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

Fiscal Year FY 2026-2027

Agency Budget Plan

FORM A - BUDGET PLAN SUMMARY

OPERATING REQUESTS *(FORM B1)*	For FY 2026-2027, my agency is (mark "X"):	
	X	Requesting General Fund Appropriations.
	X	Requesting Federal/Other Authorization.
		Not requesting any changes.

NON-RECURRING REQUESTS *(FORM B2)*	For FY 2026-2027, my agency is (mark "X"):	
	X	Requesting Non-Recurring Appropriations.
		Requesting Non-Recurring Federal/Other Authorization.
		Not requesting any changes.

CAPITAL REQUESTS *(FORM C)*	For FY 2026-2027, my agency is (mark "X"):	
		Requesting funding for Capital Projects.
	X	Not requesting any changes.

PROVISOS *(FORM D)*	For FY 2026-2027, my agency is (mark "X"):	
		Requesting a new proviso and/or substantive changes to existing provisos.
		Only requesting technical proviso changes (such as date references).
	X	Not requesting any proviso changes.

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

	Name	Phone	Email
PRIMARY CONTACT:	W. Eric Emerson, Ph.D.	(803) 896-6185	eemerson@scdah.sc.gov
SECONDARY CONTACT:	Aimee M Hood	(803) 896-6213	ahood@scdah.sc.gov

I have reviewed and approved the enclosed FY 2026-2027 Agency Budget Plan, which is complete and accurate to the extent of my knowledge.

	Agency Director	Board or Commission Chair
SIGN/DATE:	W. Eric Emerson, Ph.D. 09/12/25	A. V. Huff Jr., Ph.D. 09/12/25
TYPE/PRINT NAME:	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	C - Capital	SCDAH Exhibit Hall and Meeting Space Expansion	2,000,000	0	0	0	2,000,000	0.00	0.00	0.00	0.00	0.00
2	B1 - Recurring	Movement of Two SHPO Staff Members from Federal Funds to State Funds	0	0	0	0	0	2.00	-2.00	0.00	0.00	0.00
3	B1 - Recurring	Additional Funding for Insurance and Dept. of Admin. Technology Increases	175,000	0	0	0	175,000	0.00	0.00	0.00	0.00	0.00
4	B2 - Non-Recurring	SC American Sestercentennial Commission	4,530,000	0	0	0	4,530,000	0.00	0.00	0.00	0.00	0.00
TOTALS			6,705,000	0	0	0	6,705,000	2.00	-2.00	0.00	0.00	0.00

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

FORM B1 – RECURRING OPERATING REQUEST

AGENCY PRIORITY	**2**

Provide the Agency Priority Ranking from the Executive Summary.

TITLE	**Movement of Two SHPO Staff Members from Federal Funds to State Funds**

Provide a brief, descriptive title for this request.

AMOUNT	**General: $0** **Federal: $0** **Other: $0** **Total: $0**

What is the net change in requested appropriations for FY 2026-2027? This amount should correspond to the total for all funding sources on the Executive Summary.

NEW POSITIONS	**0.00**

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

FACTORS ASSOCIATED WITH THE REQUEST

Mark "X" for all that apply:

	Change in cost of providing current services to existing program audience
	Change in case load/enrollment under existing program guidelines
	Non-mandated change in eligibility/enrollment for existing program
	Non-mandated program change in service levels or areas
	Proposed establishment of a new program or initiative
	Loss of federal or other external financial support for existing program
	Exhaustion of fund balances previously used to support program
	IT Technology/Security related
X	HR/Personnel Related
	Consulted DTO during development
	Related to a Non-Recurring request – If so, Priority #

STATEWIDE ENTERPRISE STRATEGIC OBJECTIVES

Mark "X" for primary applicable Statewide Enterprise Strategic Objective:

	Education, Training, and Human Development
	Healthy and Safe Families
	Maintaining Safety, Integrity, and Security
	Public Infrastructure and Economic Development
X	Government and Citizens

ACCOUNTABILITY OF FUNDS

This request relates to the following strategies; 3.1 Increase local awareness and participation in historic preservation; and 3.2 Expedite federal program efficiencies related to historic preservation.

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

N/A

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?

