

Winter
2001

The Public Record

a newsletter for members

South Carolina Public Records Association

The Public Record is published twice a year 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

Lauren Young
ylauren@clermson.edu
864.656.4415
864.656.1792 (fax)

CU Records
Management Office
Clemson University
Barre Hall
Clemson, SC 29634

Newsletter Committee

Tom Legge
Jinny Moran
Lauren Young

Members

contributing to
this issue:

Christi Arnette
Carolyn Bartley
Greg Carter
Richard Harris
Tom Legge
John Mackintosh
Jinny Moran
Bob Rogers
Henrietta Scott
Marie Simpson
Tommy Townsend
Sherry Villeponteaux
Isaac Wallace

Member of the year award presented at annual conference



**Michelle Miller,
SCPRA Member
of the Year for 2001**

Michelle Miller, South Carolina Department of Public Safety, Criminal Justice Academy, was selected by the South Carolina Public Records Association awards committee as the recipient of the 2001 Member of the Year award. Michelle, a member since 1998, has served as a Region Leader, serving as secretary/recorder, a member of the newsletter committee and region committee, and she has conducted SCPRA presentations. She is member of Rosewood Elementary PTA and St. Peter's Catholic Church. She was presented with a commemorative plaque and a cash award of \$150 at the Association's Annual Conference in October.

Also receiving nominations for the award were Carolyn Bartley, The Citadel; Jack Bryan, SC Attorney General's Office; Annette Dunmeyer, SC Sea Grant Consortium; Tenetra Winns, Georgetown Police Department; and Lauren Young, Clemson University.

The significance of this award, with the recognition and rewards it brings, is the pinnacle of all awards of the South Carolina Public Records Association. Members must be in good standing and provide extraordinary service to the organization. The cash award will increase by \$25 each year, to a maximum of \$200 by year five. Applications of the Member of the Year award will be available through regional administrators or on the SCPRA website, www.scpa.org.

There is a new awards committee for the 2002 year. The members are: Sherry Villeponteaux, Berkeley County; Dr. Linda Lake, South Carolina Department of Public Safety; Nancy Hunt, Anderson County Sheriff's Department; Judy Frank, Jasper County; Ester Palmer, Westinghouse Savannah River Site; Joan Everette, Greenwood County; Judy Parker, Clemson University. The committee will hold an organizational meeting in January 2002.

Outgoing committee members are: Christi Arnette, South Carolina Department of Archives and History; Pamela Ferst, City of Columbia; Mary Grace Morgan, City of Myrtle Beach Police Department; Dennis Taylor, Clemson University; Sam Stephens, Dorchester County; Sandi Santaniello, Town of Hilton Head Island; Sannie Wright, South Carolina State University; Nancy Hunt, Anderson County Sheriff's Department; and Elaine Wilder, Greenville Water Systems. (Christi Arnette)

Welcome new members

Anderson County Sheriff's Office
Pansy Allen

Charleston County Sheriff's Office
John G. Williams

City of Georgetown Police Department
F. Phillip Theard
Tenetra Winns

City of Charleston
Nancy R. Phelps

City of Chester
Carla Roof

City of Lake City
Vernon A. Williams

Clafin University
Katherine R. Boyd
Yvonne C. Clarkson
Carl Fairey, Jr.
Eaton Tomlin
Michael Zeigler

Clarendon County Library
Carrie Harvin James

Clemson University
Judy Parker

Coastal Carolina University
Rosemary Fisdher

College of Charleston
Toni Becvinovski
Catherine Boyd
Sylvia Gamboa
Cassandra Spann

Department of Archives and History
Nancy Piester

DHEC
John Barnhart
Donna Chrisley
Susan Scott

Estill Police Department
Loretta B. Beckett

Florence County Sheriff's Office
Kathy Norris

Florence-Darlington Technical College
Neshia Abraham
Jeanne Deschenes
Ellen Tisdale

Georgetown County School District
Gail M. Gwinn

Greenville Technical College
Robretta Y. Gaffney

Greenwood County
Belle Kennette

Horry County Register of Deeds
Joyce Cook
Dianne Graham
Barbara Hahn
Josephine Isom
Bernita Lewis

