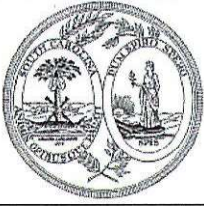


<b>AGENCY NAME:</b>	Department of Archives and History		
<b>AGENCY CODE:</b>	H790	<b>SECTION:</b>	26



## Fiscal Year 2024-25 Agency Budget Plan

### FORM A - BUDGET PLAN SUMMARY

<b>OPERATING REQUESTS (FORM B1)</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2"><b>For FY 2024-25, my agency is (mark "X"):</b></td> </tr> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td>Requesting General Fund Appropriations.</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>Requesting Federal/Other Authorization.</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>Not requesting any changes.</td> </tr> </table>	<b>For FY 2024-25, 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.
<b>For FY 2024-25, 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.								
<b>NON-RECURRING REQUESTS (FORM B2)</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2"><b>For FY 2024-25, my agency is (mark "X"):</b></td> </tr> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td>Requesting Non-Recurring Appropriations.</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>Requesting Non-Recurring Federal/Other Authorization.</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>Not requesting any changes.</td> </tr> </table>	<b>For FY 2024-25, my agency is (mark "X"):</b>		<input checked="" type="checkbox"/>	Requesting Non-Recurring Appropriations.	<input type="checkbox"/>	Requesting Non-Recurring Federal/Other Authorization.	<input type="checkbox"/>	Not requesting any changes.
<b>For FY 2024-25, my agency is (mark "X"):</b>									
<input checked="" type="checkbox"/>	Requesting Non-Recurring Appropriations.								
<input type="checkbox"/>	Requesting Non-Recurring Federal/Other Authorization.								
<input type="checkbox"/>	Not requesting any changes.								
<b>CAPITAL REQUESTS (FORM C)</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2"><b>For FY 2024-25, my agency is (mark "X"):</b></td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>Requesting funding for Capital Projects.</td> </tr> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td>Not requesting any changes.</td> </tr> </table>	<b>For FY 2024-25, my agency is (mark "X"):</b>		<input type="checkbox"/>	Requesting funding for Capital Projects.	<input checked="" type="checkbox"/>	Not requesting any changes.		
<b>For FY 2024-25, my agency is (mark "X"):</b>									
<input type="checkbox"/>	Requesting funding for Capital Projects.								
<input checked="" type="checkbox"/>	Not requesting any changes.								
<b>PROVISOS (FORM D)</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2"><b>For FY 2024-25, my agency is (mark "X"):</b></td> </tr> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td>Requesting a new proviso and/or substantive changes to existing provisos.</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>Only requesting technical proviso changes (such as date references).</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>Not requesting any proviso changes.</td> </tr> </table>	<b>For FY 2024-25, 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.
<b>For FY 2024-25, 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.

	<u>Name</u>	<u>Phone</u>	<u>Email</u>
<b>PRIMARY CONTACT:</b>	W. Eric Emerson, Ph.D.	803-896-6185	eemerson@scdah.sc.gov
<b>SECONDARY CONTACT:</b>	Dale Estrada	803-896-6163	destrada@scdah.sc.gov

I have reviewed and approved the enclosed FY 2024-25 Agency Budget Plan, which is complete and accurate to the extent of my knowledge.

	<u>Agency Director</u>	<u>Board or Commission Chair</u>
<b>SIGN/DATE:</b>	9-22-23	9-22-23
<b>TYPE/PRINT NAME:</b>	W. Eric Emerson, Ph.D.	A.V. Huff, Jr.

*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	Exhibit Hall and Meeting Space Expansion	2,750,000	0	0	0	2,750,000	0.00	0.00	0.00	0.00	0.00
2	B2 - Non-Recurring	Digital Enhancements for Research Room Customers	300,000	0	0	0	300,000	0.00	0.00	0.00	0.00	0.00
3	B1 - Recurring	Energy Surcharge and DTO Service Costs Offset	250,000	0	0	0	250,000	0.00	0.00	0.00	0.00	0.00
4	B2 - Non-Recurring	SC American Revolution Sestercentennial Commission	12,115,000	0	0	0	12,115,000	0.00	0.00	0.00	0.00	0.00
5	B1 - Recurring	SC American Revolution Sestercentennial Commission	791,000	0	0	0	791,000	0.00	0.00	0.00	0.00	0.00
TOTALS			16,206,000	0	0	0	16,206,000	0.00	0.00	0.00	0.00	0.00

