

FOR THE RECORD

THE RECORDS MANAGEMENT NEWSLETTER

Monday 3rd February, 2025

Vol.4

TRAINING SPOTLIGHT

Permanent Records Transfer

There are two forms used for the transfer of inactive permanent records to the Archives: the ARM-14 and the ARM-15.

The **ARM-14** is used to transfer physical records to the Archives after they have met their in-house agency retention. This form should be sent to the States Records Center staff via email upon completion, and a hard copy should accompany the records upon transfer.

The **ARM-15** is used to transfer electronic records to the Archives. This form should also accompany the records upon completion. The file format, Megabytes, and retention schedule information must be included for the form to be accepted.

For more information on permanent records transfer, please contact the Records Management staff at rm@scdah.sc.gov.



ANNOUNCEMENTS & UPCOMING EVENTS

In honor of black history month, we would like to spotlight SCDAH's guide to African American genealogical research in South Carolina! The guide offers advice for general genealogical research as well as more specific ideas on collections that might be helpful in exploring African American history in the state.

- Check out the SCDAH African American Genealogy page to view the guide and begin the journey through your family history!

Virtual Town Hall for Counties on the ARM-13 Form (digitizing records) – Tuesday, March 4th at 10:00 AM

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

Virtual Town Hall for Colleges and Universities on the ARM-13 Form (digitizing records) – Thursday, February 20th at 10:00 AM

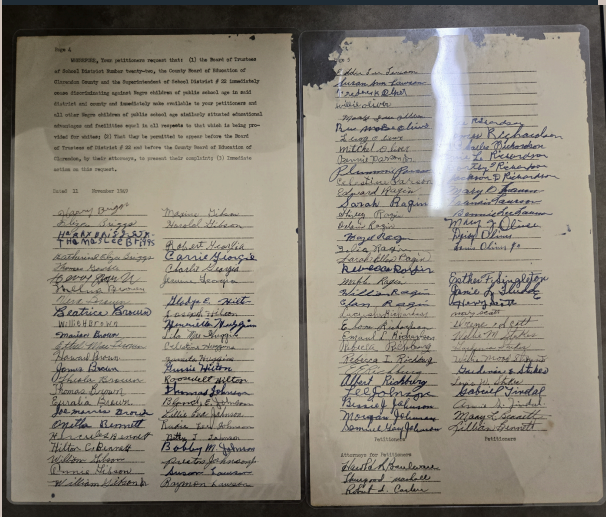
- Contact Terri Washington at twashington@scdah.sc.gov for further information.



SCDAH FUN FACT!

The landmark case of *Brown v. Board of Education* (1954) has roots right here in South Carolina! One of the many cases that made up *Brown v. Board* was *Briggs v. Elliot* (1952), between the Briggs family, and a Clarendon County school district. Black students had to make several mile journeys to school on foot in harsh conditions, and learn in dilapidated facilities with little to no resources.

