South Carolina

Entered the Union 1788

Population (est. 1994):
3,664,000 Rank: 25/50

Land Area (square miles):
30,111 Rank: 40/50

State Historical Records Coordinator:
Roy H. Tryon, State Archivist and Records Administrator
South Carolina Department of Archives and History
1919 Blanding Street, Columbia, SC 29201
Telephone: (803) 734-7914
Internet: tryon@history.scdah.sc.edu

Deputy Coordinators:
Patricia A. Morris and John D. Mackintosh, SCDAH

ARCHIVES AND RECORDS PROGRAM

State Archives Established: 1905
reorganized 1954

State Records Management Initiated: 1973

Archives and Records Management Placement
South Carolina Department of Archives and History (SCDAH) (independent agency)

FINANCES

Total State Govt Expenditures (1993):
$8,793,206,000Rank: 25/50

Total Budget, Archives and Records Management (FY 1994):
$2,800,000Rank: 10/43

Percent of Total State Expenditures Allocated to Archives and Records: 0.032 % Rank: 6/43

SCDAH funding has been relatively stable over last 2 years.

STAFFING

State Government FTEs (1992):
77,754Rank: 19/50

Archives & Records FTEs (1994):
Total 63 Rank: 9/43
Archives 29
Records Mgt 34

Number of Archives/Records FTEs per 1000 State FTEs:
0.81 Rank: 9/43

Average earnings for all full-time state employees (Oct. 1992): $25,176

Salary ranges for entry level professionals

Archivist I	$18,626-28,497
Rec Mgt Analyst	$17,912-26,867

HOLDINGS

State Archives (FY 1994)

Paper records	Government	18,316	cu. ft.
	Nongovernment	40	cu. ft.
Microfilm (total no of rolls)		18,485	rolls
Photographs		3,201	items
Films, videos, audio tapes		4,046	items
Maps, blueprints, drawings		500	cu. ft.
Artifacts		10	cu. ft.
Books		426	cu. ft.

Records Center (FY1994)

Paper records	Government	85,424	cu. ft.
Microfilm (total no of rolls)		124,421	rolls
Computer tapes		890	reels
Films, videos, audio tapes		200	items
Maps, blueprints, drawings		144	cu. ft.
Books		192	items.

ACCESS TO RECORDS IN STATE ARCHIVES

Reference services provided (FY 1994)

Individual daily visits	12,482
Mail requests	3,843
Telephone requests	5,353

Reference activity has increased over last 2 years.

Services provided free of charge:
Use of reference room

Services provided for a fee:
Photocopies of documents or finding aids
Answers to in-state and out-of-state mail requests

Arrangement and description activities (FY 1994)
Records arranged and described 5,276 cu. ft. (4,596 series)

Descriptions of holdings are provided through:
Network: RLIN (as of 6/95)

Nonelectronic finding aids available at SCDAH describe 100% of holdings at record group level and 40% at series

Published finding aids produced by SCDAH describe 25% of holdings at record group level

Automated finding aids accessible in-house describe 100% of holdings at record group level and 6% at series level.

FACILITIES

State Archives Facilities

(owned by state)

Constructed: 1958-59 Renovated: 1971

Total storage capacity: 22,311 cu. ft.

Percent now occupied: 86%
Will be full within 2 years.
Plan to construct new building.

Existing environmental controls:
- 100% year-round temperature controls
- 100% year-round humidity controls
- 100% fire detection
- 0% fire suppression

Self-imposed standard: 70° F and 50% relative humidity.

State Records Center

(owned by state)

Constructed: ca. 1960, major renovation for Records Center in 1977

Total storage capacity: 100,932 cu. ft.

Percent now occupied: 86%
Will be full within 5 years.
No construction planned.

