subcommittee regarding its recommendations.

Materials enclosed in this packet include the following information:

- Recommendations information from the agency's Program Evaluation Report
  - Updating antiquated language pertaining to providing exhibit space for Confederate relics since this responsibility has been superseded by the establishment of the Confederate Relic Room and Military Museum
- Information about potential fee schedules for the processing of state tax credit applications from agency's March 21, 2017, letter to the Subcommittee
  - Agency provided information from three other states: Mississippi, Virginia, and Georgia
- Information about State Grant Fund from agency's March 21, 2017, letter to the Subcommittee

## Recommendations from Agency's Program Evaluation Report

benchmark measures that are commonly used to track performance within the profession.

-See attached graphs.

#### Comparison to Others

29. Are there other agencies that have goals similar to those at this agency? If so, which agencies and which goals? No.
30. For each of the agency's goals that are similar to goals at other agencies,
- How are what the other agencies, and this agency, striving for the same goal?
  - How are what the other agencies, and this agency, striving for different?
  - Are there ways this agency and those other agencies could work together to accomplish the goals more efficiently?
  - Are there ways this agency and those other agencies could work together to accomplish the goals more effectively?
- Not applicable.

#### Looking Ahead - Agency Ideas/Recommendations

31. Please list any ideas the agency has for internal changes at the agency that may improve efficiency and outcomes. These can be ideas that are still just ideas, things the agency is analyzing the feasibility of implementing, or things the agency already has plans for implementing. For each, include the following details:
- Stage of analysis;** One position has been advertised on state job website.
  - Objectives and Associated Performance measures impacted and predicted impact;** The agency seeks to decrease the review time for state tax credit applications.
  - Costs of the objectives that will be impacted and the anticipated impact;**  
The agency anticipates hiring this position at the low end of the salary range (\$32,838).
  - On which objective(s) the agency plans to utilize additional available funds if the change saves costs, or obtain funds if the change requires additional funds, and how the objective(s) receiving or releasing the funds will be impacted; and**  
If this undertaking reduces cost for the agency, the agency will utilize funds to accomplish Objective 4.2.2. If the change requires additional funds, Objective 3.4.1 will be impacted.
  - Anticipated implementation date.** December 2016
32. After completing the Laws Chart (see Excel Charts in the next section). As the agency likely already has planned, please review the laws with executive management, as well as other employees, to determine ways agency operations may be less burdensome, or outcomes improved, from changes to any of the laws. Also, check if any of the laws are archaic or no longer match with current agency practices. Afterward, list any laws the agency would recommend the Committee further evaluate and possibly recommend revision or elimination of in the Committee's Oversight Report. For each one, include the information below. An example of the information to include and how to format the information is below and on the next page.
- Law;** SC Code Section 60-11-90



- b. **Summary of current statutory requirement and/or authority granted;** Names archives building, states who will occupy and operate the building, and states that the building shall provide exhibit space.
- c. **Recommendation and Rationale for recommendation;** This agency recommends eliminating the function of the Archives Building as providing exhibit space for Confederate relics, since this responsibility has been superseded by the establishment of the Confederate Relic Room and Military Museum.
- d. **Current law wording;** The name of the State Archives Building shall be "The South Carolina Archives." It shall be occupied by the Commission of Archives and History and shall be operated by them in fulfilling the duties now assigned, or which may in the future be assigned, by the General Assembly. The Archives Building shall also provide space for the Confederate relics of the State.
- e. **Instructions and proposed new Wording of law; and Delete the following:** ~~The Archives Building shall also provide space for the Confederate relics of the State.~~
- f. **Other agencies that would be impacted by revising or eliminating the law.**  
None.

#### Reports and Reviews

#### 33. Please provide a list of the reports and reviews the agency must submit to a state or federal entity and the month of the year each are due.

- January
  - State Restructuring Report to House Committee on Legislative Oversight (due annually)
  - Historic Preservation Performance Report to Department of Transportation (bi-annually)
  - Government Performance and Results Act Annual Products Report for States to the National Parks Service (due annually).
- February
- March
  - Leave Transfer Pool Program Report to Department of Administration (due annually)
  - ArchSite Performance Report to Department of Transportation (due quarterly)
  - Small and Minority Business Contracting Report to Department of Administration (due quarterly)
  - Audit and Certification Report to Materials Maintenance Office (due quarterly)
  - Multiple Worksite Report to Department of Employment and Workforce (due quarterly)
  - UCE 120/121 Report for Unemployment to Department of Employment and Workforce (due quarterly)
- April
- May
- June
  - ArchSite Performance Report to Department of Transportation (due quarterly)
  - Small and Minority Business Contracting Report to Department of Administration (due quarterly)
  - Audit and Certification Report to Materials Maintenance Office (due quarterly)
  - Multiple Worksite Report to Department of Employment and Workforce (due quarterly)

**Recommendations information from Agency's March 21, 2017, letter to the Subcommittee**



SOUTH CAROLINA DEPARTMENT OF  
**ARCHIVES • HISTORY**

March 21, 2017

Ms. Jennifer Dobson  
Legislative Oversight Committee  
South Carolina House of Representatives  
P.O. Box 11867  
Columbia, SC 29211

Dear Ms. Dobson,

Thank you for your assistance at this morning's meeting of the Education and Cultural Subcommittee. We are grateful for the committee members' time and attention, and we would like to respond to a number of questions raised during the meeting.

Rep. Jefferson asked about salary information from the positions listed in the "Resources" section of the PowerPoint presentation that we offered this morning. That information is listed below.

Administration

Agency Director and SHPO (\$98,409)

Deputy Director for Administration

(Human Resources; Facility Security; Vehicles; Facility liaison with General Services; Facility Rentals) (Administrative Manager I, job class avg. salary \$67,687)

Administrative Assistant (Facility Rentals and Gift Shop) (job class avg. salary \$28,067)

IT Systems Specialist (IT Tech III) (job class avg. salary \$45,500)

Finance Manager (Fiscal Analyst III) (job class avg. salary \$50,592)

Finance Assistant (Fiscal Analyst I) (job class avg. salary \$35,105) Agency  
Advancement Coordinator (Program Coordinator I) (job class avg. salary \$39,751)

Archives and Records Management

Deputy Director-Archives and Records Management (Program Manager I, job class avg. salary \$69,875)

Imaging

Supervisor (Archivist IV) (job class avg. salary \$40,378)

Micrographics (*Microfilm and Digital Conversion*)

-Archivist III (job class avg. salary \$35,383)

-Administrative Specialist III (job class avg. salary \$30,719)

Digitization and SCERA (*SC Electronic Records Archive*)

Electronic Archivist (Archivist III) (job class avg. salary \$35,383)

Reference (Reference Room)

Archivist IV (job class avg. salary \$40,379)

Archivist III (job class avg. salary \$35,383)

Archivist III (job class avg. salary \$35,383)

Long-time volunteer (retired FTE)

Processing

Archival Supervisor (job class avg. salary \$53,700)

Electronic Catalog Archivist (Archivist III)

(job class avg. salary \$35,383)

Electronic Processing Archivist (Archivist III) (job class avg. salary \$35,383)

Long-time volunteer (retired FTE)

Records Management

Archival Supervisor (job class avg. salary \$53,700)

State and Local Records

Records Analyst II (job class avg. salary \$38,682)

Records Analyst II (job class avg. salary \$38,682)

Electronic Records Analyst (Records Analyst II) (job class avg. salary \$38,682)

Records Center

SRC Manager (Records Analyst III) (job class avg. salary \$45,515)

Historic Preservation (SHPO)

Deputy State Historic Preservation Officer (Program Manager I) (Program Manager I, job class avg. salary \$69,875)

Compliance, Survey, and Tax Incentives

Associate Architect (job class avg. salary \$55,418)

Archivist IV (job class avg. salary \$40,379)

Archeologist (Vacant)

DOT Liaison (Archivist IV) (job class avg. salary \$40,379)

Registration, Grants, and Outreach

Archival Supervisor (job class avg. salary \$53,700)

Archivist IV (job class avg. salary \$40,379)

Archivist IV (job class avg. salary \$40,379)

Digital Information Coordinator (SC Historic Property Record) (Archivist IV) (job class avg. salary \$40,379)

Rep. Smith requested information regarding the value of tax credit programs in South Carolina, and that information for the past three fiscal years appears below. For Federal Tax Credits we

only have data for "Actual Costs," but we have data for both "Qualified Rehab Costs" and "Total Costs" for the State Homeowner Tax Credits. We can provide data for other years if needed.