Mount Pleasant Waterworks
Robin Burner

Rock Hill Police Department
Rachel A. Rogers

SC DPS/CJAD
Katherine M. Danielsen

SC Forestry Commission
Kay Counts
Gloria Freeman

SC Vocational Rehabilitation Department
Lisa Dial

SJWD Water District
Brenda M. Jackson
Janice F. Jackson

South Carolina State University
Betty Boatwright

Spartanburg County
Diane Walker

Spartanburg Technical College
Michael Harvey
Harold McClain

Sumter County
Pam Craven

Sumter County IS Department
Pam Craven
Craig Martin
Jeanette Mixon

Town of Kingstree
Patricia A. Graham

Town of Ware Shoals
Denise Elett

York County Sheriff's Office
Robin Kiser

York County Sheriff's Office Detention Division
V. Annette Bell

Board of Directors

Jinny Moran
President
jmoran@greenvillecounty.org
864.467.5211

Joe Onessimo
Vice President
onessimoj@flo.tec.sc.us
843.661.8351

Bob Rogers
Treasurer
brogers@aikencounty.net
803.642.1634

Marie Simpson
Secretary
msimpson@ppp.state.sc.us
803.734.9328

John Mackintosh
jdmackin@scdah.state.sc.us
803.896.6122

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

Isaac Wallace
wisaac@clemson.edu
864-656-4336

Chuck Watkins
wisaac@clemson.edu
864-656-4336

Membership Facts

Our association is 389 members strong. We have come a long way from the first membership meeting when fifty-three members signed up to begin our organization. Since the growth of the SCPRA made us a bigger family, we had to break down to smaller units to better serve our members. We now have four regions and only the MidState region has more than 100 members. With the regions presenting at least one workshop a year and able to have closer contact, it has made networking and mentoring easier. Membership breakdown by region is:

Region 1, MidState – 131
Region 2, UpState – 88

Region 3, Pee Dee – 86
Region 4, Coastal – 84



SCDAH announces 2002 awards program

In 2002, the South Carolina Department of Archives and History will again be recognizing state agencies and local governments for their outstanding records management practices. State agencies, state supported colleges and universities, counties, municipalities, school districts, and special purpose districts are eligible to receive an Award of Achievement or an Award of Excellence for their records management program. To be eligible, agencies and local governments must complete an awards application. Agencies and local governments as a whole or individual offices and departments may apply.

In addition to the awards recognizing records management program development, innovation awards will be given to those who have successfully completed special projects relating to records management. Innovations that result in enhancing quality of service, advancing the use of technology, and cost savings are types of projects eligible for innovation awards. As with the program awards, state agencies and local governments as a whole or individual offices and departments are eligible. In addition, individuals are also eligible to receive an innovation award.

Application forms for the 2002 program and innovation awards will be available from the South Carolina Department of Archives and History after January 15, 2002. The deadline for receiving the completed applications will be March 22, 2002. For further information check the awards program on the State Archives' homepage at www.state.sc.us/scdah/armawards.htm or contact Richard Harris at (803) 896-6123 or harris@scdah.state.sc.us. (Richard Harris)

A message from outgoing president, Greg Carter

The year 2001 has ended and I am sitting at my desk trying to figure out where it went. Serving as the President of SCPRA this past year has been an honor and a privilege. Having spent the last four years on the Board of Directors, I got a feel for the duties as President from two marvelous leaders that preceded me - Ron Bowden and Joe Onessimo. Due to work obligations, I now must relinquish not only the presidency, but also my position on the Board. It is with much sadness that I turn the reins over to another individual, but I am confident that we have excellent personnel serving on the governing body of SCPRA.

I cannot end my term without expressing some personal thoughts. The Board was concerned about attendance for this year's conference considering the budget constraints recently placed upon state agencies. We gave it our best shot anyway. We also knew that the events of 9/11 would impact our success. We took the high road and had faith in our membership. Yes, attendance was down just a little from last year, but SCPRA still had a magnificent conference! We were able to reduce the cost per person at the risk of utilizing our training reserves, but that's ok, too. One thing we realize is that education is important. Our membership deserves dedicated leaders that place education and career development at the forefront. You can rest assured that this philosophy will continue with the Board of Directors currently in place.

It has been a challenge for me this past year, but my gratitude goes out to the other Board members who gave of so much of themselves. It has been a great team effort! I also wish to express thanks to the regional folks who truly make this grand organization so successful. You guys are super! I may no longer be on the Board of Directors, but I hope to maintain my active membership - staying in contact with these people that mean so much to me. May God bless all of you.