Existing environmental controls:
- 0% year-round temperature controls
- 0% year-round humidity controls
- 100% fire detection
- 100% fire suppression

SERVICES TO STATE AND LOCAL GOVERNMENT AGENCIES

Technical assistance provided by State Archives (FY 1994):

No. completed	1,623	(state agencies)
	1,021	(local govts)
No. of agencies served	101	(state agencies)
	217	(local govts)

No. of local government units:

46	counties	91	school districts
270	municipalities	297	special districts

Services to state agencies and local governments:
- Training and consultation
- Publications
- Conservation/preservation services
- Micrographics services and security microfilm storage (free microfilming of older local government records
- Inventorying State Archives has authority to accept original archival records from local governments, but generally does so only as last resort.

MICROGRAPHICS

Microfilming activities by Public Records Division (FY 1994)

Source document microfilming	2,144,79	images
Processing	13,004	rolls
Duplicating	7,493	rolls

Centralized micrographics services discontinued March 1994.

Archives and Records Management Division has experienced redox problems.

State Archives stores security microfilm for state and local government agencies.

A certification program for microfilm laboratories is under development

PRESERVATION POLICIES AND SERVICES

Preservation activities by State Archives (FY 1994)

660 sheets cleaned	90 volumes rebound
634 sheets deacidified	42 volumes repaired
319 sheets mended	
373 sheets encapsulated	

State Archives has a preservation officer and employs 2 trained, full-time conservators.

State Archives provides conservation treatment for a fee to state and local government agencies, private repositories, and individuals.

State Archives does not have a written preservation plan or a written disaster plan.

South Carolina has a statewide preservation plan which is administered by PALMCOP (Palmetto Archives, Libraries, and Museums Council on Preservation). The State Archives administers a disaster response plan.

AUTOMATED APPLICATIONS

SCDAH uses automation applications for the following:

Finding aids	Minaret, AIIMS, RLIN (as of 6/95)
Accessioning	dBase (as of 7/9/95)
Inventory control	Word Perfect
Records sched	Paradox, Word Perfect 6.0, RMIIS
Correspondence	Word Perfect 6.0

Electronic Mail

State Archives can communicate within the agency, with other state agencies, and with others via the Internet via a connection through the University of South Carolina.

NASIRE reports that South Carolina is implementing Internet access for state agencies.

ELECTRONIC RECORDS

State Archives does not have an electronic records management program.

State Archives has surveyed/ inventoried and scheduled dispositions for electronic records. It stores security copies of electronic records for other agencies and, beginning in FY1996, accessions electronic records.

In fall 1995, the Archives will publish a manual on the management of records on personal computers (PCs). It is intended for state and local government agencies and will provide guidelines on organizing directories and documents, including e-mail.

RECORDS-RELATED LEGISLATION, REGULATIONS, AND GUIDELINES

Definition of a record
1990 statute. Includes both electronic records and e-mail.

Public's right to access to government records
provided in statute.

Restrictions to specific classes of records
provided, no time limits on restrictions are set

Permanent paper standards
None

Optical imaging standards
1995 guidelines, policy

Admissibility of microfilm
1978 statute

Admissibility of optical images
1978 statute

Admissibility of electronic records
None

Theft/defacement of a public record
1995 statute

Replevin
None

INFORMATION POLICY AND INFORMATION INFRASTRUCTURE INITIATIVES

Information Resources Management
Assigned to State Budget and Control Board; State Archives is not active in state's IRM work.

Information Policy Coordination
Constituted formally and assigned to State Budget and Control Board; State Archives is active in state's information policy work.

Government Information Locator Service
The SDAH has received a $21,700 NHPRC grant to develop a prototype.

Electronic Access to Government Information and Services
NASIRE reports that South Carolina has several interactive voice response systems.

NGA reports that South Carolina has developed a "system that allows state agencies to share information and data electronically." Other technology applications include electronic filing of tax returns, digitized driver's licenses, and online debit cards to replace food stamps.

State of South Carolina
http://www.state.sc.us

SPECIAL PROJECTS AND PROGRAM HIGHLIGHTS

New Archives and History Center
The SC Budget and Control Board has approved the Archives' acquisition of state-owned land for a new Archives and History Center. The Archives' hopes to occupy the new facility in late 1997 or early 1998. Legislature just appropriated $5.4 million of $18.5 million for construction. HOK is the firm doing architectural work.