**Federal Tax Credits**

<u>State Fiscal Year</u>	<u># Projects</u>	<u>Actual Cost</u>
13-14	5	\$3,496,646
14-15	11	\$49,145,884
15-16	10	\$15,575,357

**State Homeowner Tax Credits**

<u>State Fiscal Year</u>	<u># Projects</u>	<u>Qualified Rehab Costs</u>	<u>Total Costs</u>
13-14	4	\$699,050	\$1,100,775
14-15	10	\$2,561,170	\$5,635,107
15-16	8	\$3,018,626	\$7,450,328

Rep. Smith also requested information regarding potential fee schedules for the processing of state tax credit applications. Below, we have provided information and links to the fee schedules of three other southern states.

**MISSISSIPPI STATE TAX CREDIT FEE SCHEDULE**

<u>Cost of Rehabilitation</u>	<u>Total Fee</u>
\$5,001 to \$9,999	\$ 150
\$10,000 to \$24,999	\$ 225
\$25,000 to \$99,999	\$ 300
\$100,000 to \$499,999	\$ 500
\$500,000 to \$999,999	\$1,500
\$1,000,000 or more	\$2,000

[http://www.mdah.ms.gov/new/wp-content/uploads/2013/06/tax\\_fee-pay-form8-13-2012.pdf](http://www.mdah.ms.gov/new/wp-content/uploads/2013/06/tax_fee-pay-form8-13-2012.pdf)

**VIRGINIA STATE TAX CREDIT FEE SCHEDULE**

<u>COST OF REHABILITATION</u>	<u>PART 2 REVIEW FEES (SAME AS PART 3)</u>
Less than \$100,000.....	\$250
\$100,000 to \$249,999.....	\$500
\$250,000 to \$499,999.....	\$1,000
\$500,000 to \$999,999.....	\$2,000
\$1,000,000 to \$1,999,999.....	\$4,000
\$2,000,000 to \$3,499,999.....	\$5,000
\$3,500,000 to \$4,999,999.....	\$7,000
\$5,000,000 and above.....	\$8,000

[http://dhr.virginia.gov/tax\\_credits/Billing\\_Statement.docx](http://dhr.virginia.gov/tax_credits/Billing_Statement.docx)

## GEORGIA TAX CREDIT FEE SCHEDULE

"The fee schedule is based on a percentage of the qualified rehabilitation expenditures (QRE) that establish the amount of income tax credit allowed for a certified rehabilitation project. The fee amount is one-half percent (0.005) of the first \$500,000 in QREs, plus one percent (0.01) of any QREs over \$500,000. The fee is nonrefundable and is collected in two installments: 75 percent at Part A – Preliminary Certification application -- and 25 percent at Part B – Final Certification application. HPD will bill the owner when the applications are received and project review will only begin after payment is received. The minimum fee is \$250 (for projects with QRE of \$100,000 or under) and the maximum fee is \$10,000. For projects with an acceptable Part A application received prior to January 1, 2016, that are completed after January 1, 2017, only the Part B fee portion of the new fee schedule will be charged. If you are only participating in the Preferential Property Tax Freeze program, the fee is \$50. If you are participating in both the Preferential Property Tax Freeze program and the State Income Tax Credit Program, the \$50 fee is waived. Only Cashier's Checks or money orders are accepted and must be made payable to the Georgia Department of Natural Resources. Additionally, federal projects must pay a separate fee to NPS for that agency's review. The federal fee is based on the actual dollar amount of the rehabilitation." [http://georgiashpo.org/incentives/tax/FAQ\\_tax](http://georgiashpo.org/incentives/tax/FAQ_tax)

Rep. Smith asked if there is language in the agency's legislation regarding the State Grant Fund, which we discussed. Since the end of state funding for the State Grant Fund, the proviso that allowed the agency to collect funds to be placed in that fund has been removed. That language did not refer specifically to funding from the State of South Carolina. Below is wording from the removed proviso.

"The funds earned from the US Department of the Interior by the SCDAH for administering the National Historic Preservation Program in this State, with the exception of the appropriate amount of indirect cost reimbursement to the General Fund, must be deposited in a special account in the State Treasury, to be used by this department for a Historic Preservation Grants program that will assist historic properties throughout South Carolina."

Please let me know if there are other questions that we may answer for the committee members, and thank you again for your assistance.

Best regards,

  
Signature Redacted

W. Eric Emerson, Ph.D.  
Director and SHPO

*Appendix H. May 11, 2017 Meeting Information*

# South Carolina House of Representatives



## Legislative Oversight Committee

### *EDUCATION AND CULTURAL SUBCOMMITTEE*

*Chairman James E. Smith Jr.*

*The Honorable Raye Felder*

*The Honorable Joseph H. Jefferson Jr.*

*The Honorable Tommy M. Stringer*

*Thursday, May 11, 2017*

*9:00 a.m.*

*Room 321 -Blatt Building*

*Pursuant to Committee Rule 6.8, S.C. ETV shall be allowed access for internet streaming whenever technologically feasible.*

### AGENDA

- I. Approval of Minutes**
- II. Further discussion of study of the Department of Archives and History**
- III. Adjournment**



*Chair Wm. Weston J. Newton*

*First Vice-Chair:  
Laurie Slade Funderburk*

*Katherine E. (Katie) Arrington  
Gary E. Clary  
MaryGail K. Douglas  
Phyllis J. Henderson  
Joseph H. Jefferson Jr.  
Mandy Powers Norrell  
J. Todd Rutherford  
Tommy M. Stringer  
Bill Taylor*

## **Legislative Oversight Committee**



*William K. (Bill) Bowers  
Neal Collins  
Raye Felder  
William M. "Bill" Hixon  
Robert L. Ridgeway III  
James E. Smith Jr.  
Edward R. Tallon Sr.  
Robert Q. Williams*

## **South Carolina House of Representatives**

*Jennifer L. Dobson  
Research Director*

*Cathy A. Greer  
Administration Coordinator*

**Post Office Box 11867  
Columbia, South Carolina 29211  
Telephone: (803) 212-6810 • Fax: (803) 212-6811  
Room 228 Blatt Building**

*Charles L. Appleby IV  
Legal Counsel*

*Carmen J. McCutcheon Simon  
Research Analyst/Auditor*

### **Education and Cultural Subcommittee**

April 25, 2017 at 9:00 am

#### **Archived Video Available**

- I. Pursuant to House Legislative Oversight Committee Rule 6.8, South Carolina ETV was allowed access for streaming the meeting. You may access an archived video of this meeting by visiting the South Carolina General Assembly's website (<http://www.scstatehouse.gov>) and clicking on *Committee Postings and Reports*, then under *House Standing Committees* click on *Legislative Oversight*. Then, click on *Video Archives* for a listing of archived videos for the Committee.

