

From: McCawley, Patrick <PMcCawley@scdah.sc.gov>
To: [Tori Beth BlackToriBethBlack@scstatehouse.gov](mailto:ToriBethBlack@scstatehouse.gov)
Date: 1/2/2019 11:19:14 AM
Subject: Lt. Governor Records

Dear Ms. Black,

I look forward to picking up the paper records at a time convenient to you. I also want to alert you that your office may have born digital records that may also need to be archived. These records can include policy documents, calendars, emails and social media records. The SC Dept. of Archives and History does have a digital repository designed for the long term storage and accessibility of digital records. Our Electronic Records Analyst, Jessica Hills, would be glad to discuss digital records with you so that those of the Lt. Governor's that are of permanent value can be properly transferred and archives. I am copying her on this email so you can contact her directly. She can also be contacted by phone at 896-6119.

Thank you,

Patrick McCawley
Supervisor, Record Services
SC Dept. of Archives and History
8301 Parklane Road
Columbia, SC 29223
803-896-6203