SOUTH CAROLINA DEPARTMENT OF NATURAL RESOURCES

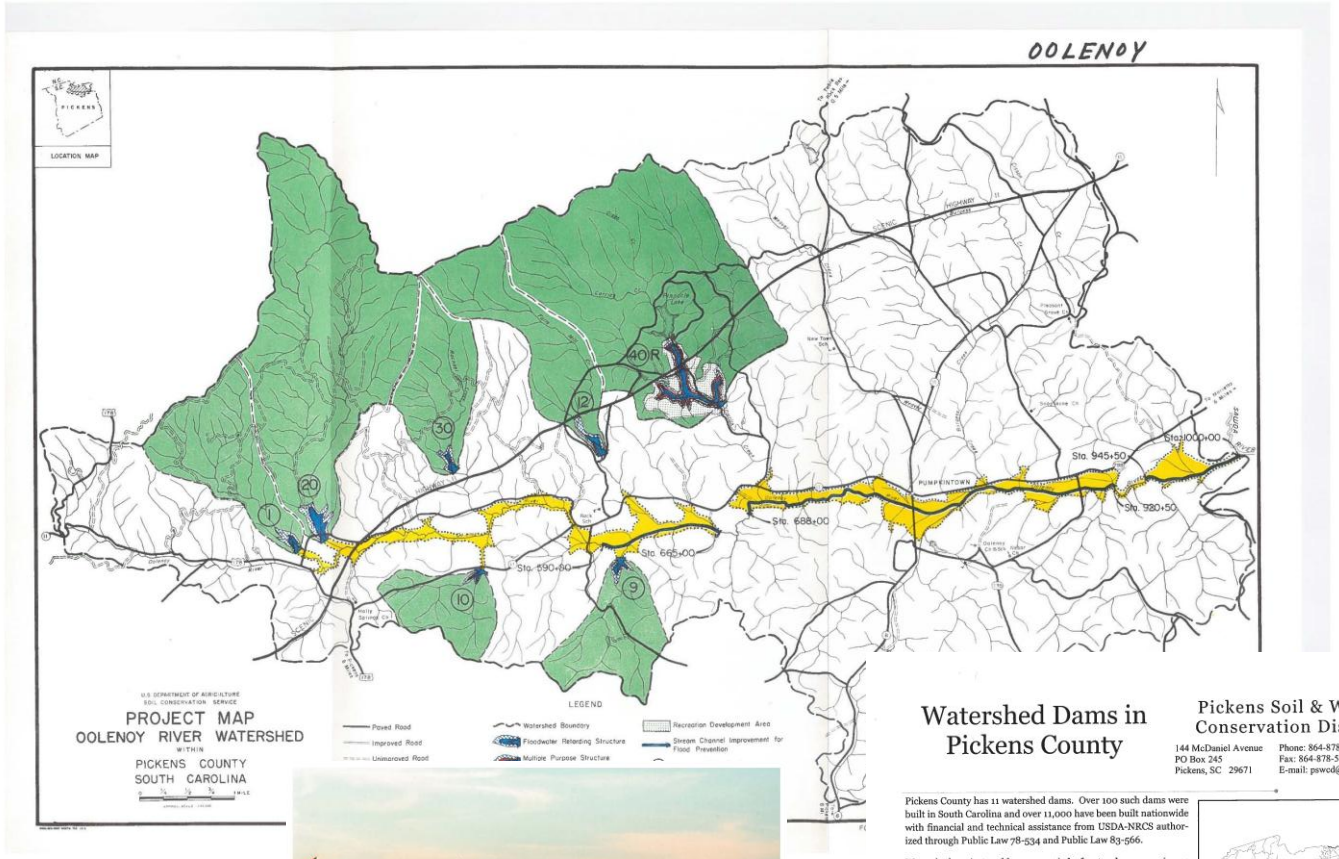
Archiving Project

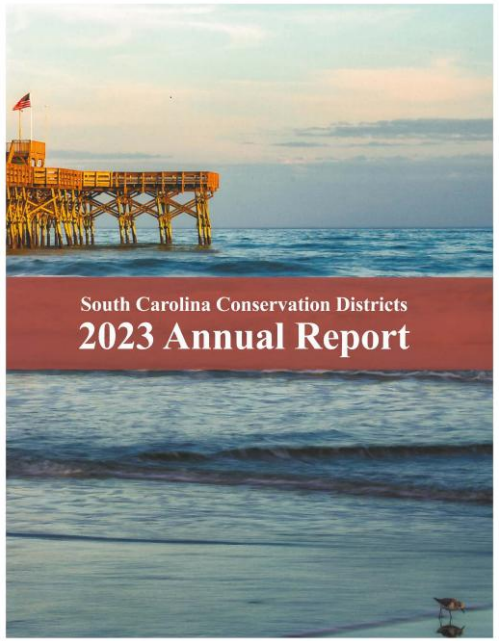
Jordan Baker and John Hayes

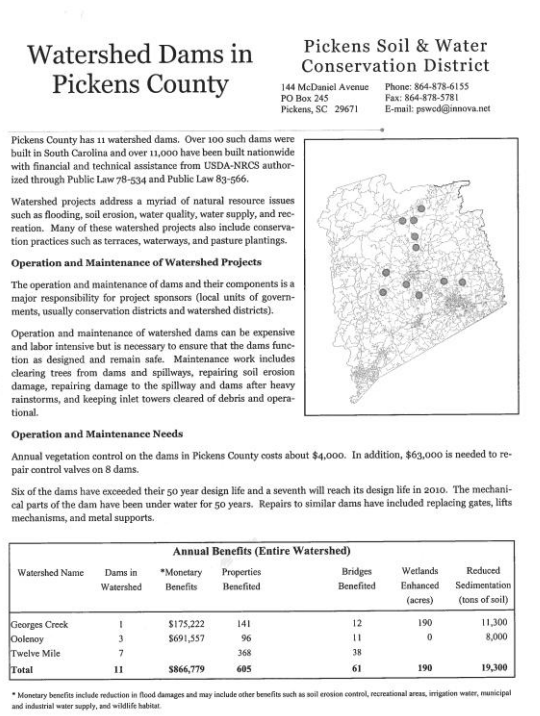
LIVE LIFE OUTDOORS

The What and Why

- The documents being archived are historical and significant to the 46 conservation districts in the state.
- These documents include a wide variety of letters, historical records, election results, commissioner packets, monthly reports, budgets, Watershed Dam Drawings, Easements, maps, etc.







Watershed Dams in Pickens County

Pickens Soil & Water Conservation District
144 McDaniel Avenue
PO Box 245
Pickens, SC 29671
Phone: 864-878-6155
Fax: 864-878-5781
E-mail: pswcd@innova.net

Pickens County has 11 watershed dams. Over 100 such dams were built in South Carolina and over 11,000 have been built nationwide with financial and technical assistance from USDA-NRCS authorized through Public Law 78-534 and Public Law 83-566.

Watershed projects address a myriad of natural resource issues such as flooding, soil erosion, water quality, water supply, and recreation. Many of these watershed projects also include conservation practices such as terraces, waterways, and pasture plantings.

Operation and Maintenance of Watershed Projects

The operation and maintenance of dams and their components is a major responsibility for project sponsors (local units of governments, usually conservation districts and watershed districts).

Operation and maintenance of watershed dams can be expensive and labor intensive but is necessary to ensure that the dams function as designed and remain safe. Maintenance work includes clearing trees from dams and spillways, repairing soil erosion damage, repairing damage to the spillway and dams after heavy rainstorms, and keeping inlet towers cleared of debris and operational.

Operation and Maintenance Needs

Annual vegetation control on the dams in Pickens County costs about $4,000. In addition, $63,000 is needed to repair control valves on 8 dams.

