

on the Record, @Online

News about South Carolina's state and local government records management
from the South Carolina Department of Archives & History

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For publications and further information about our services to
state and local governments, check our [WEB](#) page.

Mark Your Calendars: Records Management Conference April 5, 2005

The Archives will hold a full-day records management conference at the SC Archives and History Center on Tuesday, April 5th. The conference will feature concurrent sessions repeating throughout the day along with tours of both the Archives and History Center and the State Record Center. Session topics: Records Inventory and Scheduling, Digital Imaging, Microfilm Best Practices and Lab Certification, Electronic Records Management, Disaster Planning and Vital Records Protection/Disaster Recovery, and Records Storage. All sessions will be conducted by Archives staff and will include descriptions of best practices and explanations of Archives requirements. For more information and to register, [follow this link](#).



ER Management Guidelines Available Soon!

There is good news for public entities in South Carolina seeking effective management solutions to their ever-increasing amount of electronically produced information. The Archives is preparing a series of Electronic Records Management (ERM) guidelines that will help in planning and administering a successful electronic records program in state agencies and local governments. Electronic records management requires familiarity with a variety of standards, formats, and procedures that go beyond those of traditional records management. These guidelines are designed to provide easily accessible information on electronic recordkeeping topics for public employees at all levels. They include chapters on file naming, file formats, digital media, digital media storage, electronic document management systems, digital imaging, e-mail management, and web content management, as well as a glossary of common terminology.

By establishing solid electronic recordkeeping practices, you can decrease risk of legal liability, lower your IT costs, and increase your ability to locate and retrieve accurate, reliable information on demand. The ERM guidelines will assist you in achieving these goals. Chapters will be released beginning in January 2005. Please check our website at www.state.sc.us/scdah/erg/erg.htm.

Digital Imaging Workshops at COG Sites

As reported in the last issue of *On the Record, Online*, Archives staff member Tom Legge is conducting workshops on digital imaging at Councils of Government (COG) sites around the state. Scheduled for the first half of 2005 are presentations at Berkeley/Charleston/Dorchester COG, Charleston, January 20; Lowcountry COG, Point South, February 10; Waccamaw COG, Georgetown, March 17; Catawba COG, Rock Hill, April 14; Midlands COG, Columbia, Archives & History Center, April 21. For details, visit the [SCDAH website](#) or contact [John D. Mackintosh](#) or [Tom Legge](#).

Genealogical Society of Utah Microfilming Project

As noted in previous issues of *On the Record, Online*, the Archives is fortunate in having a partnership with the Genealogical Society of Utah since 1999 in the microfilming of historical South Carolina county government records. Another volunteer couple, Myrna and Edwin Larson, recently departed after nearly a year of full-time service with us. We are now awaiting another GSU team. Over the past five years the GSU volunteers have filmed historical records from thirty-three counties, resulting in 1,031 rolls of microfilm for public use in the Archives' Reference Room. For a list of the records microfilmed, 1999-2004, [follow this link](#).



State Archivist Roy Tryon and Project Coordinator Robert Murray thank GSU volunteers Edwin and Myrna Larson for their microfilming of SC county records

Grant Awards for Edgefield & York County Records

The SC State Historical Records Advisory Board (SC SHRAB) recently awarded grants for the preservation of and access to historically significant county records:

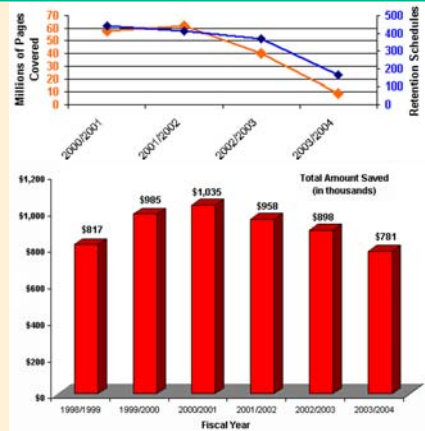
Edgefield County: \$10,000 to support the identification of nearly 40,000 recently discovered county records, ca. 1770-1900, sorting and interfiling these records with the appropriate series of which they once were a part, and preparing the records for microfilming. For details, contact [John D. Mackintosh](#), or the project director, [Tricia Price Glenn](#).

