

STATE RECORDS CENTER AND ARCHIVES COMMISSION OF PUBLIC RECORDS

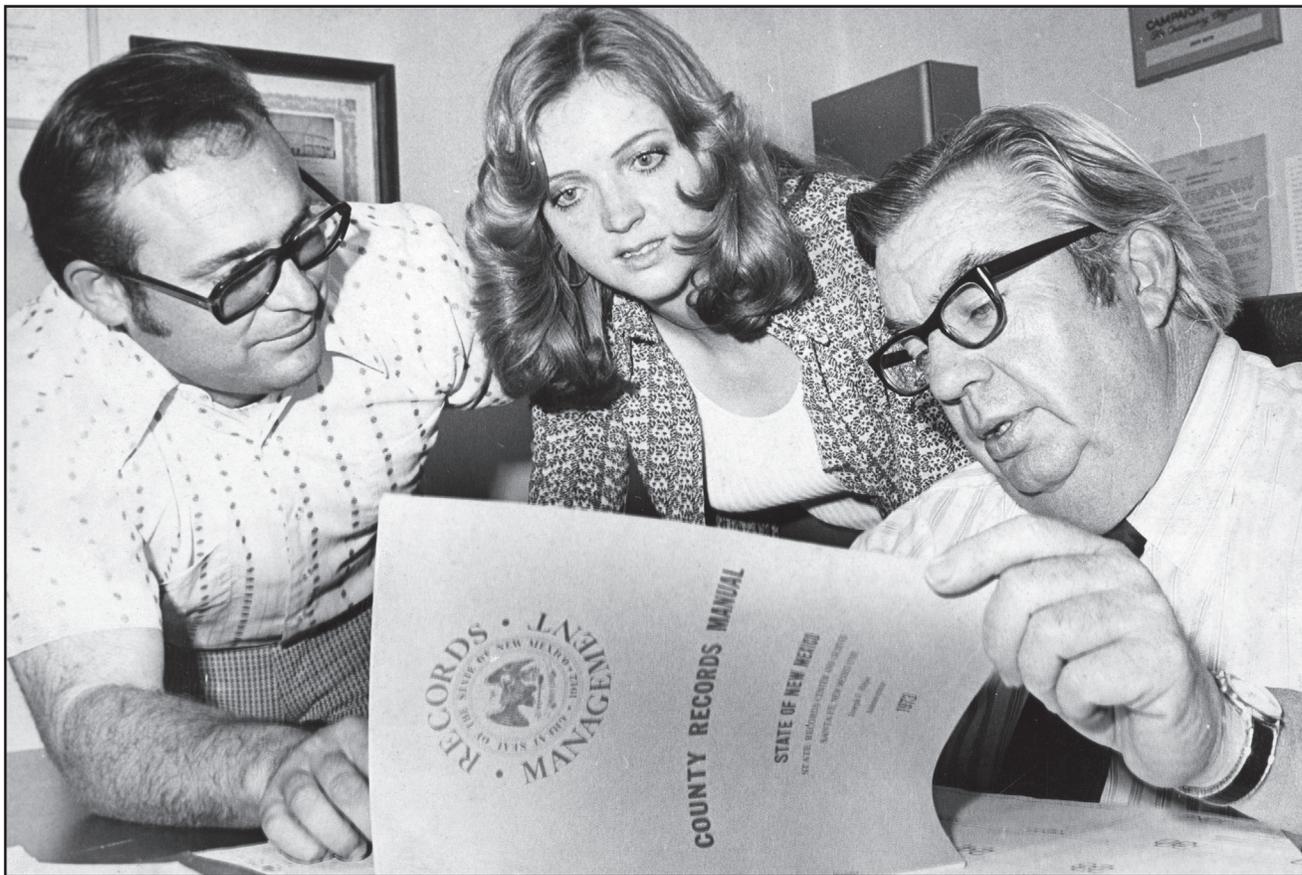
~60th ANNIVERSARY, EST. 1959~



Archive Building on Montezuma "State of New Mexico Records Center and Archives" Circa 1959