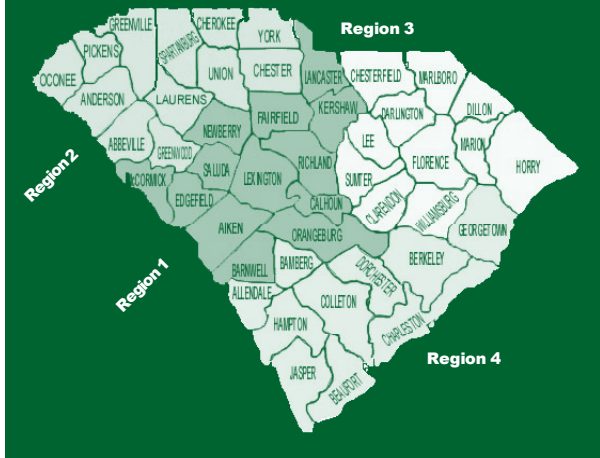


SCPRA board members presented Greg with a plaque in recognition of his many contributions to SCPRA.

Catch
up on
the
news!

Previous
issues of the
newsletter
are available
on the
website.
[www.scpra.org/
news/
index.htm](http://www.scpra.org/news/index.htm)

Greg



What's going on

Regional officers attend training session

On May 15, 2001, at the SC Department of Archives & History Center, an important meeting was held for all regional officers. Officers gathered for a day long session to review job duties and responsibilities required of each position. All regions were represented. A detailed explanation of each office highlighted the session. Several other topics were discussed that related to region workshops. The result should be better reporting of attendance and financial matters. Regular workshop months were assigned to each region: FEBRUARY – Midstate, MARCH – Pee Dee, APRIL – Upstate, MAY – Coastal.

Similar sessions will be standard procedure in the future as new people are elected to serve as region officers. If you hold a leadership position for your region and you're not sure what all your responsibilities include, feel free to contact me or any other member of the board. (Bob Rogers)

Networking Luncheons

This program, initiated by the Midstate Region, was approved by the Board of Directors to promote the following:

- (1) encourage members in local communities to meet and discuss common problems and possible solutions in the records management field.
- (2) provide an opportunity to increase a region's membership by inviting non members to attend and learn about SCPRA.
- (3) help present members in the local communities get to know one another in a more personal way.

The provisions of the program are:

- (1) The Board of Directors approved a reimbursement of \$5.00 per person towards the cost of lunch.
 - Members must preregister themselves and their invited guests.
 - The Region Administrator submits attendance list to the treasurer five days before the luncheon.
 - the treasurer will write a check made payable to the Administrator, who will cash the check and disperse the cash at the luncheon.
 - in the event a preregistered person does not attend, the reimbursement may be used at the discretion of the Administrator for lunches of late registrants.
- (2) It is anticipated that the Administrator or other region officers will plan some type of program so that a business-like atmosphere will prevail.
- (3) SCPRA will not provide funds for notification of these lunches and suggests it be done through the newsletter, web site, email, or word of mouth.
- (4) This is a region function and is not intended for statewide participation.

Pee Dee

The Pee Dee Region yearly workshop has been scheduled for March, 2002. It will be in Myrtle Beach, SC, with Capt. Mary Grace Morgan, Pee Dee Region Administrator, as hostess. More information will be coming out soon.

Because of the September tragedy in New York, concerns were discussed about the need for better disaster planning, record retention, microfilming, electronic retention and off-site storage of records. Watch the SCPRA website for details. (Henrietta Scott)

Coastal

At the meeting in Myrtle Beach, we discussed our upcoming workshop which will be held in May 2002. We plan to visit an offsite tour of a Records Center in Beaufort County, and have someone to speak to us on Time Management. Current officers are: Carolyn Bartley - Administrator; Erika Hansell -Recorder; Sherry Villeponteaux - Program Coordinator. The Program Committee includes Cheryl Hardee, Karen Green and Annette Dunmeyer. More details on the workshop will be announced later in the year. I would like to welcome all new members to the region and also welcome back the old ones. (Carolyn Bartley)

Upstate

Jinny Moran facilitated the Upstate Region meeting at the fall conference. We began our meeting by discussing topics for the next workshop. Last year our region conducted a hands-on workshop related to Disaster Recovery. All in attendance enjoyed this style of workshop as the members were directly involved in recovery efforts of damaged records. After discussing various topics, it was agreed our next workshop will be another hands-on style, with the concentration on writing record retention schedules and a basic records management presentation by Chuck Watkins, Anderson County. All SCPRA members will be invited to this event, so make plans to join us for this one day event on April 17th. More information will be announced when plans are finalized.

