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**STATE OF SOUTH CAROLINA**
Department of Archives and History — Records Management Division
8301 Parklane Road, Columbia, SC 29223 • Tel: (803) 896-6128 • rm@scdah.sc.gov

**NON-COMPLIANT**

# NOTICE OF REQUIRED VENDOR-COMPLIANCE REMEDIATION

REF: S.C. Code Title 30, ch. 1 & ch. 4 / NARA 36 CFR § 1236

## 1. REGULATORY BASIS

In accordance with the **South Carolina Public Records Act, S.C. Code Title 30, Chapter 1 (Sections 30-1-10 through 30-1-140)**, and the **South Carolina Freedom of Information Act, S.C. Code Title 30, Chapter 4 (Sections 30-4-10 through 30-4-110)**, all contracted vendors holding active State records systems were required to update digitization specifications, metadata schemas, and preservation workflows. The South Carolina Department of Archives and History (SCDAH), Division of Archives and Records Management, is the statutory authority responsible for the preservation and administration of public records, and under **S.C. Code § 30-1-90(B)** is authorized to promulgate as state regulations general schedules for records common to state agencies and local governments. Under **S.C. Code § 30-1-70**, the Archives Director may order the removal of public records from any facility which does not meet minimum standards. Under **S.C. Code § 30-4-30(A)(1)**, a person has a right to inspect, copy, or receive an electronic transmission of any public record of a public body, except as otherwise provided by law. These state requirements are directly aligned with the **NARA Federal Electronic Records Management Initiative (FERMI) standards mandated under 36 CFR Part 1236, Subparts D & E**, which establish the baseline for digitization of temporary and permanent records respectively. A mandatory compliance deadline was established for **June 30, 2024**. Records on file indicate missing or incomplete verification artifacts for the subject vendor account below.

## 2. VENDOR PROFILE RECORD

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|---|---|---|---|
| VENDOR NAME | VENDOR OF RECORD | | |
| CONTRACT NO. | ON FILE — SEE SYSTEM LINK | CONTRACT STATUS | ACTIVE |
| COMPLIANCE SCOPE | Electronic Records Digitization Standards — SCDAH Policy 2024-01 | | |
| SYSTEM FINDING | ■ NON-COMPLIANT — Certification of record missing in enterprise repository | | |

## 3. COMPLIANCE EXCEPTION REGISTER

| CODE | REQUIREMENT | REQUIRED SPECIFICATION | SYSTEM EVALUATION | STATUS |
|---|---|---|---|---|
| IMG-01 | Image Resolution (Textual) | ≥ 400 PPI<br>NARA 36 CFR § 1236.32 / S.C. Code § 30-1-90(B) | Below threshold | FAIL |
| FMT-02 | Preservation File Format | Uncompressed TIFF / Lossless JP2<br>NARA 36 CFR § 1236.32 / SCDAH General Schedules | Format not updated | FAIL |
| MD-03 | Metadata Core Schema | All fields per Policy 2024-01<br>NARA 36 CFR § 1236.58 / S.C. Code § 30-4-30(A)(1) | Schema mapping incomplete | PARTIAL |
| QA-04 | Quality Assurance Attestation | Attested QA procedures on file<br>NARA 36 CFR § 1236.32 / SCDAH Records Management Standards | Attestation missing | FAIL |
| PR-05 | Digital Preservation Plan | Long-term access plan on record<br>NARA 36 CFR § 1236.14 / S.C. Code § 30-1-70 | Plan absent or expired | FAIL |

## 4. REQUIRED REMEDIATION TRANSACTION

| | | | |
|---|---|---|---|
| DEPOSIT AMOUNT | $485.33 USD | DISPOSITION | |
| PURPOSE | Administrative processing of profile rectification and compliance verification. No extra fees apply. | | |

| | | |
|---|---|---|
| 1 | **Identify Record** | Reference Vendor ID and Notice Ref **SCDAH-RM-CMP-0118** on all electronic submissions. |
| 2 | **Remit Deposit** | Submit the **$48**5.33 refundable deposit per instructions in the remittance block below. |
| 3 | **Verification** | Profile is re-evaluated by the automated compliance engine within 3–5 business days of receipt. |
| | | |

### ▸ AUTOMATED REMITTANCE PROCESSING DETAILS

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|---|---|
| PAYABLE TO | State of South Carolina — Department of Archives and History |
| REMIT ADDRESS | Records Management Division, Vendor Compliance — 8301 Parklane Road, Columbia, SC 29223 |
| PAYMENT REFERENCE | NOTICE REF SCDAH-RM-CMP-0118 / VENDOR ID / CONTRACT NO. |
| ELECTRONIC FILING | Provisional secure Square portal — ▸ REMIT DEPOSIT ONLINE ($485.33) |

**AUTOMATED ENTERPRISE CERTIFICATION:** This document was generated by the South Carolina Department of Archives and History Records Compliance Module (RCM). It is an official administrative notice. Electronic signature verified via enterprise audit log. This notice is issued pursuant to **S.C. Code § 30-4-30(A)(1)**, which provides that a person has a right to inspect, copy, or receive an electronic transmission of any public record of a public body, except as otherwise provided by Section 30-4-40.

ISSUING AUTHORITY: SCDAH-RM AUTOMATED DISPATCH SYSTEM SYSTEM STAMP: 2026-09-25T19:47:58Z