

FOR THE RECORD

THE RECORDS MANAGEMENT NEWSLETTER

Monday, 9th February 2026

Vol.8

TRAINING SPOTLIGHT

Paper Records Digitization

One of the most common Records Management initiatives involves the digitization of paper records. While this is a great method for space saving, it is important to note that the original paper record is considered the "official" version of that record, and can **not** be destroyed before the retention has been met. In order to designate the newly digitized version of a record as the official copy, you must receive an approved **ARM-13** form from the State Archives.

The **ARM-13**, or Authorization for Disposal of Original Paper Records Stored as Digital Images, is used to designate an electronic version of an originally paper record as the official copy of that record. The approval of this form means that the electronic record is now beholden to the established retention schedule, and should not be destroyed before the entirety of that retention has been met. The corresponding paper record would then become a back-up or "convenience" copy, and can be destroyed as needed.

Some records, such as records with a retention of longer than 10 years, or vital records, have specific requirements that must be met before the ARM-13 can be approved. This includes the creation of indexes, finding aids, and the establishment of back up copies of the records stored in an off-site location. These provisions can be found in our Informational Leaflet #13.

For more information on the ARM-13 and records digitization, please contact SCDAH Records Management staff at rm@scdah.sc.gov.



ANNOUNCEMENTS & UPCOMING EVENTS

SCDAH'S new exhibit Foundations of a Revolution: South Carolina, 1775-1777, will be open to the public on February 12, 2026.

The first round of Virtual Town Halls for State Agencies will take place on Tuesday March 10, 2026, covering the topic of the ARM-1 form and specific schedule creation.

- Invites will be sent to agencies included in the first round.
- Contact Chris Condon at ccondon@scdah.sc.gov for further information.

Virtual Town Hall for Colleges and Universities on specific schedule creation will take place Wednesday March 18th, 2026.

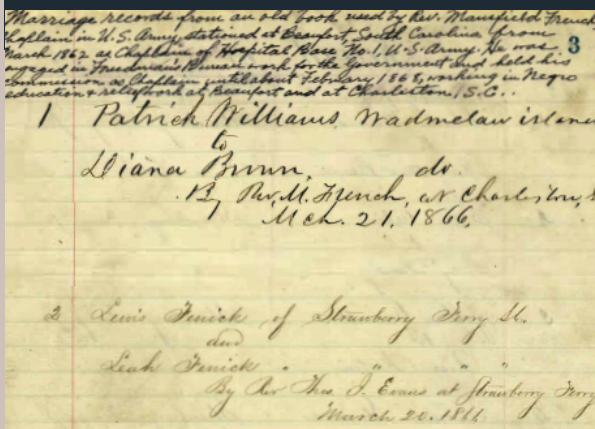
- Contact Terri Washington at twashington@scdah.sc.gov for further information.



SCDAH FUN FACT!

SCDAH offers multiple avenues for exploring African American genealogy. One such option are Freedmen's Bureau Records. The Archives is home to Marriage and Divorce Freedmen's Bureau records, which help trace families through individual members, former plantation placement, and other familial links.

Below is a Freedmen's Bureau Marriage Record from 1866.



On the Record: _____

SPRING INTO RECORDS MANAGEMENT!

South
Carolina
Public
Records
Association



On January 16th, SCDAH hosted the South Carolina Public Records Association's (SCPRA) annual Regional Officers training, where members of the association gathered at the Archives to learn the ins and outs of their roles as leadership, and to plan future initiatives for their regions.

This year, the Midstate region will be hosting a luncheon for current, new, and perspective members. This event will allow state of South Carolina government workers in the Midstate region to learn about SCPRA as an organization, their initiatives, and how to become a member. The upcoming luncheon will take place on Wednesday, March 11th.

For more information on the event and how to register, reach out to Carla Kaiser at kaiserc@midlandstech.edu.



south carolina
STATE LIBRARY

On Wednesday, April 15th 2026 The South Carolina Department of Archives and History Records Management and Collection departments will host an information session in conjunction with the South Carolina State Library. The training will cover topics pertaining to permanent records transfer to both the State Archives and the State Library.

Following the sessions, there will be a guided tour of the Archives' facilities.

This event is for State Agency Employees only.

To register please visit:

<https://statelibrary.sc.libcal.com/event/15480772>



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