The Program Committee is also making plans for a networking luncheon on March 20th in York County. Region members and prospective members will soon be receiving information about it in the mail. Special thanks to Andy Anderson and the York County Sheriff's Office for offering to host both of these events. The Committee plans to offer more networking luncheons this year in different areas of the upstate region. Keep checking the SCPRA website for updates! (Jinny Moran)

around the state?

Coastal

The Coastal Region held a workshop entitled "Records Management: Starting From Scratch". The workshop was hosted by Berkeley County Government Administrative Services Department at beautiful Cypress Gardens on April 12, 2001. The workshop was geared towards initiating a successful Document Management Program.

John Mackintosh, SCDAH, made a presentation on "How to Develop a Retention Policy". Bob Rogers, Aiken County Government, explained "How to Start a Records Management Program". Both speakers were excellent. Jim Rozier, Berkeley County Supervisor, was the guest speaker. Jim spoke about the importance of good recordkeeping and about Berkeley County's participation in the "Green and Blue space" plan, designed to not only to protect the beauty of Berkeley County, but the state of South Carolina and the world as well.

An extended lunch allowed participants to enjoy the amenities of Cypress Gardens. Some paddled boats in the cypress swamp, while others visited the aquarium, reptile and butterfly houses. The weather was perfect!

We express our thanks to the SCPRA board and members who helped make our workshop a success. It was a "great day in Berkeley County!" (Sherry Villeponteaux)

Midstate

Sannie Wright, Assistant Registrar for South Carolina State University was the session presenter at the MidState region meeting at the conference last October. Ms. Wright detailed how an important federal law (Federal Family Educational Rights Privacy Act - FERPA) governed what student records were to be copied and provided upon written authorization to students and certain other authorized individuals, and under what circumstances. The discussion quickly turned to problems associated with people making unauthorized requests for student records. We all have our problems in our daily work, and being an assistant registrar responsible for the security of thousands of student records is no exception. Meeting the public can add extra strain. Apparently there are several instances where not filling some unauthorized requests can develop into problems that can escalate to the point of calling in security officers when the requestor refuses to accept the facts, no matter how nicely explained. It seems the knowledge of one's job responsibilities under State and Federal laws, no matter how persuasively explained, can result in an unwanted response from a customer that can just about ruin one's day. So, the next time you have a bad day, and wonder if anyone in records and information management can understand how you feel, remember Sannie Wright and some of the experiences she has had just following the law to protect all of the student records at SCSU! (Tom Legge)

Multi facets of Records Management

February 28, 2002
9:00 a.m. - 3:30 p.m.

SC State University
KWG Student Center
Orangeburg, SC

\$15.00 SCPRA Members
\$20.00 Non-Members

Agenda
Customer Service
Birth & Life of a Record
Grant Funding

www.scpra.org/Events/Midstate.htm



Do you have the best "balancing act" in town, juggling records management duties with other duties?

Region of the Year Award

This proposed award was discussed in the Region meetings at the recent annual conference. Since many of you were not there we take this opportunity to let you know the results and solicit your comments. You might be interested to know that those discussions resulted in an overall favorable response to the new proposed award.

The first thing to emphasize is that any new award will not surpass the prestige of our Member of the Year award. That award was created by your Board of Directors to be the pinnacle of all awards for our association and nothing will surpass it. However, there are many wonderful things happening in the regions throughout the State and we need to have some way to acknowledge those who are putting forth a strong effort in advancing the mission of SCPRA. This award would encourage regions to be innovative in finding ways to offer quality training; increase membership; and encourage members to be actively involved. Furthermore, region activity is a wonderful way to develop leadership for the future of SCPRA.

There was some discussion about this award creating unhealthy competition between Regions. Hopefully, this will not be the case. Competition, if it's well-meaning, is good and can be the motivating factor in helping to achieve even greater success. Another point of discussion was the inequity in the number of members in the various Regions. A point system will be devised for this award based on percentage of participation, travel distances, and other considerations, which will equalize the playing field. The new Awards Committee will work out the details and present their recommendations to the Board of Directors for approval. If you would like to comment, either pro or con, please contact any Board member.

