

7th annual SCPRA conference



Records Management: Overcoming the Challenges

November 6-8, 2002

Opening session - 10:00 a.m.

Agenda listed on page 9

Regional officers encouraged to attend training session

-Isaac Wallace

On January 15, 2003, all newly elected regional officers are encouraged to attend a one day workshop on "The Duties and Responsibilities of Regional Officers". This training will begin at 10:00 a.m. at the Archives and History Center in Columbia. Regional Coordinator, Bob Rogers, along with board members Joe Onessimo and

Isaac Wallace, will serve as facilitators. The workshop will be interesting and informative and should be attended by all potential regional officers. Lunch will be provided.

During the August monthly meeting of the SCPRA Board of Directors, a decision was made to reschedule all regional workshops for the year 2003. Below is the new schedule for

regions to convene their workshops:

- March -- Midstate
- April -- Pee Dee
- May -- Coastal
- June -- Upstate

Additional information, along with a workshop agenda, will be sent to each newly elected regional officer shortly after the annual conference.

Your 2002 Awards Committee At Work

-John D. Mackintosh

On Thursday, September 5, the awards committee (Ester Palmer, chair; Joan Everette, Sherry Villeponteaux, Judy Parker, John Mackintosh [board representative], and Bob Rogers) met at the Archives and History Center. The committee examined the awards applications process and spent a considerable amount of time discussing how to better publicize the awards in the coming year. Look for the results of these discussions as 2003 unfolds.

The board then reviewed the 2002 written nominations, which resulted in the selection of this year's winners. The recipients will be announced and their awards duly presented at the Myrtle Beach Conference, with the presentations scheduled for Wednesday morning, November 6. Since we are unveiling new awards categories this year, a review of the type of awards and what they mean is in order:

Member of the Year - Our most prestigious award bestowed, 2002 represents the fourth consecutive year this award has been presented, with the winner receiving a plaque and monetary gift. It is given to that member who has contributed the most to the SCPRA during the year, beginning with the conclusion of the preceding year's annual conference to the present. Their service is documented through a form that the board grades using a point scale.

Distinguished Service Award - This new award, which need not be given on an annual basis, requires the submission of a written narrative describing the contribution of the nominee and is sponsored by three or more members. The award can be given to more than one person in a given year, if approved by the committee and then the board. The individual nominated must have three or more years of active service in the Association. A desktop acrylic design item, featuring an outline of the state with the SCPRA logo, will be presented to the winner. No monetary gift accompanies this award.

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Message from the president:

It's hard to believe this calendar year is nearing its end. It has been a difficult and challenging past year for everyone. The events of September 11, 2001 have had an impact on our lives and we all are confronted with many issues. The great loss of so many lives of family, friends, co-workers, emergency workers, government and law enforcement personnel will be in our memory and hearts forever.

I want to thank all the board members, committee chairs and all our members for their dedication and commitment to the SCPRA. Serving as president this past year afforded me the opportunity of meeting new people and networking with colleagues on similar issues. The association we have with knowledgeable and intelligent records professionals is invaluable to each of us and our employers. The information and records management profession is now more than ever, a crucial part of an organization's operation.

There are many informative and exciting topics planned for the 7th Annual SCPRA Conference. The early deadline for registering is this week, so make your plans now to join us in Myrtle Beach. The opening session starts on the morning of November 6 at 10:30 - I hope to see you there! *Jinny Moran*

Region Service Award - This award is given to that member of a particular region who has contributed the most in positive service towards the region's work during the year, running from the conclusion of the preceding year's annual conference to the present. Their service is documented with the completion of a form that scores their participation and service based on a point scale. One award can be given for each of our four regions with the recipients receiving an attractively framed certificate. No monetary gift accompanies this award.

Look for the forthcoming awards presentations at Myrtle Beach on November 6. Also, its not too early to start thinking about those in your region and in the organization worthy of recognition in 2003. We will have awards nomination forms available at the Holiday Inn.

You're invited to join the Greenville Area ARMA Chapter for their November luncheon meeting.

Jay Tothacer, Greenville County Attorney, will be the featured speaker on the South Carolina Freedom of Information Act (FOIA). Mr. Tothacer's presentation will include discussion of the following:

- South Carolina FOIA Overview
- Recent cases regarding FOIA
- Pending legislation on FOIA

