



**Fiscal Year FY 2021-2022**

**Agency Budget Plan**

**FORM A - BUDGET PLAN SUMMARY**

**OPERATING  
REQUESTS  
(FORM B1)**

<b>For FY 2021-2022, my agency is (mark "X"):</b>	
<input checked="" type="checkbox"/>	Requesting General Fund Appropriations.
<input type="checkbox"/>	Requesting Federal/Other Authorization.
<input type="checkbox"/>	Not requesting any changes.

**NON-RECURRING  
REQUESTS  
(FORM B2)**

<b>For FY 2021-2022, 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.

**CAPITAL  
REQUESTS  
(FORM C)**

<b>For FY 2021-2022, my agency is (mark "X"):</b>	
<input type="checkbox"/>	Requesting funding for Capital Projects.
<input checked="" type="checkbox"/>	Not requesting any changes.

**PROVISOS  
(FORM D)**

<b>For FY 2021-2022, 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.

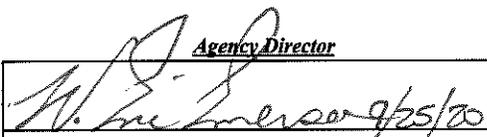
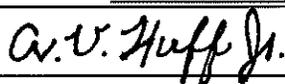
Please identify your agency's preferred contacts for this year's budget process.

**PRIMARY  
CONTACT:  
SECONDARY  
CONTACT:**

<u>Name</u>	<u>Phone</u>	<u>Email</u>
W. Eric Emerson, Ph.D.	(803) 896-6185	cemerson@scdah.sc.gov
Bernice Cooper-James	(803) 896-6185	bcjames@scdah.sc.gov

I have reviewed and approved the enclosed FY 2021-2022 Agency Budget Plan, which is complete and accurate to the extent of my knowledge.

**SIGN/DATE:  
TYPE/PRINT  
NAME:**

<u>Agency Director</u>	<u>Board or Commission Chair</u>
 W. Eric Emerson, Ph.D.	 9-25-20 A.V. Huff, Jr., Ph.D.

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

Agency Name:	Department Of Archives & History
Agency Code:	H790
Section:	26

BUDGET REQUESTS			FUNDING					FTES				
Priority	Request Type	Request Title	State	Federal	Earmarked	Restricted	Total	State	Federal	Earmarked	Restricted	Total
1	B2 - Non-Recurring	Convert Micrographics Laboratory to Digital Laboratory and Office Space	500,000	0	0	0	500,000	0.00	0.00	0.00	0.00	0.00
2	B2 - Non-Recurring	SC African American Heritage Commission (SCAAHC) Green Book of South	100,000	0	0	0	100,000	0.00	0.00	0.00	0.00	0.00
3	B1 - Recurring	SC Revolutionary War Sestercentennial Commision	1,460,000	0	0	0	1,460,000	2.00	0.00	0.00	0.00	2.00
TOTALS			2,060,000	0	0	0	2,060,000	2.00	0.00	0.00	0.00	2.00

Agency Name:	Department Of Archives & History		
Agency Code:	H790	Section:	26

## **FORM B1 – RECURRING OPERATING REQUEST**

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

<b>TITLE</b>	<b>SC Revolutionary War Sestercentennial Commision</b>
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*Provide a brief, descriptive title for this request.*

<b>AMOUNT</b>	<p><b>General: \$1,460,000</b></p> <p><b>Federal: \$0</b></p> <p><b>Other: \$0</b></p> <p><b>Total: \$1,460,000</b></p>
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*What is the net change in requested appropriations for FY 2021-2022? This amount should correspond to the total for all funding sources on the Executive Summary.*

<b>NEW POSITIONS</b>	<b>2.00</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	
<input type="checkbox"/>	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 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>These funds are being requested by the recently-formed SC Revolutionary War Sestercentennial Commission, and would relate to <i>Strategy 3.1, Increase Local Awareness and Participation in Historic Preservation of SCDAH's strategic plan. This request is to fund the annual operations of the Sestercentennial Commission, which has been given the authority and responsibility "to plan and execute, insofar as authorized and funded by the General Assembly, a proper observance of the Sestercentennial of the American Revolution in South Carolina..." The use of these funds could be evaluated by assessing a variety of measures concerning the annual impact that the new commission will have upon statewide efforts to commemorate the American Revolution 250th.</i></p>
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*What specific strategy, as outlined in the most recent Strategic Planning and Performance Measurement template of agency's accountability report, does this funding request support? How would this request advance that strategy? How would the use of these funds be evaluated?*

<b>RECIPIENTS OF</b>	<p>The SC Revolutionary War Sestercentennial Commission would receive these funds and would contract with various vendors as needed for the responsible use of the funds to accomplish the Commission's goals. For projects or services exceeding the</p>
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## FUNDS

amounts established by state procurement limits, the Commission would seek bids on a competitive basis.

