

<b>AGENCY NAME:</b>	Department of Archives and History		
<b>AGENCY CODE:</b>	H790	<b>SECTION:</b>	26



## Fiscal Year 2018-19 Agency Budget Plan

### FORM A - BUDGET PLAN SUMMARY

<b>OPERATING REQUESTS (FORM B1)</b>	<b>For FY 2018-19, my agency is (mark "X"):</b> 9906 & 9909	
	<input checked="" type="checkbox"/>	Requesting General Fund Appropriations.
	<input type="checkbox"/>	Requesting Federal/Other Authorization.
	<input type="checkbox"/>	Not requesting any changes.

<b>NON-RECURRING REQUESTS (FORM B2)</b>	<b>For FY 2018-19, my agency is (mark "X"):</b>	
	<input checked="" type="checkbox"/>	Requesting Non-Recurring Appropriations.
	<input type="checkbox"/>	Requesting Non-Recurring Federal/Other Authorization.
	<input type="checkbox"/>	Not requesting any changes.



<b>CAPITAL REQUESTS (FORM C)</b>	<b>For FY 2018-19, my agency is (mark "X"):</b>	
	<input type="checkbox"/>	Requesting funding for Capital Projects.
	<input checked="" type="checkbox"/>	Not requesting any changes.

<b>PROVISOS (FORM D)</b>	<b>For FY 2018-19, my agency is (mark "X"):</b>	
	<input checked="" type="checkbox"/>	Requesting a new proviso and/or substantive changes to existing provisos.
	<input type="checkbox"/>	Only requesting technical proviso changes (such as date references).
	<input type="checkbox"/>	Not requesting any proviso changes.

Please identify your agency's preferred contacts for this year's budget process.

	<i>Name</i>	<i>Phone</i>	<i>Email</i>
<b>PRIMARY CONTACT:</b>	W. Eric Emerson, Ph.D.	803-896-6185	eemerson@scdah.gov.sc
<b>SECONDARY CONTACT:</b>	Bernice Cooper-James	803-896-6163	bcjames@scdah.gov.sc

I have reviewed and approved the enclosed FY 2018-19 Agency Budget Plan, which is complete and accurate to the extent of my knowledge.

	<i>Agency Director</i>	<i>Board or Commission Chair</i>
<b>SIGN/DATE:</b>	 9/14/17	 9/14/17
<b>TYPE/PRINT NAME:</b>	W. Eric Emerson, Ph.D.	A.V. Huff, Jr., Ph.D.

*This form must be signed by the agency head – not a delegate.*

Fiscal Year 2018-19 Budget Request Executive Summary

Agency Code: H790  
 Agency Name: Department of Archives and History  
 Section:

BUDGET REQUESTS			FUNDING					FTES				
Priority	Request Type	Request Title	State	Federal	Earmarked	Restricted	Total	State	Federal	Earmarked	Restricted	Total
1	B2 - Non-Recurring	Conservation of South Carolina's Constitutions	200,000				200,000					0.00
2	B2 - Non-Recurring	Support for the South Carolina African American Heritage Commission's Greenbook of South Carolina	250,000				250,000					0.00
3	B1 - Recurring	Hire a full-time Director of the South Carolina African American Heritage Commission	25,000				25,000	1.00				1.00
4							0					0.00
5							0					0.00
6							0					0.00
7							0					0.00
8							0					0.00
9							0					0.00
10							0					0.00
11							0					0.00
12							0					0.00
13							0					0.00
14							0					0.00
15							0					0.00
16							0					0.00
17							0					0.00
18							0					0.00
19							0					0.00
20							0					0.00
21							0					0.00
22							0					0.00
23							0					0.00
24							0					0.00
25							0					0.00
26							0					0.00
27							0					0.00
28							0					0.00
29							0					0.00
30							0					0.00
TOTAL BUDGET REQUESTS			475,000	0	0	0	475,000	1.00	0.00	0.00	0.00	1.00

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**FORM B1 – RECURRING OPERATING REQUEST**

<b>AGENCY PRIORITY</b>	<b>3 – Form #13276</b>
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*Provide the Agency Priority Ranking from the Executive Summary.*

<b>TITLE</b>	<b>Hire a full-time Director of South Carolina African American Heritage Commission</b>
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*Provide a brief, descriptive title for this request.*

