

Agency Name:	State Museum Commission		
Agency Code:	H950	Section:	29



**Fiscal Year FY 2021-2022
Agency Budget Plan**

FORM A - BUDGET PLAN SUMMARY

OPERATING REQUESTS <i>(FORM B1)</i>	For FY 2021-2022, my agency is (mark "X"):	
	<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 <i>(FORM B2)</i>	For FY 2021-2022, my agency is (mark "X"):	
	<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 <i>(FORM C)</i>	For FY 2021-2022, my agency is (mark "X"):	
	<input checked="" type="checkbox"/>	Requesting funding for Capital Projects.
	<input type="checkbox"/>	Not requesting any changes.

PROVISOS <i>(FORM D)</i>	For FY 2021-2022, my agency is (mark "X"):	
	<input 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 checked="" type="checkbox"/>	Not requesting any proviso changes.

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

	<u>Name</u>	<u>Phone</u>	<u>Email</u>
PRIMARY CONTACT:	Amy Bartow-Melia	(803) 898-4930	Amy.Bartow-Melia@scmuseum.org
SECONDARY CONTACT:	Anita Anderson	(803) 898-5399	Anita.Anderson@scmuseum.org

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>
	 Amy Bartow-Melia	 John McCabe

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

Agency Name:	State Museum Commission
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BUDGET REQUESTS			FUNDING					FTES				
Priority	Request Type	Request Title	State	Federal	Earmarked	Restricted	Total	State	Federal	Earmarked	Restricted	Total
1	C - Capital	Pernanent Gallery Renovation - Phase 2	3,750,000	0	1,750,000	0	5,500,000	0.00	0.00	0.00	0.00	0.00
2	B2 - Non-Recurring	Museum Website	150,000	0	0	0	150,000	0.00	0.00	0.00	0.00	0.00
3	B1 - Recurring	Media Producer (Media Resource Specialist II – Band 4)	50,000	0	0	0	50,000	1.00	0.00	0.00	0.00	1.00
4	B1 - Recurring	Curator of South Carolina African American History (Curator II)	60,000	0	0	0	60,000	1.00	0.00	0.00	0.00	1.00
5	B2 - Non-Recurring	WIFI Expansion	70,000	0	0	0	70,000	0.00	0.00	0.00	0.00	0.00
6	B2 - Non-Recurring	South Carolina State Museum Planetarium Technology Upgrade and Content Enhancements	350,000	0	0	0	350,000	0.00	0.00	0.00	0.00	0.00
7	B2 - Non-Recurring	Security Camera System	70,000	0	0	0	70,000	0.00	0.00	0.00	0.00	0.00
8	B2 - Non-Recurring	Firewall Replacement	35,000	0	0	0	35,000	0.00	0.00	0.00	0.00	0.00
9	B1 - Recurring	PC Replacement	20,000	0	0	0	20,000	0.00	0.00	0.00	0.00	0.00
TOTALS			4,555,000	0	1,750,000	0	6,305,000	2.00	0.00	0.00	0.00	2.00

Agency Name:	State Museum Commission		
Agency Code:	H950	Section:	29

FORM B1 – RECURRING OPERATING REQUEST

AGENCY PRIORITY	3
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Provide the Agency Priority Ranking from the Executive Summary.

TITLE	Media Producer (Media Resource Specialist II – Band 4)
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Provide a brief, descriptive title for this request.

AMOUNT	<p>General: \$50,000</p> <p>Federal: \$0</p> <p>Other: \$0</p> <p>Total: \$50,000</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.

NEW POSITIONS	1.00
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Please provide the total number of new positions needed for this request.