#### **Attendance**

- I. The Education and Cultural Subcommittee meeting was called to order by Chair James E. Smith, Jr., on Tuesday, April 18, 2017, in Room 427 of the Blatt Building. All members were present for some or all of the meeting, except Representative Tommy M. Stringer.

#### **Minutes**

- I. House Rule 4.5 requires standing committees to prepare and make available to the public the minutes of committee meetings, but the minutes do not have to be verbatim accounts of meetings. It is the practice of the Legislative Oversight Committee to provide minutes for its subcommittee meetings.
- II. Representative Jefferson moved to approve the minutes from the Subcommittee's meeting on April 18, 2017. A roll call vote was held, and the motion passed.

<b>Representative Jefferson's motion to approve the minutes from the April 18, 2017, meeting:</b>	<b>Yea</b>	<b>Nay</b>	<b>Not Voting: Present</b>	<b>Not Voting: Absent</b>
Raye Felder	✓			
Joseph H. Jefferson, Jr.	✓			
James E. Smith, Jr.	✓			
Tommy Stringer				✓

**Discussion of the Department of Archives and History**

- I. Chairman Smith reminded the agency representatives that they remained under oath. Director Emerson made a presentation about the laws pertaining to the agency and the agency's recommendations to the Subcommittee. This presentation is available online for the public to view. Director Emerson responded to Members' questions on his presentation and other issues, including:
  - a. Agency's relationships with others such as ETV and Virtual SC;
  - b. Fees for classes and workshops;
  - c. Electronic records; and
  - d. Constituents' comments to the Subcommittee.

Chairman Smith placed Mr. Delbert Singleton, Director of the Procurement Service Division of the State Fiscal Accountability Authority and the Authority Secretary, under oath. Mr. Singleton responded to Members' questions about procurement. Also present at the meeting was Mr. Mike Spicer, Chief Procurement Officer for Information Technology.

While testimony was not received from these individuals, also present at the meeting were the following representatives from the Department of Health and Environmental Control (DHEC): Ms. Angela Wertz, Compliance Officer and Ms. Leigh Ford, Director, Strategy and Continuous Improvement.

- II. There being no further business, the meeting was adjourned.



# Department of Archives and History

House Legislative Oversight Committee

April 25, 2017

# Laws and Recommendations for Changes



- **Laws-Administration, Archives and Records Management, Historical Services (SHPO)**

- **SC Code of Laws, Title 60, Chapter 11 (Archives Act and Civil War Sesquicentennial Advisory Board)**

- **Article 1-Archives Act**

- **60-11-30: 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.**
- **60-11-40 to 60-11-60: Establish Archives and History Commission and guidelines for administration of the department**
- **60-11-70: Establishes Authority to Accept Private Records**
- **60-11-80: Establishes SCDAH's authority to publish information regarding public records**
- **60-11-100: Establishes authority of SCDAH to accept county and municipal funds to microfilm public records**
- **60-11-120: Establishes authority of SCDAH to dispose of duplicative archival materials**

- **Laws-Archives and Records Management**

- **SC Code of Laws, Title 30, Public Records, Chapter 1-Public Records, Reports, and Official Documents**

- **30-1-40** Establishes a process whereby agencies convey public records to SCDAH
- **30-1-50** Establishes penalties for agencies refusing to convey records to SCDAH
- **30-1-70** Grants SCDAH agency director to secure endangered records for microfilming
- **30-1-80** Requires SCDAH to establish and administer a public records program
- **30-1-90** Requires SCDAH to assist in the creation, filing, and preserving of records, inventories, and schedules
- **30-1-100** Outlines additional powers and duties of SCDAH relating to the public records of South Carolina, including the creation of preservation duplicates
- **30-1-110** 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
- **30-1-120** Establishes the authority for SCDAH to inventory, repair, or microfilm records

- **Title 30, Public Records, Chapter 4-Freedom of Information Act**

- **30-4-20 (c)** Defines Public Records

- **Laws-Historical Services (State Historic Preservation Office)**

- **United States Code of Laws, National Historic Preservation Act (1966)**

- 54 U.S.C. § 302301: Establishes the State Historic Preservation Office and defines its authority
- 54 U.S.C. § 302501: Establishes the Certified Local Government program to be administered by the State Historic Preservation Office
- 54 U.S.C. § 302901 and 303101: Establishes guidelines for the Historic Preservation Fund and grant program



DuPre Building, West Gervais Street Historic District



23 Pinckney Street, Greenville

- Recommendations for Change-

- 1) Amend SC Code Section 60-11-90. State Archives Building.

The name of the State Archives Building shall be "The South Carolina Archives." It shall be occupied by the Commission of Archives and History and shall be operated by them in fulfilling the duties now assigned, or which may in the future be assigned, by the General Assembly. ~~The Archives Building shall also provide space for the Confederate relics of the State.~~



- Recommendations for Change-Addition, Historic Preservation Grant Fund Language

2) Amend SC Code Section 12-6-3535. Income tax credit for making qualified rehabilitation expenditures for a certified historic structure.

(E) The South Carolina Department of Archives and History shall develop an application and may promulgate regulations, ~~including the establishment of fees,~~ needed to administer the certification process. The Department of Revenue may promulgate regulations, including the establishment of fees, to administer the tax credit.

(G) A taxpayer claiming a credit pursuant to this Section must pay a fee to the Department of Archives and History for the State Historic Preservation Grant Fund. The preliminary fee is 0.5% (.005) of the estimated "qualified rehabilitation expenses" and/or the "rehabilitation expenses", to be paid prior to review of a Historic Preservation Certification Application, Part 2 and/or a Certified Rehabilitation Application, S2. The final fee is 1% (.01) of the actual "qualified rehabilitation expenses" and/or the "rehabilitation expenses", to be paid prior to review of a Historic Preservation Certification Application, Part 3 and/or a Certified Rehabilitation Application, S3, less any amount paid as a preliminary fee.

- Recommendations for Change-Codify Proviso 26.1

3) Amend SC Code Section 60-11-120. Disposition of certain duplicative archival material; use of funds realized; annual report.

Upon approval by the commission, the agency may remove certain record and nonrecord materials from its collections by gift to another public or nonprofit institution or by sale ~~at public auction~~. This is a supplemental form of disposition beyond that recognized in the Public Records Act for the retention, copying, and destruction of public records, and it pertains only to those accessioned archive materials having a market value and which duplicate existing archival material, fall outside the scope of the archives collection policy, or have no further possible research value. All funds realized through sale ~~by public auction~~ must be placed in a special account to be used for improved access to and preservation of the state archives collections. The commission shall annually report to the State Department of Administration regarding these dispositions.

- Recommendations for Change-Codify Proviso 26.2-Use of Proceeds

- 4) Amend SC Code Section 60-11-100.

(2)“The proceeds of facilities rentals, gift shop operations, training sessions, sales of publications, reproductions of documents, repair of documents, research fees, handling charges, and the proceeds of sales of National Register of Historic Places certificates and plaques by the Archives Department shall be deposited in a special account in the State Treasury, and may be used by this department to cover the cost of facility operations and maintenance, gift shop inventory, additional training sessions, publication, reproduction expenses, repair expenses, and National Register of Historic Places certificates and plaques, and selected Historic Preservation Grants.”

- Recommendations for Change

- 5) In lieu of changing 30-1 (Public Records Act) to strengthen language regarding the transferal of digital records, use the following:

- 1) Continue to consult with agencies regarding following transferal schedules of digital records;

- 2) Use 30-1-100, "Within the limits of available funds, the Archives shall require preservation duplicates to be made of essential or historical records including those retained on electronic or optical disc systems...."

- 3) Use 30-1-70, "If public records of long term or archival value are in danger of loss due to negligence, deterioration, theft, or unauthorized disposal or destruction, the director may order that the records be transferred to suitable storage for the purpose of security microfilming or other necessary preservation measures."