<b>AMOUNT</b>	<b>General: \$25,000</b> <b>Federal:</b> <b>Other:</b> <b>Total: \$25,000</b>
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*What is the net change in requested appropriations for FY 2018-19? This amount should correspond to the total for all funding sources on the Executive Summary.*

<b>NEW POSITIONS</b>	<b>1</b>
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*Please provide the total number of new positions needed for this request.*

<b>FACTORS ASSOCIATED WITH THE REQUEST</b>	<b>Mark “X” for all that apply:</b>	
	<input type="checkbox"/>	Change in cost of providing current services to existing program audience
	<input type="checkbox"/>	Change in case load/enrollment under existing program guidelines
	<input type="checkbox"/>	Non-mandated change in eligibility/enrollment for existing program
	<input type="checkbox"/>	Non-mandated program change in service levels or areas
	<input checked="" type="checkbox"/>	Proposed establishment of a new program or initiative
	<input type="checkbox"/>	Loss of federal or other external financial support for existing program
	<input type="checkbox"/>	Exhaustion of fund balances previously used to support program
	<input type="checkbox"/>	IT Technology/Security related
	<input type="checkbox"/>	Consulted DTO during development
	Related to a Non-Recurring request – If so, Priority # _____	

<b>STATEWIDE ENTERPRISE STRATEGIC OBJECTIVES</b>	<b>Mark “X” for primary applicable Statewide Enterprise Strategic Objective:</b>	
	<input checked="" type="checkbox"/>	Education, Training, and Human Development
	<input type="checkbox"/>	Healthy and Safe Families
	<input type="checkbox"/>	Maintaining Safety, Integrity, and Security
	<input type="checkbox"/>	Public Infrastructure and Economic Development
	<input type="checkbox"/>	Government and Citizens

<b>AGENCY NAME:</b>	<b>Department of Archives and History</b>		
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<b>ACCOUNTABILITY OF FUNDS</b>	<p>The hiring of a full-time director of the South Carolina African American Heritage Commission does not meet a specific agency objective as outlined in the agency's accountability report.</p>
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*What specific agency objective, as outlined in the agency's accountability report, does this funding request support? How would this request advance that objective? How would the use of these funds be evaluated?*

<b>RECIPIENTS OF FUNDS</b>	<p>The State Historic Preservation Office of the South Carolina Department of Archives and History would receive these funds. The agency would hire a director for the South Carolina African American Heritage Commission utilizing standard hiring practices for state government in South Carolina.</p>
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*What individuals or entities would receive these funds (contractors, vendors, grantees, individual beneficiaries, etc.)? How would these funds be allocated – using an existing formula, through a competitive process, based upon predetermined eligibility criteria?*

<b>JUSTIFICATION OF REQUEST</b>	<p>The South Carolina African American Heritage Commission (SCAAHC) is requesting recurring funding to hire and retain a full-time director of the South Carolina African American Heritage Commission. Organizationally this position would fall within the State Historic Preservation Office and would report to the Deputy State Historic Preservation Officer. Duties for this position would include serving as a coordinator for the SCAAHC and assisting that body with its mission to identify and promote the preservation of historic sites, structures, buildings, and culture of the African American experience in South Carolina. To date the SCAAHC has relied upon the volunteer efforts of its commissioners to pursue its mission. The SCAAHC believes that it could be far more effective in the pursuit of its mission with a permanent full-time staff member coordinating and assisting the SCAAHC with its mission. This request is not related to information security or technology. If funds are not received, there will be little impact to the current operational efficiencies of the SCAAHC.</p>
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*Please thoroughly explain the request to include the justification for funds, potential offsets, matching funds, and method of calculation. Please include any explanation of impact if funds are not received. If new positions have been requested, explain why existing vacancies are not sufficient.*

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**FORM B2 – NON-RECURRING OPERATING REQUEST**