*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?*

## JUSTIFICATION OF REQUEST

The SC American Revolution Sestercentennial Commission was created by a joint resolution of the General Assembly and signed by the Governor on March 20, 2019. It was given the authority and responsibility "to plan and execute, insofar as authorized and funded by the General Assembly, a proper observance of the Sestercentennial of the American Revolution in South Carolina..." To fund its operations, the Commission is requesting **\$1.46 million** of recurring funds as follows:

*Communications (website, telephones, computers, postage, publications, etc.):*  
**\$65,000**

*Administration (2 FTEs, Executive Director and Admin. Asst., benefits, etc.):*  
**\$226,000**

*Branding (Graphic Design and TM registrations):* **\$11,000**

*Commissioners (travel, natl. and regional meetings):* **\$21,000**

*Support of Site Development (Rev. War site acquisition and development):*  
**\$595,000**

*Research Support (Sumter, Marion, & Rutledge Papers, maps and claims):*  
**\$100,000**

*Publications Support (Guides, Biographies, Loyalists, Enslaved, etc.):* **\$100,000**

*Speakers Bureau:* **\$25,000**

*Revolutionary War Conference and Symposium Support:* **\$10,000**

*Museum and Visitor Center Boards:* **\$60,000**

*Support of K-12 Curriculum and Materials:* **\$80,000**

*Development of Local 250<sup>th</sup> Commissions:* **\$92,000**

*Promotion of local commemorative activities:* **\$20,000**

*Identification and Marking of Colonial Roads:* **\$20,000**

*New Roadside Historic Markers and maintenance:* **\$35,000**

**Total \$1,460,000**

The Sestercentennial Commission will coordinate all of its proposed plans with SCPRT and SCDAH, as well as the tourism regions and counties throughout South Carolina. The Sestercentennial Commission anticipates that SCDAH will provide administrative and finance services for the Commission.

The American Battlefield Trust and the South Carolina Battleground Preservation Trust would serve as key partners for the Sestercentennial Commission throughout the commemorative period (2019-2033). Those organizations could be a source of additional funds to augment funds budgeted through state government.

If these funds are not received, the volunteer members of the Sestercentennial Commission will conduct commemorative activities with the assistance of staff members from both SCPRT and SCDAH.

The SC Revolutionary War Sestercentennial Commission is requesting two full-time employees (an executive director and administrative assistant) to provide administrative support for the Commission's activities. Neither SCPRT nor SCDAH have full-time employees who can devote the majority of their time to supporting the Commission's activities.

*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.*

Agency Name:	Department Of Archives & History		
Agency Code:	H790	Section:	26

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

<b>AGENCY PRIORITY</b>	1
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*Provide the Agency Priority Ranking from the Executive Summary.*

<b>TITLE</b>	Convert Micrographics Laboratory to Digital Laboratory and Office Space
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*Provide a brief, descriptive title for this request.*

<b>AMOUNT</b>	\$500,000
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*What is the net change in requested appropriations for FY 2021-2022? This amount should correspond to the total for all funding sources on the Executive Summary.*

<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

Request for Federal/Other Authorization to spend existing funding  
 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>	Funding for this project would support <i>Strategy 2.1, Digitize Historically Significant State and Local Records</i> of SCDAH's strategic plan. This project would help to advance that strategy by consolidating all of the agency's digitization functions within a specific area of the building, which originally housed micrographics, an agency function that has reached obsolescence. The use of these funds would be evaluated by agency staff, who anticipate significant digitization efficiencies resulting from organizational consolidation and increased outside orders and revenue generated from digitization services.
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*What specific strategy, as outlined in the most recent Strategic Planning and Performance Measurement template of agency's accountability report, does this funding request support? How would this request advance that strategy? How would the use of these funds be evaluated?*

<b>RECIPIENTS OF FUNDS</b>	These funds would be transferred to vendors, who would provide the agency with carpeting, cubicles, chairs, new data links in the converted space, conversion of cabinetry and static shelving to digital purposes, and the purchase of digitization equipment. These funds would be allocated based upon predetermined eligibility criteria and through a competitive process when necessary based upon state procurement regulations.
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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?*

## JUSTIFICATION OF REQUEST

SCDAH is requesting funds for the conversion of the agency's micrographics (microfilm/microfiche) lab to space that will house all of the agency's digitization efforts. The microfilming that the agency has conducted for the majority of its history (1930s to the present) has diminished substantially over the past decade as digitization has replaced the production of micrographics worldwide. With the dramatic increase in born-digital records and ever-increasing requests for the agency to digitize the analog (paper) government records that it holds, the need to film records for the purpose of creating microfilm copies has all but ceased. The Covid-19 pandemic has intensified the need for the rapid digitization of the agency's records, so that South Carolinians can have digital access to the state's records even when they cannot visit our Research Room. The agency therefore is seeking to convert its micrographics lab and dark room to a digital lab and office space to house all of the agency's digitization operations and staff.