- 4) 30-1-50, sets criminal penalties for not delivering the record, and "In addition, the legal custodian of the public records or the Director of the Archives may apply by verified petition to the court of common pleas in the county of residence of the person withholding the records and the court shall upon proper showing issue orders for the return of the records to the lawful custodian or the Director of the Archives."

## **DHEC and State Archives: Records Retention Policy, Process and Current Challenges**

### **Documents DHEC Retains**

Records created or received in the course of agency business are public records, including information maintained in paper or electronic format, and are maintained and disposed of in accordance with the S.C. Public Records Act and agency policies and procedures. DHEC maintains a variety of records, including personnel, administrative, financial, vital statistics, health, licensing, permitting and other types of records.

### **DHEC Records Retention Policy**

In accordance with the S.C. Public Records Act, all records maintained by DHEC are covered by an approved retention schedule, regardless of the storage media used. The SC Department of Archives and History (State Archives) has developed General Retention Schedules that apply to several categories of public records. In addition to the general retention schedules, DHEC's Records Officer works with State Archives to develop Agency Specific Retention Schedules. Per agency policy, no DHEC form or record may be destroyed without a retention schedule that has been approved by the State Archives. Agency records are destroyed or purged only after the retention schedule has been met and approval has been received from the Records Officer and, when required, from State Archives.

### **DHEC Records Retained at Archives & History**

Currently, DHEC's process is to retain the records for as long as DHEC needs them, and then transfer them to the State Records Center (SRC), a division of State Archives, for temporary storage. DHEC also transfers records for permanent retention to State Archives' main office on Parklane Road in Columbia.

State Archives has established processes for the transfer of records to their main office and to the SRC, which DHEC has incorporated into DHEC's agency policy and procedures. The process for the transfer of DHEC records for *permanent* retention to State Archives' main office works well. However, DHEC has concerns with the current backlog for records that aren't permanently retained and are to be transferred to *temporary* storage at SRC.

State Archives process for the transfer to SRC for temporary storage requires SRC's prior approval of the transfer and obtaining this approval has been an issue. Once the transfer is approved, DHEC transports the records to the SRC.

### **Current Challenges**

DHEC has a backlog of records for temporary storage across the state waiting for SRC's approval so they can be transferred to the SRC. The current backlog at SRC has left many DHEC health departments with no physical space to store records. The four regions have more than 3,400 boxes currently awaiting authorization to transport them to the SRC for storage, and our Division of Vital Statistics has more than 800 boxes waiting for approval. Some DHEC facilities, such as our Bureau of Laboratories, will soon exceed their physical storage capacity.

Another concern is that once the records are transferred to the SRC, there is a long turnaround time for SRC to log the records and provide DHEC with their location in case the records need to be retrieved. Importantly, this impacts DHEC's ability to respond to individual requests or subpoenas, which could lead to DHEC being unable to meet state and federal requirements.

DHEC values the relationship with State Archives and is working with State Archives to resolve the issues with temporary storage. In March 2017, DHEC offered to supply staffing to the SRC for assistance in logging DHEC records, but SRC declined our offer. In April 2017, DHEC sent the attached letter to State Archives outlining our concerns in an attempt to facilitate resolution of the temporary storage issues. DHEC continues to work with State Archives to address our concerns.

*April 27, 2017*



April 25, 2017

Mr. Richard Harris, Director of Records Management Services  
S.C. Department of Archives and History  
8301 Parklane Road  
Columbia, South Carolina 29223

Dear Mr. Harris:

The S.C. Department of Health and Environmental Control (DHEC) utilizes the State Records Center (SRC) for temporary storage of its records. On March 24, I provided Mr. Richie Wiggers, Manager of the State Records Center, copies of a Business Associate Agreement (BAA) and related Memorandum of Agreement (MOA) for review. For convenience, I have also enclosed them in this correspondence.

The federal Health Insurance Portability and Accountability Act (HIPAA) requires written agreements (such as a BAA) for business associates who perform services on behalf of covered entities that involve access by the business associate to protected health information. Because DHEC is a covered entity, in storing our records, the SRC is our business associate under HIPAA. For further information on HIPAA requirements, please refer to 45 C.F.R. Part 164 or to the Office of Civil Rights' website at <https://www.hhs.gov/hipaa/for-professionals/covered-entities/sample-business-associate-agreement-provisions/index.html>.

Our relationship with the SRC is important to us. However, the current back-log at SRC has left many of our health departments with no physical space to store records, and others have ceased pulling records to send to the SRC for storage. The four regions each have between 300 and 800 boxes currently awaiting authorization to transport them to the SRC for storage, and our Division of Vital Statistics has over 400 boxes. Our Bureau of Laboratories will exceed its physical storage capacity early this summer.

In addition, staff informed me they are not receiving the box numbers once boxes are sent to the SRC and therefore cannot request the records be returned if needed. This issue apparently dates back to July 2016. Without the box number from the SRC, we have no way to request the records back from temporary storage. Importantly, we have received subpoenas and individual requests for records and are unable to provide the copies due to the fact the records cannot be located at the SRC.

In order to resolve these issues, DHEC offered to arrange a temporary contractor to assist with DHEC records in March 2017. Mr. Wiggers declined the offer of assistance and expressed concern about liability of having DHEC employees or agents on SRC property.

In order for DHEC to remain in compliance with state and federal law and regulation, we must have the BAA in place and have the ability for records to be returned to us on request. Please return the signed BAA and MOU by May 12, 2017, and provide a plan and timeline for resolving the back-log issues. I am happy to discuss additional solutions at your convenience.

Sincerely,

Signature Redacted

Angela Wertz  
Compliance Officer

Enclosures

*Chair Wm. Weston J. Newton*

*First Vice-Chair:  
Laurie Slade Funderburk*

*Katherine E. (Katie) Arrington  
Gary E. Clary  
MaryGail K. Douglas  
Phyllis J. Henderson  
Joseph H. Jefferson Jr.  
Mandy Powers Norrell  
J. Todd Rutherford  
Tommy M. Stringer  
Bill Taylor*

*Jennifer L. Dobson  
Research Director*

*Cathy A. Greer  
Administration Coordinator*

## **Legislative Oversight Committee**



**South Carolina House of Representatives**

**Post Office Box 11867**

**Columbia, South Carolina 29211**

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**Room 228 Blatt Building**

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Neal Collins  
Raye Felder  
William M. "Bill" Hixon  
Robert L. Ridgeway III  
James E. Smith Jr.  
Edward R. Tallon Sr.  
Robert Q. Williams*

*Charles L. Appleby IV  
Legal Counsel*

*Carmen J. McCutcheon Simon  
Research Analyst/Auditor*

### **Education and Cultural Subcommittee**

**May 11, 2017 at 9:00 am**

#### **Archived Video Available**

- I. Pursuant to House Legislative Oversight Committee Rule 6.8, South Carolina ETV was allowed access for streaming the meeting. You may access an archived video of this meeting by visiting the South Carolina General Assembly's website (<http://www.scstatehouse.gov>) and clicking on *Committee Postings and Reports*, then under *House Standing Committees* click on *Legislative Oversight*. Then, click on *Video Archives* for a listing of archived videos for the Committee.

#### **Attendance**

- I. The Education and Cultural Subcommittee meeting was called to order by Chair James E. Smith, Jr., on Thursday, May 11, 2017, in Room 321 of the Blatt Building. All members were present for some or all of the meeting, except Representative Tommy M. Stringer.