<b>AGENCY PRIORITY</b>	<b>1 – Form #13274</b> <i>Provide the Agency Priority Ranking from the Executive Summary.</i>
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<b>TITLE</b>	<b>Conservation of South Carolina’s Constitutions</b> <i>Provide a brief, descriptive title for this request.</i>
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<b>AMOUNT</b>	<b>\$200,000</b> <i>What is the net change in requested appropriations for FY 2018-19? This amount should correspond to the total for all funding sources on the Executive Summary.</i>
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<b>FACTORS ASSOCIATED WITH THE REQUEST</b>	<b>Mark “X” for all that apply:</b>
	<input type="checkbox"/> Change in cost of providing current services to existing program audience
	<input type="checkbox"/> Change in case load/enrollment under existing program guidelines
	<input type="checkbox"/> Non-mandated change in eligibility/enrollment for existing program
	<input type="checkbox"/> Non-mandated program change in service levels or areas
	<input type="checkbox"/> Proposed establishment of a new program or initiative
	<input type="checkbox"/> Loss of federal or other external financial support for existing program
	<input type="checkbox"/> Exhaustion of fund balances previously used to support program
	<input type="checkbox"/> IT Technology/Security related
	<input type="checkbox"/> Consulted DTO during development
	<input checked="" type="checkbox"/> Request for Non-Recurring Appropriations
<input type="checkbox"/> Request for Federal/Other Authorization to spend existing funding	
<input type="checkbox"/> Related to a Recurring request – If so, Priority # _____	

<b>STATEWIDE ENTERPRISE STRATEGIC OBJECTIVES</b>	<b>Mark “X” for primary applicable Statewide Enterprise Strategic Objective:</b>
	<input type="checkbox"/> Education, Training, and Human Development
	<input type="checkbox"/> Healthy and Safe Families
	<input type="checkbox"/> Maintaining Safety, Integrity, and Security
	<input type="checkbox"/> Public Infrastructure and Economic Development
<input checked="" type="checkbox"/> Government and Citizens	

<b>ACCOUNTABILITY OF FUNDS</b>	<p>This funding request supports the following:          Goal 2- Enhance preservation of, and access to, South Carolina state and local records; and Strategy 2.2- Increase accessibility to the Archives records through arrangement, description, conservation, digitization, and online access.</p> <p>This request will enhance preservation of, and access to, the state’s seven constitutions, which are foundational documents that document how South Carolinians historically viewed government. The conservation of these constitutions will enable public access to these treasures, for the first time in a number of years, in exhibits that will detail the significance of each document to the state’s history. The use of these funds would be evaluated by the agency, which has outlined expectations and goals for the conservation of each document.</p>
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*What specific agency objective, as outlined in the agency’s accountability report, does*

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*this funding request support? How would this request advance that objective? How would the use of these funds be evaluated?*

<b>RECIPIENTS OF FUNDS</b>	<p>An experienced and highly qualified document-conservation firm will be the recipient of the majority of the funds. Funds also will be used to transport the documents to the conservators. These funds will be allocated using a predetermined eligibility criteria.</p>
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*What individuals or entities would receive these funds (contractors, vendors, grantees, individual beneficiaries, etc.)? How would these funds be allocated – using an existing formula, through a competitive process, based upon predetermined eligibility criteria?*

<b>JUSTIFICATION OF REQUEST</b>	<p>The South Carolina Department of Archives and History is undertaking the complete conservation of the state’s seven constitutions. SCDAH is the repository for all seven of the state’s constitutions beginning with the Constitution of 1776 and subsequent constitutions in 1778, 1790, 1861, 1865, and 1868. The Constitution of 1895 is the most recent, under which South Carolina is still governed to this day.</p> <p>These constitutions are a valuable historical record of our state during the time in which each was created. They are the state’s foundational documents, which document the people of South Carolina’s efforts to create a just and effective means of self government. As such, they comprise perhaps the most important holdings in the agency’s care.</p> <p>Each constitution is in need of conservation, and two are in need of considerable repair. Much of the conservation work that will be performed is being undertaken to reverse previous conservation work, which was performed nearly fifty years ago using methods that have now been proven to damage the documents. The reversal of those previous conservation efforts is vital to ensuring the long-term protection and preservation of these vital records documenting the history of the Palmetto State.</p> <p>The funds for the conservation of the state’s seven Constitutions appeared in the Governor’s budget and in the ratified State Appropriations Bill for FY 2017/18 as Item #31 in the Capital Reserve Fund. Due to a state revenue shortfall in August, these funds were cut from budget.</p> <p>If these funds are not awarded, the agency will request these funds in future budget years. Once these documents are conserved, there should be no need for further conservation efforts for the next 75 to 100 years.</p>
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*Please thoroughly explain the request to include the justification for funds, potential offsets, matching funds, and method of calculation. Please include any explanation of impact if funds are not received. Does this non-recurring appropriation request create an annualization or need for recurring funds?*

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**FORM B2 – NON-RECURRING OPERATING REQUEST**