Conversion of the agency's micrographics filming room to a digital lab and office space will necessitate the removal and sale of all filming equipment and curtains from the filming room and the removal and repurposing of cabinetry in that space, so that it can house digitization staff in new cubicles and chairs. The conversion of the space also will necessitate the installation of carpet, new data lines, lighting, and the installation of repurposed cabinetry to provide work space for digitization staff after the pandemic passes.

In addition, the micrographics lab space will need to be converted to house digitization equipment for scanning and duplicating digital imagery. This reused space also would require the installation of new data lines and electrical outlets. Cabinetry created for micrographics production in the lab space would need to be moved and re-arranged, and new data lines and more electrical outlets would need to be installed in that space. As designed, the new digitization lab also could house another new microfilm scanner, similar to the machine that the agency received in last year's budget, which converts microfilm images to digital content. New scanners have upgraded cameras, which allowing for higher resolution scanning and better-quality images. They also will significantly increase productivity in the agency's new digitization lab by producing digital images at far greater speeds than previous models. For example, scanning a reel of 35mm film at 200dpi would take around 25 minutes for the operator of an older machine. Today, a new microfilm scanner can perform the same task in 2.5 minutes. Without receipt of these fees, the agency will continue to produce digital imagery in various locations around the building, but the micrographics lab and filming space, which account for roughly 4,000 square feet of agency space, will remain largely unused. The receipt of these funds will not necessitate an annualization or need for recurring funds.

*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.*

Agency Name:	Department Of Archives & History		
Agency Code:	H790	Section:	26

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

<b>AGENCY PRIORITY</b>	2
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*Provide the Agency Priority Ranking from the Executive Summary.*

<b>TITLE</b>	SC African American Heritage Commission (SCAAHC) Green Book of South
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*Provide a brief, descriptive title for this request.*

<b>AMOUNT</b>	\$100,000
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*What is the net change in requested appropriations for FY 2021-2022? This amount should correspond to the total for all funding sources on the Executive Summary.*

<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
	<input type="checkbox"/>	Request for Non-Recurring Appropriations
<input checked="" 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>	<p>These funds relate to the operations of the South Carolina African Heritage Commission (SCAAHC) but fall within SCDAH's strategic plan under <i>Strategy 3.1, Increase Local Awareness and Participation in Preservation</i>. The fulfillment of this request would help ensure the continued viability of the <i>Green Book of South Carolina</i>, which serves to increase awareness of, and visitation to, historic African American sites in the Palmetto State. The use of these funds would be evaluated by tracking revenue generated by the sale of merchandise and the Family Reunion Tool Kit associated with the <i>Green Book</i>.</p>
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*What specific strategy, as outlined in the most recent Strategic Planning and Performance Measurement template of agency's accountability report, does this funding request support? How would this request advance that strategy? How would the use of these funds be evaluated?*

<b>RECIPIENTS OF FUNDS</b>	<p>The South Carolina African American Heritage Commission would receive these funds and would develop merchandise and a Family Reunion Took Kit associated with <i>The Green Book of South Carolina: A Travel Guide to South Carolina African American Cultural Sites</i>.</p> <div style="border: 1px solid black; height: 20px; width: 100%; margin-bottom: 5px;"></div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
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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?*

**JUSTIFICATION  
OF REQUEST**

In FY 2019/20 the South Carolina African American Heritage Commission (SCAAHC) received \$100,000 to support *The Green Book of South Carolina: A Travel Guide to South Carolina African American Cultural Sites*. This year they are requesting \$100,000 in additional funds to build a revenue generating merchandising program associated with the *Green Book*. These funds also would be used to drive traffic to the *Green Book* website ([www.GreenBookofSC.com](http://www.GreenBookofSC.com)) by developing the state's first Family Reunion Tool Kit. The SCAAHC could raise some funds through the private sector to augment this effort, but it has heretofore been unable to raise funds approaching the amount being requested. If these funds are not received, the SCAAHC Coordinator would be responsible for assisting the SCAAHC with the development of the merchandise.

*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.*

Agency Name:	Department Of Archives & History		
Agency Code:	H790	Section:	26

## **FORM D – PROVISO REVISION REQUEST**

**NUMBER**

26.1

*Cite the proviso according to the renumbered list (or mark "NEW").*

**TITLE**

AH: Use of Proceeds

*Provide the title from the renumbered list or suggest a short title for any new request.*

**BUDGET PROGRAM**

N/A

*Identify the associated budget program(s) by name and budget section.*

**RELATED BUDGET REQUEST**

N;A

*Is this request associated with a budget request you have submitted for FY 2021-2022? If so, cite it here.*

**REQUESTED ACTION**

Delete

*Choose from: Add, Delete, Amend, or Codify.*

**OTHER AGENCIES AFFECTED**

N/A

*Which other agencies would be affected by the recommended action? How?*

**SUMMARY & EXPLANATION**

Proviso has been codified, no longer needed.