Department of Archives and History WWW Home Page
http://www.wcdah.sc.edu/homepage.htm

SC-GA Records and Information Management Conference
The two Departments of Archives and History in South Carolina and Georgia jointly sponsored a conference for records custodians, records managers, and public records and information professionals on May 17-19, 1995, in Augusta, GA. Cosponsors were the University of Georgia, the Georgia Certified Public Manager Program, and the Georgia Records Association

SHRAB ACTIVITIES

Strategic Plan

In 1993 and 1994, as part of a larger strategic planning process, the SC SHRAB conducted an extensive update to its 1988 assessment of the condition and needs of South Carolina's historical records. The project focused on several key areas: state government records, local government records, private repositories, corporate records, and information technology. The project report, "Palmetto Reflections: A Plan for South Carolina's Documentary Heritage," was issued in 1994.

Public Service Announcements

The SC SHRAB produced Public Service announcements during 1994 and 1995 through South Carolina Educational Television Network.

Annual Conference

Over 200 people attended the SHRAB's 1995 annual conference.

Regrant Project

SHRAB is now conducting a regrant project with $95,400 in NHPRC funds for repositories with manuscript and nongovernment archives holdings.

FOR FURTHER INFORMATION

State Archives and Records Management
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Notes

Program elements included in Archives and Records Management budget and FTE figures:

In addition to core elements found in most state archives programs (records scheduling, appraisal, accessioning, processing, archival description and reference, and training), the South Carolina budget and personnel figures also cover

- service to local governments
- preservation microfilming,
- records preservation
- records center
- service bureau microfilming (discontinued 3/94)

In addition to appropriations, the SCDAH receives funds from fees for services and grants.

Abbreviations/Acronyms

COM	Computer output microfilm
COSHRC	Council of State Historical Records Coordinators
FTEs	Full time equivalent staff positions
SHRAB	State Historical Records Advisory Board
N/A	Not available
NAGARA	National Association of Government Archives and Records Administrators
NASIRE	National Association of State Information Resources Executives
NGA	National Governor's Association
NHPRC	National Historical Publications and Records Commission
RLIN	Research Libraries Information Network
SHRAB	State Historical Records Advisory Board

Sources

Unless otherwise specified below, all information in this profile was provided by the State Archives and/or Records Management offices in the state. Most 1994 data was collected on the Joint Survey administered by the National Association of Government Archives and Records Administrators (NAGARA) and the Council of State Historical Records Coordinators (COSHRC). Additional information was collected from state-issued newsletters and publicity materials, the NAGARA newsletter, *Clearinghouse*, and interviews with state personnel.

Contact for COSHRC report: Roy H. Tryon, State Archivist and Records Administrator, SC Department of Archives and History, State Records Center, 1919 Blanding Street, Columbia, SC 29201. Telephone: (803) 734-7914. Fax: (803) 734-3387. Internet: tryon@history.scdah.sc.edu

Estimated State Population (July 1, 1994):
Estimates were published in the Census Bureau newsletter, *Census and You* (January 1995): 3. The numbers include Armed Forces personnel residing in each state.

State Government Finances , Employment, and Earnings Data:
U.S. Bureau of the Census, State Finances: 1993, Public Employment: 1992.

Number of local government units: U.S. Bureau of the Census, 1992 Census of Governments, *Government Organization.*

E-mail and Information Policy and National Information Infrastructure
NASIRE, "Development of the National Information Infrastructure: Issues of State and Local Governments," Issue Focus Report (April 1994):9, 15; NGA, "Technology Inventory," *Government Technology* ((May 1995): 36-40, National Assn of State Directors of Administration and General Services, "Survey of Technologies Accessible to State Agencies," *Government Technology* (May 1995): 52, "Internet Connections to State Government," *Government Technology* (May 1995):62.