For several months, the Federal government chose to delay the release of funding for the FY25 Historic Preservation Fund (HPF), which is administered by the National Park Service, funded from revenue accrued from offshore oil and gas leases, and the source of support for the operations of State Historic Preservation Offices (SHPOs) nationwide. Although those funds have been released, the President's FY26 Budget provides no funding for the HPF. Although initial budgets released by the House and Senate may continue to fund the HPF at FY25 levels, we are seeking ways to lighten the burden on HPF grants allocated to the SC SHPO, until we are more certain of continued Federal funding for SHPOs and their operations. We therefore are requesting a transfer of two (2) FTE staff members currently funded under Historical Services classified positions from Federal Funding to State Funds. The current line item total for State funds for Historic Services Classified Positions is $230,976, and that amount is far greater than is needed for the one (1) FTE associated with that line item. There are sufficient funds in that line item for three (3) FTEs, so we

JUSTIFICATION OF REQUEST	are requesting that two FTEs from the Historical Services Division (SHPO) be moved from Federal classified positions to State funds.

Please thoroughly explain the request to include the justification for funds, potential offsets, matching funds, and method of calculation. Please include any explanation of impact if funds are not received. If new positions have been requested, explain why existing vacancies are not sufficient.

FORM B1 – RECURRING OPERATING REQUEST

AGENCY PRIORITY	**3**

Provide the Agency Priority Ranking from the Executive Summary.

TITLE	**Additional Funding for Insurance and Dept. of Admin. Technology Increases**

Provide a brief, descriptive title for this request.

AMOUNT	**General: $175,000** **Federal: $0** **Other: $0** **Total: $175,000**

What is the net change in requested appropriations for FY 2026-2027? This amount should correspond to the total for all funding sources on the Executive Summary.

NEW POSITIONS	**0.00**

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

FACTORS ASSOCIATED WITH THE REQUEST

Mark "X" for all that apply:

X	Change in cost of providing current services to existing program audience
	Change in case load/enrollment under existing program guidelines
	Non-mandated change in eligibility/enrollment for existing program
	Non-mandated program change in service levels or areas
	Proposed establishment of a new program or initiative
	Loss of federal or other external financial support for existing program
	Exhaustion of fund balances previously used to support program
X	IT Technology/Security related
	HR/Personnel Related
	Consulted DTO during development
	Related to a Non-Recurring request – If so, Priority #

STATEWIDE ENTERPRISE STRATEGIC OBJECTIVES

Mark "X" for primary applicable Statewide Enterprise Strategic Objective:

	Education, Training, and Human Development
	Healthy and Safe Families
X	Maintaining Safety, Integrity, and Security
	Public Infrastructure and Economic Development
	Government and Citizens

ACCOUNTABILITY OF FUNDS

This requests relate to the following strategies; 2.1, Increase records accessibility through arrangement and description; and 2.3 Ensure the efficient management of government records. These funds are necessary to ensure that the agency's historical records are insured for potential damage, which would prevent them from being accessible to the public. These funds also could be for conservation purposes or used to acquire government records in other repositories prior to their arrangement and description. These funds also would fund the Department of Administration's Office of Technology and Information Services' (OTIS) increasing fees associated with ensuring SCDAH's records are available to the public in a digital format.

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 agency would be the recipient of the funds, which they would use to pay insurance premiums on the agency's collections and to pay DTO for the services involving the agency's digital platforms.

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?

The agency, like much of state government, has experienced a significant increase in insurance rates in recent years. Rates regarding insurance of the agency's collections for potential damage, destruction, or replacement have increased significantly with the cost of liability insurance for persons visiting the SC Archives and History Center.

The agency also has been forced to contract with OTIS for a variety of services that the agency previously could have relied on other vendors to serve.

JUSTIFICATION OF REQUEST	This has resulted in greater than anticipated costs associated with the installation of new switches, wireless access points, and increased bandwidth for agency internet access.

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		
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FORM B2 – NON-RECURRING OPERATING REQUEST

AGENCY PRIORITY	4

Provide the Agency Priority Ranking from the Executive Summary.

TITLE	SC American Sestercentennial Commission

Provide a brief, descriptive title for this request.

