

Winter
2000

The PUBLIC RECORD

a newsletter for members of the South Carolina Public Records Association

The Public Record is published quarterly by the newsletter committee of the South Carolina Public Records Association. All members of SCPRA are encouraged to submit information for publication. Questions concerning the newsletter may be directed to any board member, newsletter committee member, regional administrator, or directly to the editor.

◆
Editor

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Clemson, SC 29634

**Newsletter
Committee**
Tom Legge
Lauren Young

Photographs
Greg Carter



SCPRA president, Joe Onessimo, (left) presents Tom Legge with the first member of the year award.

Tom Legge selected 1999 member of the year

Tom Legge of Columbia has been selected Member of the Year by the South Carolina Public Records Association. The organization honored Legge at its recent annual conference in Myrtle Beach.

“As a founding member of this organization, Tom Legge has displayed extraordinary leadership and a professional commitment to this organization’s mission of advancing and improving records and information management in the public sector,” said SCPRA president Joe Onessimo.

Legge is an electronic records consultant at the S.C. Department of Archives and History. He helped start the SCPRA in 1995, served on its board of directors from 1995 – 1997, was board secretary in 1997, has chaired the membership committee and served on the newsletter committee.

The SCPRA has established goals for the advancement of records and information management in South Carolina:

- increasing awareness of records and information management;
- establishing sound principles and encouraging effective records management practices;
- providing education and training;
- providing a forum for the exchange of ideas and information;
- encouraging participation in legislative processes which impact public records managers.

For more information about the SCPRA, contact Bob Rogers at (803) 642-1634. (*Rusty Sox*)

**Want to
know more
about the
award, or
how to
nominate
someone?**

**Look for
more
information
on page 2.**

Attention members!

Please make sure your company has the correct address in their computers when submitting payments for SCPRA events.

Send **membership dues** payments to:

SCPRA – Attn: Tom Legge
P.O. Box 11322
Capitol Station
Columbia, SC 29211-1322

Send payment for **statewide conferences** to:

SCPRA – Attn: Bob Rogers
P.O. Box 3415
Aiken, SC 29802

Addresses for payments for **regional workshops** will be supplied by the region sponsoring the workshop.

*Please check with your Accounts Payable department and be sure all addresses for the old Archives and History Records Center at 1919 Blanding Street have been removed.

Recognizing achievement

In conjunction with the SCPRA spring conference in May, the S.C. Department of Archives & History will present awards to agencies that have accomplished exceptional goals this year. To find out more about the awards, contact the Archives & History Department before the end of March, which is when award applications are due. The S.C. DAH website for services to state and local governments (www.state.sc.us/scdah/statelcl.htm) can direct you to your agency's contact person.

Would you like to nominate someone for member of the year?

Member of the year applications are now available for the year 2000. This award brings recognition and rewards to members for their service to SCPRA and is considered to be the pinnacle of achievement in the Association.

The award brings a commemorative plaque and cash prize, which will increase by twenty-five dollars per year for the next five years. The applicant for the award will demonstrate qualities of membership, leadership, committee activities, community activities, and professional activity in order to be considered for the award. The award guidelines stipulate that the applicant must be a member in good standing and have provided extraordinary service to the growth, well being, goals and mission of the Association.

The Awards Committee is comprised of members from all four regions of the Association.

Region 1 -
Christi Arnette (Chair),
Pam Ferst (Secretary),
Sannie Wright

Region 2 -
Nancy Hunt, Dennis Taylor,
Elaine Wilder

Region 3 -
Mary Grace Morgan, Doris Packer

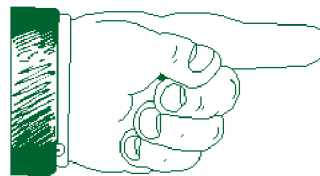
Region 4 -
Clint Dempsey, Sandi Santaniello,
Sam Stephens

For more information contact Christi Arnette at 803.896.6126 or at arnette@scdah.state.sc.us. A copy of the nomination application is also included in this newsletter. (*Christi Arnette*)

Instructions for completing the SCPRA Awards 2000 application

The current year covers all activities beginning and ending with the annual conference.