Cultural and Heritage Commission of York County: \$3,305 to unfold, mend, and re-house 63 linear feet of York County Court of Common Pleas Judgment Rolls, 1800-1911. Funds will also be used to train staff on disaster recovery and to write a disaster preparedness plan. For details, contact [Sarah F. Murray](#) or the project director, [Nancy Sambets](#).

The next deadline for submission of a letter of intent to apply for SC SHRAB regrant funds is April 1, 2005. For information about the SC SHRAB's ongoing regrant program, visit the Board's website at www.state.sc.us/scdah/shrab/shrab1.htm.

Accountability Report

Like all other state agencies, the SC Department of Archives and History submits an accountability report to the SC Budget and Control Board each year. The most recent one, for FY 2004, as well as an Excel spreadsheet on strategic plan accomplishments, are available [online](#). To view charts from the Archives' accountability regarding our state and local government records management activities, [click here](#).



A Welcome Donation

The SC Public Records Association ([SCPRA](#)) recently donated \$1,500 to the Archives for the purchase of a microfilm reader for the Reference Room. We are very appreciative of the Association's contribution to ensuring public access to public documents at the SC Archives and History Center.

News from the Wider World

A recent [study](#), reported in *Government Computer News* about federal government information on the Internet and other electronic records, identified four major barriers to effective management:

- ◆ electronic records and information are not being managed as agency business assets
- ◆ records management is not viewed as critical to agency missions
- ◆ marginal support for records management has led to a lack of training tools and guidance
- ◆ records management and IT are poorly integrated within federal agencies.

A follow-up [report](#) lists the following recommendations to overcome the barriers:

- ◆ improve accountability for records management
- ◆ exercise effective leadership and clear guidance
- ◆ develop a records management profile in federal Enterprise Architecture
- ◆ create a federal records council to act as an ongoing support system.

Is Microfilm About to Disappear?, a question asked in an [article](#) that appeared in *Infoconomy*.

A Final Word

As you can see, despite the reductions in budget and staff over the past few years, the SC Department of Archives and History is still very much alive and well. We are making changes to our records management program to conform to the new budget realities. One of these changes is holding a day-long records management conference on April 5. Now that we have fewer staff visiting state and local government offices, providing guidance and advice is a real challenge. Our hope is that the conference, which we hope to conduct as an annual event, will help us keep in touch with more folks in state and local government. Please be sure to register and attend.

We also are making progress in the electronic records area, releasing electronic records guidelines beginning in January. Having completed most of the work at the Department of Social Services, Archives staff members are now preparing to move on to the Judicial Department. In both cases, we are testing out new procedures to streamline our records management practices as well as approaches to managing electronic records. There will be more changes to report in the coming months. Feel free to contact me if you have any comments or questions about our activities and services.

Roy H. Tryon, CA, CRM
State Archivist and Records Administrator



Links

Records Management Conference

www.state.sc.us/scdah/armconf05.htm

Electronic Records Guidelines

www.state.sc.us/scdah/erg/erg.htm

Digital Imaging Workshops at COGs

www.state.sc.us/scdah/armcogtraining.htm

Genealogical Society of Utah records microfilmed

www.state.sc.us/scdah/Gsmfmall04.htm

SC SHRAB Regrant information

www.state.sc.us/scdah/shrab/shrab1.htm

South Carolina Accountability Reports

www.scstatehouse.net/reports/aar2004/aar2004.htm

State and local government records management charts

www.state.sc.us/scdah/armacctbiltycharts04.htm

SC Public Records Association

www.scpra.org

Government Computer News Study

www.gcn.com/23_29/mgmt_edition/27370-1.html

follow-up report:

www.cio.gov/documents/ICGI/ERPWG_Recommendations.pdf

Is Microfilm About to Disappear?

www.infoconomy.com/pages/strategy-column/group101451.adp