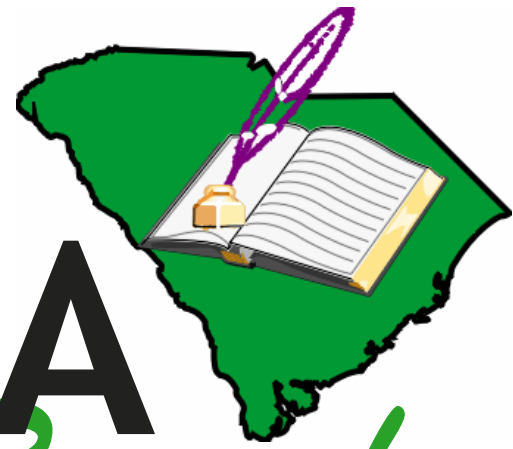


Look on the website for pictures from the Fall 2006 conference.



January
2007

SCPRA

The Public Record

The South Carolina Public Records Association - Organized in 1995

SCPRA wraps up another year and conference

Another good conference wrapped up the end of the year for the South Carolina Public Records Association. Many new members announced, new region officers were appointed, and there were many interesting topics and speakers.

If you were a new member this year – Welcome to SCPRA! If you were also able to attend the conference, we hope you made lots of new contacts to assist you with any questions you might have throughout the coming year. We look forward to having you back next year.

If you know someone who might benefit from membership in SCPRA, please send them a link to our website and newsletter to give them an idea of what we're all about.

*Bob Rogers,
SCPRA
president,
welcomes
new SCPRA
members at
the annual
conference.*



Conference sessions

“Allendale Courthouse Fire”

- *Mary Jean Carlson, Allendale County Clerk of Court*

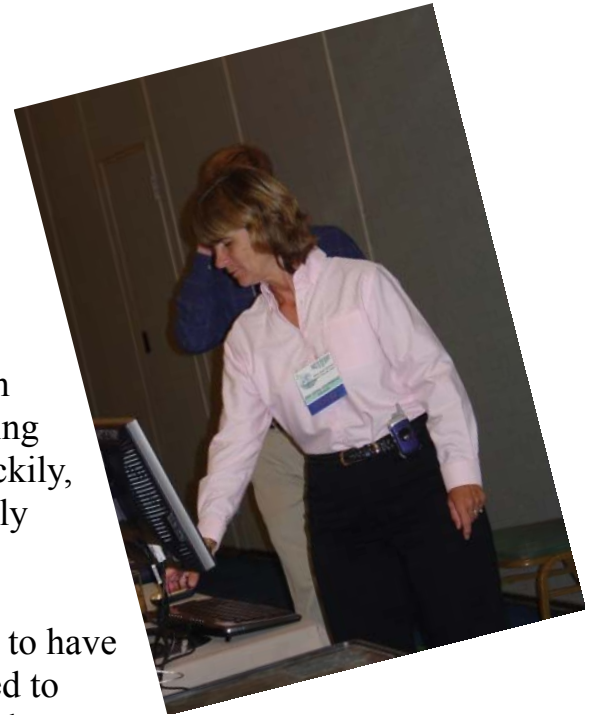
We entered this session wondering *how could you survive a courthouse fire, how hard was it on the employees of the courthouse, and how many valuable records were destroyed?* Ms. Carlson was well prepared to give us those answers. She relayed the entire process, from the time the dreaded call came in to her telling her the courthouse was on fire, through the rebuilding of the new courthouse. It appears that you *can* survive a fire. Luckily, Allendale fared quite well. Ms. Carlson’s office was not that badly damaged, most of the damage was water related.

Ms. Carlson shared with the group the importance of maintaining your backups off site, and also emphasized the need to have a call list available of agencies or organizations that you will need to contact during and after the disaster. She opened a lot of eyes to the fact of how important having a dedicated hard working staff comes into play. She had a staff of two, yet managed to be up and running the day after the fire. She also told how she was actually working at the scene of the fire when a person approached her about a court date. Though facing the fire obstacle, Ms. Carlson took the time to find a scrap of paper to write on and carried on her business without missing a beat.

The largest obstacle her office faced was temporary housing. Ms. Carlson was quick to note, that their temporary housing lasted for 7 years! However, they managed quite well in the facility. Her biggest concern about the move was the security issue. They were broken into several times while being housed there.

