

# State Government Digital Preservation Profiles

## South Carolina LARM\*

July 2006

This page intentionally left blank.

## Introduction

The state government digital preservation profiles available on this Web page are based on information collected from those state and territorial library, archives, and records management units that completed CTG's State Government Digital Information Preservation Survey. CTG administered the survey to all state and several territorial librarians, archivists, and records managers in early 2006. See baseline report for details.

The profiles are organized by state or territory and the library (**L**), archives (**A**), and records management (**RM**) units that were represented in the survey response. (For example, "**Alabama ARM**," which is the first responding unit in the drop down menu below, refers to the **archives and records management** units from Alabama in one survey response.) For some states, respondents also included agencies other than library, archives, and records management. These profiles are marked with an asterisk (\*) and the other units that contributed to the survey response are specified in the profiles.

To select a different profile, click on the Introduction/Select Profile link located on the top left of the screen.

You can also view consolidated tables showing how all the state/territory responding units replied to selected questions in the survey. (This is also found in Appendix E of Preserving State Government Digital Information: A Baseline Report.)

### **STATE PROFILES CONTACT**

G. Brian Burke, Project Manager  
Center for Technology in Government  
University at Albany, SUNY

## Section 1. Responding Unit(s)

**Name of state or territory.**

South Carolina

**Name and affiliation of individual(s) who responded on behalf of the state or territory.**

Bill Henry, SC Department of Archives and History

Elaine Sandberg, SC State Library

Troy Travis, SC State Budget and Control Board

The Division of the State CIO

**This profile includes information provided by the following units for this state:**

- Library
- Archives
- Records Management
- Other (please specify)
- The Division of the State CIO

The Division of the State CIO

## Section 2.1a. Setting Standards for EXECUTIVE Agencies

The following units have authority for setting standards, specified below, for digital information created or maintained by EXECUTIVE agencies. Multiple boxes are checked to reflect authority that is shared or delegated.

	Authority not assigned	Library has authority	Archives has authority	Records Management has authority	Others (See below)
Setting data management standards and or guidelines for information creation (e.g., metadata, file formats).					
Setting information technology standards and or guidelines for information creation (e.g., state approved software applications).					X
Setting standards for information retention and disposal (e.g., retention periods and methods of disposal) for various series/types of digital records and publications.			X	X	

**Other standards and the units with authority over setting them.**

Standards for information technology acquisition are set by the state's Architecture Oversight Committee (AOC), chaired by the Chief Information Officer. Standards for software applications (GIS, document management, Web commerce, etc.) are developed by the Enterprise Applications Subcommittee and presented to the AOC for approval. The SC Dept. of Archives and History is represented on this subcommittee.

**Additional information.**

The State Library has the authority to collect, catalog and preserve state publications. While we have the authority to provide bibliographic control of publications we receive, we do not define this activity to include setting standards or guidelines for document creation.

## Section 2.1b. Services Provided to EXECUTIVE Agencies

The following units provide the services, specified below, to EXECUTIVE agencies. If services are provided by multiple units, the appropriate boxes are checked.

	Services not provided	Library provides services	Archives provides services	Records Management provides services	Others (See below)
Storage for digital information.		X			X
Consultation and training services on digital information creation.	X				
Consultation and training services on digital information management.			X	X	
Consultation and training services on digital information preservation.	X				
Consultation and training services on digital information preservation.	X				
Preservation (e.g., migration, reformatting).		X			X
Access (e.g., search engine).		X			
Certification (e.g., trustworthiness of system, backups sufficient).	X				

**Other services provided and the units that provide them.**

The Division of Chief Information Officer provides storage for digital information for executive agencies. They also provide maintenance and preservation services, including migration and reformatting if necessary.

**Additional information.**

The State Library provides preservation services, which includes very basic reformatting capabilities, and access by the online catalog. The services are for the publications received in the library, not for the agencies. The Library could begin training and/or consultation services on digital information preservation and access in the future. Certification of our systems will be in the business plan.

## Section 2.2a. Setting Standards for LEGISLATIVE Agencies

The following units have authority for setting standards, specified below, for digital information created or maintained by LEGISLATIVE agencies. Multiple boxes are checked to reflect authority that is shared or delegated.