- 1.) If there are activities which are to be completed through September, October, and up to the annual conference in November, these activities should be included on this award application.
- 2.) The application may be submitted by a member or a sponsor on behalf of a member.
- 3.) The application must be received by the awards committee by the first Wednesday of September.
- 4.) The president of SCPRA will notify the recipient by letter prior to the annual conference.
- 5.) The award will be presented at the Annual Conference. The recipient will receive a plaque and a monetary award.
- 6.) Members of the current year Board of Directors are not eligible for this award.
- 7.) Only members in good standing are eligible for this award.



If you need an extra copy of *The Public Record* for a potential new member, contact Lauren Young at ylauren@clemson.edu

Highlights from Board meetings

January 2000 meeting

–Officers were elected (or re-elected in most cases):

- Joe Onessimo-President (re-elected),
- Ron Bowden-Vice President (re-elected),
- Bob Rogers-Treasurer (re-elected),
- Jinny Moran-Secretary

–Board member Ron Bowden has retired from his position with the SC Department of Public Safety but will remain in SCPRA and fulfill the remainder of his term as Vice President of the Association. His term ends at the end of 2000.

–Planning for the Fall conference continues.

February 2000 meeting

–Spring conference is scheduled for Tuesday, May 9, 2000 in Columbia.

Mailings will go out March 24.

–Fall conference is scheduled for Tuesday, November 14 through Friday, November 17, 2000 in Myrtle Beach. The main speaker for Thursday, Nov.16, is Dr. William Saffady from the Palmer College of Library and Information Science at Long Island University.

–Beth Strickland will be filling in for the remainder of Danny Wiley’s term as regional administrator for the Pee Dee region.

2000 Board of Directors

Joe Onessimo

President
onessimoj@flo.tec.sc.us
843.661.8351

Ron Bowden

Vice President

Bob Rogers

Treasurer
brogers@aikencounty.net
803.642.1634

Jinny Moran

Secretary
jmoran@greenvillecounty.org
864.467.5211

Ann Belton

803.536.0533
abelton@scsu.edu

Greg Carter

gcarter@aiken.net
803.642.7668

John Mackintosh

jdmackin@scdah.state.sc.us
803-896-6122

Marie Simpson

msimpson@ppp.state.sc.us
803.734.9328

Tommy Townsend

tommyt@gmail.charleston.k12.sc.us
843.566.8111

Welcome to our newest members!

Anderson County
Charles Watkins

Anderson School District 3
Larry G. Trotter

Beaufort Police Department
Patti Haddock
Pamela D. Wilson
Cynthia J. Qualman

Central Carolina Technical College
Leona White

Charleston County Sheriff’s Office
Annie Gilliard
Sylvia Johnson

Chesterfield-Marlboro Technical College
Catherine Sellers

City of Columbia
Katherine Estus
Henry James
Vivian Krigline

City of Rock Hill
Dawn Byers

City of Sumter Police Department
Elois Heyward

Florence County Sheriff’s Office
Trudy Marlow
Cassie Morris
Barbara Rose

Francis Marion University
Shala Boston

Georgetown Police Department
Cynthia C. Howard

Greenville County RMC
Sherrie Posada

Hampton County Sheriff’s Office
Minnie P. O’Banner

Horry County Council
Linda Owens

Horry-Georgetown Technical College
Donna L. Burrows

Midlands Technical College
Joe Brubaugh

SC Arts Commission
Larry B. Dean

SC Forestry Commission
Jackie Amerson
Lynette Bobb
Linda Floyd
Gloria Freeman
Evelyn Frick
Sharon Gulledge
Cheryl Hardee
Roxie Moore
Janelle Sauls
Ann Smoak

Spartanburg Technical College
Celia Bauss
Amy Cantrell
Jessica Paradis

Sumter County Register of Deeds
Rhonda Carter
Katie Lilley

Technical College of the Lowcountry
Tamekia Green

Tega Cay Police Department
Cheryl Mosley

Town of Edisto Beach
Renee Woods

Westinghouse SRS
Denise L. Pickett

Williamsburg Technical College
Suzanna Pushia

York County Sheriff’s Office
Andy Anderson

Sand, Surf, and the SCPRA

For those of you who were unable to attend, we thought you might like to hear about the SCPRA Annual Conference which was held last November in Myrtle Beach.

It was, in a word, GREAT.

The weather was super—a little chilly but much nicer than the norm for early November. Lots of sunshine and blue sky inspired many enjoyable walks and jogs along the beach.

The accommodations were very good. The Holiday Inn always does a good job for the association, not only with the individual rooms and service but with the meeting areas and the general logistics of the conference.

The sessions were informative, interesting, and in some cases, even fun.