Several years ago, when the Awards Committee completed their work on the Member of the Year Award, they submitted to the Board of Directors suggestions for future awards. The Region Award was at the top of the list. (Bob Rogers)

Aiken Public Safety becomes SCIBRS Certified

Police agencies throughout the country submit criminal incident and arrest information to their state agencies. These agencies, in turn, route this information to the FBI. The traditional information format (which has been in existence for many years) is called Uniform Crime Reporting or UCR for short. A new system that started some years ago is called the National Incident Based Reporting System or NIBRS. This new system of reporting is more detailed in its requirements and as a result, is much more comprehensive than the old UCR format. This is the preferred method of data submission to the FBI.

Each state has a variation of the NIBRS format so that they can track certain elements of criminal activity in addition to the national requirements. In South Carolina, it is called SCIBRS for obvious reasons. Aiken Public Safety has been testing this electronic data submission of criminal information for several months and has now been certified to use this new system exclusively. This means that ADPS will no longer be required to send paper documents of crimes and arrests to SLED in Columbia. It will all be done electronically.

Sherry Scott of the ADPS Records Bureau is the Technician who is primarily responsible for the success of attaining this goal. She has worked with the software vendor (New World Systems) of Troy, Michigan and SLED in Columbia to work through the testing phase of this program. (Greg Carter)

ATTN: Property and Evidence Custodians/Managers

The Greenville County Department of Public Safety will be hosting an IAPE Training Seminar in Greenville SC, May 30-31, 2002. This seminar is presented by the International Association for Property and Evidence, Inc. It will focus on Property Room Management. Class and Lodging will be held at the Hyatt Regency, 220 N. Main St. in Greenville.

For more information, contact
Property and Evidence
Supervisor, Tony
Vinskus at
864-467-5266.

(Captain Jinny Moran)



Useful websites

Do you have a website that has been helpful to you? Share it with others in SCPRA. Email it to ylauren@clmson.edu.

[www.piperinfo.com/state/
state_detail.cfm?state=South%20Carolina](http://www.piperinfo.com/state/state_detail.cfm?state=South%20Carolina)
www.scstatehouse.net/code/statmast.htm

www.scpra.org

www.state.sc.us/scdah/statelcl.htm
www.infomgmt.homestead.com/files/sitefra2.htm

Don't miss it!

This year's SCPRA annual conference is scheduled for November 6-8, 2002 at the Holiday Inn Oceanfront in Myrtle Beach, S.C.

Records Management at Clemson University

In the beginning...

Clemson University has always had some form of systematic control over its records, especially those related to financial matters and its graduates' permanent records.

Prior to establishing a formal records management program at Clemson University, records were held primarily by the offices that created them. The need to manage records was recognized as a matter of sound administrative policy as well as being required by an institution that received substantial levels of funding by the state and federal government.

Efforts to develop a formal records management program at the University were slow, due to a reluctance to discard financial records and a feeling that most units knew best how long their own records should be kept. In 1962, approximately 6,000 cu. ft. of records were discarded after permission was received from the Department of Archives and History in Columbia, SC. The disposal of these records provided much needed additional office space for those affected departments.

During the mid 1970's, the State Department of Archives and History sent personnel from their records Management Division to inventory Clemson University records. The results of this inventory were the development of section XI of Clemson University Office of Business and Finance Manual entitled "Evaluation and Disposition of Records." Also included in section XI were several proposed Records Retention and Disposition Schedules." However, these proposed retention schedules were never formerly approved nor were there any intensive efforts to insure compliance by departments and administrative offices.

In an effort to ensure that University information would be properly managed, a formal records management program at Clemson University began with a grant proposal submitted to the national Historical Publications and Records Commission (NHPRC) by the Head of the Libraries Special Collections Unit. In 1984, the University was awarded a \$50,000 grant to establish a records management program. With the NHPRC grant, and following meetings with top administrators including personnel from Finance, University Libraries, and Internal Auditing, responsibility for Records Management at Clemson University was ultimately given to the University Libraries.

In 1985, a formal records management program was established, and in 1988 the University opened its records storage facility. Using funds from the grant, start-up equipment and facilities for the Records Center were

purchased to fill the needs and requirements of basic records management.

Ms. Kerry Strong, who served as the first Records Manager, developed drafts of retention schedules for approval of records commonly found in all campus offices. In 1988, these schedules were approved by the Department of Archives and History and became known as the University General Schedules.

The approval of Clemson's General Schedules placed the University as a leader in the state among state agencies, colleges, and universities in the development and implementation of general schedules. Additionally, in 1994 the staff completed the records inventory for all campus offices including the 46 county extension offices. With the approval of these schedules, this marked a significant accomplishment for the University Records Management Program. Currently, the staff has been conducting records audits of all campus offices to ensure that all departmental retention schedules are current.