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>Energy Surcharge and DTO Service Costs Offset</b>
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*Provide a brief, descriptive title for this request.*

<b>AMOUNT</b>	<b>General: \$250,000</b> <b>Federal: \$0</b> <b>Other: \$0</b> <b>Total: \$250,000</b>
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*What is the net change in requested appropriations for FY 2024-2025? This amount should correspond to the total for all funding sources on the Executive Summary.*

<b>NEW POSITIONS</b>	<b>0.00</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 checked="" 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 #	

<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>Each of the agency's strategies (1.1-3.2) is supported by this funding request, since all of the agency's strategies are contingent upon it having sufficient resources to pay for its facilities and technological support. By helping to defray the cost of the agency's rapidly increasing energy surcharge and DTO support costs, the requested funds would allow the agency to continue to devote maximum funding in pursuit of its mission.</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 recipient of the funds would be the Department of Archives and History, which will convey those funds to the Department of Administration for facility energy surcharges and DTO service charges.</p>
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*What individuals or entities would receive these funds (contractors, vendors, grantees, individual beneficiaries, etc.)? How would these funds be allocated – using an existing formula, through a competitive process, based upon predetermined eligibility criteria?*

<b>REMARKS</b>	<p>This request is necessary to offset rapidly increasing energy surcharge costs that are being charged to the agency and the increased technology support rates charged by DTO. As an example of those increases, in 2021 the agency was charged \$20,084 in energy surcharges for the period of 04/01 to 08/01. For the same period in the following year, the agency was charged \$93,176,</p>
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which constitutes an increase of over 460% in one calendar year. This request is being made with similar increases anticipated. These funds also would help to defray expenses accrued to DTO for unanticipated mandated services, such as the sole-source replacement and maintenance of switches at the Archives and History Center. Without these funds, the agency will be forced to spend fewer general funds on mission-critical activities.

**JUSTIFICATION OF  
REQUEST**

*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 B1 – RECURRING OPERATING REQUEST**

<b>AGENCY PRIORITY</b>	<b>5</b>
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*Provide the Agency Priority Ranking from the Executive Summary.*

<b>TITLE</b>	<b>SC American Revolution Sestercentennial Commission</b>
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*Provide a brief, descriptive title for this request.*

<b>AMOUNT</b>	<b>General: \$791,000</b> <b>Federal: \$0</b> <b>Other: \$0</b> <b>Total: \$791,000</b>
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*What is the net change in requested appropriations for FY 2024-2025? This amount should correspond to the total for all funding sources on the Executive Summary.*

<b>NEW POSITIONS</b>	<b>0.00</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 checked="" 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 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, which are being requested by the SC American Revolution Sestercentennial Commission, relate to 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 commission will have upon statewide efforts to commemorate the American Revolution 250th.</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 SC American Revolution Sestercentennial Commission would receive these funds for administrative costs and would contract with various vendors as needed for the responsible use of the funds to accomplish the Commission's goals. The SC Department of Archives and History will serve as the fiscal agent for the Sestercentennial Commission and will ensure that the Commission follows all applicable state procurement laws in the contracting and expenditure of these funds.</p>
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*What individuals or entities would receive these funds (contractors, vendors, grantees, individual beneficiaries, etc.)? How would these funds be allocated – using an existing formula, through a competitive process, based upon predetermined eligibility criteria?*

<b>RECIPIENTS OF FUNDS</b>	<p>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. SCDAH will serve as the fiscal agent and house the administrative office of the Sestercentennial Commission. The American</p>
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**JUSTIFICATION OF  
REQUEST**

Battlefield Trust and the South Carolina Battleground Preservation Trust will serve as key partners for the Sestercentennial Commission throughout the commemorative period (2019-2033). Those organizations also 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 SCDAH and SCPRT and with previously budgeted funds and any other funds raised through the American Battlefield Trust and the SC Battleground Preservation Trust.