And the camaraderie was in evidence everywhere. As far as we could tell everyone enjoyed the conference, and they are already looking forward to Myrtle Beach 2000.



Mr. Glen Chestnut
Armed and dangerous!

Many of the highlights occurred during the conference's two largest events – the opening session on Wednesday and the

closing session on Friday. Following the welcome and opening remarks by president Joe Onessimo the crowd was treated to a timely, entertaining, and thought-provoking presentation by Glen Chestnut. Mr. Chestnut is the chief of security/operations at the Florence

Regional Airport and is an authority on the causes and effects of violence and rage in the workplace and in society at large.

His presentation, "Violence in Society," was by turns entertaining and sobering as he cataloged some of the reasons behind the alarming trend toward violence in American society. Mr. Chestnut's amazing display of concealed weapons brought a (sometimes nervous) laugh from the crowd and provided an innovative and energetic start to the conference.

Dr. Charles W. Gould, president of Florence/Darlington Technical College, was the featured speaker at Friday's closing session. Dr. Gould, who is also a college professor, lectured the group on "Ethics in Records Management." It is a tribute to his teaching skills that Dr. Gould was able to captivate a group of people who were finishing a three-day conference, had just finished a hearty buffet breakfast, and were



Dr. Charles W. Gould - Speaking out on ethics.

anticipating presentation of door prizes, with a lively discussion of the ethical responsibilities of those who work with public records. He clearly has had a great deal of experience teaching eight o'clock classes to college students.

During the business meeting which followed Dr. Gould's presentation, Joe Onessimo announced the names of new members of the board of directors and presented the first annual Member of the Year Award to Tom Legge of the S. C. Department of Archives & History. And, finally, more than fifty door prizes were presented to the lucky winners.

Congratulations and a big THANK YOU are certainly in order for the members of the board and everyone else who worked hard to make sure the conference would be a positive, enjoyable experience for everyone who attended.

(Ron Williford)

and the grand prize winners are...

Beth Strickland (City of Hartsville) Beth won a **3 day/2 night stay** at the Holiday Inn Oceanfront in Myrtle Beach. **Donated by the Holiday Inn.**

Linda Anderson (Greenwood County) Linda won a **3 day/2 night stay** at the Holiday Inn Oceanfront in Myrtle Beach. **Donated by the SCPRA.**

David Jeffcoat (Midlands Tech. College) and **Renee Wiley** (guest of Danny Wiley from Florence-Darlington Tech. College) David and Renee each won a Web-TV System with a color printer. **Donated by the SCPRA.**

More prize winners

Bryan McKown (SCDAH)
 Quintella Wright (College of Charleston)
 Roy Tryon (SCDAH)
 Trudy Marlow (Florence Co. Sheriff's Office)
 Irene McCauley (Greenville County)
 Cathy Hyatt (Medical Univ. of S. C.)
 Eleanor Weiters (College of Charleston)
 Andy Anderson (York Co. Sheriff's Office)
 Sandra Barfield (Florence County)
 Donna Chrisley (SC DHEC-Columbia)
 David Mazyck (guest)
 Dennis Taylor (Clemson University)
 Curtis Steadman (Greenville County)
 Bill Henry (SCDAH)
 Sylvia Johnson (Charleston Co. Sheriff's Office)
 Doris Gates (Lancaster Police Dept.)



Good sports participating in one of the conference sessions. (l-r) Sannie Wright, SC State University, Kathryn Gainey, Westinghouse Savannah River Co., Cynthia Freeman, SC Department of Transportation

Door prizes for almost everyone

Congratulations to all our prize winners! A big "Thank You" to everyone who donated prizes and assisted with making this conference a success.

DONOR

- SC Department of Archives & History
- Riverbanks Zoo
- East Coast SpecialTees (Cola.)
- City of Hartsville
- City of Aiken
- SC State University
- SC State Museum
- Central Car. Tech College
- Greenville Tech College
- Francis Marion University
- Clemson University
- Chesterfield-Marlboro Col
- Town of Lexington
- Florence Reg Airport
- Williamsburg Tech College
- SC Parks, Rec & Tourism
- Spartanburg Tech College
- Aiken Parks & Recreation
- Midlands Technical College
- Florence County Sheriff's Office
- Florence-Darlington Technical College