	Authority not assigned	Library has authority	Archives has authority	Records Management has authority	Others (See below)
Setting data management standards and or guidelines for information creation (e.g., metadata, file formats).					
Setting information technology standards and or guidelines for information creation (e.g., state approved software applications).					
Setting standards for information retention and disposal (e.g., retention periods and methods of disposal) for various series/types of digital records and publications.			X	X	

**Other standards and the units with authority over setting them.**

No information provided

**Additional information.**

No information provided

## Section 2.2b. Providing Service to LEGISLATIVE Agencies

The following units provide the services, specified below, to LEGISLATIVE agencies. If services are provided by multiple units, the appropriate boxes are checked.

	Services not provided	Library provides services	Archives provides services	Records Management provides services	Others (See below)
Storage for digital information.					X
Consultation and training services on digital information creation.	X				
Consultation and training services on digital information management.	X				
Consultation and training services on digital information preservation.	X				
Consultation and training services on digital information preservation.	X				
Preservation (e.g., migration, reformatting).					X
Access (e.g., search engine).					X
Certification (e.g., trustworthiness of system, backups sufficient).	X				

**Other services provided and the units that provide them.**

Legislative Printing, Information and Technology Systems provides storage, preservation, and access services for legislative agencies.

**Additional information.**

No information provided



## Section 2.3a. Setting Standards for JUDICIAL Agencies

The following units have authority for setting standards, specified below, for digital information created or maintained by JUDICIAL agencies. Multiple boxes are checked to reflect authority that is shared or delegated.

	Authority not assigned	Library has authority	Archives has authority	Records Management has authority	Others (See below)
Setting data management standards and or guidelines for information creation (e.g., metadata, file formats).					
Setting information technology standards and or guidelines for information creation (e.g., state approved software applications).					X
Setting standards for information retention and disposal (e.g., retention periods and methods of disposal) for various series/types of digital records and publications.			X	X	

**Other standards and the units with authority over setting them.**

Standards for information technology acquisition are set by the state's Architecture Oversight Committee (AOC), chaired by the Chief Information Officer. Standards for software applications (GIS, document management, web commerce, etc.) are developed by the Enterprise Applications Subcommittee and presented to the AOC for approval. The SC Dept. of Archives and History is represented on this subcommittee.

**Additional information.**

No information provided

## Section 2.3b. Providing Service to JUDICIAL Agencies

The following units provide the services, specified below, to LEGISLATIVE agencies. If services are provided by multiple units, the appropriate boxes are checked.

	Services not provided	Library provides services	Archives provides services	Records Management provides services	Others (See below)
Storage for digital information.					X
Consultation and training services on digital information creation.	X				
Consultation and training services on digital information management.			X	X	
Consultation and training services on digital information preservation.	X				
Consultation and training services on digital information preservation.	X				
Preservation (e.g., migration, reformatting).	X				
Access (e.g., search engine).	X				
Certification (e.g., trustworthiness of system, backups sufficient).	X				

**Other services provided and the units that provide them.**

Digital storage services provided by a unit within the division of the state Chief Information Officer.

**Additional information.**

No information provided

## Section 3. State Government Digital Information Preservation Activities

This section includes descriptions of past or current digital preservation activities in the state.

**TITLE OF THE STATE GOVERNMENT DIGITAL INFORMATION PRESERVATION ACTIVITY:**

Selection, acquisition, description, and reference access to digital files

**SHORT DESCRIPTION:**

The SC Department of Archives and History (SCDAH) appraised and selected for archival retention, some National Corrections Reporting Program data files (1987-1999) produced by the SC Department of Corrections (SCDOC) from their Offender Management Information System and forwarded to the Federal Bureau of Census on behalf of the Bureau of Justice Statistics. These data files are generated each calendar year and provide a comprehensive description of prisoners entering and leaving the custody of the SCDOC. The data files were transferred to the SCDAH on 6250 bpi EBCDIC 9 track cartridge tapes and one ASCII CD-ROM. Public access is provided through the SCDAH Reference Room via a Microsoft Access database.