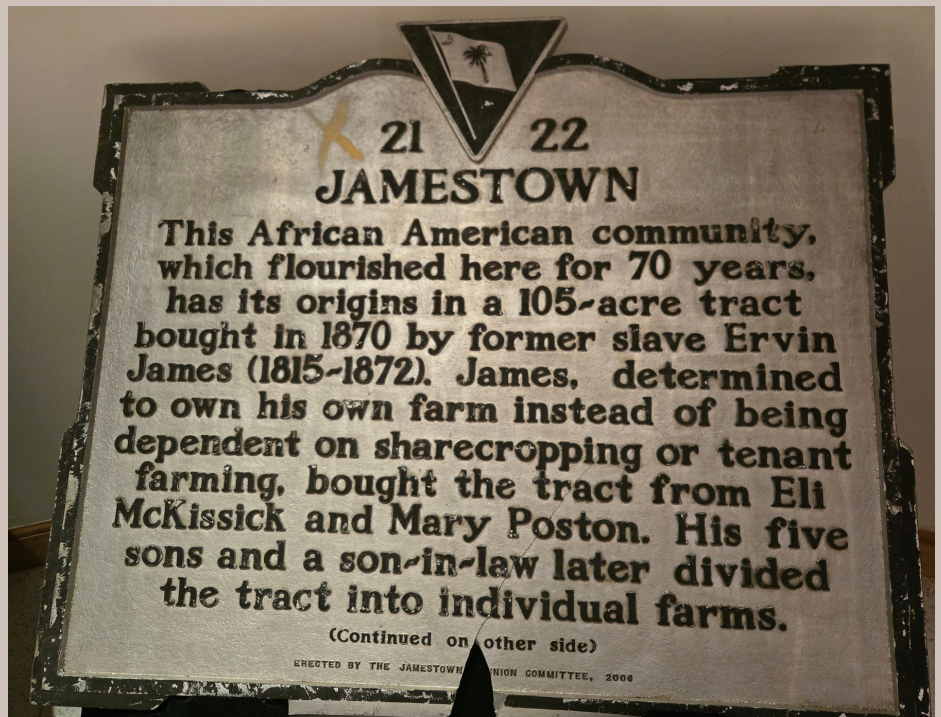
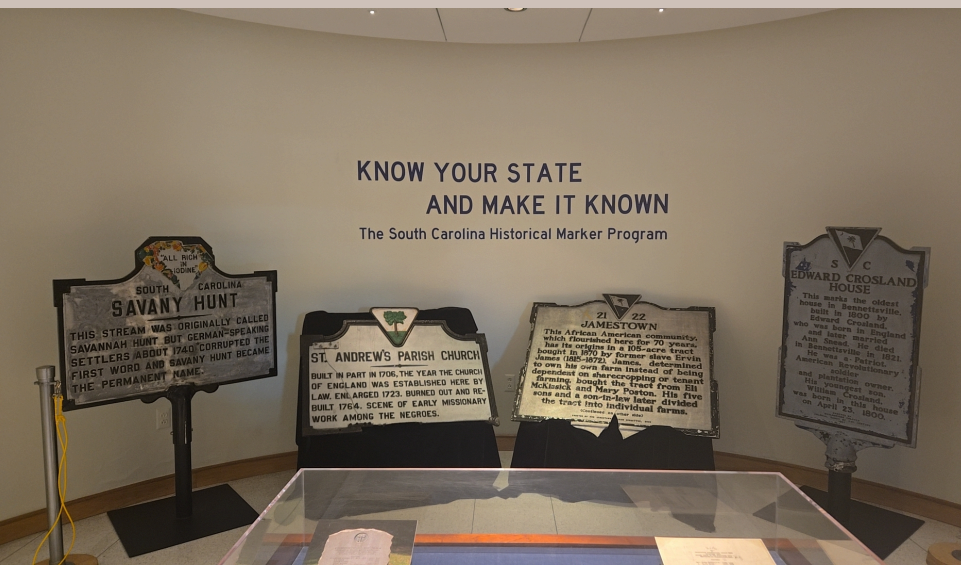
The Archives is home to the original signed petition that sparked the case, that asked the district to provide equal amenities and advantages to what their white counter parts received.



On the Record:

EXECUTIVE LEVEL EMAIL ASSESSMENT

The deadline for the Executive Level Email Assessment campaign for state agencies has now passed, and all assessments should be completed and returned to mdantzler@scdah.sc.gov. SCDAH records management staff will now go into a period of review, and will be in contact with each agency to discuss and coordinate records transfer.



NEW EXHIBIT OPEN TO THE PUBLIC!

A new exhibit has opened at SCDAH! *Know Your State and Make it Known* traces the nearly ninety-year history of South Carolina's Historical Marker Program. One of the oldest of its type, this program has helped South Carolinians illuminate the colorful past of our state one historic place at a time! Admission is free Monday through Friday, 8:30AM to 5:00PM.

8301 Parklane Road
Columbia, SC 29223-4905
803-896-6196
rm@scdah.sc.gov