FACTORS ASSOCIATED WITH THE REQUEST	Mark "X" for all that apply:	
	<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 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 #	

STATEWIDE ENTERPRISE STRATEGIC OBJECTIVES	Mark "X" for primary applicable Statewide Enterprise Strategic Objective:	
	<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

ACCOUNTABILITY OF FUNDS	<p>Goal 2 – "Be a Primary Educational Resource for Students Across the State"</p> <p>Strategy 2.4-Offer educational content and experiences virtually</p> <p>Performance Measures- 2.4.1 Number of Zoom Virtual Programs; 2.4.2 Number of Zoom Virtual Participants 2.4.3 Number of virtual campers 2.4.5 Number of posted YouTube Posted Videos 2.4.6 Number of YouTube Content Viewers 2.4.7 Number of Telescope Livestream events</p> <p>Goal 4 – "Deliver Quality Content"</p> <p>Strategy 4.1 – Provide unique program and changing exhibition Opportunities</p> <p>Performance Measures – 4.1.2 Number of program participants NOT included in General Admission 4.1.3 Number of programs presented</p> <p>The museum was created to serve all the people of South Carolina through innovative partnerships, comprehensive collections, exhibitions and programs. To achieve this mission, a priority in the Museum's current Strategic Plan is to expand the museum's digital presence to better serve audiences, especially students and teachers, across the State. Anticipating that students, teachers and parents will continue to need increased access to quality digital educational content in the coming years, the museum has a critical need to expand its capacity to create and deliver its content</p>
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digitally.

We would evaluate the position by the number of digital media programs and products produced, the number of virtual participants and the quality of the media production.

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?

RECIPIENTS OF FUNDS

The recipient would be the salary and benefits to the new FTE Media Producer.

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 South Carolina State Museum's need for professional media producer and editor to expand its reach, relevancy and impact in service to the people of South Carolina is critical. This position is needed to strengthen the museum's curatorial and educational outreach for audiences within our state borders and beyond. During the recent shut-down due to Covid-19, the museum quickly pivoted from in-person offerings to the development and delivery of online content. In doing this important new work, it became clear that the Museum needs additional resources and skill sets to successfully offer significant digital content as part of its ongoing educational output.

Even before Covid-19, teachers, students and life-long learners were increasingly searching for quality digital content. As noted in a 2018 Institute for Museums and Library Services (IMLS) report, "[Museum] Collections... have the power of providing contextual hooks that can spur students' interest in learning and applying new knowledge in real-world situations." As the keeper of South Carolina's natural and cultural history through its collection of 70,000+ objects, the Museum has a responsibility to share those resources widely, especially in underserved school districts.

Recent work in our ongoing partnership with the South Carolina State Department of Education reveals a specific need for quality educational resources supporting South Carolina State Standards that teachers, students, and parents can easily access. The State Museum, which annually serves over 100,000 students through onsite and outreach programs in history, natural and physical sciences, and art is uniquely poised to deliver object-based lessons supporting SC State Standard across multiple disciplines and grade levels (history and STEM subjects). Recent IMLS support has given the museum the opportunity to digitize our collections, creating an online database of primary sources. With this database, the museum is uniquely positioned to create significant primary-source and SC standards- based educational resources now. These resources will take the form of digital lesson plans, video and audio programs utilizing our collections and museum staff and the creation of media platforms to host student discussions, youth town halls and teacher training.

To create these digital educational resources, the museum needs a skilled media producer who can create, edit and distribute these assets and train and supervise other museum staff in this new work. The media producer will work closely with our curatorial and education staff to bring the museum's collections, exhibitions, research and educational programs to life for use during these challenging times and into the future. The long-term benefits of this work will expand the museum's reach and impact through support of South Carolina's educational ecosystem, reaching exponentially more teachers and students than our current in-person educational programs can provide.

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:	State Museum Commission		
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FORM B1 – RECURRING OPERATING REQUEST

AGENCY PRIORITY	4
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Provide the Agency Priority Ranking from the Executive Summary.

TITLE	Curator of South Carolina African American History (Curator II)
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Provide a brief, descriptive title for this request.

AMOUNT	General: \$60,000 Federal: \$0 Other: \$0 Total: \$60,000
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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.

NEW POSITIONS	1.00
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Please provide the total number of new positions needed for this request.