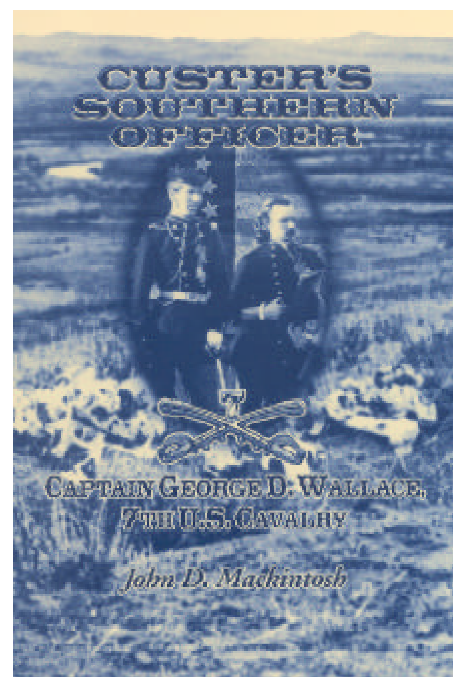
Mr. Tothacer is a leading expert in this area and always provides excellent information crucial to public record providers. Join us for an enjoyable morning of education and networking!

WHAT: Freedom of Information Act
 WHERE: Greenville Country Club
 WHEN: Tuesday, November 12th
 10:00 a.m. Registration
 11:45 a.m. Lunch
 COST: \$30.00 Members \$35.00 Non-members

Please contact Marce Zaragoza at mzaragoza@greenvillecounty.org to register or for further information.

Interested in military history?

SCPRA board member, John Mackintosh, has recently published a book entitled *Custer's Southern Officer*. It tells the story of Captain George D. Wallace of York County, who served as a member of Custer's Seventh Cavalry. Wallace left behind a number of letters as well as crucial military court testimony that has helped shape history's verdict on the Battle of the Little Bighorn. The softbound book is just under 200 pages long and includes 26 photographs and four maps. It sells for \$15.95. Contact John at Wallacebook@yahoo.com for more information.



What's going on around the state?

Upstate Region

Marce Zaragoza

The Upstate Region is pleased to have hosted a very successful and informative workshop again this year. Entitled “*Is Your Records Program a Success?*”, the workshop was held on April 17, 2002, at the York County Sheriff’s Office Training Center, and was attended by approximately 40 people.

Chuck Watkins, Assistant Purchasing Manager for Anderson County, was first on the agenda with his presentation on “Elements of a Successful Records Management Program.” Chuck’s discussion included the life cycle of a record from creation to disposition, and the importance of creating and maintaining a retention schedule. He also discussed the challenges involved with conveying to those whose records are in our custody the necessity of disposing of those records that have out-lived the retention period. Part of our jobs is educating our colleagues that we must dispose of records which are no longer of use, despite their belief that their records are vital and must be stored forever “just in case.” While that is true in some cases, Chuck stated that “95-97% of records generated by an organization can be destroyed at the end of the life cycle.” Finally, Chuck shared the highly effective records storage and cataloging system he implemented in Anderson County, with his “EEE’S” concept of records management (see insert). For more information on Chuck’s presentation, please contact him at cwatkins@andersoncountysc.org

After an enjoyable lunch and opportunity to network, attendees were given “Hands-on Help with Writing Retention Schedules”. John Mackintosh, Supervisor and Local Records Analyst with the South Carolina Department of Archives and History, provided copies of updated Records Series Inventory Forms and instructions for their completion, which are also available at the SCDAH

Pee Dee Region

-Henrietta Scott

The Pee Dee Region yearly workshop was held on March 12, 2002 in Myrtle Beach at the Police Annex. The workshop was entitled “Disaster Preparedness”. The Pee Dee Region has over 20 members and non-members that attended. The workshop dealt with issues concerning “Disaster Preparedness”, the “Freedom of Information Act”, “Ethics”, and “Starting a Records Retention”. It was a very informative workshop, enjoyed by all that attended.



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Coastal Region

-Sherry Villeponteaux

The Coastal Region of the SCPRA held its annual Spring Workshop on "Time Management" on Tuesday, May 21, 2002 in Beaufort, SC.

Dr. Harriett Hilton, Assistant Dean of the Division of Workforce Development and CE at Technical College of the Lowcountry in Beaufort, did an excellent presentation on "Time Management" and "Turning Stress into Success". The workshop was held at the Beaufort County Library.

The quality of our workshop this year was superb! We listened as Dr. Hilton prepared us to go back in to the workplace with a different perspective of how to develop and utilize our time more efficiently. We also came away with a little more insight in how to avoid adding stress to our jobs, homes and relationships. I overheard one of the participants express herself saying "This is one of those workshops that you don't realize you need it until you are exposed to it and realize you should have had it a long time ago!"

A big THANK YOU to Wayne Walters and Bob Bridges of the Beaufort County Records Center.

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website www.state.sc.us/scdah/. John also covered tips for conducting a records inventory. Captain Jinny Moran, Records Manager for Greenville County, discussed writing retention schedules from a law enforcement standpoint. She provided helpful hints as well as a copy of the records retention schedule written for the Greenville County Detention Center, which was approved by SCDAH in 2000.