**LINKS TO RELATED WEB SITES OR PROJECT DOCUMENTS:**

Link to series description from the SCDAH Summary Guide to Holdings -  
<http://www.state.sc.us/scdah/guide/S132094.htm>

**CONTACT FOR THIS ACTIVITY:**

Bill Henry, SC Dept. of Archives and History  
[henry@scdah.state.sc.us](mailto:henry@scdah.state.sc.us)

---

**TITLE OF THE STATE GOVERNMENT DIGITAL INFORMATION PRESERVATION ACTIVITY:**

Acquisition of agency Web site snapshots

**SHORT DESCRIPTION:**

The SCDAH is presently working with the SC Department of Social Services and the SC Judicial Department to plan for the systematic acquisition of annual snapshots of their Web sites. These are the first two agencies where the SCDAH is testing a new functional appraisal approach for identifying archival records in all formats, including electronic.

**LINKS TO RELATED WEB SITES OR PROJECT DOCUMENTS:**

Not yet available.

**CONTACT FOR THIS ACTIVITY:**

Bill Henry  
[henry@scdah.state.sc.us](mailto:henry@scdah.state.sc.us)

---

**TITLE OF THE STATE GOVERNMENT DIGITAL INFORMATION PRESERVATION ACTIVITY:**

State Documents Depository Legislation

**SHORT DESCRIPTION:**

In January 2005 the South Carolina State Library sought legislators to write and sponsor a bill to amend Title 60-2 of the South Carolina Code of Laws to include electronic formats of publications in the list of publications collected by the State Library for inclusion in the State Documents Depository Program. The legislation passed and became law upon the signature of the Governor on March 22, 2005.

**LINKS TO RELATED WEB SITES OR PROJECT DOCUMENTS:**

Link to text of legislation:

[http://www.scstatehouse.net/cgi-bin/query.exe?first=DOC&querytext=%22state%20library%22&category=Legislation&session=116&conid=1776876&result\\_pos=0&keyval=1160319](http://www.scstatehouse.net/cgi-bin/query.exe?first=DOC&querytext=%22state%20library%22&category=Legislation&session=116&conid=1776876&result_pos=0&keyval=1160319)

Link to SC Code 60-2 <http://www.scstatehouse.net/code/t60c002.htm>

**CONTACT FOR THIS ACTIVITY:**

Contact: Elaine Sandberg, Government Documents Librarian, South Carolina State Library

---

**TITLE OF THE STATE GOVERNMENT DIGITAL INFORMATION PRESERVATION ACTIVITY:**

SC Edocs

**SHORT DESCRIPTION:**

Following passage of the legislation enabling the South Carolina State Library to collect, preserve and make accessible state publications in electronic format, the agency began a process of evaluating its ability to collect and store this format and to devise and begin a test program. To date our accomplishments include:

\* A memo to each agency head detailing the legislation and indicating that new guidelines for the depository system would be available soon.

\* Collection development guidelines and priorities of preservation.

\* A test program of collecting electronic publications, cataloging them and saving them to the library server. They are then accessible through the Online Catalog.

\* Documented procedures for acquisition, cataloging, mounting on the library server, and recording statistics.

\* Announcements of the collection on the SC government portal, on the Library Web site and in publications sent to public libraries in the state.

\* An updated manual for agencies including mention and guidelines for sending electronic documents to the State Library. We will continue with our present procedure at least through 2006, adding current and some archived documents that have no print version, are at risk of disappearing from the sponsoring agency Web site, or fall into the collection development guidelines. During this year we will work toward a business plan and acquisition of both server space software to improve the processes.

**LINKS TO RELATED WEB SITES OR PROJECT DOCUMENTS:**

Links: South Carolina State Documents Depository Program <http://www.state.sc.us/scsl/doclibs2.html>

Manual to State Agencies <http://www.statelibrary.sc.gov/stdocs/manual.pdf>

Online catalog for the State Library <http://www.state.sc.us/scsl/scslweb/welcome.html>

**CONTACT FOR THIS ACTIVITY:**

Elaine Sandberg, Government Documents Librarian, South Carolina State Library  
1500 Senate Street, Columbia, SC 29201  
803-734-8625 or [elaine@leo.scsl.state.sc.us](mailto:elaine@leo.scsl.state.sc.us)

## Section 4. Training Needs for Digital Preservation Related Activities

Level of training needed for the digital preservation capabilities, specified below.