The new courthouse is a beautiful mixture of new and old. It is a new structure that maintains the historical integrity of the landmark courthouse. Ms. Carlson’s presentation was very informative as well as thought provoking. As I listened to this presentation, my mind was rolling back to my own office and how I could take this advice and implement safeguards of my own - Could I survive a fire in my office? I am sure I could, but knowing how others have survived, rebuilt, and the issues they faced, has made me more aware of changes that I need to make. Now, just getting the time and funding to implement those changes is another obstacle!

~*Cheryl Mosley, Tega Cay Police Department*



Want more information?

Mary Jean Carlson
Clerk of Court
Allendale, SC
(803) 584 -2737
clerk032002@bellsouth.net





“Ethics and Public Records”

On Thursday, November 2, 2006 Edwin C. Thomas, Director, Governmental Research and Service Institute for Public Service and Policy Research, University of South Carolina educated those present at the Association’s Annual Conference. Mr. Thomas led a very interesting informative session. Not only was it interesting and informative but it lead to some interesting and lengthy discussions amongst the group regarding what is or is not ethical. It was quite clear through the various discussions that what is ethical to one person may not be to another. In addition, the circumstances surrounding the situation can also be a leading factor in determining what is or is not ethical as we learned while discussing various scenarios.

Josephson Institute of Ethics states in part that “Ethics refers to standards of conduct, standards that indicate how one should behave based on moral duties and virtues, which themselves are derived from principles of right and wrong. As a practical matter, ethics is about how we meet the challenge of doing the right thing when that will cost more than we want to pay.

There are two aspects of ethics: The first involves the ability to discern right from wrong, good from evil, and propriety from impropriety. The second involves the commitment to do what is right, good, and proper. Ethics entails action.”

Mr. Thomas reminded us all of The Ethics, Government Accountability, and Campaign Reform Act of 1991 and our relative responsibilities as public employees. In addition, he reiterated that every organization should have standards of ethical conduct and that ethics should be driven from senior management and on down within the organization.

Edwin C. Thomas can be reached via e-mail at ed-thomas@sc.edu.

~Judy Lucas, SC Forestry Commission

On behalf of the SCPRA membership, the Board of Directors thanks all agencies and individuals who contributed items for door prizes awarded at the Conference.



“Fraudulent Practices and the Security of Records”

During the 2006 annual conference, amongst the many informative presentations, those of us in attendance for the presentation by Brandolyn Thomas Pinkston, Administrator, South Carolina Department of Consumer Affairs (SCDCA) were truly informed. Ms. Pinkston touched on numerous topics; however, her main emphasis was protecting “us” (the consumer). Her presentation was full of energy, comedy, and she insisted on audience participation.

Ms. Pinkston began the presentation by giving an overview of the history and purpose of the SCDCA which was established in 1974. The SCDCA offers an array of services to consumers, which included, but not limited to: investigation of business practices if patterns of fraud appear, analysis and mediation of individual complaints, information about complaints filed against a business, and educational programs.

In addition, the SCDCA also licenses and registers motor clubs, physical fitness service organizations, pawnbrokers, mortgage loan brokers, athletic agents, continuing care retirement communities, prescription drug cards, staff leasing companies and prepaid legal representatives.

Ms. Pinkston warned about the danger of placing mail in your home mailbox containing personal information, such as checks, credit card invoices, etc. She said, whenever you raise the red flag, you are inviting someone to steal your identity. She strongly suggested you take any personal mail to the post office. She also cautioned everyone about being very conscientious of your surroundings whenever using a credit card. She stated that someone may be looking over your shoulder, writing down the name and credit card number. This would be an excellent way for someone to make purchases over the internet, unbeknownst to you.

She also mentioned the various scams involving free credit reports. The vast majority of these websites are not free. The legitimate link you should use in order to receive your free credit report is www.annualcreditreport.com.

~Richard L. Martin, Jr.,
York County Sheriff's Office



For more information...

Brandolyn Pinkston
Administrator for the SC
Department of Consumer
Affairs
(800) 922-1594
www.sccconsumer.org



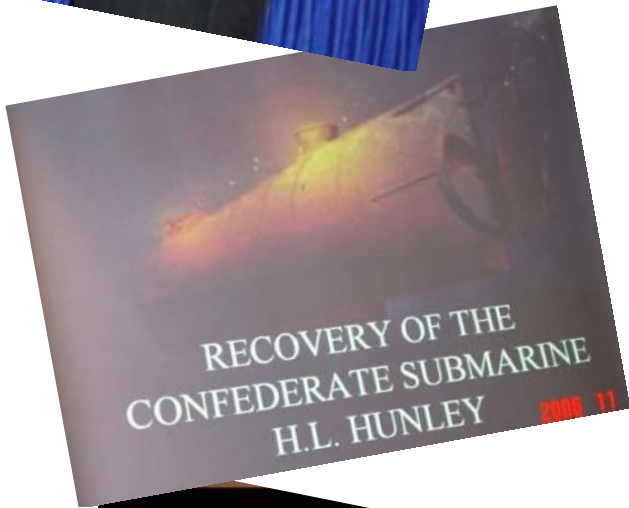
“Insights into the Hunley”