<b>AGENCY PRIORITY</b>	<b>2 – Form #13275</b> <i>Provide the Agency Priority Ranking from the Executive Summary.</i>
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<b>TITLE</b>	<b>Support for the South Carolina African American Heritage Commission’s Green Book of South Carolina</b> <i>Provide a brief, descriptive title for this request.</i>
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<b>AMOUNT</b>	<b>\$250,000</b> <i>What is the net change in requested appropriations for FY 2018-19? This amount should correspond to the total for all funding sources on the Executive Summary.</i>
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<b>FACTORS ASSOCIATED WITH THE REQUEST</b>	<b>Mark “X” for all that apply:</b>
	<input type="checkbox"/> Change in cost of providing current services to existing program audience
	<input type="checkbox"/> Change in case load/enrollment under existing program guidelines
	<input type="checkbox"/> Non-mandated change in eligibility/enrollment for existing program
	<input checked="" type="checkbox"/> Non-mandated program change in service levels or areas
	<input type="checkbox"/> Proposed establishment of a new program or initiative
	<input type="checkbox"/> Loss of federal or other external financial support for existing program
	<input type="checkbox"/> Exhaustion of fund balances previously used to support program
	<input type="checkbox"/> IT Technology/Security related
	<input type="checkbox"/> Consulted DTO during development
	<input checked="" type="checkbox"/> Request for Non-Recurring Appropriations
	<input type="checkbox"/> Request for Federal/Other Authorization to spend existing funding
<input type="checkbox"/> Related to a Recurring request – If so, Priority # _____	

<b>STATEWIDE ENTERPRISE STRATEGIC OBJECTIVES</b>	<b>Mark “X” for primary applicable Statewide Enterprise Strategic Objective:</b>
	<input checked="" type="checkbox"/> Education, Training, and Human Development
	<input type="checkbox"/> Healthy and Safe Families
	<input type="checkbox"/> Maintaining Safety, Integrity, and Security
	<input type="checkbox"/> Public Infrastructure and Economic Development
<input type="checkbox"/> Government and Citizens	

<b>ACCOUNTABILITY OF FUNDS</b>	These funds relate to the operations of the South Carolina African American Heritage Commission, which does not appear on the Department of Archives and History’s accountability report.
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*What specific agency objective, as outlined in the agency’s accountability report, does this funding request support? How would this request advance that objective? How would the use of these funds be evaluated?*

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<b>RECIPIENTS OF FUNDS</b>	<p>The South Carolina African American Heritage Commission would receive these funds and then contract with other parties, through a competitive process, for support of <i>The Greenbook of South Carolina: A Travel Guide to South Carolina African American Cultural Sites</i>.</p>
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*What individuals or entities would receive these funds (contractors, vendors, grantees, individual beneficiaries, etc.)? How would these funds be allocated – using an existing formula, through a competitive process, based upon predetermined eligibility criteria?*

<b>JUSTIFICATION OF REQUEST</b>	<p>Two years ago the South Carolina African American Heritage Commission (SCAAHC) received \$100,000 for the creation of <i>The Greenbook of South Carolina: A Travel Guide to South Carolina African American Cultural Sites</i>. The SCAAHC contracted with a Columbia company to create the <i>Greenbook</i>, which serves as a web-based online travel guide for persons interested in learning more about South Carolina’s historic African American sites. With the launching of the website and the creation of brochures and other materials publicizing the site, the SCAAHC now is seeking \$250,000 in funds to help sustain the site and periodically update it as needed. The SCAAHC would use the requested funds for website maintenance; the design and printing of a hard copy of the <i>Greenbook</i>; the printing of additional rack cards; public relations work; advertising; usability testing; functionality improvements; and development of an online store as a revenue stream. The SCAAHC could raise some funds to augment this effort through the private sector, but it has heretofore been unable to raise funds approaching the amount being requested. If these funds are not received, SCAAHC members would be responsible for making any necessary updates to the website. With the creation of the <i>Greenbook</i>, the SCAAHC probably will request future increases in recurring funds, which now equal \$25,000 annually.</p>
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*Please thoroughly explain the request to include the justification for funds, potential offsets, matching funds, and method of calculation. Please include any explanation of impact if funds are not received. Does this non-recurring appropriation request create an annualization or need for recurring funds?*



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**FORM D – PROVISO REVISION REQUEST**

<b>NUMBER</b>	<b>26.1</b>
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*Cite the proviso according to the renumbered list for FY 2018-19 (or mark "NEW").*