AMOUNT	$4,530,000

What is the net change in requested appropriations for FY 2026-2027? 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:

	Change in cost of providing current services to existing program audience
	Change in case load/enrollment under existing program guidelines
	Non-mandated change in eligibility/enrollment for existing program
	Non-mandated program change in service levels or areas
	Proposed establishment of a new program or initiative
	Loss of federal or other external financial support for existing program
	Exhaustion of fund balances previously used to support program
	IT Technology/Security related
	Consulted DTO during development
	HR/Personnel Related
X	Request for Non-Recurring Appropriations
	Request for Federal/Other Authorization to spend existing funding
	Related to a Recurring request – If so, Priority #

STATEWIDE ENTERPRISE STRATEGIC OBJECTIVES

Mark "X" for primary applicable Statewide Enterprise Strategic Objective:

	Education, Training, and Human Development
	Healthy and Safe Families
	Maintaining Safety, Integrity, and Security
	Public Infrastructure and Economic Development
X	Government and Citizens

ACCOUNTABILITY OF FUNDS

This funding request supports strategies 1.1 (Offer educational programs and products for customers and stakeholders) and 3.1 (Increase local awarness and participation in historic preservation) of the Department of Achives and History's strategic plan.

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 SC American Revolution Sestercentennial Commission will receive the funds, and the SC Department of Archives and History will serve as the 250th Commission's fiscal agent. The funds would be allocated for the purposes listed below inlcuding through a cometitive rant process based upon predetermined elgibility criteria.

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?

1. State Activations

SC250 will continue to design and support programs that are broadly accessible to citizens in both urban and rural communities. These activations make history relevant and engaging, ensuring that the commemoration illuminates and enriches the lives of South Carolinians of all ages and backgrounds.

• Mobile SC250 Educational Bus and VR – Phase 1 ($500,000.00)

Modeled after Virginia's highly successful mobile museum and VR program, this initiative will bring history directly to schools, retirement facilities, and community spaces statewide. Virginia's program has been so popular that a second mobile unit is being added. With this investment, South Carolina will launch its own mobile museum, engaging audiences across the state.

JUSTIFICATION OF REQUEST	• SC State Fair – Phase 2 of 2 ($200,000.00) Phase 1 debuts in October, establishing SC250's presence at one of the state's largest annual gatherings. Phase 2 funding ensures continuity and reinforces the message that the 250th commemoration is a multi-year observance, not simply a one-day celebration on July 4, 2026. • Spartan Regiment Flag Interpretation ($650,000.00) In partnership with Spartanburg County 250 and the Spartanburg Library System, this project will return the Spartan Regiment Flag to the Spartan District. The flag will be exhibited in the library's planetarium, ensuring it remains in a secure, climate-controlled environment while also being accessible for educational programs and community engagement. • Cherokee War Educational Interpretations/Events ($450,000.00) This initiative interprets the Cherokee War, a pivotal conflict that prepared South Carolina's Revolutionary leaders for the campaigns of 1780–1781. It also marked the early stirrings of civil strife among neighbors. Programming will highlight these dynamics and their impact on the Revolution. 2. Military Parks and Heritage Site Development and Execution South Carolina's Revolutionary War story is inseparable from the landscapes where it unfolded. Preserving, developing, and interpreting military parks and heritage sites ensures that these battlefields, encampments, and memorials are protected for future generations while being activated as places of education, reflection, and economic opportunity. Through strategic investment, SC250 will safeguard these sacred grounds, enhance interpretation with modern tools, and expand heritage tourism that connects South Carolinians and visitors to the pivotal role our state played in securing independence. • Eutaw Springs – Phase 2 ($550,000.00) In collaboration with partners including Santee Cooper, Phase 2 will add new properties, expand interpretation, and ensure the long-term protection of this nationally significant battlefield. • Coosawhatchie ($475,000.00) Located immediately off I-95, Coosawhatchie is already slated for placement in a conservation easement. This funding will allow for interpretation and the development of recreational facilities in partnership with Jasper County. • Blackstocks – Phase 1 ($478,000.00) Phase 1 of the Blackstocks project, deferred to FY26–27 in coordination with SCPRT, will initiate preservation and interpretation of this critical battlefield. • Fallen Martyrs Memorial – Phase 1 ($377,000.00) Funding will support feasibility studies, stakeholder engagement, design, and the creation of a mock memorial, laying the groundwork for a permanent monument honoring Revolutionary martyrs. • Bamberg National Guard Memorial ($350,000.00) This memorial will honor the lineage and service of the South Carolina National Guard. Developed in partnership with the State Guard, State National Guard, and military organizations, the monument also provides Bamberg—without Revolutionary battle sites—a heritage tourism anchor that can stimulate economic development. • Lee County – African American Gateway Center, Phase 1 ($500,000.00) This initiative will establish the state's African American Gateway Center in Bishopville. Modeled after gateway centers for Generals Pickens (Pickens County), Sumter (Sumter County), and Marion (Georgetown and Berkeley Counties), the Lee County center will focus on telling the story of South Carolina's free and enslaved African Americans during the Revolution. In partnership with the National Museum of African American History and Culture, the International African American Museum in Charleston, the Cotton Museum, and the Military Museum in Bishopville, the project is led by Lee County's African American community. Phase 1 will focus on building integrity, team development, and exhibit planning. Currently, Lee County 250 is beta-testing traveling exhibits with academic and community partners, ensuring that content is compelling and effective. This project positions Lee County as the African American gateway center for the state's 250th commemoration. **Non Recurring Funds- All new allocations**