PRIZE

- 4 Doc./Tote bags with State Seal
- 2 Guest Passes
- 3 Guest Passes
- Golf Shirt
- Baseball Cap
- Golf Shirt
- Ornament
- Bookends
- 2 Guest Passes
- Sweat Shirt
- Sweat Shirt
- 2 Desk Clocks
- 2 T-shirts
- Leather Bag
- Sweat Shirt
- Daylilly Print
- Golf Shirt
- Coffee Mug
- Tote Bag
- T-shirt
- Gym Bag
- Golf Balls, towel
- Green glass mug long-sleeved shirt
- Mug, golf balls & glasses case
- Tote Bag
- Coffee mug
- 6 t-shirts
- Baseball Caps
- Coffee mugs w/candy
- Golf Shirts
- Leather Bag
- T-shirts

WINNER

- Charles Beard (Central Carolina Tech.)
- Shari Bogan (Lexington Co.)
- Carolyn Bartley (The Citadel)
- Renee Wiley (guest)
- Tom Comerford (Lexington Clerk of Court)
- Lolita White (Hampton Co. Sheriff's Ofc)
- Connie Brown (Florence Co. Sheriff's Ofc)
- Lorraine Frith (Tri-County Tech.)
- E. L. Wimett (Patriots Point Dev. Auth.)
- Pat Sowell (Florence-Darlington Tech.)
- Judith Smith (SCDAH)
- Joe Powell (State Board for Tech./Comp. Edu.)
- John Mackintosh (SCDAH)
- Pam Ferst (City of Columbia)
- Marie Simpson (SC DPPPS, Columbia)
- Faye Albritton (Town of Seabrook Island)
- Maisy Babbitt (SC Voch. Rehabilitation)
- Frank Lucas (guest)
- Betty Richardson (M Beach Police Dept.)
- Marilyn Jamison (York Co. Sheriff's Office)
- Annette Dunmeyer (SC Sea Grant Consortium)
- Charles Smith (SCDAH)
- Catherine Walker (Charleston Co. Sheriff's Office)
- Beverly Gay (City of Beaufort)
- Ann Westbrook (Florence-Darlington Tech.)
- Shala Boston (Francis Marion University)
- Isaac Wallace (Clemson University)
- Cindy Widener (Berkeley County)
- Jane Boyd (City of Charleston Archives)
- Sandra Wilson (Tech. College of the Lowcountry)
- George Reid (SCDAH)
- Lane Bowden (guest)
- Jane Lucas (Florence-Darlington Tech.)
- Jinny Moran (Gvl Co. Dept. Comm. Services)
- Joanne Meadows (York Co. Sheriff's Office)
- Judy Lucas (SC Forestry Commission)
- Sherry Villeponteaux (Berkeley County)
- Cassie Radford-Morris (Flor. Co. Sheriff's Ofc)
- Tamekia Green (Tech. College of the Lowcountry)
- Cynthia Freeman (SC Dept. Transportation)
- Kathryn Gainey (Westinghouse Sav. River Co.)
- Christi Arnette (SCDAH)
- David Jeffcoat (Midlands Tech.)
- Pat Lauterbach (Central Carolina Tech.)
- Kim Schmitt (Univ. of Charleston)
- Tricia Baker (SC DHEC, Columbia)
- Evelyn Lee (Jasper County)
- Shannon Pustka-Randle (College of Charleston)
- Cindy Urban (Midlands Technical)
- Rebekah Knight (Greenwood County)
- Edward Conner (Orangeburg Public Safety)
- Sam Stephens (Dorchester County)
- Phyllis Stoudenmire (Orangeburg-Calhoun Tech.)
- Phyllis Turner (Westinghouse Sav. River Co.)

Regional news from

Regional officers

Region 1 - Midstate

Administrator

Judy Lucas
SC Forestry Commission

Program Coordinator

Cynthia Freeman
SC Department of Transportation

Recorder

Sannie Wright
SC State University

Region 2 - Upstate

Administrator

Ron Williford
Clemson University

Program Coordinator

Isaac Wallace
Clemson University

Recorder
Irene McCauley
Greenville County
Department of Community Services

Region 3 - Pee Dee

Interim Administrator

Beth Strickland
City of Hartsville

Program Coordinator

Recorder
Beth Strickland
City of Hartsville

Region 4 - Coastal

Administrator

Susan King
Charleston County

Program Coordinator

Carolyn Barkley
The Citadel

Recorder

Sherry Villeponteaux
Berkely County

Midstate holds successful training conference

The Midstate Training Conference held at the I.P. Stanback Museum and Planetarium on the campus of South Carolina State University was a great success. On the morning of February 17, the 75 attendees from local government, school districts, state agencies, colleges and universities were welcomed by Dr. Carl Jones, vice-president for Student Services. Head Football Coach Willie Jeffries took about a half hour to motivate, amuse and get us thinking in the right frame of mind to do our best.