<b>TITLE</b>	<b>AH: Use of Proceeds</b>
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*Provide the title from the FY 2017-18 Appropriations Act or suggest a short title for any new request.*

<b>BUDGET PROGRAM</b>	<b>Special Deposits-30370000</b>
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*Identify the associated budget program(s) by name and budget section.*

<b>RELATED BUDGET REQUEST</b>	N/A
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*Is this request associated with a budget request you have submitted for FY 2018-19? If so, cite it here.*

<b>REQUESTED ACTION</b>	<b>Codify</b>
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*Choose from: Add, Delete, Amend, or Codify.*

<b>OTHER AGENCIES AFFECTED</b>	N/A
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*Which other agencies would be affected by the recommended action? How?*

<b>SUMMARY &amp; EXPLANATION</b>	<p>Proviso 26.1 allows the agency to use the proceeds of funds generated from facility rentals, gift shop operations, training sessions, sales of publications, reproduction of documents, repair of documents, research fees, handling charges, and the sale of National Register plaques and certificates to cover the cost of facility operations and maintenance, gift shop inventory, training sessions, publications, reproduction expenses, repair expenses, National Register plaques and certificates, and Historic Preservation grants. These are all important sources of generated revenue for the agency, and this proviso is not duplicated in the agency’s establishing code.</p> <p>Since the terms of this proviso are critical to the agency’s ability to generate revenue and use it to pay for operational costs, we are requesting that the proviso be codified. This would eliminate the necessity of annually requesting the passage of this proviso.</p>
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*Summarize the existing proviso. If requesting a new proviso, describe the current state of affairs without it. Explain the need for your requested action. For deletion requests due to recent codification, please identify SC Code section where language now appears.*

<b>AGENCY NAME:</b>	<b>Department of Archives and History</b>		
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<b>FISCAL IMPACT</b>	<p>In FY 2016-17, Proviso 26.1 accounted for \$189,123 of state generated revenue for the agency. The codification of this proviso will allow the agency to continue to collect and utilize these funds for the purposes outlined in both the proviso and the newly proposed code.</p>
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*Provide estimates of any fiscal impacts associated with this proviso, whether for state, federal, or other funds. Explain the method of calculation.*

<b>PROPOSED PROVISO TEXT</b>	<p><b>Current Proviso Text</b></p> <p><del>26.1. (AH: Use of Proceeds) 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.</del></p> <p><b>Proposed Code, 60-11-130</b></p> <p>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.</p>
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*Paste FY 2017-18 text above, then bold and underline insertions and strikethrough deletions. For new proviso requests, enter requested text above.*

<b>AGENCY NAME:</b>	Department of Archives and History		
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**FORM D – PROVISO REVISION REQUEST**

<b>NUMBER</b>	26.2
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*Cite the proviso according to the renumbered list for FY 2018-19 (or mark "NEW").*

<b>TITLE</b>	<b>AH: Disposal of Materials</b>
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*Provide the title from the FY 2017-18 Appropriations Act or suggest a short title for any new request.*

<b>BUDGET PROGRAM</b>	<b>Special Deposits-30370000</b>
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*Identify the associated budget program(s) by name and budget section.*

<b>RELATED BUDGET REQUEST</b>	N/A
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*Is this request associated with a budget request you have submitted for FY 2018-19? If so, cite it here.*

<b>REQUESTED ACTION</b>	<b>Codify</b>
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*Choose from: Add, Delete, Amend, or Codify.*

<b>OTHER AGENCIES AFFECTED</b>	N/A
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*Which other agencies would be affected by the recommended action? How?*

<b>SUMMARY &amp; EXPLANATION</b>	<p>Proviso 26.2 allows the Department of Archives and History, with the approval of the Archives and History Commission, to sell record and non-record items from its collections that are not eligible for public auction in a manner that is most advantageous to the agency. This proviso deals almost exclusively with de-accessioned Bank of South Carolina notes that are common or are not of a quality worthy of auction. These notes are therefore sold in the agency’s gift shop. The proceeds from the sale of these note are used for the preservation or conservation of other permanent collections.</p> <p>A minor technical change to current code, 60-11-120, would make this proviso superfluous, and therefore would not necessitate its annual passage.</p>
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*Summarize the existing proviso. If requesting a new proviso, describe the current state of affairs without it. Explain the need for your requested action. For deletion requests due to recent codification, please identify SC Code section where language now appears.*