FACTORS ASSOCIATED WITH THE REQUEST	Mark "X" for all that apply:	
	<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 checked="" type="checkbox"/>	Proposed establishment of a new program or initiative
	<input checked="" 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 #	

STATEWIDE ENTERPRISE STRATEGIC OBJECTIVES	Mark "X" for primary applicable Statewide Enterprise Strategic Objective:	
	<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	

ACCOUNTABILITY OF FUNDS	<p>Goal 2 – "Be a Primary Educational Resource for Students Across the State"</p> <p>Strategy 2.2-Offer educational outreach programs to schools and other institutions in the state</p> <p>Performance Measures- 2.2.1 Deliver Traveling Exhibitions (TEPS) across the state; 2.2.2 Maximize outreach participants</p> <p>Goal 3 – "Be the Caretakers of South Carolina History"</p> <p>Strategy 3.1 – Acquire, Preserve and Use Collections of Distinction</p> <p>Performance Measures - 3.1.2 – Number of Objects collected; 3.2.1 Research papers submitted; 3.2.2 Public Inquiries Answered</p> <p>Goal 4 – "Deliver Quality Content"</p> <p>Strategy 4.1 – Provide unique program and changing exhibition Opportunities</p> <p>4.1.1 Number of changing exhibitions produced; 4.1.3 Number of programs presented</p> <p>The museum, through non-recurring State funding and private foundation support, is embarking on a \$10 million renovation of its permanent galleries. As we update the</p>
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exhibitions and create related educational programming, it is imperative to our mission to include the important contributions African Americans have made to South Carolina history, culture and technology.

Curation is a subjective task and process, but in general we would evaluate the position by the number of new object acquisitions secured, number of research papers published, number of educational curricula and programs contributed to, and the quality of the updated permanent gallery exhibitions.

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?

RECIPIENTS OF FUNDS

The recipient would be the salary and benefits to the new FTE curator.

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 mission of the South Carolina State Museum collections staff is to collect, preserve, research, display and use for educational outreach the cultural history, natural history, science and technology, and art of the Palmetto State. Since the Museum Commission began collecting in 1974, its goal has been to collect and research objects to tell this story. The Museum has strived to build a broad range of collections representing the everyday lives of people, natural history, science and industry, as well as the visual arts from across our state. Each curator has the responsibility to research, collect and interpret their areas of focus in service to the museum's educational mission. The museum previously had a Curator that specialized in South Carolina African American history that was lost to previous budget cuts, resulting in a significant loss in the museum's ability to collect, interpret and share with our audiences the important contributions that African Americans have made to South Carolina history, art, culture, science and technology.

Adding a Curator of African American History and Culture will:

- Provide in-depth knowledge and an important, additional perspective representative of the African American community as we begin renovating the permanent galleries to be more inclusive, accessible and representative of the diversity and contributions of all South Carolinians.
- Provide an additional staff member to care for and interpret our Cultural History Collection, one of the largest collecting areas within the museum, currently managed by only one curator
- Provide an opportunity to build the museum's collection within this important area of focus, providing a more diverse representation within the collection
- Expand the museum's audiences to reflect the diversity of our community and build understanding of their needs and interests to strengthen service and increase engagement with the Museum
- Increase partnership opportunities and outreach across the state, regionally and nationally
- Increase the impact and reach of the museum's educational resources through the creation of new collections-based exhibitions, programs and outreach opportunities that are representative of South Carolina's diverse communities

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:	State Museum Commission		
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FORM B1 – RECURRING OPERATING REQUEST

AGENCY PRIORITY	9
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Provide the Agency Priority Ranking from the Executive Summary.

TITLE	PC Replacement
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Provide a brief, descriptive title for this request.

AMOUNT	General: \$20,000 Federal: \$0 Other: \$0 Total: \$20,000
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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.

NEW POSITIONS	0.00
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Please provide the total number of new positions needed for this request.

FACTORS ASSOCIATED WITH THE REQUEST	Mark "X" for all that apply:	
	<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 checked="" 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 #	

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

ACCOUNTABILITY OF FUNDS	<p>Objective 5.1.2 – Provide necessary equipment and controls for IT systems</p> <p>Funding would provide adequate equipment to deter possible data theft and provide data storage back-ups</p> <p>Evaluation of use would require third party testing of systems to insure they are functioning properly, and if there are no data breaches.</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?

RECIPIENTS OF	Funds to be used for agency Information Technology Infrastructure which would be paid to equipment vendors who would be sourced by IT staff and approved by DTO as required. DTO has eligibility criteria and approved vendors listings.
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FUNDS

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

Using the Dept of Admin's End-User Computing Devices Standard program to purchase new computers to replace 5+ year old aging hardware to guard against hardware failure and the limitations of the old hardware and allow the museum to provide a better guest experience.

