

FOR THE RECORD

THE RECORDS MANAGEMENT NEWSLETTER

Tuesday 5th August, 2025

Vol.6

TRAINING SPOTLIGHT

Specific Schedule Revision

Public Records are often living documents that grow and change with the times, and the same goes for the Specific Schedules that cover them! The Records Management Division has created the **Request for Revision of Schedule Form (ARM-16)** to keep your schedules accurate and up to date.

The **ARM-16** is used to request that an element of an established Agency Specific Schedule be revised or updated. These requests can cover any topic such as retention, records description, or even the header information used to designate the office, division or program unit the schedule applies to.

All revision requests must include a description of what element is to be updated, along with a brief justification for that change. Please send the completed form to your assigned Records Analyst, or to rm@scdah.sc.gov.

For more information on schedule revisions, please contact SCDAH Records Management staff at rm@scdah.sc.gov.



ANNOUNCEMENTS & UPCOMING EVENTS

Registration for the South Carolina Public Records Association Training Conference is now open until September 30th! Join SCPRA for 3 days of records management related learning, collaboration, and networking!

- October 21st – 24th – Embassy Suites Golf Resort, Greenville, SC. Register at SCPRA.org.

Virtual Town Hall for Municipalities on the ARM-13 Form (digitizing records) – Tuesday, September 9th at 10:00 AM

- Contact Chris Condon at ccondon@scdah.sc.gov for further information.

Virtual Town Hall for State Agencies (third round) on the ARM-13 Form (digitizing records) – Tuesday, September 16th at 10:00 AM

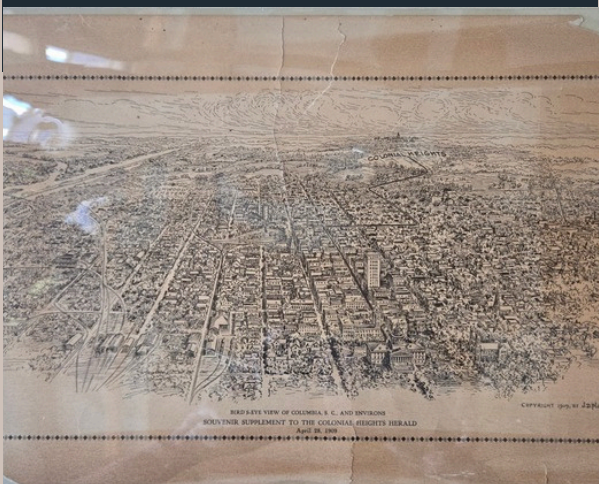
- Contact Matthew Dantzler at MDantzler@scdah.sc.gov for further information.



SCDAH FUN FACT!

The South Carolina Department of Archives and History is home to a wide array of historic maps that cover every corner of our state's towns, cities, counties and more! They are available for the public to view both online and in person at our research room.

Depicted below is a hand drawn Bird's Eye View of the city of Columbia in 1909, showing major buildings, churches, railroads and other structures.



On the Record: _____

ELECTRONIC RECORDS DAY

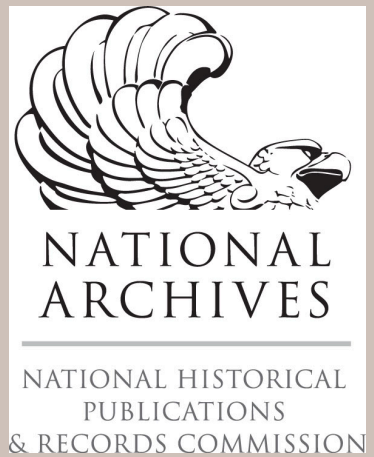
In celebration of Electronic Records Day, the Records Management Division will host an in-person statewide training on October 1, 2025. This event will provide state agencies with an overview of the core principles of public records management. Each presentation will focus on key areas to help agencies comply with the South Carolina Public Records Act. We look forward to this opportunity to reintroduce the SCDAH Records Management Division, strengthen connections with agencies, and highlight tools and resources to support your records management program!

The event will take place at the South Carolina Department of Archives and History on October 1st, 2025 from 8:30am to 12:00pm. Registration and information on guest speakers and presentations to come.

For more information, please contact Matthew Dantzler at MDantzler@scdah.sc.gov.



ANNOUNCING SC SHRAB MICROGRANT PROGRAM



As part of the funding from the National Historical Publications and Records Commission (NHPRC), the SC SHRAB will award a maximum individual award amount of \$1,000.00, to fund up to 15 microgrants to provide non-competitive funding for capital support and/or essential needs purchases to benefit an archival program of South Carolina institutions housing historical records. There is no cost share for these microgrants; SC SHRAB will provide 100% of the funding.

Microgrant Guidelines and Funding Request Document are available at <https://scdah.sc.gov/sc-shrab-microgrants-program>.

Contact Erin Lowry, SHRAB Coordinator, at SCSHRAB@scdah.sc.gov or 803-896-6128 with questions.



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