*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.*

## FISCAL IMPACT

In FY2020-21, Proviso 26.1 accounted for \$118,677 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 purpose outlined in both the proviso and the newly proposed code.

*Provide estimates of any fiscal impacts associated with this proviso, whether for state, federal, or other funds. Explain the method of calculation.*

## PROPOSED PROVISO TEXT

**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.~~

*Paste existing text above, then bold and underline insertions and strikethrough deletions. For new proviso requests, enter requested text above.*

Agency Name:	Department Of Archives & History		
Agency Code:	H790	Section:	26

## **FORM D – PROVISIO REVISION REQUEST**

**NUMBER**

26.2

*Cite the proviso according to the renumbered list (or mark "NEW").*

**TITLE**

AH:Disposal of Materials

*Provide the title from the renumbered list or suggest a short title for any new request.*

**BUDGET PROGRAM**

N/A

*Identify the associated budget program(s) by name and budget section.*

**RELATED BUDGET REQUEST**

*Is this request associated with a budget request you have submitted for FY 2021-2022? If so, cite it here.*

**REQUESTED ACTION**

Delete

*Choose from: Add, Delete, Amend, or Codify.*

**OTHER AGENCIES AFFECTED**

N/A

*Which other agencies would be affected by the recommended action? How?*

**SUMMARY & EXPLANATION**

Proviso has been codified, no longer needed.

*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.*

**FISCAL IMPACT**

By the end of FY2019-20, Proviso 26.2 had accounted for \$103,280 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.

*Provide estimates of any fiscal impacts associated with this proviso, whether for state, federal, or other funds. Explain the method of calculation.*

**PROPOSED  
PROVISO TEXT**

**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.

*Paste existing text above, then bold and underline insertions and strikethrough deletions. For new proviso requests, enter requested text above.*

Agency Name:	Department Of Archives & History		
Agency Code:	H790	Section:	26

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

<b>TITLE</b>	Agency General Fund Resolution Analysis
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<b>AMOUNT</b>	\$83,305
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*What is the General Fund 3% reduction amount? This amount should correspond to the reduction spreadsheet prepared by EBO.*

<b>ASSOCIATED FTE REDUCTIONS</b>	Elimination of two (2) FTE positions: one (1) Administrative Assistant I and one (1) Archivist IV in association with this General Fund Reduction.
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*How many FTEs would be reduced in association with this General Fund reduction?*

<b>PROGRAM / ACTIVITY IMPACT</b>	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.
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*What programs or activities are supported by the General Funds identified?*

<b>SUMMARY</b>	With a reduction in General Fund Appropriations, the Department of Archives and History would propose 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 would total \$83,305. 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 state 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 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.
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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.*

**AGENCY COST  
SAVINGS PLANS**

The aforementioned reductions would 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.

*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?*

Agency Name:	Department Of Archives & History		
Agency Code:	H790	Section:	26

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

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

<b>EXPECTED SAVINGS TO BUSINESSES AND CITIZENS</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) and enhancement of the Online Records Index (ORI) 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.
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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>	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.
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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>	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.
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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?*

	<p>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 four years since 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, with a newly enhanced Online Records Index (ORI), allow the agency to make an ever-increasing number of historical records available to the public online. This has resulted in increased online research of the agency's collections and a continuing reduction in the number of researchers travelling to the Archives and History Center to access historical records. Digitization of the agency's historical records already has resulted in a decreasing number of researchers visiting the agency's Research Room. Annual visitation dropped below 4,000 for the first time in decades during FY 2016-17 and totaled 3,222 in FY 2018-19. Visitation figures dropped significantly in 2019/20 due to Covid-19, and we anticipate far lower visitation until the pandemic subsides.</p> <p>As Research Room visitation has dropped, customer use of the agency's online holdings has dramatically increased, with over 300,000 visitors accessing the Archives online and nearly 125,000 visitors using the South Carolina Electronic Record Archive (SCERA) in FY 2018-19. As the agency intensifies digitization of its historical records, we anticipate an ongoing decrease in the number of visitors to our Research Room and a significant increase in the number of customers conducting research through agency online platforms. This trend will result in more staff members focusing on digitization instead of</p>
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## SUMMARY

filling research and photocopy orders.

This process also will focus future agency expenditures on digital infrastructure (hardware, software, and memory) instead of physical infrastructure (shelving, folders, boxes, photocopy equipment). In addition it will necessitate the hiring of more digital archivists and records managers.

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