Kathryn O. Gainey presented a very thorough session entitled "The Who, What and Why of Records Management." The morning sessions included sections on "records and non-records," "importance of a records management program," and the first part of "elements of a records management program."

Lunch was a success with lots of good food and desserts. You could tell it was good by the number of people who returned to the buffet for seconds. No names to give out here, but some of the Department of Archives History staff did show only moderate restraint. Others, well that is a story for another kind of article.

After lunch the session continued with the "elements of a records management program," and the section on "records coordinator program." A drawing was held for door prizes, then a video was shown followed by a question and answer session.

The region should be proud of the content and quality of the conference. The hospitality was wonderful. Thanks to Sannie Wright, Annie Belton, Judy Lucas, Michelle Miller, Cynthia Freeman, and the staff of SCSU for making the conference the success it was. They are to be commended for putting on a great conference. Attendees were present from all four regions. *(Tom Legge)*

Upstate plans FOIA workshop for April 6

During the Region 2 meeting in Myrtle Beach the group discussed ideas for our next workshop. There were a number of good topics suggested as well as the recommendation that we poll the entire Regional membership for additional ideas. The Program Committee did this by mailing a brief survey to each member asking them to rank three suggested topics in order of their preference. The topics were Freedom of Information Act (FOIA), records storage, and ethics in records management. The majority favored a workshop dealing with the implications of the FOIA. We also asked for suggestions for a workshop site, and Joan Everett, Greenwood County Council Clerk/Secretary, volunteered to host the workshop at the Greenwood County courthouse. The workshop is scheduled for Thursday, April 6th, from 9:00am to 3:00pm. Speakers will be announced along with the other details soon. Lunch will again be included in the registration fee. Thanks to all who responded to the survey and to those who have offered to help the program committee work out the logistics of our second annual workshop. We hope to see a good crowd in Greenwood on April 6th. *(Ron Williford)*

around the state

Pee Dee hosts their first workshop last fall

On October 14, 1999, members hosted their first workshop. It was held in Hartsville, SC at the Florence-Darlington Technical College Annex. Thirty-five attended - thirteen of whom were non-members. The Program Committee did a wonderful job of planning and inviting guests. Sessions included: *How to Obtain Grants* - Phil Riley, SC Dept. of Public Safety; *Law Enforcement and Municipal/County Records* - John Mackintosh, SCDAH; *Educational Institution Records* - Joe Onessimo, Florence-Darlington Tech. College; *Organization of Records (or "In The Beginning There was Nothing")* - Bob Rogers, Aiken County Government

We held our first meeting of the new millennium on February 10th to discuss the workshop agendas, recruitment and to elect an Interim Administrator and Program Coordinator. Danny Wiley and Anestine Eteine, who are both beginning new career adventures, will be greatly missed. *(Beth Strickland)*

Coastal plans seminar for April 5

Our Region met on February 4, at the Charleston County Library. During the meeting we agreed to host an annual seminar on Wednesday, April 5, 2000, at Mt. Pleasant Water Works in Mt. Pleasant. Registration will be \$10 with refreshments included. The seminar "Records Management in the year 2000 - Can it be Simplified?" will begin at 8:30 a.m. and conclude by noon, so lunch will be on your own. *(Sherry Villeponteaux)*

Coastal Region presents:

"Records Management in the Year 2000 - Can it be Simplified?"

Wednesday, April 5, 2000 - Mt. Pleasant, SC

- 8:30 - 9:00 a.m.** **Registration** (coffee, doughnuts)
- 9:00 - 9:30 a.m.** ***There's safety in numbers*** - Participants will break out into specific groups to discuss problems, lessons learned and innovative strategies.
- 9:45 - 10:15 a.m.** ***Let someone else do the dirty work*** - Two commercial records disposers will discuss their policies, procedures, and costs.
- 10:15 - 11:00 a.m.** ***If someone has to get a headache, it should be the computer*** - Three records managers who recently purchased computerized inventorying systems will discuss their trials and rewards.
- 11:15 a.m. - 12:15 p.m.** ***Imaging - Is it all it's cracked up to be?*** - A representative from the education field and three local government representatives will discuss their imaging experiences. Questions to follow.