Considering our conference’s return to the close proximity of salt water, it was appropriate that our keynote address dealt with a major event in naval history that took place in the waters off the South Carolina coast. In February 1864, in a novel attempt to break the Union blockade of Charleston harbor, the Confederate submarine, *H.L. Hunley*, carried out history’s first successful attack by a submarine on an enemy warship, using an exploding torpedo spar to sink the U.S.S. *Housatonic*. In the aftermath of the attack, the *Hunley* mysteriously sank, with the loss of all of its crew, and then lay covered in mud and silt until its successful retrieval in August 2000.

South Carolina *Hunley* Commissioner Randall B. Burbage spoke for nearly an hour on both the technical and human aspects of this small submersible craft that made maritime history. As a Commissioner, he is intimately familiar with the ongoing work being carried out on the *Hunley* and thus our audience was treated to numerous photographs of both the submarine and its artifacts that have been painstakingly retrieved from the mud and silt that filled the craft. He gave us a full overview of where things stand in the laborious process of preserving the submarine and preparing it for eventual display in a museum that will tell the full story of its short life, death, and recent retrieval. His recounting of what we know about each individual crewman on the ill-fated craft helped personalize the story of the *Hunley* in a way that both moving and educational. It was an excellent presentation and a great start to our conference.

~John D. Mackintosh, SC Archives & History Center

You can contact
Randy Burbage at
capt10sc@comcast.net



“Katrina and Its Aftermath”

Speakers for Friday morning’s session were Sharon Bennett, archivist at the Charleston Museum, and Michelle Baker, preservation officer at the South Carolina State Museum.

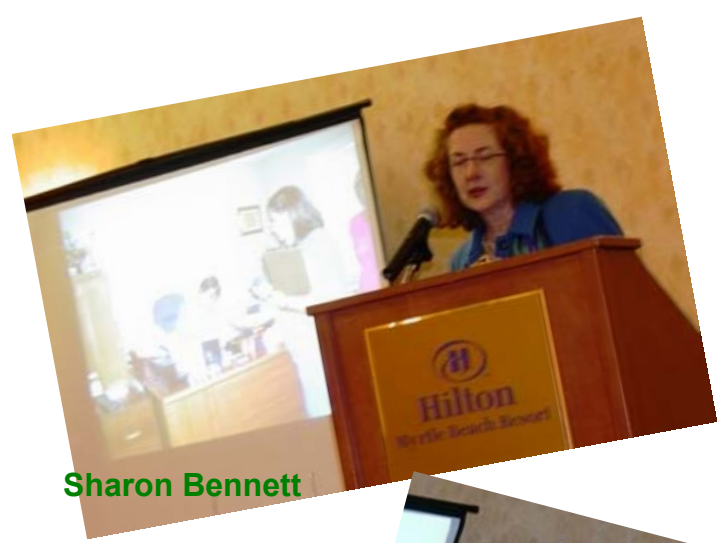
Both Bennett and Baker presented sobering reminders of the devastation caused by Hurricane Katrina in August 2005. Both were part of a team of museum professionals who visited the region in November 2005 to assess damage to museums and historic neighborhoods. Through slides and narratives, both speakers described the preparation that went into their visit and what they did after they arrived. Their observations and insights have implications and relevance for records officers throughout South Carolina.

The chief problems each encountered were gaining access to damaged buildings and communicating with other disaster professionals in the area. In many cases, roofs had been blown off buildings allowing large volumes of water to enter. With the passage of time and warm conditions, mold grew readily although not as rapidly as Bennett thought it would. Most frequently it was found along handrails and frequently handled areas.