Requested FY2019-20

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:	State Museum Commission		
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FORM B2 – NON-RECURRING OPERATING REQUEST

AGENCY PRIORITY	2
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Provide the Agency Priority Ranking from the Executive Summary.

TITLE	Museum Website
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Provide a brief, descriptive title for this request.

AMOUNT	\$150,000
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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.

FACTORS ASSOCIATED WITH THE REQUEST	Mark "X" for all that apply:	
	<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 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 checked="" 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 #	

STATEWIDE ENTERPRISE STRATEGIC OBJECTIVES	Mark "X" for primary applicable Statewide Enterprise Strategic Objective:	
	<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

ACCOUNTABILITY OF FUNDS	<p>Goal 2 - "Be a Primary Educational Resource for K-12 Schools</p> <p>Strategy 2.2 - Offer Educational Outreach Programs to schools and other institutions in the state; Performance Measure - 2.2.2 Maximize Program Participants</p> <p>Strategy 2.4 -Offer Educational Content and Experiences Virtually</p> <p>Performance Measures-2.4.2 Number of Virtual Participants</p> <p>Goal 4 – Deliver Quality Content</p> <p>Strategy 4.1 Provide Unique and Program and Changing Exhibition Opportunities</p> <p>Goal 5 - Protect the Safety, Integrity and Security of Museum Resources and Visiting Public; Strategy 5.1 – Protection of People and Systems; Performance Measures – 5.1.2 Provide necessary investment in IT hardware and software</p> <p>A new, better functioning website will support all areas of the museum – education, outreach, collections data, marketing, fundraising. We will evaluate the # of website visits, # of virtual programs supported, and quality and impact of the online content through audience surveys.</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?

	Funds to be used for agency Information Technology Infrastructure which would be paid
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RECIPIENTS OF FUNDS

to website development vendors who would be sourced by IT staff and approved by DTO as required. DTO has eligibility criteria and approved vendors listings.

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 State Museum has the responsibility of serving all South Carolinians through providing quality educational experiences and content. While the Museum successfully welcomes on average 160,000 visitors to the physical museum each year in Columbia, the Museum cannot fulfill its mission through on-site offerings alone. The ability to serve people throughout the state and beyond through digital content, educational resources, and engaging online experiences is paramount to our work. To best serve our audiences statewide, the Museum needs a robust website platform that gives us the functionality to create and offer quality digital resources. With limited functionality, the Museum's current website platform is not user-friendly and cannot support the museum educational programs or its business needs.

A new State Museum website will provide the following functionality current not offered on the website and/or or offered with limited functionality

- Searchable database of SC State-Standards Based educational lessons and resources for teachers, students and parents
- Searchable object database, giving online visitors access to the Museum's collection of over 70,000+ objects
- Searchable online Museum program and events calendar
- Online interactive exhibitions (extending the museum experience to all South Carolinians)
- Platform that supports virtual educational programming, including remote prek-12 learning, Youth Town Halls and teacher training
- Platform that interfaces with our current and future CRM and business infrastructure, offering a seamless and enjoyable online visitor experience (planning a visit, purchasing tickets and memberships, registering for an educational program, purchasing items from the museum store, making a donation)

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

AGENCY PRIORITY	5
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Provide the Agency Priority Ranking from the Executive Summary.

TITLE	WIFI Expansion
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Provide a brief, descriptive title for this request.

AMOUNT	\$70,000
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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.

FACTORS ASSOCIATED WITH THE REQUEST	Mark "X" for all that apply:	
	<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 checked="" 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 #	

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

ACCOUNTABILITY OF FUNDS	<p>Objective 5.1.2 – Provide necessary equipment and controls for IT systems</p> <p>Funding would provide adequate equipment to deter possible data theft and provide data storage back-ups.</p> <p>Evaluation of use would require third party testing of systems to insure they are functioning properly and if there are no data breaches.</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?

RECIPIENTS OF FUNDS	<p>Funds to be used for agency Information Technology Infrastructure which would be paid to equipment vendors who would be sourced by IT staff and approved by DTO as required. DTO has eligibility criteria and approved vendors listings.</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?