Six of the dams have exceeded their 50 year design life and a seventh will reach its design life in 2010. The mechanical parts of the dam have been under water for 50 years. Repairs to similar dams have included replacing gates, lifts mechanisms, and metal supports.

Annual Benefits (Entire Watershed)

Watershed Name	Dams in Watershed	*Monetary Benefits	Properties Benefited	Bridges Benefited	Wetlands Enhanced (acres)	Reduced Sedimentation (tons of soil)
Georges Creek	1	$175,222	141	12	190	11,300
Oolenoy	3	$691,557	96	11	0	8,000
Twelve Mile	7		368	38		
Total	**11**	**$866,779**	**605**	**61**	**190**	**19,300**

* Monetary benefits include reduction in flood damages and may include other benefits such as soil erosion control, recreational areas, irrigation water, municipal and industrial water supply, and wildlife habitat.

Process: A Team Approach

- Document Categorization
- Scanning Process
- Review and Quality Control
- Collaboration and Communication

Method for Document Organization

- Our team wanted a simplified process for retrieval of digitized documents. We came up with this organization and labeling strategy.
  - File Naming Conventions
    - Example DistrictMonthlyReport0920202
  - Centralized Storage
    - Agency internal Shared Drive
  - Organized Folder Structure
  - Searchability and Maintenance



Benefits

01

Access to organized files from anywhere.

02

Better ability to answer questions from District **employees** and Commissioners.

03

More storage space in our offices.

Benefits

- Access to Organized Files from Anywhere
- Enhanced Support for District Employees and Commissioners
- Increased Storage Space in Our Offices
- Preservation of Important Historical Records

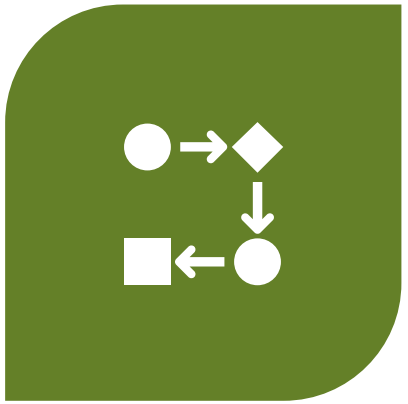
Discussion



HOW DO YOU CURRENTLY KEEP DOCUMENTS LIKE THESE?



WHAT CHALLENGES, IF ANY, HAVE YOU FACED WHILE DIGITIZING OLDER DOCUMENTS?



ARE THERE ANY THOUGHTS ON HOW WE CAN IMPROVE OUR PROCESS MOVING FORWARD?

Q&A

Thank you

Contact info:

Bakerj@dnr.sc.gov
Hayesj@dnr.sc.gov