Back to the future...

Today, the Records Center can house up to 6600 cubic feet of records. The world wide web is utilized to display retention schedules for campus offices, offer on-line copies of official forms, and as a means of contact for reference requests for campus offices storing boxes in the Records Center. An annual records management workshop is also held for all employees.

Clemson University's Records Management Program has developed into one of the more prominent programs among colleges and universities in the southeast. The program has received national as well as state wide recognition for its many accomplishments. Some accomplishments include recognition from the William Olsten Awards for Excellence in Records Management, as well as several SC Department of Archives and History Awards. The most recent awards include the Department of Archives & History's Innovation Award and the Award of Excellence. Clemson's Records Management Program has been featured in the Information Management Journal, an ARMA International Publication for Records and Information Management. The unit is a State Certified Microfilming Bureau and conducts filming for several public and private organizations.

The continued success of Clemson's program can be attributed to several factors including the support and involvement of University administrators, collaborative efforts with the Department of Archives and History, and a dedicated staff of three full time employees. If you'd like to learn more about daily activities and procedures, visit our website at www.lib.clemson.edu/recmgmt/index.htm. Or if you'd like to arrange for a visit, contact Isaac Wallace, Records Manager, at 864-656-4336; Lauren Young, Records Analyst; or Judy Parker, Micrographics Supervisor at 864-656-4415. Our doors are open for tours - and we might even send you home with a nice orange tiger paw! (Isaac Wallace)

Do you have a success story involving your organization's records management practices? Share it with other members by submitting it to be included in the newsletter.

Send your articles to ylauren@clemson.edu.



One of many aisles of boxes in the Clemson University Records Center.

Did you miss the annual conference?

Look what you missed!



Consultant John Phillips discusses the unique challenges posed by electronic records

John Phillips of Information Technology Decisions conducted a seminar on October 25, 2001 for more than one hundred state and local government records managers attending the South Carolina Public Records Association's annual conference in Myrtle Beach. This conference presentation marked the second official event in the South Carolina Department of Archives and History's Electronic Records Training and Awareness Program, a two-year initiative being funded by a grant from the National Historical Publications and Records Commission.

Mr. Phillips described how the proliferation of desktop computers in the workplace has created an increasing need for everyone to understand electronic records issues. He indicated that computer users are creating new and different electronic records in new business activities and that there is a growing danger that operational, evidentiary, and historical records will be produced that can not be fully used in the future for business, legal, and

archival purposes. He illustrated how these new electronic records are being created and what can be done to preserve them for future use so that they are authentic, accurate, and reliable. Some of his main points were that:

- records managers and archivists need to better understand the business issues driving records creation to be able to get in on the front-end of the records creation process.
- the "custodial" role is not as important as it once was and that all document managers must transition to providing guidance on the management of enterprise records rather than concentrating on physical custody.
- records created and stored in information technology systems require management or else important information may be at risk.
- there is no perfect way to determine what records need to be captured and teaming between records managers, archivists, and information technology personnel is critical in making these decisions.
- records management for all media is needed and electronic recordkeeping must provide integrated policies and procedures that address both paper and electronic records.
- internet and intranet websites contain records of lasting value as many are used for formal communications, replacing newsletters and publications, and also used to disseminate policies, procedures, and other important information.
- website records must be consciously captured and preserved and decisions must be made about what to save and how, in what format and on what medium.
- structure, context, and content must be preserved to have an accurate, complete record and records must be secure against alteration for the duration of their life cycle.

A key observation made by Mr. Phillips was that records managers and archivists will need to develop new relationships with information technology staff to ensure that electronic records are properly managed and remain accessible for as long as needed. The State Archives' grant-funded Electronic Records Training and Awareness Program, mentioned above, will provide the opportunity for these professionals to attend a series of low cost training workshops focusing on these and other important electronic records issues. A list of these upcoming sessions appears elsewhere in this newsletter and more details can be found at www.state.sc.us/scdah/armerttrain.htm. In addition, all SCPRA members will receive registration information before each workshop.

Upcoming Electronic Records Workshops

In 2002, the SC Department of Archives and History launched a series of one-day training workshops focusing on electronic records issues and concerns. The workshops will be held over two years and are made possible through grant support from the National Historical Publications and Records Commission. For additional information, including speaker photos and biographical notes, visit the Archives website at www.state.sc.us/scdah/armerttrain.htm. Details, including the specific dates for the later workshops, will be added to the website as they become available.