**JUSTIFICATION
OF REQUEST**

Expand the WIFI to include all public spaces in the museum to provide guests with a free and secure public WIFI option. This upgrade is critical infrastructure needed for the permanent gallery upgrades. There are no matching funds available for this request. This is a non-recurring appropriation request and does not require annualization.

Requested FY2020-21

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

AGENCY PRIORITY	6
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Provide the Agency Priority Ranking from the Executive Summary.

TITLE	South Carolina State Museum Planetarium Technology Upgrade and Content Enhancements
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Provide a brief, descriptive title for this request.

AMOUNT	\$350,000
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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.

FACTORS ASSOCIATED WITH THE REQUEST	Mark "X" for all that apply:	
	<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 checked="" 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 #	

STATEWIDE ENTERPRISE STRATEGIC OBJECTIVES	Mark "X" for primary applicable Statewide Enterprise Strategic Objective:	
	<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

	<p>This request addresses a number of agency goals, primarily related to maximizing impact for museum audiences.</p> <p>Goal 1.1.1: Maximize General Attendance</p> <p>1.1.3 Maximize 4D and Planetarium Attendance</p> <p>1.1.5 Maximize Rental Attendance</p> <p>1.2.1 Maximize ticketed and attraction revenue</p> <p>1.2.3 Facility Rental Revenue</p> <p>1.2.4 Program Revenue</p> <p>The planetarium is used by ticketed guests, facility rentals, and public programs. The higher quality video and laser images these new technologies provide will enhance the guest experience in all areas of operation. Content available through a host of databases allows planetarium presenters the flexibility to create custom programming based on guest and client needs. The improved laser system will provide a high-end entertainment experience that will include fog and horizontal beams in addition to our existing overhead laser projections. Similarly, the new cove light system will provide new ways to create show effects. These added features directly affect attendance by all guests to museum planetarium programs.</p> <p>1.4 Through Museum Foundation Garner Citizen, Corporate and Private Financial Support</p> <p>1.4.1 Maximize Family Memberships</p> <p>The planetarium is regularly an added benefit to our Family Membership events. Shows that correspond to exhibit, holiday and corresponding 4D theater programs are</p>
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**ACCOUNTABILITY
OF FUNDS**

specifically created for Member Mornings and other special happenings. New technologies, both in the digital projection and laser systems will enhance existing programs and create opportunities for new, more exciting content.

Goal 2: Be a Primary Educational Resource for SC Schools

2.1.1 Maximize School Group Visitation

School groups account for about 50% of total planetarium attendance. Though existing program showed school attendance for the first five years of planetarium operation, new shows and live content are needed to grow attendance. Access to a variety of databases that include weather systems, geography, and updated astronomy imagery provides new show potentials for standards-based astronomy shows and for new audiences studying other science subjects. New shows created and narrated by a live presenter allow the museum to customize for specific South Carolina Science Standards and educator needs. Refreshed content is essential to museum guest satisfaction and repeat visitation.

2.3: Partner with Statewide Educational Organizations

2.3.1: Number of State Agency Partners

2.3.2: Number of Non-State Agency Partners

The museum frequently receives partnership requests both state and out-of-state agencies and organizations. Examples include SC ETV, SC Space Grant Consortium (College of Charleston), and the Southeastern Planetarium Association. This budget request includes a significant planetarium enhancement that will allow a presenter from anywhere in the world talk live to a South Carolina State Museum planetarium audience. Other system improvements, such as higher quality projection, reduced show set-up time, and access to other user-created content will encourage more partnerships with more agencies.

Goal 5.1: Protection of People and Systems

5.1.2: Provide necessary investment in IT hardware and Software

The software and hardware upgrades in this request keep the museum current. The budget request also includes a 3-year service agreement that binds the vendor to future upgrades, trouble-shooting, and repairs. The State Museum is open 361 days a year, making this a critical need in order to serve our guests.

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?

**RECIPIENTS OF
FUNDS**

The recipients of these funds will go to various vendors:

\$235,000: Evans & Sutherland (E&S)

\$35,000: Laser Fantasy International

\$65,000: ChromaCove

\$15,000: tax and freight

\$350,000: Grand Total

These vendors were chosen based on researching the best available options to meet needs. A competitive bidding process would apply to the laser beam system and the cove light system. The digital sky system is sole source, as we would be upgrading our current E&S system, not completely replacing it.