#### **Minutes**

- I. House Rule 4.5 requires standing committees to prepare and make available to the public the minutes of committee meetings, but the minutes do not have to be verbatim accounts of meetings. It is the practice of the Legislative Oversight Committee to provide minutes for its subcommittee meetings.
- II. Representative Felder moved to approve the minutes from the Subcommittee's meeting on April 25, 2017. A roll call vote was held, and the motion passed.



<b>Representative Felder’s motion to approve the minutes from the April 25, 2017, meeting:</b>	<b>Yea</b>	<b>Nay</b>	<b>Not Voting: Present</b>	<b>Not Voting: Absent</b>
Raye Felder	✓			
Joseph H. Jefferson, Jr.	✓			
James E. Smith, Jr.	✓			
Tommy Stringer				✓

**Discussion of the Department of Archives and History**

- I. Chairman Smith explained that the purpose of this meeting is to discuss any study recommendations or questions that the subcommittee may have relating to Archives. At the last meeting, the subcommittee had some recommendations, and there has been some evaluations, updates, and changes as to those recommendations.
- II. Chairman Smith reminded the agency representatives that they remained under oath.
- III. Director Emerson presented additional information pertaining to the agency and regarding questions asked by the Subcommittee referencing comments on DHEC and Local Health Clinics and Records. Further, Director Emerson presented recommendations and problems to the language of the Subcommittee’s proposed legislation.
  - a. Director Emerson responded to Members’ questions on his presentation and other issues, including:
    - i. Record collection and DHEC

**Motions**

<b>Rep. Felder motions that the record retention questions be retained to ask every agency whether or not they are up to date in transferring these records; that the agency create a white page to share with municipal associations to raise awareness of the certified local government program; that a fee is implemented for processing state tax credit applications; that the agency review it’s charges for services to commercial customers to ensure that they sufficiently cover the agency’s cost to research and prepare the materials; that the department consider having the voluntary contribution on the state tax return; that money to be used to purchase or preserve collections with historical or significant value to our state; that</b>	<b>Yea</b>	<b>Nay</b>	<b>Not Voting: Present</b>	<b>Not Voting: Absent</b>
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<b>there needs to be accountability on funds that pass through state agencies and other state entities; and that state procurement of proprietary software include a provision that allows the transfer of records to the Department of Archives and History with there being no financial burden with no financial burden to the Department of Archives and History.</b> (Many recommendation put into one motion)				
Representative Raye Felder	✓			
Representative Joseph H. Jefferson, Jr.	✓			
Representative James E. Smith, Jr.	✓			
Representative Tommy Stringer				✓

IV. Chairman Smith thanked the agency and staff. He reminded everyone that the staff will include any subcommittee written statements pursuant to standard practice of 12.4, which staff will receive prior to 5 pm on Thursday June, 1, 2017 with the subcommittee study, so to the extent any members wish to add written statements to be included in the report. Unless we receive an alternative request by 5 pm on Friday, May 12, 2017, provided pursuant to standard practice 12.5, that the study is available for consideration by the full committee.

V. There being no further business, the meeting was adjourned.



May 5, 2017

Ms. Jennifer Dobson  
Legislative Oversight Committee  
South Carolina House of Representatives  
P.O. Box 11867  
Columbia, SC 29211

Dear Ms. Dobson,

Thank you again for your assistance at our meeting of the Education and Cultural Subcommittee. We are grateful for the Subcommittee members' time and attention, and we would like to respond to two questions raised during the meeting and listed in a follow-up letter from the Subcommittee dated April 27, 2017.

The members of the Subcommittee requested a list of agencies that have not provided records to the Department of Archives and History. In response we are including a list of eleven (11) agencies that the Department of Archives and History considers to be "inactive." The criteria for an agency being declared "inactive" is listed below.

Over the course of the past five years, the agency has failed to take any of the following steps:

- 1) Submitted any records destruction forms for non-permanent records or submitted any forms authorizing the digitization of paper records;
- 2) Created specific records retention schedules; or
- 3) Transferred any permanently-valuable records, in any format, for accession into the Archives' collection.

Inactive Agencies

Adjutant General

First Steps

Jobs-Economic Development Authority

John de la Howe School

Medical Malpractice Patients' Compensation Fund

Minority Affairs

Patriot's Point Naval and Maritime Museum

Prosecution Coordination Commission

Research Authority

Rural Infrastructure Authority

Wil Lou Gray Opportunity School

Also, during the April 25 meeting I spoke of SCDAH revising its recommendation related to the establishment of a Historic Preservation Grant Fund. The recommended language, with revisions, is listed below.

2) Amend SC Code Section 12-6-3535. Income tax credit for making qualified rehabilitation expenditures for a certified historic structure.

(E) The South Carolina Department of Archives and History shall develop an application, and may promulgate regulations, ~~including the establishment of fees~~, needed to administer the certification process. The Department of Revenue may promulgate regulations, including the establishment of fees, to administer the tax credit.

(G) A taxpayer claiming a credit pursuant to this Section must pay a fee to the Department of Archives and History for the State Historic Preservation Grant Fund. The preliminary fee is 0.5% (.005) of the estimated "qualified rehabilitation expenses" and/or the "rehabilitation expenses", to be paid prior to review of a Historic Preservation Certification Application, Part 2 and/or a Certified Rehabilitation Application, S2. The final fee is 1% (.01) of the actual "qualified rehabilitation expenses" and/or the "rehabilitation expenses", to be paid prior to review of a Historic Preservation Certification Application, Part 3 and/or a Certified Rehabilitation Application, S3, less any amount paid as a preliminary fee.

(H) The Department of Archives and History shall develop an application process for distribution of funds from the State Historic Preservation Grant Fund, to include eligibility criteria and grant requirements.

Please let me know if there are other questions that we may answer for the committee members, and thank you again for your assistance.

Best regards,

A handwritten signature in blue ink, appearing to read 'W. Eric Emerson', written in a cursive style.

W. Eric Emerson, Ph.D.  
Director and SHPO

# CONTACT INFORMATION

## Committee Contact Information

### Physical:

South Carolina House of Representatives  
Legislative Oversight Committee  
1105 Pendleton Street, Blatt Building Room 228

### Mailing:

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### Online:

You may visit the South Carolina General Assembly Home Page (<http://www.scstatehouse.gov>) and click on "Citizens' Interest" then click on "House Legislative Oversight Committee Postings and Reports". This will list the information posted online for the committee; click on the information you would like to review. Also, a direct link to committee information is <http://www.scstatehouse.gov/CommitteeInfo/HouseLegislativeOversightCommittee.php>.

## Agency Contact Information

### Address:

Department of Archives and History  
8301 Parklane Road  
Columbia, South Carolina 29223

### Telephone:

803-896-6196

### Online:

Agency Main Page  
State Historic Preservation Office  
Records Management

<http://scdah.sc.gov/Pages/default.aspx>  
<http://shpo.sc.gov/Pages/default.aspx>  
<http://rm.sc.gov/Pages/default.aspx>

# ENDNOTES

<sup>1</sup> Visual Summary Figure 1 is compiled from information in the Department of Archives and History study materials available online under "Citizens' Interest," under "House Legislative Oversight Committee Postings and Reports," and then under "Department of Archives and History" <http://www.scstatehouse.gov/CommitteeInfo/HouseLegislativeOversightCommittee/AgencyPHPFiles/ArchivesandHistory.php> (accessed May 23, 2017).

<sup>2</sup> SC Code of Laws § 2-2-20(C).

<sup>3</sup> SC House of Representative, House Legislative Oversight Committee, March 2, 2017, video archives, time 02:11:25. A video of the meeting is available at <http://www.scstatehouse.gov/video/videofeed.php>.