*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>	Exhibit Hall and Meeting Space Expansion
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*Provide a brief, descriptive title for this request.*

<b>AMOUNT</b>	\$2,750,000
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*What is the net change in requested appropriations for FY 2024-2025? 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 checked="" type="checkbox"/>	Non-mandated program change in service levels or areas
	<input type="checkbox"/>	Proposed establishment of a new program or initiative
	<input type="checkbox"/>	Loss of federal or other external financial support for existing program
	<input type="checkbox"/>	Exhaustion of fund balances previously used to support program
	<input type="checkbox"/>	IT Technology/Security related
	<input type="checkbox"/>	Consulted DTO during development
	<input checked="" type="checkbox"/>	Request for Non-Recurring Appropriations
<input type="checkbox"/>	Request for Federal/Other Authorization to spend existing funding	
<input type="checkbox"/>	Related to a Recurring request – If so, Priority #	

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

<b>ACCOUNTABILITY OF FUNDS</b>	<div style="border: 1px solid black; padding: 10px; margin: 10px;"> <p>This funding requests supports the following agency strategies: Strategy 1.1 (Offer educational programs and products for customers and stakeholders); Strategy 1.2 (Maximize generated revenue to aid SCDAH in its mission). The expansion of SCDAH's exhibit hall and meeting space would allow the agency to have an exhibit gallery of the state's foundational documents on permanent display, while also adding space for temporary exhibits that would rotate periodically. These exhibits, both permanent and temporary, would help to educate South Carolinians about the rich and complex history of the Palmetto State. The expansion of the agency's exhibit hall also would help to maximize generated revenue for the agency by providing outdoor meeting space on the rooftop of the new exhibit space. This rooftop space would overlook the agency's rear garden, and the agency could be market it separately for parties or receptions, or in conjunction with rental of the agency's back garden. Due to it being an elevated outdoor space, it would generate a higher rental rate than the building's indoor spaces.</p> </div> <p style="margin-left: 20px;"><i>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?</i></p>
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<b>RECIPIENTS OF FUNDS</b>	<p>The agency would use these funds to pay contractors for building construction and exhibit design and construction. All of these funds would be allocated using a competitive bid process in keeping with state procurement laws.</p>
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*What individuals or entities would receive these funds (contractors, vendors, grantees, individual beneficiaries, etc.)? How would these funds be allocated – using an existing formula, through a competitive process, based upon predetermined eligibility criteria?*

<b>RECIPIENTS OF FUNDS</b>	<p>SCDAH seeks to expand its existing exhibit hall, which, for the past 25 years, has hosted a significant number of exhibits concerning South Carolina history as told through the state's records. The agency's exhibit hall originally was envisioned for the first floor of what is now the Archives and History Center's Research Room, with that space planned for a second story. When that plan changed due to logistical and cost constraints, the current exhibit hall, which is roughly 600 square feet in size, was created to host smaller exhibitions. Though this space has displayed many of the state's noteworthy historical records on a rotating basis, its size prohibits the exhibition of a permanent display of the state's foundational documents, similar to the National Archives, while also housing temporary exhibits. SCDAH is proposing to expand the 600 square foot space by 1600 square feet for a total exhibit space of 2200 square feet. This</p>
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**JUSTIFICATION  
OF REQUEST**

will create space for a permanent exhibition of the State's most important records (Proprietary Agreement, State Constitutions, Bill of Rights, etc.), while also providing room for temporary exhibits. All of this will help to educate visitors to the Archives and History Center about the state's history.

Importantly, this expansion also will push exhibit space into the agency's rear garden, which would allow the agency to create an outdoor meeting space on the roof of the expanded exhibit hall. This meeting space would overlook the garden and serve as an additional rentable space for those who use the garden for events such as parties, receptions, and weddings. This would generate considerable additional revenue for the agency, which, in the long term, would serve to offset construction costs.

Additional energy costs to the agency resulting from the expansion of this space would be minimal when compared to energy costs for the entire building and would be more than offset by revenue generated through increased facility rentals involving the exhibition rooftop space. The agency would continue to fund its temporary exhibits through funds granted from the SC Archives and History Foundation and from partnerships with, and grants from, other organizations. This non-recurring appropriation request would not create a need for recurring funds.