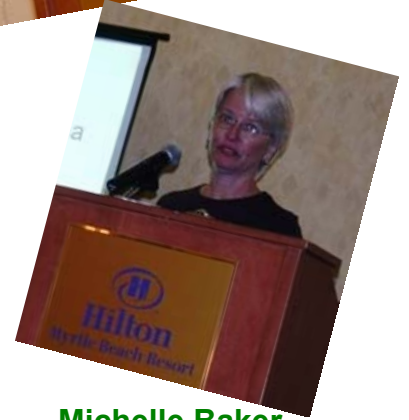
Neighborhoods had been completely abandoned. Household appliances sat along the streets waiting to be hauled away. Because trees were gone, the native habitat (i.e. birds, squirrels, etc.) were absent giving an eerie quiet to the area. Communication was possible only through the use of satellite telephones.

As a result of their visit to New Orleans, both returned with ideas to formulate strategies for improving South Carolina’s readiness should a hurricane or other natural disaster occur here. CALM, the Charleston Area Libraries and Museums group, has already enacted some changes. Both Sharon and Michelle are available to answer further questions about disaster preparedness. Sharon may be contacted at the Charleston Museum 843-722-2996; Michelle may be contacted at the South Carolina State Museum 803- 898-4921.

~Dennis Taylor, Clemson University



Sharon Bennett



Michelle Baker



Tom Legge
(a.k.a. The
temporary
sign holder)

“Sins of Our Predecessors: Dealing with Inherited Records Problems”

presented by Joe Onessimo and Sandra Wilson

The first session of the conference’s Advanced Track focused on inherited records problems and the sins of those before us. Anyone who has ever heard Joe speak on a subject knows that he displays much enthusiasm and energy on his topics.

Sandra was able to discuss a few problems she has encountered at her agency. Joe and Sandra pointed out that most likely, everyone in the audience was either promoted into a supervisor position in Records or they were hired directly from the outside, thus some of us knew what we were getting into, and others did not have a clue, unless they asked for a tour of the agency, before they accepted the position.

Some of the identified problems included paper, paper, and more paper. Some agencies never throw anything away. Joe provided one example where an agency had receipts dating back over twenty (20) years. Why would someone keep receipt records that long? Not sure, unless they were afraid to destroy them or they did not know about record retention schedules. The need was urgently stressed for the “buy in” of upper management in order to have an effective records management program. All of us face challenges and with the proper education, training and management support, we can improve our operations and correct any deficiencies.

We express much appreciation and thanks to Joe and Sandra for their informative presentation. If you would like to contact Joe or Sandra for information from their session, you may email them at Joseph.Onessimo@fdtc.edu or swilson@tcl.edu.

~Jinny Moran, Greenville County



Law Enforcement/Public Safety Breakout Session

After a wonderful and enlightening presentation about the Hunley, conference attendees met with their specific interest groups. Captain Jinny Moran, with Greenville County, was the facilitator for law enforcement and there were fifteen people in attendance.

For several in attendance, this was their first SCPRA conference. Each person introduced themselves and identified 1-2 specific issues/problems they are facing. For most, storage space and the lack of technology were the primary areas of concern.

Captain Moran discussed one way of expanding technology - through the use of possible grant funding. A list of attendees and email addresses were obtained and information will be emailed to those interested.

We express much appreciation and thanks for everyone's participation and we look forward to future presentations that have a focus on law enforcement records operations. ~Jinny Moran



*Ever wondered what a byte is?
This might clear it up - or not*

A byte is a single character.

A kilobyte (1,000 bytes) is a very short story.

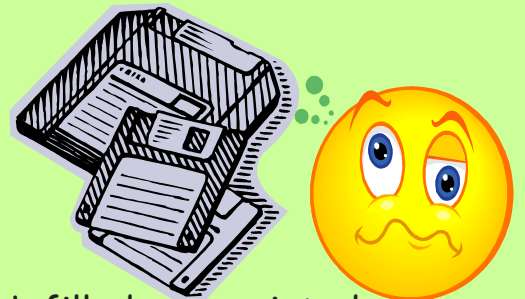
A megabyte (1,000,000 bytes) is a short novel.

A gigabyte (1,000,000,000 bytes) is a small pickup truck filled with printed paper
OR a Disney movie from a DVD.

A terabyte (1,000,000,000,000 bytes) is 50,000 trees made into paper and printed - 10 terabytes is the printed collection of the US Library of Congress.

A petabyte (1,000,000,000,000,000 bytes) is really big. 200 PB is everything that was printed the year you were born.

5 exabytes (an exabyte is 1,000,000,000,000,000,000 bytes) is all the words ever spoken by human beings.



Awards

Congratulations to the following members who worked extra hard this year and earned awards for their contributions. Their dedication and service are appreciated by all.