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?

All requested amounts do not create a need for recurring funds and are based on estimates received from various vendors.

The Museum's Planetarium is a core infrastructure resource for our STEM educational outreach. The current systems are several years old (purchased between 2008-2015) and in urgent need of replacement.

JUSTIFICATION OF REQUEST

Cove Lights (\$65,000)

In order to ensure the safety of all guests and staff, we propose replacing our current cove light system, which has begun to decline in brightness and performance. Cove lighting systems function as house lights, special effects during laser shows and other special programming, and can be used for educational purposes.

Digital Sky System Upgrade (\$185,000)

Upgrading our digital sky system from Digistar 5 to Digistar 7 involves both new software and new hardware. The new software will give us new capabilities such as:

- The ability to import multidisciplinary datasets for enrichment of educational programs.
- The ability to use 3rd party software in tandem with our system to collaborate with educational partners across the state.
- The ability to visualize astronomical and physical phenomena with improved accuracy to better educate and inspire audiences.

The hardware upgrade will serve to future-proof the planetarium for the new decade, as it will support planned future software releases and any potential projector upgrades. Onsite installation by E&S technicians is included in the total cost.

Service Contract (\$50,000)

This request would protect the investment made in the costly specialized equipment in the planetarium for 3 years. A full service contract with Evans & Sutherland would ensure that our computer hardware is repaired in a timely manner by a certified technician and that our software is kept up-to-date. This also gives us access to freely shared content created by others using the same digital sky software, curated by E&S. Altogether this gives rise to labor offsets.

Laser Beam Projection System (\$35,000)

A laser beam system would add a new dimension to our current laser shows, serving to increase attendance and thus bring in self-sustaining revenue. This upgrade includes new hardware (2 beam head projectors), control software, and a water-based hazer, which would work alongside our current laser system.

Requested FY2020-21

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:	State Museum Commission		
Agency Code:	H950	Section:	29

FORM B2 – NON-RECURRING OPERATING REQUEST

AGENCY PRIORITY	7
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Provide the Agency Priority Ranking from the Executive Summary.

TITLE	Security Camera System
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Provide a brief, descriptive title for this request.

AMOUNT	\$70,000
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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.

FACTORS ASSOCIATED WITH THE REQUEST	Mark "X" for all that apply:	
	<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 checked="" 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 #	

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

ACCOUNTABILITY OF FUNDS	<p>Objective 5.1.2 – Provide necessary equipment and controls for IT systems</p> <p>Funding would provide additional equipment to deter possibility of data theft and provide monitoring for your asset collection.</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?

RECIPIENTS OF FUNDS	<p>Funds to be used for agency Information Technology Infrastructure which would be paid to equipment vendors who would be sourced by IT staff and approved by DTO as required. DTO has eligibility criteria and approved vendors listings.</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?

**JUSTIFICATION
OF REQUEST**

Replace aging hardware to guard against hardware failure and the limitations of the old hardware and allow the museum to provide better guest protection and the protection of museum assets and collection.

Requested FY2020-21

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:	State Museum Commission		
Agency Code:	H950	Section:	29

FORM B2 – NON-RECURRING OPERATING REQUEST

AGENCY PRIORITY	8
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Provide the Agency Priority Ranking from the Executive Summary.

TITLE	Firewall Replacement
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Provide a brief, descriptive title for this request.

AMOUNT	\$35,000
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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.

FACTORS ASSOCIATED WITH THE REQUEST	Mark "X" for all that apply:	
	<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 checked="" type="checkbox"/>	IT Technology/Security related
	<input type="checkbox"/>	Consulted DTO during development
	<input 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 #	

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

ACCOUNTABILITY OF FUNDS	<p>5.1.2 – provide necessary investment in IT Hardware and software</p> <p>Funding would provide adequate equipment to deter possible data theft.</p> <p>Evaluation of use would require third party testing of systems to insure they are functioning properly and no data breaches.</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?

RECIPIENTS OF FUNDS	<p>Funds to be used for agency Information Technology Infrastructure which would be paid to equipment vendors who would be sourced by IT staff and approved by DTO as required. DTO has eligibility criteria and approved vendors listings.</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?