Estimated Project Costs:

Construction of Exhibit Hall addition (2200 sq. ft. @ \$523 per sq. ft.)	\$1,150,000
Architectural and engineering services	350,000
Exhibit Design and Construction	<u>1,250,000</u>
Subtotal	\$2,750,000

*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 <i>Provide the Agency Priority Ranking from the Executive Summary.</i>
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<b>TITLE</b>	Digital Enhancements for Research Room Customers <i>Provide a brief, descriptive title for this request.</i>
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<b>AMOUNT</b>	\$300,000 <i>What is the net change in requested appropriations for FY 2024-2025? This amount should correspond to the total for all funding sources on the Executive Summary.</i>
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<b>FACTORS ASSOCIATED WITH THE REQUEST</b>	<b>Mark "X" for all that apply:</b>	
	<input checked="" 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 #	

<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 relate to Strategies 2.2 (Increase Records Accessibility) and 2.4 (Increase Research Room Efficiencies) of the agency's strategic plan. SCDAH is requesting \$300,000 to enhance digital customer service in its Reference Room and to re-envision that space for use by customers conducting digital research. Like those of many states and territories, the Reference Room at SCDAH was created to serve the needs of researchers when reference technology involved microfilm readers and printers. Now, with access to an ever-increasing number of digital state records, which the agency has made available online, agency customers seek to access those digital records in conjunction with other online resources available in SCDAH's Reference Room. They also wish to combine this increasing digital research with access to critical paper records located at the agency. In response, SCDAH is re-envisioning its research room for the 21<sup>st</sup> Century and the increasing role that digital records access will play for future agency customers. The agency will evaluate the use of these funds through researcher user surveys, which will provide staff with benchmarks about customer satisfaction and ease of use of digital infrastructure and records.</p> <p>The requested funds will be used for the installation of digital infrastructure and data lines to support the wholesale replacement of manual and legacy microfilm readers in the Reference Room with digital reader/printers. The funds also would support the creation of a significant number of computer stations for use by genealogists, historians, and other researchers. This will allow researchers to access more digital state records on site, while making genealogical research at SCDAH more accessible and efficient.</p> <p><i>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?</i></p>
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<b>RECIPIENTS OF FUNDS</b>	<p>SCDAH would receive these funds and contract with General Services for the installation of data cables and ports for new units and work stations. In addition, SCDAH would contract with vendors to purchase digital scanners/readers, CPUs, monitors, and printers from vendors using a competitive process in keeping with state procurement laws.</p> <p><i>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?</i></p>
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	<p>Since its founding in 1905, the agency has had a reference space or room at each of its locations for researchers to access state and local government records. In 1998 SCDAH moved to its current location, where it had designed a Reference Room to serve the needs of researchers based upon the digital technology available at that time, which included limited patron computer access, a few microfilm printers, and mostly manual microfilm readers. Now, as use of microfilm has diminished dramatically, the agency has</p>
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**JUSTIFICATION  
OF REQUEST**

focused on providing access to an ever-increasing number of born-digital state records or historic records that the agency has digitized and made available online. To expedite this transformation, agency is re-envisioning its research room for the 21<sup>st</sup> Century. Providing its customers with greater access to digital records and the agency's online records archives will continue to be a major focus of the agency for the foreseeable future.

The requested funds will include the installation of digital infrastructure and data lines to support the wholesale replacement of manual and legacy microfilm readers with digital reader/printers. The funds also would support the creation of a significant number of computer stations for use by genealogists, historians, and other researchers. This will allow researchers to access more digital state records on site and make genealogical research at SCDAH more accessible and efficient.

Project Costs

Patron computers: 24 @ \$1,500 each	\$36,000
Digital scanner/printers: 18 @ \$10,778 each	\$194,000
Staff computers: 2 @ \$1,500 each	\$3,000
Patron stations for "how to research" presentations: 2 @ \$1,500 each	\$3,000
Printers: 2 @ \$7,000 each	\$14,000
Installation of digital data lines and ports (30 @ \$1,667 each)	<u>\$50,000</u>
<b>Total</b>	<b>\$300,000</b>

*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>	4
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*Provide the Agency Priority Ranking from the Executive Summary.*

<b>TITLE</b>	SC American Revolution Sestercentennial Commission
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*Provide a brief, descriptive title for this request.*