Coastal Region – Michelle Van Allen
Pee Dee Region – Ashley Parker
Midstate Region – Richie Wiggers
Member of the Year – Greg Carter

Greg Carter



Richie Wiggers



Michelle Van Allen



Ashley Parker

A native of Camden, Greg Carter graduated from the University of South Carolina in 1978 with a Bachelor degree in Business Administration. In 1987 he decided on a career change, which took him to Aiken Public Safety as the Records Management Supervisor. In addition to being a sworn officer and firefighter with ADPS, Greg has been involved with ARMA International as well as the SCPRA; and has served as a board member and president for both organizations. Greg is currently affiliated with the SC Department of Archives and History's Local Government Records Advisory Committee.

Greg enjoys spending free time on church activities, playing drums and tinkering on vehicles – especially his 1970 Mercury Cyclone GT, which he purchased new. He and his son, Delton, attend many USC sporting events together.

New members

Kristi Ammons
Santee Cooper

Robin Schumacher
Berkeley County

Marsha McDonald
Santee Cooper

Sabrina Randolph
Santee Cooper

Anna Goodwin
College of Charleston

Allen Altman
Charleston County

Lillie F. Young
Allendale County

Sonya L. Howard
Charleston County

Susan T. Sweat
Washington
Savannah River Co.

Ronald D. Parratt
SC Technical College
System

Christopher Shepard
The Citadel

Breanna Hodges
SC State University

Sue Creech
SC Forestry Commission

George Shaffer
SC Department of Motor
Vehicles

Tonya Dellinger
Florence Darlington
Technical College

Julie W. Taylor
Lancaster County

Regions



Upstate, Midstate,
Pee Dee, Coastal

Coastal Region

The Spring Workshop for the Coastal Region has been tentatively set for Friday, May 4, 2007. Places considered for holding the spring workshop include The Citadel and a County Office Building located on Leeds Avenue in North Charleston.

Suggested topics suggested included were: Motivational speaker, Office Ergonomics, Improve working environment, Dealing with difficult people, and Making work, work for you. ~Karen S. Greene



Coastal officers (l-r):
Sandra Wilson, Cathy Hyatt,
Karen Greene



Midstate officers (l-r):
Greg Carter, Cindy Urban, Richie
Wiggers,

Midstate Region

On November 1, 2006 Richie Wiggers, opened the meeting with a welcome - especially to non-members and first time attendees to the conference.

We did a little networking amongst ourselves then moved on to business.

Richie developed a survey for all attendees to complete. The survey

consisted of topics that were suggested for workshops from our 2005 regional meeting. Everyone was asked to rank their top 5 topics. Wow! Was this a success? The Midstate Region really responded and gave us their input. Now, the regional officers will be challenged to prioritize and see how we can best serve our region by fulfilling their requests. **Please mark your calendars as our next workshop is scheduled for Thursday, March 29th, 2007 at Midlands Tech, Airport Campus.** Details are now available on the SCPRA website. ~Judy Lucas

Sharon D.
Washington

Florence Darlington
Technical College

Abby G. Villar
Florence Darlington
Technical College

Mary Ethel Balance
Technical College of the
Lowcountry

Lucilla Jackson
Technical College of the
Lowcountry

Susan L. Scott
DHEC, Bureau of Water

Sylvia Myers-
Williams
The Citadel

Anjenette Milligan
Florence Darlington
Technical College

Joshua Male
SC Department of Archives
& History

Diane M. Crigger
Lancaster County

Amy Roberts
Lancaster County

Robert C. George, Jr.
Horry County

Maxey A. Myers
Horry County

Alicia W. Loney
Sumter Police Department

Susan A. Welsch
City of Charleston

Sarah S. Dowd
Central Carolina Technical
College

Heather Pentz
Sumter Police Department

Upstate Region

Nine Upstate members met during the annual conference and elected new officers for the region. Robin Chambers thanked all those members willing to be nominated, and of course those willing to take on the leadership roles for our region this year. The Upstate's next workshop is being planned for June 2008 with several networking luncheons to be held during 2007. Robin expressed her appreciation to the outgoing officers.