<sup>4</sup> SC House of Representatives, House Legislative Oversight Committee, "Letter from DHEC to Department of Archives and History (April 25, 2017)," under "Correspondence" under "Committee Postings and Reports," under "The Department of Archives and History," and under "House Legislative Oversight Committee," [http://www.scstatehouse.gov/CommitteeInfo/HouseLegislativeOversightCommittee/AgencyWebpages/ArchivesandHistory/4.27.17%20DHEC%20concerns%20about%20temporary%20storage%20at%20Archives%20and%20History\\_Redacted.pdf](http://www.scstatehouse.gov/CommitteeInfo/HouseLegislativeOversightCommittee/AgencyWebpages/ArchivesandHistory/4.27.17%20DHEC%20concerns%20about%20temporary%20storage%20at%20Archives%20and%20History_Redacted.pdf) (accessed May 23, 2017).

<sup>5</sup> SC House of Representatives, House Legislative Oversight Committee, "Agency PER (July 12, 2016)," under "Committee Postings and Reports," under "House Legislative Oversight Committee," and under "The Department of Archives and History" <http://www.scstatehouse.gov/CommitteeInfo/HouseLegislativeOversightCommittee/AgencyWebpages/ArchivesandHistory/Department%20of%20Archives%20and%20History%20PER.PDF> (accessed May 19, 2017).

<sup>6</sup> 1891 Act No. 690, § 1.

<sup>7</sup> 1894 Act No. 559, § 1.

<sup>8</sup> 1905 Act No. 494, § 4.

<sup>9</sup> "A Brief History of the Department," <http://scdah.sc.gov/aboutus/Pages/history.aspx> (assessed May 12, 2017).

<sup>10</sup> Agency PER (July 12, 2016) at Page 2.

<sup>11</sup> *Id.*

<sup>12</sup> A Brief History of the Department.

<sup>13</sup> Agency PER (July 12, 2016) at Page 2.

<sup>14</sup> 1954 Act No. 692, § 1.

<sup>15</sup> Agency PER (July 12, 2016) at Page 2.

<sup>16</sup> A Brief History of the Department.

<sup>17</sup> Agency PER (July 12, 2016) at Page 2.

<sup>18</sup> *Id.*

<sup>19</sup> 1967 Act No. 153, § 1.

<sup>20</sup> Agency PER (July 12, 2016) at Page 3.

<sup>21</sup> *Id.*

<sup>22</sup> 1973 Act No. 291, § 2 and 11.

<sup>23</sup> Agency PER (July 12, 2016) at Page 3.

<sup>24</sup> *Id.*

<sup>25</sup> *Id.*

<sup>26</sup> A Brief History of the Department.

<sup>27</sup> Agency PER (July 12, 2016) at Page 3.

<sup>28</sup> *Id.*

<sup>29</sup> 1990 Act No. 474, § 1. (SC Code of Laws § 4-9-195).

<sup>30</sup> 1990 Act No. 546, § 1. (SC Code of Laws § 30-1-10).

<sup>31</sup> A Brief History of the Department.

<sup>32</sup> Agency PER (July 12, 2016) at Page 3.

<sup>33</sup> *Id.*

<sup>34</sup> 1992 Act No. 4245, § 1. (SC Code of Laws § 60-12-70).

<sup>35</sup> 1993 Act No. 197, § 1.

<sup>36</sup> Agency PER (July 12, 2016) at Page 3.

<sup>37</sup> A Brief History of the Department.

<sup>38</sup> Agency PER (July 12, 2016) at Page 4.

<sup>39</sup> *Id.*

<sup>40</sup> *Id.*

<sup>41</sup> *Id.*

<sup>42</sup> 2002 Act No. 229, § 2. (SC Code of Laws § 12-6-3535).

<sup>43</sup> Agency PER (July 12, 2016) at Page 4.

<sup>44</sup> *Id.*

<sup>45</sup> A Brief History of the Department.

<sup>46</sup> Agency PER (July 12, 2016) at Page 4.

<sup>47</sup> *Id.*

<sup>48</sup> *Id.*

<sup>49</sup> *Id.*

<sup>50</sup> *Id.* The agency identified this as one of its successes in its PER.

<sup>51</sup> *Id.*

<sup>52</sup> *Id.* The agency identified this as one of its successes in its PER.

<sup>53</sup> *Id.* at page 5. The agency identified this as one of its successes in its PER.

<sup>54</sup> Agency PER (July 12, 2016) at page 32.

<sup>55</sup> *Id.*

<sup>56</sup> SC House of Representatives, House Legislative Oversight Committee, “2015-16 Agency Accountability Report,” under “Committee Postings and Reports,” under “House Legislative Oversight Committee,” and under “The Department of Archives and History,” <http://www.scstatehouse.gov/CommitteeInfo/HouseLegislativeOversightCommittee/AgencyWebpages/ArchivesandHistory/Reports%20&%20Audits%20-%20Reports%20and%20Reviews/Accountability%20Report%20-%202015-2016.pdf> (accessed May 23, 2017). In 2016 the Oversight Committee worked with the Executive Budget Office to combine the information sought in the Annual Restructuring Report and Annual Accountability Report, into one report.

<sup>57</sup> *Id.*

<sup>58</sup> SC House of Representatives, House Legislative Oversight Committee, “Updated Employee Equivalent Allocation by Objective (May 9, 2017),” under “Committee Postings and Reports,” under “House Legislative Oversight Committee,” and under “The Department of Archives and History,” [http://www.scstatehouse.gov/CommitteeInfo/HouseLegislativeOversightCommittee/AgencyWebpages/ArchivesandHistory/EE%20Allocation%20by%20Obj\\_Archives%20Updated.pdf](http://www.scstatehouse.gov/CommitteeInfo/HouseLegislativeOversightCommittee/AgencyWebpages/ArchivesandHistory/EE%20Allocation%20by%20Obj_Archives%20Updated.pdf) (accessed May 19, 2017).

<sup>59</sup> *Id.*

<sup>60</sup> Dr. W. Eric Emerson, Ph. D., interviewed by Committee Staff, May 23, 2017.

<sup>61</sup> SC Code of Laws, § 2-2-10(1).

<sup>62</sup> SC House of Representatives, House Legislative Oversight Committee, “January 28, 2016 Meeting Minutes,” under “Committee Postings and Reports,” under “House Legislative Oversight Committee,” and under “Full Committee Minutes,” <http://www.scstatehouse.gov/CommitteeInfo/HouseLegislativeOversightCommittee/FullCommitteeMinutes/January282016.pdf>. (assessed May 19, 2017) A video of the meeting is available at <http://www.scstatehouse.gov/video/videofeed.php>.

<sup>63</sup> SC House of Representatives, House Legislative Oversight Committee, “Letter from Oversight Committee to Department of Archives and History (February 4, 2016),” under “Committee Postings and Reports,” under “House Legislative Oversight Committee,” and under “The Department of Archives and History,” [http://www.scstatehouse.gov/CommitteeInfo/HouseLegislativeOversightCommittee/AgencyWebpages/ArchivesandHistory/Letter%20from%20oversight%20Committee%20to%20Archives%20and%20History%20\(February%204,%202016\).pdf](http://www.scstatehouse.gov/CommitteeInfo/HouseLegislativeOversightCommittee/AgencyWebpages/ArchivesandHistory/Letter%20from%20oversight%20Committee%20to%20Archives%20and%20History%20(February%204,%202016).pdf) (accessed May 19, 2017).

<sup>64</sup> SC House of representatives, House Legislative Oversight Committee, “Subcommittees -2017,” under “Committee Information,” under “House Legislative Oversight Committee,” <http://www.scstatehouse.gov/CommitteeInfo/HouseLegislativeOversightCommittee/Subcommittee%20Assignments%20-%202017.pdf> (accessed May 19, 2017).

<sup>65</sup> S.C. Code of Laws § 1-30-10.