18 April 2002

Information Technology Concepts and Tools for Archivists and Records Managers (advanced)

Charles Dollar: Dollar Consulting

August 2002

Managing Electronic Records (basic)

David Stephens: Zasio Enterprises

November 2002

Managing Electronic Records (advanced)

Rick Barry: Barry Associates

April 2003

Preserving and Providing Long-Term Access to Archival Electronic Records (basic)

Tom Ruller: New York State Education Department

May 2003

Preserving and Providing Long-Term Access to Archival Electronic Records (advanced)

Anne Gilliland-Swetland: University of California at L.A.

Counties and Municipalities

Approximately thirty attendees from various counties and municipal governments throughout the state met and discussed areas of common interest. Board member Bob Rogers, of Aiken County, spearheaded the discussion. Participants dealt with various experiences in managing a records center, including difficulties with offices housing records, the importance of the proper labeling of boxes, and various types of records management software available. Problems surrounding software seemed to attract a wide-range of discussion and questions as this is a field that is constantly evolving.

New issues surrounding micrographics and digital imaging were also explored. James Barkley, Supervisor of the Micrographics section of the South Carolina Archives, highlighted some of the user aspects encountered with some of the new technology such as Kodak's Archive Writer 4800, a unit that scans an image for computer access and then produces a microfilm copy for preservation purposes. For film that has undergone this process, the Archives charges a fee of \$50.00 when it accepts such film for security storage. The fee covers the costs of checking the film to make certain it conforms to COM standards.

John Mackintosh, SCDAAH Local Records Services, urged attendees to contact Local Records (803-896-6122) for assistance with records scheduling and other issues. He pointed out that analysts are glad to help through phone, email or on-site visits. He also suggested that local governments consider the development of cooperative records centers, such as exists with the City of Camden, Kershaw County, Kershaw County School District, and Kershaw County Hospital. In so doing, these local governments have the means of making a records center a reality, which would not be the case if they tried developing such a facility independently. (John Mackintosh)

Public Safety

Captain Jinny Moran, Greenville County Department of Public Safety, facilitated the meeting. It began with the group learning a little about the fire department's structure and some recordkeeping problems they have encountered. Several members offered suggestions as they have had to deal with similar issues. The next topic of discussion focused on law enforcement records, and more specifically, what is released to the public and the processing of civil and criminal subpoenas. We shared current methods/guidelines for handling these types of requests. Some agencies are working on setting policies for copying fees, while others are working on and updating operational procedures. We were discussing several important Records issues, and before we realized it, our time was up. It was suggested that when planning for next year's conference is underway, the special interest groups be allocated two hours for their meetings. Everyone agreed it was a very beneficial meeting and suggestions were made for future planning of some public safety workshops, with a main focus on public records. (Jinny Moran)



..... Special Interest Groups

State Agencies

Marie Simpson, with the Department of Probation, Parole and Pardon Services facilitated the special interest group for State Agencies during the Fall Conference at Myrtle Beach. The discussion of this group focused on budget cuts in state government and the impact as it related to records and records related issues. Revisions to the Public Records Act and General Retention Schedules, was also brought to our attention by Archives and History employees. As the facilitator for the special interest group, I would like to thank all that attended and participated. I encourage each of you to provide feedback on topics of interest for future sessions on how we can better benefit these state agencies breakout sessions. (Marie Simpson)



Colleges and Universities

Isaac Wallace and Joe Onessimo facilitated the session for colleges and universities. This session focused on contingency plans for digitized information.

Contingency plans are essential for coping with any level disaster to ensure continued operation of an organization. Recently, this was witnessed and recognized in the aftermath of the September 11, 2001 tragedy.

One of the questions during the breakout session was: What is your agency doing to safeguard on-line/digitized information? Several participants stated that copies of their organization's digitized data and metadata are backed up and stored offsite. There was much discussion concerning the importance of ensuring that information was backed up, refreshed, vital records identified, and computer tapes and other vital digitized information stored off site.

A well developed contingency plan is vital to the operation of any organization. It is important that records and information managers coordinate efforts with their computing and information management departments to ensure that vital records will be available in the wake of any disaster. (Isaac Wallace)



School Districts

Tommy Townsend, Charleston County School District, was the facilitator for this meeting. The primary topic of discussion was the problem of establishing and maintaining support for school district records management programs in an environment where funding is focused on the schools, and not support staff. All those present agreed that we would try to help one another with problems and exchange information on a regular basis.