Upstate officers (l-r):
Tanya Jackson, Michelle Lowery,
Tim Nanney.
(insert) Cheryl Guzman



Pee Dee Region

Twelve members of the Pee Dee Region were in attendance at their region's business meeting during the annual conference. There were several new members in attendance at the Conference and meeting their peers in the Pee Dee Region for the first time. Before motions for new officers were taken, Ashley Parker, Region Coordinator offered a special thank-you

Pee Dee officers (l-r):
Esther Murphy, Pam White,
Ashley Parker, Andrea McDonald

to both Henrietta Scott (the 2005-2006 Recorder) and Esther Murphy (Program Coordinator in 2005-2006) for all of their hard work and dedication while serving in these roles. Then, the primary order of business was to nominate and elect new officers for the Region. The members who were voted in as Pee Dee Regional Officers for 2007-2008 are as follows: Ashley Parker (Sumter County's Register of Deeds Office) was enthusiastically re-elected to the key position of Regional Administrator; Andrea McDonald (City of Hartsville) accepted the role of Regional Program Coordinator; Esther Murphy (Horry County Solid Waste Authority, Inc.) graciously accepted the position of Regional Membership Coordinator; and last but not least, new SCPRA member Pam White (Florence-Darlington Technical College) was pleased to accept the role of Regional Recorder. Ashley thanked these newly-elected individuals for their willingness to serve for the Pee Dee Region, and announced that the SCPRA Board has requested that this Regional Committee meet more regularly from this point forward. We will be committed to accomplishing this goal. Bob Rogers, Region Affairs Coordinator for the Board, came into our meeting briefly to inform all 2007-2008 Regional Officers of a special 1-day "Region Officers Training" meeting, to be held on January 25, 2007 from

Felicia L. Mayes
SC State University

Viki Moak
Town of Pine Ridge

Terry Cecil
Horry County

Michelle Lowery
York County

Lori Fields
York County

Martha Jo Steele
York County

David Hamilton
York County

Tommie Barton
Charleston Naval Complex
Redevelopment Authority

Diana L. Nicholson
Town of Hilton Head Island

Cheryl Chapman
College of Charleston

Diane Marchant
Dorchester County

Ron Jackson
Spartanburg Technical
College

Kathy Lancaster
Spartanburg Technical
College

Heather South
SC Department of
Archives & History

Wanda Lewis
Georgetown Police
Department

Wayne Yuris Miller
City of Columbia

Thomas Mitchelson
City of Columbia

10:00 a.m.– 2:00 p.m. in Columbia. At this training session, the officers will become “fully informed on their specific responsibilities” and learn of other important functions that are conducted in the regions.

Following the election of new officers, the Region Administrator announced to the attendees that there has been a change made regarding the Pee Dee Workshops. Instead of holding a workshop every year, it has been decided that from this point forward, there will only be one workshop held every other year. Therefore, the Pee Dee Region will not hold a workshop in 2007, but will definitely have a Regional Workshop in 2008. Future workshops will be held in sometime in March, not in April (as it has been in past years). A time, date and location for the 2008 Regional Workshop will be announced at a future date. What followed next was a discussion concerning the Regional Luncheons that are held each year. Ashley announced to the group that there will be four (4) luncheons held in 2007, and their locations will be spread out throughout the Pee Dee Region. She asked all members to plan on attending as many luncheons as possible, but they should plan to attend at least one luncheon in 2007 at the location closest to each of them. In 2007, the Pee Dee Regional Luncheons will be held in April, June, August and September. Tentatively, the following areas will host these 2007 luncheon meetings: Clarendon County in April; Florence in June; Dillon in August; and the Conway/Myrtle Beach area in September. Exact dates, times and locations of these luncheons will be announced in the near future.

Finally, the Regional Administrator announced to those in attendance that the SCPRA Board has made another change regarding the Region of the Year Award. From this point forward, this special recognition will be awarded every 2 years instead of each year. Every 2 years an entire region will win the top region award. The winner will be based on member attendance at luncheons, most attended at the workshop, and the Region with the most new members over this two year period. Ashley asked for the support of all Region Members as we strive to make the Pee Dee Region the 1st Top Region to receive this award! ~Pam White, Florence-Darlington Technical College



Reminder!

Effective this year, there will no longer be a region member award.

Instead, the board will begin selecting one region per year as the top region.

That award will be given at the yearly conference.

Look for more information to come.

New Dues Rate Announced

After eleven years at the same membership rate, the annual dues are being increased. There has not been an increase in eleven years and it is costing us more to serve the membership. We used to have a little surplus after the annual conference, but we are spending more by doing more to make the conference meaningful.

Therefore, effective January 1, 2007, rates for membership in SCPRA will be as follows:

Individual Memberships
\$ 25.00/ year

Institutional Memberships
1 - 5 \$ 75.00/ year
6-10 \$ 150.00 / year