	Training already provided	Basic training needed	Advanced training needed
Identify the type and amount of digital information throughout the state.		X	
Select and appraise state government information in digital form.			X
Identify key stakeholders related to specific digital information (other local/state agencies, other states, private sector, etc.).		X	
Negotiate and make agreements with key stakeholders to preserve digital information.		X	
Acquire state government information in digital form for holdings.			X
Manage state government information in digital form (metadata, reformatting, etc.).		X	
Manage the ingest of digital information into a repository.		X	
Manage the long-term storage of digital information in a repository.		X	
Develop mechanisms to monitor the long-term usability of state government information in digital form.		X	
Make state government information in digital form accessible to users.			X
Produce a disaster and recovery planning for state government information in digital form.		X	
Manage copyright, security, and other legal issues of relevance to state government digital information.		X	
Other (See below).			

**Other training needed for digital preservation capability.**

No information provided

**Additional information on existing training programs.**

No information provided

## Section 5. State Government Digital Information Currently At-Risk #1

This section includes examples of state government digital information that is at-risk of deteriorating or being altered or lost through format or technological obsolescence, policy or procedural gaps, or financial constraints.

### **DESCRIPTION OF AT-RISK STATE GOVERNMENT DIGITAL INFORMATION:**

State publications, documents, and records available only on agency web sites.

### **CONDITIONS CAUSING INFORMATION TO BE AT-RISK:**

Many state agencies are conducting business via the Web and/or publishing official reports and records on their Web sites without plans for capturing and preserving content having long-term or enduring value.

Documents only available electronically and posted to agency Web sites are often posted without notifying the State Library of their existence. Agencies have varying retention policies and often alter or remove items without notice. Since the State Library is only posting items to our server in PDF we are limited in storage space and in documents we can preserve. Items in html have to be completely reformatted or saved as print documents.

### **STRATEGIES CONSIDERED TO PRESERVE AT-RISK STATE GOVERNMENT DIGITAL INFORMATION:**

SCDAH strategies:

The SCDAH is presently working with two agencies (Department of Social Services and Judicial Department) to plan systematic annual acquisitions of their Web sites.

State Library strategies:

- \* Publicity concerning the SC law and the state documents program
- \* Linking to agency Web pages
- \* Storage on Library server
- \* Written agreements with agencies to preserve publications on their Web sites
- \* Separate email account for state documents from the agencies
- \* Print copies on archival paper

---

### **DESCRIPTION OF AT-RISK STATE GOVERNMENT DIGITAL INFORMATION:**

Electronic databases

### **CONDITIONS CAUSING INFORMATION TO BE AT-RISK:**

Databases are in constant flux and are not regularly being saved, even as 'point in time.' Some agency sponsors will print or post data summaries monthly, quarterly, or annually.

### **STRATEGIES CONSIDERED TO PRESERVE AT-RISK STATE GOVERNMENT DIGITAL INFORMATION:**

Printing out a Web page or retaining a printed publication sent from the agency.

---

### **Examples of government digital information that was not preserved and is no longer accessible.**

Web-based agency publications, not extant in other formats, that were deleted or superseded without retaining a copy for preservation.

Examples:

- \* State employee phone book
- \* Statistical Abstract for South Carolina
- \* South Carolina Industrial Directory
- \* Standing committees and Committee Members of the Senate and House of Representatives (state)

## Section 6. Enterprise Architecture

The following section describes the state's and corresponding units' awareness of and involvement in their state's Enterprise Architecture efforts.

**Aware of state's Enterprise Architecture efforts.**

Yes

**Involved in state's Enterprise Architecture efforts.**

Yes

**Nature of involvement in the state's Enterprise Architecture efforts, if appropriate.**

The Department of Archives and History has a representative on the Enterprise Applications Subcommittee of the state's Architecture Oversight Committee (AOC). To date, this subcommittee has developed and the AOC has approved and issued standards for enterprise resource planning (ERP), Geographic Information Systems, and electronic document management systems. A standard for Web commerce is pending approval.

The SCSL has two staff members and the SCDAH has one representative on the state's Assistive Technology Advisory Committee. This advisory group worked with the Presentation Services Subcommittee of the AOC on the development of standards for assistive technology and Web accessibility.

**Links to relevant documentation that describes the unit's involvement in the state's Enterprise Architecture efforts.**

Link to subcommittee members - <http://www.cio.sc.gov/eaweb/>

Link to Enterprise Architecture standard for electronic document management systems (EDMS). This standard incorporates the Department of Archives and History's guidelines for EDMS and digital imaging.  
<http://www.cio.sc.gov/SCEA/E-Document-Management-Systems.pdf>

## Section 7. Additional Thoughts or Comments

No information provided