Registration deadline is March 30, 2000 - If you have questions call 843.719.4148

Checks or money order in the amount of \$10 should be made payable to: SCPRA

Your Name _____ Telephone _____

Your Company Name _____ Address _____

Mail to: Sherry Villeponteaux, Records Manager, 223 North Live Oak Drive, Moncks Corner, SC 29461

Disaster Preparedness

What are Vital Records?

After Hurricane HUGO, Charleston County School District experienced the problems that arise because of a disaster. One of them was the loss of or damage to essential records in our central files, which were critical to the continued operation to that office, school, or department. It was difficult reconstructing information that was damaged or destroyed by Hurricane HUGO. A simple, but effective solution has been the implementation of a Vital Records Identification program.

What are vital records?

They are records that cannot be replaced or can only be replaced with extreme difficulty. They generally include accounts payable, contracts, student academic and health records, insurance policies, personnel records, leases, legal documents, blueprints,



and selected magnetic media. This list is by no means a complete listing of the vital records that may be found in your school district's schools, departments, and offices. However, it is important to remember that no more than 5 percent of your district's records should be defined as vital. The following questions may help you determine which of your records should be considered vital:

- 1) Will these records assure the district of collecting the funds due it?
- 2) Will these records protect the district against possible fraud or overpayment of claims against it?
- 3) Will these records provide information about school district assets ownership?
- 4) Will these records protect the legal rights of students and employees?
- 5) Are these essential records - must the district have them to stay in operation?

Once vital records are identified by each school, department, or office, they should be clearly marked by a bright orange circular label on the outside of each file drawer or storage container. In the event of a disaster, this labeling will make it easier to determine which records have priority for protection and/or evacuation. Additionally, the location of these file cabinets or storage containers should be marked in bright orange on each building's emergency evacuation plan, so that fire and/or other emergency personnel can take appropriate action in the event of a fire or other disaster. It is important to remember that both active and inactive vital records should be labeled and/or identified as to their location.

Finally, a copy of these evacuation plans with the identified locations of vital records should be forwarded to the office responsible for your district's Records and Information Management Program for review and filing.

*(Tommy Townsend,
Charleston County School District)*

Favorite websites - Do you have one?

Are you five minutes slow or five minutes fast?

The next time you want to check the accuracy of your alarm clock, or your vcr, or your microwave, or your coffee maker, or your computer, or your wrist watch, or your grandfather clock, etc... this website is a good place to start.

www.cs.rochester.edu/u/ferguson/clock.html



CPAC can help you get prepared

Contingency Planning Association of the Carolinas (CPAC) is a professional peer group that meets regularly to share information about contingency planning. Membership is open to any individual or organization, public or private, that feels it can contribute to or benefit from the group. CPAC's origin dates back to 1987 and has continued to meet primarily out of the current Charlotte Chapter. However, interested individuals have been meeting regularly in the Columbia area for the last year and have begun to form a South Carolina Chapter. Dues are nominal and not an issue at this time, since we are just establishing the Chapter. Come check us out.

for providing refreshments and sending meeting information out to all members. As a general rule, meetings will be every other month, start at 1:30 p.m. and end at 4:00 p.m. A portion of each meeting will be set aside to address specific questions, issues, etc. from the group. We discussed some of the topics that would be beneficial to the group: how to write disaster recovery and business resumption plans, how to be prepared for and respond to bomb threats, oil spills, fires, hurricanes, etc. Records management and off-site storage is a related topic of interest. We intend to address these and others as suggested. *(Tim Lord)*

Still have more questions?

For detailed information contact:

Tim Lord, Chairperson
803.333.65361 timlord@pmsc.com

Pattie Beerman, Membership & Program Committee 803.791.0079
pattieob@msn.com

Brenda Venuti, Membership & Program Committee 803.741.3682
bvenuti@RBMG.com

Wyman Reese, Membership Communications 803.333.5863
wymanreese@pmsc.com

Highlights from the SC Chapter Meeting

We thank John Zurlo at the S.C. State Archives for allowing us to conduct our meeting at their new and beautiful facility. Also, we thank Pattie Beerman with Smith Records

Want to attend the next meeting?

when: March 8, 2000 **where:** South Carolina State Archives
1:30 - 4:00 p.m.

The main topic will be presented by SLED's Arson Investigation & Bomb Squad. It will address preparation for a bomb threat.

