

# FOR THE RECORD

THE RECORDS MANAGEMENT NEWSLETTER

Monday 5th May, 2025

Vol.5

## TRAINING SPOTLIGHT

### Rescind or Opt-Out

Two new Records Management Forms have been published on the SCDAH website! The Schedule Rescission (ARM-17) and the General Schedule Opt-Out Form (ARM-18) are used to indicate to the Archives that a specific or general schedule is not applicable to your agency's records.

The **ARM-17** is used to request that a specific retention schedule be **rescinded** from use within your agency. This form must be approved by a SCDAH Records Management representative before the schedule can be discarded. Be sure to provide a clear justification for rescission, as well as any information regarding the current state of the records covered by that schedule.

The **ARM-18** is used to **opt-out** of an Archives issued General Schedule in place of an existing agency specific retention schedule. You must include the name and series number of the General Schedule you are opting out of, as well as the title and series number of the Agency specific Schedule that will be used in its place. This form should be reviewed and acknowledged by archives staff before implementation.



## ANNOUNCEMENTS & UPCOMING EVENTS

Registration is open for our African American Genealogy Workshop. Join us for a discussion highlighting the resources and methods available at SCDAH for discovering African American family history! This is a free event held on Saturday, May 17<sup>th</sup> 10:00am to 12:00pm

- Pre-registration is required. Register at <https://form.jotform.com/250704236785965>

Virtual Town Hall for Municipalities on the ARM-13 Form (digitizing records) – Tuesday, June 10th at 10:00 AM

- Contact Chris Condon at [ccondon@scdah.sc.gov](mailto:ccondon@scdah.sc.gov) for further information.

Virtual Town Hall for State Agencies (second round) on the ARM-13 Form (digitizing records) – Thursday, June 19th at 10:00 AM

- Contact Terri Washington at [twashington@scdah.sc.gov](mailto:twashington@scdah.sc.gov) for further information.



### SCDAH FUN FACT!

The South Carolina Department of Archives and History has a plethora of resources available for researching military history. Our collection consists of primary sources ranging from the American Revolution to the Civil War, as well as other research materials that illustrate the history of our armed forces. **Depicted below is a militia enrollment roll of Richland County residents 18 to 30. The enrollments were made between June and December of 1869.**

ROLL OF CITIZENS							
of Second Township, in the County of Richland, between the ages of 18 and 30, year							
No.	NAME.	Age.	OCCUPATION.	RESIDENCE.	COLOR.	REMARKS.	
89	Johnson, Bond		Farmer	Cane Creek			
90	Johnson, Meloy			Cane Creek			
91	Johnson, David			Cane Creek			
92	Johnson, C. A.			Cane Creek			
93	Johnson, Samuel		Blacksmith	Cane Creek			
94	Johnson, James		Farmer	Cane Creek			
95	Johnson, William		Farmer	Cane Creek			
96	Johnson, Albert			Cane Creek			
97	Johnson, George		Farmer	Cane Creek			
98	Johnson, C. C.		Schoolteacher	Cane Creek			
99	Johnson, John		Farmer	Cane Creek			
100	Johnson, William			Cane Creek			
101	Johnson, David			Cane Creek			
102	Johnson, John			Cane Creek			
103	Johnson, William			Cane Creek			
104	Johnson, George			Cane Creek			
105	Johnson, James			Cane Creek			
106	Johnson, William			Cane Creek			
107	Johnson, David			Cane Creek			
108	Johnson, John			Cane Creek			

On the Record: \_\_\_\_\_

## RECORDS REACH OUT!



Left to Right: Danya Lester, Erin Lowry, Kim McClure, Dr. Eddie Lee, & Dr. Greg Bell. Many thanks to Danya Lester of Phi Alpha Theta who organized the event and to rest of the Winthrop University students and faculty for the warm welcome! Photo Credits: Winthrop University

This past quarter, members of SCDAH's Records Management were invited to speak at Winthrop University and with the Municipal Association of South Carolina.

On March 25<sup>th</sup> the Records Management and Archival Services branches of the South Carolina Department of Archives and History presented at a program hosted by the Winthrop University chapter of the *Phi Alpha Theta* National History Honor Society. Records Management Services Supervisor, Erin Lowry and Archival Services Supervisor, Kimberly McClure represented the State Archives at this event. The program highlighted the legal, historical and genealogical importance of archives and historic preservation.

On April 10<sup>th</sup> Local Records Analyst Chris Condon was invited to present at the *SC Municipal Finance Officers, Clerks and Treasurers Association Spring Academy*. Attendees were given a comprehensive training on Records Management in South Carolina, and guidelines on proper notification of destruction, converting physical records to digital, storage requirements and damage to records, and how to coordinate similar presentations with individual municipalities.

SCDAH's Records Management branch enjoys working with its network of State and Local Agencies, as well as the Colleges and Universities of South Carolina! If you would like to arrange an in-person or virtual presentation on Records Management, please contact us at [rm@scdah.sc.gov](mailto:rm@scdah.sc.gov).



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