<b>AMOUNT</b>	\$12,115,000
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*What is the net change in requested appropriations for FY 2024-2025? 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 checked="" 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 type="checkbox"/>	Request for Non-Recurring Appropriations
	<input type="checkbox"/>	Request for Federal/Other Authorization to spend existing funding
<input type="checkbox"/>	Related to a Recurring request – If so, Priority #	

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

<b>ACCOUNTABILITY OF FUNDS</b>	<p>These funds, which are being requested by the SC American Revolution Sestercentennial Commission, relate to 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 commission will have upon statewide efforts to commemorate the American Revolution 250th.</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 SC American Revolution 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. The SC Department of Archives and History will serve as the fiscal agent for the Sestercentennial Commission and will ensure that the Commission follows all applicable state procurement laws in the contracting and expenditure of these funds.</p>
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*What individuals or entities would receive these funds (contractors, vendors, grantees, individual beneficiaries, etc.)? How would these funds be allocated – using an existing formula, through a competitive process, based upon predetermined eligibility criteria?*

<b>ACCOUNTABILITY OF FUNDS</b>	<p>Created by a joint resolution of the General Assembly and signed by the Governor on March 20, 2019, the SC American Revolution Sestercentennial Commission 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 \$12,115,000 million of nonrecurring funds to enhance and facilitate the on-the-ground work currently happening in all 46 counties.</p> <p>Economic Development through Heritage Tourism</p> <p><b>Cultural and heritage tourism is a tool of economic development that attracts visitors who are interested in the historical, artistic, scientific, or lifestyle/heritage offerings of a community. Cultural tourists stay longer and spend more money than other types of travelers, making them an important</b></p>
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## JUSTIFICATION OF REQUEST

**economic driver** while fostering and promoting community pride and a sense of identity for each community. By celebrating the state's history and culture, people can feel more connected to their community and to South Carolina as a whole. **Therefore, tourists both from within and outside South Carolina will come to learn about the pivotal role she played in changing the political landscape on a global scale. Independence was won on South Carolina soil.**

**South Carolina is celebrating many anniversaries and firsts as the road to the Treaties of Paris progresses from now until 2033. These events are attracting tourists, which requires infrastructure to accommodate the influx. While South Carolina has the second most sites related to the Revolutionary War, many of our communities are just starting to develop tourism infrastructure.**

These are just a few examples of the many cultural and heritage tourism projects underway in South Carolina. By investing in these projects, we can create jobs, boost the economy, and share the stories of our state's rich history and culture with the world.

- **Charleston Tea Party 250th Anniversary THE FIRST IN THE COLONIES:** Charleston is preparing a city-wide event to commemorate the 250th anniversary of the Charleston Tea Party, one of the most momentous events in the lead-up to the American Revolution. The event will include a live protest reenactment, tea tasting, tours of historic sites, and lectures by renowned historians.
- **Hammonds Store site development in Laurens County:** The Hammonds Store site was a key supply depot for the Continental Army during the Revolutionary War. It is now being developed as an interpretive site where visitors can learn about the role of this important location in the war effort. The site will include walking trails, exhibits, and educational programs.
- Historic Brattonsville's program, "By the Sweat of Our Brows," is a candid and meaningful series focusing on stories and artifacts that tell the powerful story while honoring the lives and legacy of the Bratton enslaved. It is an important program that helps to preserve and share the stories of the enslaved people who lived at Brattonsville, who are often overlooked or marginalized. The program is also an incredibly successful educational resource for tourists and the public at large, helping to instruct people about the realities of slavery and the contributions of the enslaved to American society. The program is significant because it is led by descendants of the Bratton enslaved. This gives the program a unique perspective and authenticity. It also shows that the descendants of the enslaved are passionate about preserving and sharing their family history.

### Educational opportunities for all

Learning is for everyone, regardless of age. It is a lifelong process that can help us to grow and develop as individuals and as communities. There are many benefits to learning at all ages and the Revolution in South Carolina is a fresh springboard into several. For example, learning more about the founding of the Nation, the forming of our government and governing documents thereby becoming informed citizens.