ATTENTION Law Enforcement Agencies

The International Association for Property and Evidence, Inc., along with the Records and Law Enforcement Support Division of Greenville County is sponsoring a Property & Evidence Management Training Seminar in Greenville, South Carolina.

The dates are May 11 - 12, 2000. For information, hotel and class reservations, please contact the International Association for Property and Evidence at 1.800.449.IAPE (1.800.449.4273)

CSRA Chapter of ARMA Workshop

March 28, 2000

Augusta, GA

- **MrSid Data Compression**
- **GIS Applications**
- **Development of a RIM Intranet Web Site Technologies**

Cost: \$55.00 includes lunch
Limited registrations
Register by March 10th.

For more information contact
Debra Folk at 803.642.1594



SOUTH CAROLINA PUBLIC RECORDS ASSOCIATION MEMBER OF THE YEAR APPLICATION

Please complete the following information.

Is the nomination for yourself, or are you nominating as a sponsor for another member? SELF SPONSOR

Name of nominee: _____ Membership Number: _____ Employer: _____

Address: _____

I. MEMBERSHIP

1. How many consecutive years has the nominee been a member in good standing? _____ years
2. Has the nominee recruited members in the current year? If yes, please list names:

II. ATTENDANCE

Did the nominee attend any of the following in the current year? Please note number attended in parentheses.

- | | | | |
|------------------------------|------------------------------|------------------------------------|------------------------------|
| Annual Conference | <input type="checkbox"/> | Annual Conference Business Meeting | <input type="checkbox"/> |
| Spring Conference | <input type="checkbox"/> | Committee Meetings | <input type="checkbox"/> () |
| Regional Membership Meetings | <input type="checkbox"/> () | Regional Workshops | <input type="checkbox"/> () |
| Board of Director Meetings | <input type="checkbox"/> () | | |

III. LEADERSHIP ACTIVITY

Did the nominee serve in any of the following capacities in the current year?

- | | | | |
|---|--------------------------|---|--------------------------|
| Previous Board of Directors Officer | <input type="checkbox"/> | Previous Board of Directors (non-officer) | <input type="checkbox"/> |
| Previous Board of Director Member –Special Assignment | <input type="checkbox"/> | Regional Leader | <input type="checkbox"/> |
| Region Leader – Special Assignment | <input type="checkbox"/> | Conducted SCPRA Presentation/Instruction | <input type="checkbox"/> |

IV. COMMITTEE ACTIVITY

Did the nominee serve on any of the following committees in the current year?

- | | | | |
|----------------------|--|----------------------|--|
| Membership Committee | <input type="checkbox"/> Chair <input type="checkbox"/> Member | Newsletter Committee | <input type="checkbox"/> Chair <input type="checkbox"/> Member |
| Finance Committee | <input type="checkbox"/> Chair <input type="checkbox"/> Member | Program Committee | <input type="checkbox"/> Chair <input type="checkbox"/> Member |
| Awards Committee | <input type="checkbox"/> Chair <input type="checkbox"/> Member | Regional Committee | <input type="checkbox"/> Chair <input type="checkbox"/> Member |
| Nominating Committee | <input type="checkbox"/> Chair <input type="checkbox"/> Member | Ad Hoc Committee | <input type="checkbox"/> (served) |

V. COMMUNITY AND PROFESSIONAL ACTIVITIES

During the current year:

1. Has the nominee served in a leadership position within the community? (political, church, civic, etc.) Please List:

2. Has the nominee participated in community activities that reflect positively on SCPRA? (United Way, Library, Historical Society, etc.) Please List:

3. Is the nominee a member in any state/national organizations that help promote SCPRA? (ARMA, SCAA, PALMCOP, etc.) Please List:

SIGNATURE OF SPONSOR: _____

SIGNATURE OF NOMINEE (if applicable): _____

South Carolina
Public Records Association

Membership Application

Federal ID# 57-1034772

We invite you to provide your support by joining and participating in this association.
If interested, please complete and return this form along with \$15.00 annual membership fee to:

South Carolina Public Records Association, Inc.
P.O. Box 11322
Capitol Station
Columbia, SC 29211-1322

Name _____

Title _____

Employer _____

Address _____

Telephone _____ Fax _____

Email _____

Recruited by _____

Would you be willing to serve in a leadership capacity? _____ yes _____ no

Signature _____ Date _____

Membership is January-December.