

From: Taylor, Richele
To: Emerson, W. Eric <EEmerson@scdah.sc.gov>
CC: Tuttle, Steve <STuttle@scdah.sc.gov>
Date: 12/30/2016 7:15:02 PM
Subject: RE: Photos for Archives

Eric,

Great – this is helpful. I like your idea to retain until we ensure the electronic copies are accessible.

We will give you the hard copy for this administration, and we will continue to retain the hard copies going forward until you ascertain how difficult it is to view the electronic version.

I would like to schedule a time to come by next week and discuss getting the ARM 13 ready so that we can move towards retaining the documents in electronic form only. Also, I would like to discuss whether the ARM 13 is needed for any other records. Maybe I can tour archives while I am there.

I can make myself available next Wednesday and Thursday if you have availability. Please let me know what works best for you!

Richele

From: Emerson, W. Eric [mailto:EEmerson@scdah.sc.gov]
Sent: Friday, December 30, 2016 11:02 AM
To: Taylor, Richele <RicheleTaylor@gov.sc.gov>
Cc: Tuttle, Steve <STuttle@scdah.sc.gov>
Subject: RE: Photos for Archives

Hi Richele,

Thanks for your message. I am glad to hear that things are going well. I hope that you have enjoyed the holidays.

Regarding correspondence, please feel free to forward the paper copies to us. It is not a burden for us, and it will be good to have the paper copies until we can ascertain how difficult (or easy) it will be to transfer the digital records from IQ to SCERA. In the long term, it is fine with us if the official copy of record is the digital copy. Below is a link to *Public Records Information Leaflet #13* and form *ARM 13*, which is a authorization for disposal of original records. It is best if we create an *ARM 13* for each record series *before* the paper copies are destroyed.

<http://rm.sc.gov/leaflets/Documents/IfIt13.pdf>

<http://rm.sc.gov/Documents/ARM-13%20Feb2014r.docx>

Please let me know if you have any questions, or if we can create the *ARM 13* for you.

Thanks,
Eric

W. Eric Emerson, Ph.D.
Director and SHPO
South Carolina Department of Archives and History
8301 Parklane Road
Columbia, SC 29223
803-896-6185

803-896-6186 fax

From: Taylor, Richele [<mailto:RicheleTaylor@gov.sc.gov>]
Sent: Thursday, December 29, 2016 1:54 PM
To: Emerson, W. Eric
Subject: RE: Photos for Archives

Hi Eric! Hope you had a good Christmas/holiday season. We are still moving forward.....I think next week I will be able to send you a list of what all we have ready to go and contacts.

For now, one more question. For the correspondence, you have archived the first half of the administration. For the second half, we have the correspondence in both IQ and in paper form. I would like to destroy the paper form and call the electronic form "the record." I would like to make this rule going forward, assuming McMaster agrees. Right now, everything is put into IQ electronically, and then the paper record is filed alphabetically. It is important to me that we minimize the footprint while keeping the records.

I know that we can make this decision, but I would like your input. Is there any reason/historical purpose you see for keeping the hard copies? I appreciate feedback. I am certain you know more "norms" across the country as we go from paper files to electronic records.

Thank you,
Richele

Richele K. Taylor
Chief Legal Counsel
Office of the Governor
O: 803-734-8465
C: 803-231-9763

From: Emerson, W. Eric [<mailto:EEmerson@scdah.sc.gov>]
Sent: Monday, December 19, 2016 5:21 PM
To: Taylor, Richele <RicheleTaylor@gov.sc.gov>
Subject: RE: Photos for Archives

Richelle,

Thanks for your message. I will be around all week if you need to talk about archiving details. Below are some thoughts regarding the four points in your email.

- 1) We are testing the speed at which we can download the 1000 photos from flickr. It probably would be quicker if we could access them from your network or server.
- 2) I agree with you that it would make more sense for you to get access for us to the public information (Executive Orders, videos, press releases, and veto messages) rather than your team having to download it and pass it on.
- 3) Thanks for your offer to forward the cabinet meeting video links so that we can download them. That should work well.
- 4) You are correct in your memory of our conversation concerning your team boxing the paper records. If you box them, we will take it from there.

Thanks again for all of your help, and please let me know if I can answer any questions or be of service.

Best,
Eric

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From: Taylor, Richele [<mailto:RicheleTaylor@gov.sc.gov>]
Sent: Friday, December 16, 2016 5:10 PM
To: Emerson, W. Eric
Subject: FW: Photos for Archives

Eric,

I hope you are doing well. If you are around next week, I would love to chat about some of the archiving details for Haley. Below are some of the nuances – I am trying to use digital archiving as this will make the process easier. Below are my thoughts. No need to respond tonight – I recognize I am emailing at 5 on Friday.

First, forwarded below is a link with over a 1000 photos. Can your guys pull the photos and archive from here?

Second, a lot of information is public these days. For example, Executive Orders, videos, press releases, and veto messages. They are all uploaded to the website. The DOA said a person can go into the background and save the information from the website into folders. I am thinking it makes more sense to get you guys access to download this information, rather than our team downloading and passing on. Also, you can choose how you want to save it – the indexing you prefer.

Third, I have another set of links to the cabinet meeting videos. They are uploaded in the videos on the website as well, but we have combed them out so you can create a separate file. I can forward those links if that can be downloaded on your end.

Last, I wanted to confirm my memory that we could box records and your team would digitize. I believe that was stated in our meeting. The two items kept in paper format are application/board info, and the palmetto/silver crescent applicant/award info. I think the remainder of our records are electronic.

Thank you again for the helpful meeting. I had not checked my voicemail – so I got both your messages after the meeting. J Rebecca and I will make a trip out in the new year to archives.

Thank you,

Richele

Richele K. Taylor
Chief Legal Counsel
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It's a great day in South Carolina

From: Godfrey, Rob
Sent: Friday, December 16, 2016 1:58 PM
To: Taylor, Richele <RicheleTaylor@gov.sc.gov>; Schimsa, Rebecca <RebeccaSchimsa@gov.sc.gov>

Subject: Photos for Archives

The following account hosts official high resolution photos of the governor and her work: <https://www.flickr.com/photos/governornikkihaley/>

Has been continuously updated since 2013. Link has been public and the photos are available for anyone to download.

RSG

Rob Godfrey
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