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<b>FISCAL IMPACT</b>	<p>By the end of FY 2016-17, Proviso 26.2 had accounted for \$110,903 of state-generated revenue for the agency. The removal of this proviso and the technical changes to existing code will allow the agency to continue to collect and utilize these funds for the purposes outlined in both the former proviso and the edited code.</p>
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*Provide estimates of any fiscal impacts associated with this proviso, whether for state, federal, or other funds. Explain the method of calculation.*

<b>PROPOSED PROVISO TEXT</b>	<p><b><u>Current Proviso</u></b></p> <p><del>26.2. — (AH: Disposal of Materials) For the current fiscal year, the Department of Archives and History, upon prior approval of the commission, may sell from its collections certain record and non-record materials, which are not eligible for public auction, in a manner most advantageous to the department.</del></p> <p><b><u>Change to SC Code 60-11-120</u></b>  <b>SECTION 60-11-120.</b> 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>
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*Paste FY 2017-18 text above, then bold and underline insertions and strikethrough deletions. For new proviso requests, enter requested text above.*

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**FORM E – AGENCY COST SAVINGS AND GENERAL FUND REDUCTION  
CONTINGENCY PLAN**

<b>TITLE</b>	Agency General Fund Reduction Analysis
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<b>AMOUNT</b>	<p><b>\$79,112</b></p> <p><i>What is the General Fund 3% reduction amount (minimum based on the FY 2017-18 recurring appropriations)? This amount should correspond to the reduction spreadsheet prepared by EBO.</i></p>
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<b>ASSOCIATED FTE REDUCTIONS</b>	<p>Elimination of two (2) FTE positions: one (1) Administrative Assistant I and one (1) Archivist IV in association with this General Fund Reduction.</p> <p><i>How many FTEs would be reduced in association with this General Fund reduction?</i></p>
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<b>PROGRAM/ACTIVITY IMPACT</b>	<p>The elimination of these positions would impact the agency’s Administrative Division and the agency’s revenue-generating activities. In particular, the agency’s facility-rental program, gift shop operations, and agency events would be affected by the elimination of the Administrative Assistant I position. The decision to leave unfilled an Archivist IV position responsible for accessioning and processing government paper records would have minimal impact on the agency’s current operations, since the number of paper documents being produced by state and local government is decreasing.</p> <p><i>What programs or activities are supported by the General Funds identified?</i></p>
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<b>SUMMARY</b>	<p>The Department of Archives and History is proposing to eliminate one (1) position in the Administrative Division and leave unfilled one (1) Archivist IV position in the Archives and Records Management Division to meet the 3% reduction, which totals \$79,112. The elimination of the Administrative Assistant I position would impact staffing for facility rentals, gift-shop sales, and facility coordination. The agency also would leave unfilled an Archivist IV position responsible for accessioning and processing records. The agency would compensate for the loss of these two positions by adding additional duties and responsibilities to other Administrative and operational division staff members. Remaining Administrative Division staff members would be responsible for facility rentals, gift shop sales, and events, while Archives and Records Management staff members would continue with their responsibilities for accessioning and processing paper records that arrive at the Archives. By eliminating or leaving unfilled the aforementioned positions, the agency would retain all current mission-critical personnel and would not endanger its mission effectiveness.</p>
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*Please provide a detailed summary of service delivery impact caused by a reduction in General Fund Appropriations and provide the method of calculation for anticipated reductions. Agencies should prioritize reduction in expenditures that have the least significant impact on service delivery.*

<b>AGENCY COST SAVINGS PLANS</b>	<p>The aforementioned reductions will reduce the agency's operating costs by 3%. These include the elimination of two FTE positions as previously outlined: 1) one Administrative Assistant, and 2) one Archivist IV.</p>
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*What measures does the agency plan to implement to reduce its costs and operating expenses by more than \$50,000? Provide a summary of the measures taken and the estimated amount of savings. How does the agency plan to repurpose the savings?*

<b>AGENCY NAME:</b>	Department of Archives and History		
<b>AGENCY CODE:</b>	H790	<b>SECTION:</b>	26

**FORM F – REDUCING COST AND BURDEN TO BUSINESSES AND CITIZENS**

<b>TITLE</b>	<b>Reducing Researcher Costs through Historical Record Digitization</b>
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*Provide a brief, descriptive title for this request.*