State Activations			
→ 103-1 Mobile SC250 Educational Bus and VR Phase 1	$	500,000.00	**Education**
→ 103-2 SC State Fair Phase 2 of 2	$	200,000.00	**Collaboration**
→ 103-3 Spartan Regiment Flag Interpretation	$	650,000.00	**Collaboration**
→ 103-4 Cherokee War State Educational Interpretations/Events	$	450,000.00	**Education**
Military Parks and Heritage Site Development and Execution			**Preservation**
→ 105-3 Eutaw Springs Phase 2	$	550,000.00	**Preservation**
→ 105- 4 Coosawhatchie	$	475,000.00	**Preservation**
→ 105- 5 Blackstocks Phase 1 (Deferred to 26-27 per SCPRT)	$	478,000.00	**Preservation**
→ 105-1 Fallen Martyrs Memorial- Phase 1	$	377,000.00	**Education**
→ 105-6 Bamburg National Guard Memorial	$	350,000.00	**Education**
→ 105-7 Lee County- African American Gateway Center Phase 1	$	500,000.00	**Education**
Non Recurring Funds	$	4,530,000.00	

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		
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FORM C – CAPITAL REQUEST

AGENCY PRIORITY	1
	Provide the Agency Priority Ranking from the Executive Summary.
TITLE	SCDAH Exhibit Hall and Meeting Space Expansion
	Provide a brief, descriptive title for this request.
AMOUNT	$2,000,000
	How much is requested for this project in FY 2026-2027? This amount should correspond to the total for all funding sources on the Executive Summary.
CPIP PRIORITY	This item does not yet have a CPIP plan year, though the project could begin as early as 2028 if fully funded in this budget cycle. This item has appeared in the agency's requests since FY 24-25 but has not yet received adequate funding for project completion. If this request does not receive additional funding, the project will need to be adapted to include only the construction of additional exhibit space, which would deprive the agency of any additional generated revenue, which would accompany an expansion of its interior and exterior meeting spaces.
	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	This project has received the approval of the Commission of Archives and History and has received funding from the General Assembly for two consecutive budget cycles (FY24-25 and FY 25-26). The agency will present this request for additional approvals if necessary.
	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	This project has received $2.25 million in funding from the General Assembly (FY 24-25 and FY 25-26). The agency has expended $10,575 for a feasibility study conducted by the Department of Administration and GMK Associates, Inc. (IQC Project Number: D50-P015-JM-A-2a, Delivery Order Project Number GS-5672). If the agency receives $2 million in additional funding in the FY 26-27 budget to complete this project, it will not need additional funding for the new space. With the completion of construction, the agency anticipates the potential for an additional $50,000 in generated revenue annually from increased facility rentals. The expected useful life of this capital improvement will mirror the anticipated lifespan of the SC Archives and History Center.
	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?
	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 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 rooftop 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 redesign also would create additional meeting space inside the building by expanding space that currently is used as an agency break room for staff. All of these modifications 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 therefore would be more than offset by revenue generated through increased facility rentals both inside and outside the building. 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:**

SUMMARY	Anticipated Bid in Early 2027 $ 2,928,800 Contingency $ 292,880 C&P Fees $ 8,000 Hazmat Testing $ 5,000 A/E Design Fees $ 292,880 Third Party Testing $ 43,930 Construction Total $ 3,571,490 Exhibit Design and Construction $ 500,000 **Subtotal $ 4,071,490** FY 24-25 Appropriations - $ 1,000,000 FY 25-26 Appropriations - $ 1,250,000 **Funds Needed for Completion $ 1,821,490**

FY 26-27 Request	**$2,000,000**

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.