<sup>66</sup> 2015-16 Agency Accountability Report.

<sup>67</sup> *Id.*

<sup>68</sup> S.C. Code of Laws § 1-30-10.

<sup>69</sup> SC House of Representatives, House Legislative Oversight Committee, “2016 Annual Restructuring Report,” under “Committee Postings and Reports,” under “House Legislative Oversight Committee,” and under “The Department of Archives and History,” <http://www.scstatehouse.gov/CommitteeInfo/HouseLegislativeOversightCommittee/2016%20ARR/2016%20ARR%20-%20Archives%20and%20History%20.pdf> (assessed May 19, 2017).

<sup>70</sup> S.C. Code § 2-2-50.

<sup>71</sup> SC House of Representatives, House Legislative Oversight Committee, “Program Evaluation Report Guidelines (May 16, 2016),” under “Committee Postings and Reports,” under “House Legislative Oversight Committee,” and under “The Department of Archives and History,” [http://www.scstatehouse.gov/CommitteeInfo/HouseLegislativeOversightCommittee/2016%20Program%20Evaluation%20Reports%20Guidelines/PER%20Guidelines%20\(May%2016,%202016\)%20-%20Archives%20and%20History.pdf](http://www.scstatehouse.gov/CommitteeInfo/HouseLegislativeOversightCommittee/2016%20Program%20Evaluation%20Reports%20Guidelines/PER%20Guidelines%20(May%2016,%202016)%20-%20Archives%20and%20History.pdf) (accessed May 19, 2017).

<sup>72</sup> Agency PER (July 12, 2016).

<sup>73</sup> SC House of Representatives, House Legislative Oversight Committee.

<http://www.scstatehouse.gov/CommitteeInfo/HouseLegislativeOversightCommittee.php> (accessed May 19, 2017).

<sup>74</sup> SC House of Representatives, House Legislative Oversight Committee, “Press Release announcing Public Survey (April 29, 2016),” under “Public Survey & Public Input via LOC webpage” under “Committee Postings and Reports,” under “The Department of Archives and History,” and under “House Legislative Oversight Committee,”

[http://www.scstatehouse.gov/CommitteeInfo/HouseLegislativeOversightCommittee/AgencyWebpages/ArchivesandHistory/Press%20Release%20announcing%20Public%20Survey%20\(April%2029,%202016\).pdf](http://www.scstatehouse.gov/CommitteeInfo/HouseLegislativeOversightCommittee/AgencyWebpages/ArchivesandHistory/Press%20Release%20announcing%20Public%20Survey%20(April%2029,%202016).pdf) (accessed May 23, 2017).

<sup>75</sup> SC House of Representatives, House Legislative Oversight Committee, “Results of Survey of Department of Agriculture; Department of Health and Environmental Control; Law Enforcement Training Council and Criminal Justice Academy; Department of Archives and History; and Retirement System Investment Commission (May 1 - 31, 2016),” under “Committee Postings and Reports,” under “House Legislative Oversight Committee,” and under “The Department of Archives and History,”

<http://www.scstatehouse.gov/CommitteeInfo/HouseLegislativeOversightCommittee/SurveysforAllAgencies/Results%20of%20Survey%20of%20Dept.%20of%20Agric.;%20DHEC;%20CJA;%20Archives%20and%20History;%20and%20RSIC.PDF> (accessed May 19, 2017).

<sup>76</sup> Committee Standard Practice 10.4.

<sup>77</sup> Results of Survey of Department of Agriculture; Department of Health and Environmental Control; Law Enforcement Training Council and Criminal Justice Academy; Department of Archives and History; and Retirement System Investment Commission (May 1 - 31, 2016).

<sup>78</sup> SC House of Representatives, House Legislative Oversight Committee, “Submit Public Input,” under “Committee Postings and Reports,” under “House Legislative Oversight Committee” <http://www.scstatehouse.gov/CommitteeInfo/HouseLegislativeOversightCommittee.php> (accessed May 23, 2017).

<sup>79</sup> Results of Survey of Department of Agriculture; Department of Health and Environmental Control; Law Enforcement Training Council and Criminal Justice Academy; Department of Archives and History; and Retirement System Investment Commission (May 1 - 31, 2016).

<sup>80</sup> *Id.*

<sup>81</sup> Committee Standard Practice 10.4.2 allows for the redaction of profanity.

<sup>82</sup> SC House of Representatives, House Legislative Oversight Committee, “Public Input received about the agency via Committee webpage (February 16, 2017),” under “Committee Postings and Reports,” under “House Legislative Oversight Committee,” and under “The Department of Archives and History,”

<http://www.scstatehouse.gov/CommitteeInfo/HouseLegislativeOversightCommittee/AgencyWebpages/ArchivesandHistory/Public%20Input%202016.2017.pdf> (accessed May 19, 2017). In response to questioning about this comment during the April 25, 2017, Subcommittee meeting, at approximately 32:10 in the archived video the agency states the form may need to be reassessed and offers to provide training sessions for those regularly responsible for handling these records. A video of the meeting is available at <http://www.scstatehouse.gov/video/videofeed.php>.

<sup>83</sup> Also, the Chair of either the Committee or Education and Cultural Subcommittee has the discretion to allow testimony during meetings.

<sup>84</sup> SC House of Representatives, House Legislative Oversight Committee, “March 2, 2017 Meeting Minutes,” under “Committee Postings and Reports,” under “House Legislative Oversight Committee,” and under “Full Committee Minutes,”

[http://www.scstatehouse.gov/CommitteeInfo/HouseLegislativeOversightCommittee/FullCommitteeMinutes/March%202,%202017%20%20Minutes%20\(Public%20Input%20for%20Archives%20and%20History,%20DDSN,%20John%20de%20la%20Howe\).pdf](http://www.scstatehouse.gov/CommitteeInfo/HouseLegislativeOversightCommittee/FullCommitteeMinutes/March%202,%202017%20%20Minutes%20(Public%20Input%20for%20Archives%20and%20History,%20DDSN,%20John%20de%20la%20Howe).pdf) (assessed May 19, 2017). A video of the meeting is available at <http://www.scstatehouse.gov/video/videofeed.php>.

<sup>85</sup> Press Release announcing Public Survey (April 29, 2016).

<sup>86</sup> January 28, 2017 - Meeting Minutes.

<sup>87</sup> *Id.*

<sup>88</sup> SC House of Representatives, House Legislative Oversight Committee, “April 26, 2017 - Meeting Minutes,” under “Committee Postings and Reports,” under “House Legislative Oversight Committee,” and under “The Department of Archives and History,”

<http://www.scstatehouse.gov/CommitteeInfo/HouseLegislativeOversightCommittee/SubcommitteeMinutes/EducationSub/April262016Minutes.pdf> (assessed May 19, 2017). A video of the meeting is available at <http://www.scstatehouse.gov/video/videofeed.php>.

<sup>89</sup> March 2, 2017 - Meeting Minutes.

[http://www.scstatehouse.gov/CommitteeInfo/HouseLegislativeOversightCommittee/FullCommitteeMinutes/March%202,%202017%20%20Minutes%20\(Public%20Input%20for%20Archives%20and%20History,%20DDSN,%20John%20de%20la%20Howe\).pdf](http://www.scstatehouse.gov/CommitteeInfo/HouseLegislativeOversightCommittee/FullCommitteeMinutes/March%202,%202017%20%20Minutes%20(Public%20Input%20for%20Archives%20and%20History,%20DDSN,%20John%20de%20la%20Howe).pdf) (assessed May 19, 2017). A video of the meeting is available at <http://www.scstatehouse.gov/video/videofeed.php>.