The workshop concluded with drawings for several door prizes which were provided courtesy of SCPRA.

We would like to thank York County's Andy Anderson, Lt. Richard Martin, Jr. and their staff for providing a wonderful lunch and break refreshments, and for their hard work making meeting arrangements, which included a last minute change of venue. Your extraordinary efforts under difficult circumstances are appreciated by all.

Chuck's EEE'S of Records Management

E – Box records **EFFECTIVELY**

records separated and indexed, and boxes labeled with contents.

E – Catalog records **EFFICIENTLY**

boxes coded or numbered, color-coded if desired; boxes shelved in numerical or alphabetical order; retention date clearly marked on each box.

E – So records can be located **EVENTUALLY**

Records boxed and labeled **EFFECTIVELY** and catalogued and shelved **EFFICIENTLY** can be located **EVENTUALLY**.

S – Facility should be **SAFE and SECURE**.

They graciously agreed to have us tour their Records Center following the workshop. It was very informative and a very impressive operation. Wayne and Bob were instrumental in helping us

coordinate the workshop in Beaufort this year. We could not have been successful without them!

Midstate Region

Michelle Miller

The South Carolina State University (SCSU) graciously hosted the South Carolina Public Records Association Inc., Midstate Region workshop entitled *Multi Facets of Records Management*, February 28, 2002. The day started with introductions and greetings from SCU faculty and staff. Dr. Kenneth M. Lynch, Administrator of Darlington County Detention Center and motivational speaker, set the tone for the day with his mix of humor and inspirational words geared towards laughter and learning.

Emily White, SCSU Communications and Languages Instructor, gave a presentation on customer service. Audience members participated in skits based on good customer service and bad customer service. Ms. White discussed customer service and dealing with change, stress, causes for failure, enthusiasm, coping with criticism, and many other areas.

Sannie Wright, SCSU Assistant Registrar and SCPRA Midstate Region officer, and Michelle O. Miller, South Carolina Department of Public Safety Program Coordinator and SCPRA Midstate Region officer, created and presented a PowerPoint presentation about the birth of a record. Their tongue in cheek presentation centered on the union of "Momma State Agency" with "Papa State Legislature" and resulting offspring of "Baby Record" and their life together.

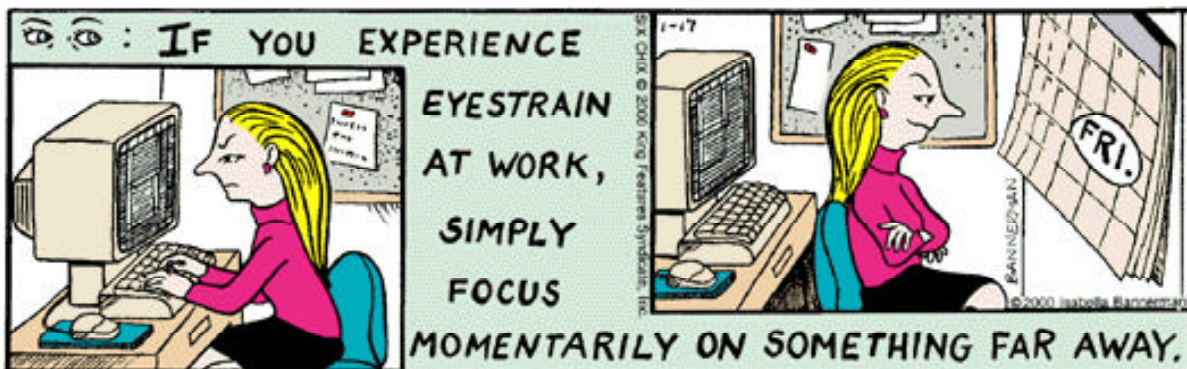
Gwendolyn Mitchell, SCSU Grants Coordinator, and others in the SCSU Office of Sponsored Programs (including Elbert Malone, Deborah Blacknall, Michelle Johnson, and Yoland Drayton) presented an overview of writing and applying for grants geared towards records management. Some of the topics they discussed included development of a proposal, project description (narrative), cost proposal, formal proposal, funding opportunities for records management, and finding grants.

Debra Folk, Aiken County System Administrator for Records Management, gave her personal account of how she successfully obtained a records grant for Aiken County.

The SCSU Food Service Unit catered a delicious home-style supper in the KWG Student Center. The day was concluded with open discussion and door prize give-a-ways conducted by Kathryn Gainey and Ruth Douglas, both of Westinghouse Savannah River Company and SCPRA Midstate Region Officers.

The SCPRA Midstate Region Officers; Tom Legge, Sannie Wright, Michelle Miller, Ruth Gainey, and Kathryn Gainey extend a sincere thank-you to all that attended and/or helped to make the workshop a success.