**JUSTIFICATION
OF REQUEST**

Replace the current firewall with a next gen firewall and security appliance capable of integrated intrusion detection and prevention (IDS / IPS) to protect the agency network against malicious entities and threats. It will also include category-based content filter and VPN functionality.

The museum had a serious data breach this pas fiscal year, underscoring the need for these safeguards.

Requested FY2020-21

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:	State Museum Commission		
Agency Code:	H950	Section:	29

FORM C – CAPITAL REQUEST

AGENCY PRIORITY	1
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Provide the Agency Priority Ranking from the Executive Summary.

TITLE	Permanent Gallery Renovation - Phase 2
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Provide a brief, descriptive title for this request.

AMOUNT	\$5,500,000
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How much is requested for this project in FY 2021-2022? This amount should correspond to the total for all funding sources on the Executive Summary.

CPIP PRIORITY	Plan Year – 2021.22; priority 1 First Included in 2016 CPIP Will only complete phase 1 if phase 2 money is not secured
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Identify the project's CPIP plan year and priority number, along with the first year in which the project was included in the agency's CPIP. If not included in the agency's CPIP, please provide an explanation. If the project involves a request for appropriated state funding, briefly describe the agency's contingency plan in the event that state funding is not made available in the amount requested.

OTHER APPROVALS	Approval was received from the legislature to fund phase 1 in 2019.2020 = \$4.5 million Approval from State Museum Commission has been received Approval has been received from the SC State Museum Foundation to raise the private funds Will need JBRC and SFAA approvals to begin Phase 1
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What approvals have already been obtained? Are there additional approvals that must be secured in order for the project to succeed? (Institutional board, JBRC, SFAA, etc.)

LONG-TERM PLANNING AND SUSTAINABILITY	<p>We have spent \$30,000 in Foundation funds for concept design work for the fourth floor.</p> <p>This Permanent Gallery Renovation project will complete the renovation of the museum. The "Windows to New Worlds (WTNW)" initial museum renovation (\$23.5 million) was opened in August of 2014 and included the addition of a planetarium, 4D theatre, observatory, telescope gallery and guest service and rental enhancements.</p> <p>This project will transform the existing other floors of original permanent exhibits (75,000 square feet) to the same standard of quality as the WTNW components.</p> <p>In 2020-21, the museum will initiate the project which will include the selection of a design team and planning the entire project (Phase 1,2 & 3) via space programming, space schematics, facility surveys, and site/gap analysis. The museum will identify in this pre-design process which section of the project to proceed to Full Design and Construction in 2022.23 utilizing the remainder of the committed \$4.5 million.</p> <p>This \$5.5 million (present request) will be for Phase 2 of the project which will be for the remainder of the existing permanent exhibits. Phase 2 construction and detail design work would begin after phase one is completed.</p> <p>Phase 3 of \$5million (total) would be for expanding the museum's existing footprint in the Columbia Mills building with new exhibits. Phase 3 would only be requested after phase 2 funding is secured and in the fiscal year following that securement.</p> <p>No additional operating costs are needed. The construction would be phased so the museum would not close during the renovations as we would do one floor at a time.</p> <p>The expected useful life of this upgrade would be 20 years.</p> <p>Without this desperately needed reinvestment into the core museum product which is now over 30 years old, in all likelihood earned revenues and visitation will decline thus necessitating increased annual state funding to offset the revenue loss.</p>
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What other funds have already been invested in this project (source/type, amount, timeframe)? Will other capital and/or operating funds for this project be requested in the future? If so, how much, and in which fiscal years? Has a source for those funds been identified/secured? What is the agency's expectation with regard to additional annual costs or savings associated with this capital improvement? What source of funds will be impacted by those costs or savings? What is the expected useful life of the capital improvement?

\$3,750,000 State Fuds + \$1,750,000 Private Funds = \$5,500,000

Phase 1 = \$4.5million (obtained) Renovation of 2 of the 4 floors

Phase 2 = \$5.5million (present request) Renovation of remaining 2 floors (\$1.75 million matching from Private Funds)

Phase 3 - \$5.0 million (future request) Expansion of exhibit footprint in building.