- **Improved cognitive function:** Learning helps to keep our minds active and engaged and by attending symposia, driving on newly marked roadways that tell old stories, seeing innovative solutions through the lens of history. For example, grants have been given to highlight Jane Black Thomas and Dicey Langston, two of many heroes of South Carolina. Or reading the war time papers of Francis Marion and Thomas Sumter available for free to the public, all activities that engage every part of the mind.
- **Increased social engagement:** Learning can provide opportunities for social interaction and connection. This transcends all ages. Communities that come together to share experiences that shaped South Carolina and will shape the future are to be celebrated and many communities achieve this with festivals and unique events. Having conversations while standing at an informational kiosk with a newfound friend; children hearing stories both fact and lore and running home to share their newfound knowledge. And reading newly digitized pension records for free and enslaved Africans who fought on both sides along with never-before-seen documents on the founding governmental structure of South Carolina. All programs funded by SC250 grants.
- **Greater sense of purpose and well-being:** Learning can give us a sense of purpose and accomplishment. It can also help us to feel more connected to the world around us. And through programs such as Liberty Live who teach history through Anatomy and Physiology lessons (stealth history) or the Francis Marion Symposium which brings in over 80 out of town visitors each year for the last 20 years, historical markers, books, lectures, art, reenactments, plays, stories, all shared experiences of why South Carolina is important. These combined create a sense of pride for all who live and visit. When we dig our heels into the great soil of our State, we are a force for creating a powerful sense of place, one to be proud of.

No matter the learning style or age, there is a way to learn about the positive role South Carolina played in the formation of the United States. The most important thing is to find ways to learn that are enjoyable and engaging and this story is both!

*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 – PROVISIO REVISION REQUEST**

<b>NUMBER</b>	NEW <i>Cite the proviso according to the renumbered list (or mark "NEW").</i>
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<b>TITLE</b>	State Historic Preservation Grant Fund Carry Forward <i>Provide the title from the renumbered list or suggest a short title for any new request.</i>
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<b>BUDGET PROGRAM</b>	Historic Buildings Preservation 2300.060000X000 <i>Identify the associated budget program(s) by name and budget section.</i>
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<b>RELATED BUDGET REQUEST</b>	NA <i>Is this request associated with a budget request you have submitted for FY 2024-2025? If so, cite it here.</i>
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<b>REQUESTED ACTION</b>	Add <i>Choose from: Add, Delete, Amend, or Codify.</i>
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<b>OTHER AGENCIES AFFECTED</b>	N/A <i>Which other agencies would be affected by the recommended action? How?</i>
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<b>SUMMARY &amp; EXPLANATION</b>	<p>The State Historic Preservation Grant fund, which was reestablished in FY 2022-23, provides funds for worthy historic preservation projects, which otherwise would not be eligible for federal historic preservation grant funds or originate are for projects in underfunded communities throughout the state. These funds currently do not have carry forward authority, so a considerable amount of grant funds were recaptured by the Comptroller General's office at the end of FY 2022-23. This proviso is therefore needed to carry forward State Historic Preservation Grant funds that have been awarded to recipients but not yet expended by the end of the fiscal year due to unanticipated issues relating to contracting, construction, etc. Without this proviso, a significant number of awarded preservation projects will not be completed. The terms of this proviso match current practices for the Federal Historic Preservation Grant Fund and for legislatively-earmarked funds processed by this agency, which the agency also treat as grants.</p>
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*Summarize the existing proviso. If requesting a new proviso, describe the current state of affairs without it. Explain the need for your requested action. For deletion requests due to recent codification, please identify SC Code section where language now appears.*

	In FY 2022-23, State Historic Preservation Grant Funds in this line item accounted for \$500,000 of funds that were awarded to grant recipients but not yet drawn down. All of those funds were recaptured by the Comptroller General's office and not carried forward. For FY 2023-24, total grant funds in this line
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**FISCAL IMPACT**

item equal \$1,500,000, all of which will be awarded to grant recipient organizations throughout the state. The creation of this proviso will prevent the loss of any unused funds at the end of the fiscal year, thus ensuring the completion of these worthy historic preservation projects.

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

**PROPOSED PROVISIO  
TEXT**

Proviso 26.1. (AH: State Historic Preservation Grant Fund Carry Forward) The department is authorized to carry forward into the current fiscal year unexpended funds allocated to state historic preservation grant recipients from previous years.