<b>EXPECTED SAVINGS TO BUSINESSES AND CITIZENS</b>	<b>The SCDAH document digitization program and the agency’s creation of the South Carolina Electronic Records Archive (SCERA) and the South Carolina Historic Property Record (SCHPR) will save researchers the cost of travel and lodging, photocopy orders, and research fees associated with traditional research at the agency’s Archives and History Center.</b>
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*What is the expected savings to South Carolina’s businesses and citizens that is generated by this proposal? The savings could be related to time or money.*

<b>FACTORS ASSOCIATED WITH THE REQUEST</b>	<p><b>Mark “X” for all that apply:</b></p> <table border="1"> <tr> <td><input type="checkbox"/></td> <td>Repeal or revision of regulations.</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Reduction of agency fees or fines to businesses or citizens.</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Greater efficiency in agency services or reduction in compliance burden.</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Other</td> </tr> </table>	<input type="checkbox"/>	Repeal or revision of regulations.	<input checked="" type="checkbox"/>	Reduction of agency fees or fines to businesses or citizens.	<input checked="" type="checkbox"/>	Greater efficiency in agency services or reduction in compliance burden.	<input type="checkbox"/>	Other
<input type="checkbox"/>	Repeal or revision of regulations.								
<input checked="" type="checkbox"/>	Reduction of agency fees or fines to businesses or citizens.								
<input checked="" type="checkbox"/>	Greater efficiency in agency services or reduction in compliance burden.								
<input type="checkbox"/>	Other								

<b>METHOD OF CALCULATION</b>	<p>Travel time for researchers is based upon the distance that the researcher travels to visit the Archives and Records Center. If researchers are travelling from outside of South Carolina, they also would save the cost of food and lodging while conducting research at SCDAH. In addition, online research of the agency’s collections can save photocopy fees, which are 40 cents per copy, since digital copies of documents are free and downloadable using a remote online connection. Digitization of the agency’s collections also will eliminate research fees, which are \$5 for in-state requests and \$15 for out-of-state requests. With more collections available online, researchers will rely less on agency staff research and therefore save research fees.</p>
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*Describe the method of calculation for determining the expected cost or time savings to businesses or citizens.*

<b>REDUCTION OF FEES OR FINES</b>	<p>Copy fees (40 cents per copy) and research fees (\$5 instate and \$15 out-of-state) will be reduced as the agency proceeds with its rapid digitization of its holdings.</p>
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*Which fees or fines does the agency intend to reduce? What was the fine or fee revenue for the previous fiscal year? What was the associated program expenditure for the previous fiscal year? What is the enabling authority for the issuance of the fee or fine?*

<b>REDUCTION OF REGULATION</b>	N/A
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*Which regulations does the agency intend to amend or delete? What is the enabling authority for the regulation?*

<b>AGENCY NAME:</b>	<b>Department of Archives and History</b>		
<b>AGENCY CODE:</b>	<b>H790</b>	<b>SECTION:</b>	<b>26</b>

**SUMMARY**

For a number of years, the agency has been digitizing its holdings to make them more accessible to researchers. This effort has intensified over the last three years and has resulted in the creation of the South Carolina Electronic Records Archive (SCERA) in 2015 and the South Carolina Historic Property Record (SCHPR) in 2016. These two digital archives will allow the agency to make an ever-growing number of historical records available to the public online. This will result in an increasing amount of online research of the agency’s collections and a continuing reduction in the number of researchers who travel to the Archives and History Center to access historical records. Digitization of the agency’s historical records already has resulted in a continual annual decrease in the number of researchers who visit the agency’s Research Room, and annual visitation dropped below 4,000 for the first time in decades during FY 2016-17.

As Research Room visitation has dropped, customer use of the agency’s online holdings has increased rapidly, with over 100,000 visitors accessing the Archives online and over 70,000 visitors using the South Carolina Electronic Record Archive (SCERA) in FY 2016-17. As the agency intensifies the digitization of its historical, we anticipate an ongoing decrease in the number of visitors to our Research Room and a significant increase in the number of researchers who conduct research through the agency online platforms. This trend will result in more staff members focusing on digitization instead of filling research and photocopy orders.

This process will also focus future agency expenditures on digital infrastructure (hardware, software, and memory) instead of physical infrastructure (shelving, folders, boxes, photocopy equipment). It also will necessitate the hiring of digital archivists and records managers as positions become vacant.

*Provide an explanation of the proposal and its positive results on businesses or citizens. How will the request affect agency operations?*