Agency Name:	Department Of Archives & History		
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FORM E – AGENCY COST SAVINGS AND GENERAL FUND REDUCTION CONTINGENCY PLAN

TITLE	SCDAH Agency Cost Savings and General Fund Reduction Contingency Plan

AMOUNT	$372,814

What is the General Fund 3% reduction amount? This amount should correspond to the reduction spreadsheet prepared by EBO.

ASSOCIATED FTE REDUCTIONS	Elimination of three (3) FTE positions and leaving unfilled three (3) additional FTE positions in association with this General Fund Reduction: Eliminations of one (1) Administrative Assistant I; and two (2) Administrative Specialists; and leaving unfilled three (3) Archivist III positions.

How many FTEs would be reduced in association with this General Fund reduction?

PROGRAM / ACTIVITY IMPACT	The elimination of these positions would impact the agency's Administrative Division and the Archives and Records Management Division. The Administrative Division's revenue generating activities, including its facility rental program, gift shop operations, agency events and agency outreach, would be negatively affected by the elimination of the Administrative Assistant and Administrative Specialist positions. By leaving unfilled three Archivist III positions, the Archives and Records Management Division would experience a reduction in the number of records, both paper and digital, that are accessioned, processed, and made available to the public annually.

What programs or activities are supported by the General Funds identified?

SUMMARY	The Department of Archives and History is proposing to eliminate three (3) positions in the Administrative Division and leave unfilled three (3) Archivist III position in the Archives and Records Management Division to meet the 3% reduction, which totals $372,814. The elimination of the Administrative Assistant I position and the Administrative Specialist positions would impact staffing for facility rentals, gift shop sales, facility coordination, agency events and agency outreach. The agency also would leave unfilled three Archivist III positions responsible for accessioning and processing records, both papers and digital, and making those records available to the public. The agency would compensate for the loss of these six 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, agency event coordination, and agency outreach activities. This increased workload on administrative staff would result in the agency's reduced ability to generate revenue from its outreach activities. Archives and Records Management Division staff members would continue with their responsibilities for accessioning and processing digital and paper records as they are accessioned by the Archives, though the volume of records made available during the fiscal year would be reduced. By eliminating and leaving unfilled the aforementioned positions, the agency would retain all current mission-critical personnel and would not endanger its overall mission effectiveness.

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.

	The aforementioned reductions will reduce the agency's operating costs by 3%. These include the elimination of three (3) FTE positions as previously outlined: one (1) Administrative Assistant; two (2) Administrative Specialists; and leaving unfilled three (3) Archivist III positions.

AGENCY COST SAVINGS PLANS	

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?

FORM F – REDUCING COST AND BURDEN TO BUSINESSES AND CITIZENS

TITLE	Reducing Business and Citizen Costs Through Record Digitization

Provide a brief, descriptive title for this request.

EXPECTED SAVINGS TO BUSINESSES AND CITIZENS	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.

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:
	Repeal or revision of regulations.
X	Reduction of agency fees or fines to businesses or citizens.
X	Greater efficiency in agency services or reduction in compliance burden.
	Other

METHOD OF CALCULATION	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.

Describe the method of calculation for determining the expected cost or time savings to businesses or citizens.

REDUCTION OF FEES OR FINES	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 was $18,189. The enabling authority to collect those fees is SC Code 60-11-103.

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

Which regulations does the agency intend to amend or delete? What is the enabling authority for the regulation?

SUMMARY	For a number of years, this agency has been rapidly digitizing its holdings to make them accessible to researchers online. This effort has intensified over the past 16 years with 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-present. These digital platforms have dramatically increased the number of South Carolina historical records that are accessible to the public online. These efforts have resulted in researchers conducting increasingly greater amounts of research of the state's records online. While both the agency's efforts to digitize historical records and the public's expectations of conducting research online intensified during the pandemic, digitization of the agency's historical records already had resulted in a continuous annual decline in the number of researchers visiting the agency's Research Room at the Archives and History Center in Columbia. As customer use of the agency's online holdings has intensified and Research Room visitation has diminished, Research Room staff have been able to concentrate on aiding other Archives staff with the digitization of historical records, with the result that hundreds of thousands of researchers are accessing the Archives research pages and digital archives online at considerable cost savings to the researchers. 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 the agency's 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 to replace Reference Room staff.

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