*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 Cost Savings and General Fund Reduction Contingency Plan
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<b>AMOUNT</b>	\$163,489
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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 three (3) FTE positions: Two (2) Administrative Assistant I and one (1) Archivist IV positions 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 its 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 two Administrative Assistant positions. The decision to leave unfilled an Archivist IV position responsible for accessioning and processing government digital and paper records would have an impact on the total number of records processed and made available to the public for research.
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*What programs or activities are supported by the General Funds identified?*

<b>SUMMARY</b>	The Department of Archives and History is proposing to eliminate two (2) positions in the Administrative Division and leave unfilled one (1) Archivist IV position in the Archives and Records Management Division to meet the 3% reduction, which totals \$168,489. The elimination of two Administrative Assistant I positions would impact staffing for facility rentals, giftshop sales, and facility coordination. The agency also would leave unfilled an Archivist IV position responsible for accessioning and processing records. The agency would compensate for the loss of these three 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 digital and paper records as they are accessioned by 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 will reduce the agency's operating costs by 3%. These include the elimination of two FTE positions as previously outlined: 1) two Administrative Assistants, 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 Business and Citizen Costs Through Record Digitization
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*Provide a brief, descriptive title for this request.*

<b>EXPECTED SAVINGS TO BUSINESSES AND CITIZENS</b>	<div style="border: 1px solid black; padding: 5px;"> <p>The SCDAH document digitization program and the agency’s continuing enhancement of the South Carolina Electronic Records Archive (SCERA), the Online Records Index (ORI), and the South Carolina Historic Property Record (SCHPR) will save researchers the cost of travel and lodging, photocopy orders, and research fees associated with traditional research at the agency’s Archives and History Center.</p> </div>
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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 style="width: 20px;"><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>	<div style="border: 1px solid black; padding: 5px;"> <p>Travel time for researchers is based upon the distance that the researcher travels to visit the Archives and Records Center in Columbia. If researchers are travelling from outside of South Carolina, they also save the cost of fuel, food, and lodging that they would expend by conducting research at the Archives and History Center, Columbia. In addition, by conducting research using the agency’s online collections, researchers save the cost of photocopies. Photocopies currently are 40 cents per copy, while digital copies are free and downloadable. Increasing digitization of the agency’s collections also reduces 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 to conduct research on their behalf, which also will lead to more staff time devoted to processing and digitizing more collections.</p> </div>
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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 in state and \$15 out of state) will be reduced as the agency proceeds with its rapid digitization of its holdings. Total copy and research fees for the past fiscal year were in excess of \$22,000. The enabling authority to collect those fees is SC Code 60-11-103.
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*Which fees or fines does the agency intend to reduce? What was the fine or fee revenue for the previous fiscal year? What was the associated program expenditure for the previous fiscal year? What is the enabling authority for the issuance of the fee or fine?*

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

<b>SUMMARY</b>	<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 past several years and resulted in the creation of the South Carolina Electronic Records Archive (SCERA) in 2015, the South Carolina Historic Property Record (SCHPR) in 2016, and ongoing upgrades to the agency’s Online Records Index (ORI) 2017-2023. Through the creation, use, and upgrades to these three digital archives, the agency has made an ever-growing number of historical records available to the public online. This has resulted in researchers conducting an ever-increasing amount of their research of the state’s records online and has reduced both the number of researchers and total trips made to the Archives and History Center to conduct research. Both the agency’s efforts to digitize historical records and the public’s expectations of conducting research online intensified during the pandemic, but even prior to the onset of the pandemic, digitization of the agency’s historical records already had resulting in a continual annual decline in the number of researchers visiting the agency’s Research Room. As Research Room visitation has dropped, customer use of the agency’s online holdings has increased rapidly, with over 885,689 researchers accessing the Archives research pages and 742,354 researchers accessing the South Carolina Electronic Records Archive (SCERA) in the previous fiscal year.</p> <p>As the agency continues to digitize and make the state’s historical records available online, we anticipate a continuing decrease in the number of visitors to our Research Room, which will allow more staff members to focus on digitization instead of filling research and photocopy orders. This process also will focus future agency expenditures on digital infrastructure and the hiring of digital archivists and records managers.</p>
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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?*