The SCPRA Midstate Officers' term concludes this year. It has been an honor to know and serve you. If you would like to serve next year, please contact any of the Midstate Officers.



2002 Archives and Records Management Awards

-Richard Harris

The South Carolina Department of Archives and History is responsible for working with state agencies and local governments to improve the management of public records. The State Archives annually recognizes agencies and local governments for their achievements in records management.

Archives and Records Management program awards are presented to those who have moved beyond the basics with their programs and to those with outstanding programs. Recipients of program awards are selected based on such things as how active records are managed, the storage of inactive records, micrographics, disaster planning, the care of archival records, and the transfer of state agency permanent records to the State Archives. There are two levels of program awards—the award of excellence and the award of achievement.

In addition to program awards, state agencies and local governments are recognized for special projects and innovations in records management. Innovation awards are presented for projects that result in such things as cost savings, improvements in quality of service, or technology improvements.

The South Carolina Department of Archives and History congratulates the 2002 award recipients:

Award of Excellence

Charleston County • Office of Comptroller General • The Citadel Human Resources/
Records Management • Commissioners of Public Works of the City of Charleston

Award of Achievement

Aiken County • Anderson County • Berkeley County • City of Charleston Archives and
Records Division • Forestry Commission Coastal Region • Greenville County
Department of Public Safety - Records Management Services •
Richland County Register of Deeds

Innovation Awards

Office of Comptroller General

For cost efficient Internet reporting and distribution of financial data

Richland County

For creating a central repository that facilitates the electronic usage of critical records and information
across departmental boundaries

State Budget and Control Board Office of Executive Director

For converting costly news summaries prepared manually to accessible and cost efficient electronic
formats online

Seminar offered

The Columbia (SC) Chapter of ARMA is holding a seminar on April 15, 2003 at the South Carolina Archives and History Center.

“Establishing and Managing Successful Records Management Programs”

Keynote speaker

Dr. Mark Langemo, CRM, FAI

Registration cost:

\$95 before March 1

\$130 after March 1

Pre-approved for 6.5 ICRM CMP credits.

For more information, contact Bembick@nmrs.com or register online at www.armamar.org/co

SCDAH offers grant-funded electronic records workshops

October 29, 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 Los Angeles



7th Annual Fall Conference

AGENDA

Tuesday, November 5, 2002

4:00 – 8:00 p.m. Early Conference Registration & Early Vendor Registration

Wednesday, November 6, 2002

8:00 a.m. to 12:00 p.m. Registration

10:00 a.m. Welcome, Vendor Recognition, Awards presentations

10:30 – 11:30 a.m. Jay Bender, SC Press Association
Freedom of Information Act; Legal updates on the Law

11:30 – 1:30 p.m. Vendor Exhibits, Lunch Buffet

1:30 – 3:00 p.m. Special Interest Groups

Public Safety - Lt. Joe Means, South Carolina Law Enforcement Division
Criminal History Records – Are they open to the public? How does your agency measure up in handling the release of information? Latest in New Technology at SLED: IAFIS, LIVESCAN (electronic fingerprint submission)

Counties/Municipalities TBA

Colleges/Universities TBA

State Agencies TBA

School Districts TBA

3:30 – 4:30 p.m.

Regional Meetings (Election of Officers, Discussion of topics for 2003 Workshops)

4:30 – 5:00 p.m.

New regional officer meeting (Joe and Isaac to facilitate)

5:00 – 6:30 p.m.

Vendor Exhibits/Presentations

Thursday, November 7, 2002

9:00 – 10:15 a.m. David O. Stephens, CRM, CMC

Legal Issues in Records Management: Myths and Realities

10:45 – 12:00 p.m. David O. Stephens, CRM, CMC (Continued)

12:00 – 1:30 p.m. Lunch on your own

1:30 – 3:00 p.m. Records storage and Budget Funding Issues? Considering some options!
Track 1 — Paper Filing Solutions, David Wood, Starpoint Global Services
Track 2 — Grant Funding Sources, SC Dept of Public Safety

3:30 – 5:00 p.m. Track 1 — Records Center Solutions, (Panel of speakers)
Forum of representatives from local and state agencies
Track 2 — Budget Solutions, Debra Folk (A Case Study - Aiken County)

6:00 – 7:30 p.m. Dinner Buffet

Friday, November 8, 2002

7:00 – 8:45 a.m. Breakfast Buffet

8:45 – 9:30 Break, Early hotel checkout

9:30 — 10:30 “Building Bridges To Success” Teams in the Workplace
Rhonda Grant, Administrative Services Program Manager,
SC Department of Probation, Parole, and Pardon Services

10:30 – 11:30 Business Meeting, Door Prizes, Election of Officers

11:30 – 1:00 SCPRA Board Meeting