Total Project of \$15million

The continued success of the South Carolina State Museum to preserve history, convey content and engage guests remains dependent upon an ongoing commitment toward strategic and timely renovations of the museum's facilities and exhibit program. The recent Windows to New Worlds expansion of SCSM's public spaces dramatically improved the facility's operations while simultaneously exposing its decidedly dated artifact displays, antiquated media techniques and obsolete interactives — a situation over 30 years in the making. Upon careful analysis of the SCSM's current exhibit program, the museum's permanent gallery exhibits are in need of renovation to better represent its expanding collection, replace outdated exhibit delivery systems and bring a 1980's building infrastructure into the new millennium.

The Story of South Carolina Through Its Artifacts

Developments in archeological sciences, a growing artifact collection, and recent events in South Carolina have resulted in a museum experience that does not tell the whole story of South Carolina. In fact, close to 90% of the total SCSM collection remains in storage. Renovated galleries will allow for better representation of its rich history and the lessons we can learn from it.

Updated Exhibit Techniques

Today's audiences expect to access information through a variety of mediums, ranging from dynamic displays to engaging interactives to innovative media presentations. The renovation of the exhibit halls will provide a more varied mix of interpretation than is currently offered. Additional media also allows the museum to easily update content, whether in the form of touch screens, theaters or projection-mapped immersive environments.

Facility and Operations

Over 30 years of constant use with no improvements has resulted in a facility that is well past its prime. The building's flooring and wall treatments are showing their age and an inefficient lighting system should be replaced with a more efficient and cost-effective LED system offering better conditions for artifact preservation. From an operational standpoint, creating a larger multi-use gallery on each floor will add the ability to present more content and provide additional income through increased rental opportunities. Finally, the galleries are in need of updated environmental graphics, signage and way-finding that complement the design language of the Windows to New Worlds project.

Requested FY2020-21

Provide a summary of the project and explain why it is necessary. Please refer to the budget guidelines for appropriate questions and thoroughly answer all related items.

SUMMARY

Agency Name:	State Museum Commission		
Agency Code:	H950	Section:	29

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

TITLE	Agency Cost Savings and General Fund Reduction Contingency Plan
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AMOUNT	\$118,289
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What is the General Fund 3% reduction amount? This amount should correspond to the reduction spreadsheet prepared by EBO.

ASSOCIATED FTE REDUCTIONS	1 FTE Reduction
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How many FTEs would be reduced in association with this General Fund reduction?

PROGRAM / ACTIVITY IMPACT	<p>1. Administration Rent Reduction</p> <p>2. Programs FTE Reduction Part Time Reduction</p>
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What programs or activities are supported by the General Funds identified?

SUMMARY	<p>Reduction in rent payment to General Services would defer and delay needed maintenance repairs to the building thus negatively affecting the visitor experience and ultimately negatively impacting attendance and revenues.</p> <p>Rent of \$1,800,000 reduced by 3% = \$54,000 (allowed by proviso 29.6)</p> <p>Reduction of the Education Outreach manager position and supporting seasonal positions would decrease the educational and cultural impact the State Museum would have in the state outside of the Columbia area. The museum is THE State Museum and as such has a responsibility to provide the programming and educational opportunities across the entire state and not just to those citizens who have the resources to visit the museum on site in Columbia.</p> <p>This position also helps to provide museum expertise and support to cultural facilities and organization across the state which would be severely diminished.</p> <p>\$40,000 salary + \$15,000 benefits = \$55,000 \$7,500 hrly wages + \$1,800 benefits = \$9,300</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.

**AGENCY COST
SAVINGS PLANS**

N/A – nothing over \$50,000

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:	State Museum Commission		
Agency Code:	H950	Section:	29

FORM F – REDUCING COST AND BURDEN TO BUSINESSES AND CITIZENS

TITLE	State Museum has no fees or fines or regulations that are applicable to this request
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Provide a brief, descriptive title for this request.

EXPECTED SAVINGS TO BUSINESSES AND CITIZENS	N/A
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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.

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

METHOD OF CALCULATION	N/A
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Describe the method of calculation for determining the expected cost or time savings to businesses or citizens.

REDUCTION OF FEES OR FINES	N/A
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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?

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

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