Many thanks to our attendees for taking the time to stop by the interest meeting, and getting to know one another.

More conference highlights

..... the people.....



Psst! How many board members does it take to replace a bulb in the projector?

I-r: Board members Bob Rogers (hiding), Joe Onessimo, and John Mackintosh assist Pat Sowell (center) with technical difficulties.

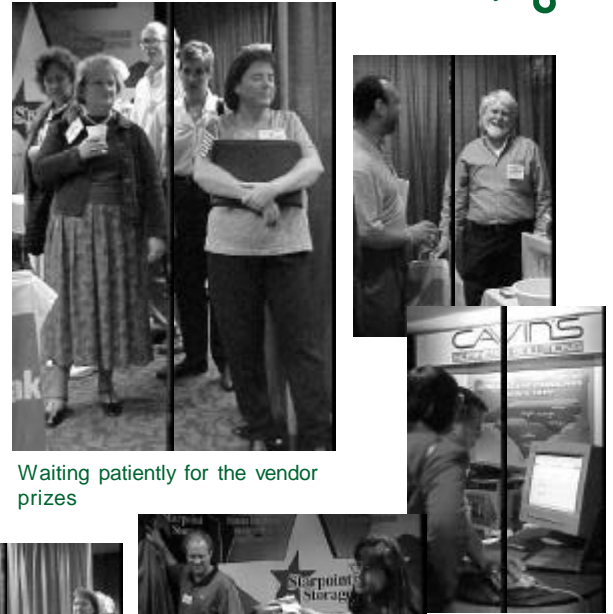


If you're not a records manager or archivist, you might just be the parent of a student at an institution of higher education. Attendees listen attentively as Dr. Charles W. Gould, President, Florence-Darlington Technical College, discusses how the explosion in technology will affect everyone linked to higher education.

If you didn't make it to Myrtle Beach, you missed the latest product and service offerings from some of the state's leading information and records management vendors. The exhibit area was crowded with attendees networking and building customer-vendor relationships with industry professionals. In addition to the networking, the exhibitors held drawings at their booths for a nice selection of prizes, including a weekend at the beach, a color television, and several gift baskets. Many thanks to our attendees for taking the time to stop by each exhibitor's booth, and getting to know these industry professionals. You can learn more about these exhibitors throughout the year by visiting our web-site at www.scpa.org. (Tommy Townsend)

- Advanced Imaging Systems
(Kodak Certified Imaging/Microfilming Services)
- American Specialty Office Products
(Smeadlink Integrated Document Management Software)
- Business Systems of South Carolina & Southern Business Systems
(Lektrievers)
- Cavin's Business Solutions
(Ricoh "eCabinet")
- KeyMark
(OnBase Document Imaging Software)
- Palmetto Microfilm Systems
(Canon DR-5060F – One Pass Scanning with Microfilm Backup)
- Smith Records Management
(Records Storage/Retrieval and Electronic Media Storage Vaults)
- Starpoint Global Services
(Records Storage/Retrieval and SCAN 2WEB service)
- Sutton Information Systems
(Kodak Document Archive Writer)
- TAB Media/Spirit Group
(Records Management & Space Planning) Skills)

.....the vendors



Waiting patiently for the vendor prizes



.....the critique

There were 105 attendees registered for the conference this year. From those, we received 69 critique sheets containing valuable conference input. The rating factor used was a scale of 1-5, with 5 being Very Useful. Overall, the majority of the input rated most sessions a 4 - 5. There were a few low ratings as some of the information was not applicable to some attendees and their employment sector. Many favorable comments were received on the special interest group meetings, and numerous requests were made for more time to be allotted for them at next year's conference. There were also many nice comments concerning the newsletter. Some people suggested future conference topics. These included: law enforcement records management and SLED requirements, standardization of records management hardware and software, electronic document management, legal requirements of managing records, time management, stress management, and developing inventory.

There is a great need for planning and scheduling speakers for our regional workshops as well as the annual conference. If anyone wishes to submit information on future speakers on any of the above topics, please forward it to the SCPRA Board of Directors. Much appreciation and thanks to everyone who made this another successful conference. See you next year!
(Jinny Moran)

.....the prizes!



After the business meeting on Friday, board members Marie Simpson (far left) and Jinny Moran (above right) were very popular during the distribution of door prizes.



SCPRA
Attn: Tom Legge
South Carolina Archives & History Center
8301 Parklane Road
Columbia, SC 29223-4905