<sup>90</sup> SC House of Representatives, House Legislative Oversight Committee, “March 7, 2017 - Meeting Minutes,” under “Committee Postings and Reports,” under “House Legislative Oversight Committee,” and under “The Department of Archives and History,”

<http://www.scstatehouse.gov/CommitteeInfo/HouseLegislativeOversightCommittee/SubcommitteeMinutes/EducationSub/March072017Minutes.pdf> (assessed May 19, 2017). A video of the meeting is available at <http://www.scstatehouse.gov/video/videofeed.php>.

<sup>91</sup> SC House of Representatives, House Legislative Oversight Committee, “March 21, 2017 - Meeting Minutes,” under “Committee Postings and Reports,” under “House Legislative Oversight Committee,” and under “The Department of Archives and History,”

<http://www.scstatehouse.gov/CommitteeInfo/HouseLegislativeOversightCommittee/SubcommitteeMinutes/EducationSub/March212017Minutes.pdf> (assessed May 19, 2017). A video of the meeting is available at <http://www.scstatehouse.gov/video/videofeed.php>.

<sup>92</sup> SC House of Representatives, House Legislative Oversight Committee, "April 18, 2017 - Meeting Minutes," under "Committee Postings and Reports," under "House Legislative Oversight Committee," and under "The Department of Archives and History," <http://www.scstatehouse.gov/CommitteeInfo/HouseLegislativeOversightCommittee/SubcommitteeMinutes/EducationSub/April182017Minutes.pdf> (assessed May 19, 2017). A video of the meeting is available at <http://www.scstatehouse.gov/video/videofeed.php>.

<sup>93</sup> SC House of Representatives, House Legislative Oversight Committee, "April 25, 2017 - Meeting Minutes," under "Committee Postings and Reports," under "House Legislative Oversight Committee," and under "The Department of Archives and History," <http://www.scstatehouse.gov/CommitteeInfo/HouseLegislativeOversightCommittee/SubcommitteeMinutes/EducationSub/4.25.17%20Meeting%20Minutes.pdf> (assessed May 19, 2017). A video of the meeting is available at <http://www.scstatehouse.gov/video/videofeed.php>.

<sup>94</sup> Letter from DHEC to Department of Archives and History (April 25, 2017).

<sup>95</sup> A video of the meeting is available at <http://www.scstatehouse.gov/video/videofeed.php>. Minutes have not yet been approved for this meeting.

<sup>96</sup> *Id.* Subcommittee Members present at the meeting include: Rep. Raye Felder; Rep. Joseph H. Jefferson, Jr., and Rep. James E. Smith, Jr.

<sup>97</sup> National Park Service, "Certified Local Government Program," under <https://www.nps.gov/clg/> (assessed May 22, 2017). The following are certified local governments: Abbeville; Aiken; Anderson; Beaufort; Bennettsville; Bluffton; Blythewood; Charleston; Cheraw; Chester; Chesterfield; Columbia; Conway; Darlington; Dillon; Florence; Fort Mill; Georgetown; Greenville; Greer; Hartsville; Horry County; Laurens; Lexington; McClellanville; McCormick; Mount Pleasant; Rock Hill; Seneca; Spartanburg; Sullivan's Island; Summerville; Sumter; and York.

<sup>98</sup> *Id.* The National Parks Service notes "[c]ommunity certification opens doors to funding, technical assistance, and other preservation successes."

<sup>99</sup> SC House of Representatives, House Legislative Oversight Committee, "Letter from Department of Archives and History to Oversight Subcommittee (May 5, 2017)," under "Correspondence" under "Committee Postings and Reports," under "The Department of Archives and History," and under "House Legislative Oversight Committee," <http://www.scstatehouse.gov/CommitteeInfo/HouseLegislativeOversightCommittee/AgencyPHPFiles/ArchivesandHistory.php> (assessed May 22, 2017)

<sup>100</sup> *Id.*

<sup>101</sup> A video of the meeting is available at <http://www.scstatehouse.gov/video/videofeed.php>. Minutes have not yet been approved for this meeting.

<sup>102</sup> SC House of Representative, House Legislative Oversight Committee - Education and Cultural Subcommittee, April 18, 2017 video archives, time 46:32.

<sup>103</sup> SC Department of Archives and History, April 25, 2017, Agency Presentation to Subcommittee on its Laws and Recommendations, unnumbered slide 10, [http://www.scstatehouse.gov/CommitteeInfo/HouseLegislativeOversightCommittee/AgencyWebpages/ArchivesandHistory/4.25.17%20Agency%20Presentation%20to%20Subcommittee%20\(Laws%20and%20Recommendations\).pdf](http://www.scstatehouse.gov/CommitteeInfo/HouseLegislativeOversightCommittee/AgencyWebpages/ArchivesandHistory/4.25.17%20Agency%20Presentation%20to%20Subcommittee%20(Laws%20and%20Recommendations).pdf) (assessed May 22, 2017). The four steps of the plan are as follows: 1) Continue to consult with agencies regarding following transferal schedules of digital records; 2) Use 30-1-100, "Within the limits of available funds, the Archives shall require preservation duplicates to be made of essential or historical records including those retained on electronic or optical disc systems. . . ."; 3) Use 30-1-70, "If public records of long term or archival value are in danger of loss due to negligence, deterioration, theft, or unauthorized disposal or destruction, the director may order that the records be transferred to suitable storage for the purpose of security microfilming or other necessary preservation measures; and 4) 20-1-50, sets criminal penalties for not delivering the record, and "in addition, the legal custodian or the public records or the Director of the Archives may apply by verified petition to the court of common pleas in a county of residence of the person withholding the records and the court shall upon proper showing issue orders for the return of the records to the lawful custodian or the Director of the Archives."

<sup>104</sup> SC House of Representatives, House Legislative Oversight Committee, "Letter from Department of Archives and History to Oversight Subcommittee (March 7, 2017)," under "Correspondence" under "Committee Postings and Reports," under "The Department of Archives and History," and under "House Legislative Oversight Committee," [http://www.scstatehouse.gov/CommitteeInfo/HouseLegislativeOversightCommittee/AgencyWebpages/ArchivesandHistory/4.27.17%20DHEC%20concerns%20about%20temporary%20storage%20at%20Archives%20and%20History\\_Redacted.pdf](http://www.scstatehouse.gov/CommitteeInfo/HouseLegislativeOversightCommittee/AgencyWebpages/ArchivesandHistory/4.27.17%20DHEC%20concerns%20about%20temporary%20storage%20at%20Archives%20and%20History_Redacted.pdf) (assessed May 23, 2017).

<sup>105</sup> SC House of Representative, House Legislative Oversight Committee - Education and Cultural Subcommittee, April 25, 2017 video archives, time 38:00.

<sup>106</sup> SC House of Representative, House Legislative Oversight Committee, March 2, 2017, video archives, time 02:11:25. A video of the meeting is available at <http://www.scstatehouse.gov/video/videofeed.php>.

<sup>107</sup> SC House of Representatives, House Legislative Oversight Committee, "Letter from DHEC to Department of Archives and History (April 25, 2017)," under "Correspondence" under "Committee Postings and Reports," under "The Department of Archives and History," and under "House Legislative Oversight Committee," [http://www.scstatehouse.gov/CommitteeInfo/HouseLegislativeOversightCommittee/AgencyWebpages/ArchivesandHistory/4.27.17%20DHEC%20concerns%20about%20temporary%20storage%20at%20Archives%20and%20History\\_Redacted.pdf](http://www.scstatehouse.gov/CommitteeInfo/HouseLegislativeOversightCommittee/AgencyWebpages/ArchivesandHistory/4.27.17%20DHEC%20concerns%20about%20temporary%20storage%20at%20Archives%20and%20History_Redacted.pdf) (assessed May 23, 2017).