FY 2019 ~ ANNUAL REPORT





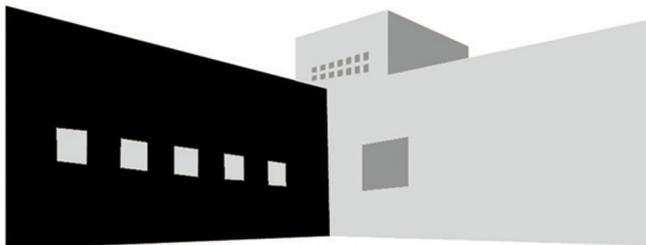
Archivist J. Richard Salazar, Jan Marsh, and Joseph F. Halpin
Examining an early County Records Manual

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NEW MEXICO



State Records Center and Archives

COMMISSION OF PUBLIC RECORDS

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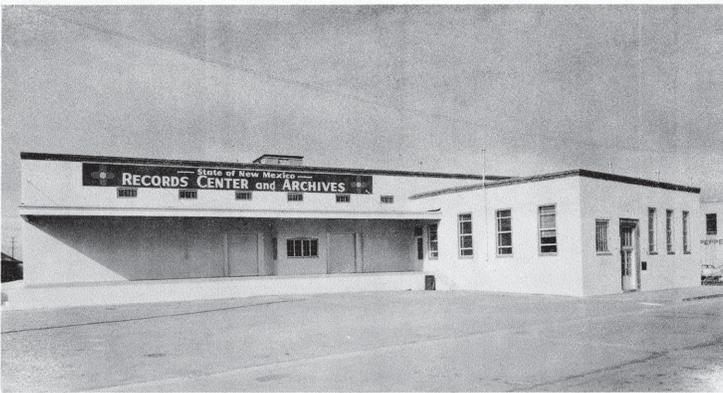
1st State Commission of Public Records, (Left to Right)

Dr. Ira C. Ihde, 1st Commission Chairman-Professor of History ENMU Portales, Harrison MacDonald, State Law Librarian, A.E. (Robert) Hunt, Chairman on the Board of Educational Finance, Betty V. Fiorina, Secretary of State, Hilton Dickson, Jr. Attorney General, Robert Castner, State Auditor, Bruce Ellis, Director of the Museum of New Mexico, Joseph F. Halpin, 1st Records Administrator of State of New Mexico Record Center and Archives

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FIRST ANNUAL REPORT
OF
NEW MEXICO
COMMISSION OF PUBLIC RECORDS
1960-1961



The First Annual Report of New Mexico Commission of
Public Records 1960 - 1961



Joseph F. Haplin, 1st Records Administrator of SRCA

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AGENCY OVERVIEW

The New Mexico Commission of Public Records (CPR) was created in 1959 by the Public Records Act [Section 14-3-3 NMSA 1978]. This seven-member commission is comprised of elected officials, members of the executive, a member of the judiciary, and a recognized, professionally trained historian in the field of New Mexico history, who is appointed by the governor. The Act charges the commission with the employment of a state records administrator (SRA) who is trained professionally as an archivist or records manager and who serves at the pleasure of the commission. It is the responsibility of the administrator to establish a records management program for the application of efficient and economical management methods related to the creation, use, maintenance, retention, preservation, and disposition of official public records [Section 14-3-6 NMSA 1978].

The Act also provides for the establishment of a records center in Santa Fe under the direct supervision and control of the SRA [Section 14-3-8 NMSA 1978]. The facility created to fulfill this statutory mandate is best known as the State Records Center and Archives (SRCA). The facility houses inactive and infrequently used records of present or former state agencies and the permanent, historical records of New Mexico. It is also home to the State Rules Repository. In 1967, the State Rules Act, Chapter 14, Article 4, was adopted and required that state agencies file their rules with the CPR. Sections 47-6-10 and 14-3-20 NMSA 1978 also require that county subdivision regulations and interstate compacts be filed before they can become effective.

Although a small agency of only 37 employees, its responsibilities are far reaching and statewide in scope. The CPR staff provides services to a wide variety of constituencies, including state agencies in all three branches of government; local and tribal governments; historical records repositories; the educational, legal, and regulated communities; and the general public.

The agency employs a management team approach. Its activities are guided by its statutory responsibilities and a detailed strategic plan, which delineates strategic goals, objectives, and quantifiable performance measures.

VISION

The vision of the CPR is to be the state's leading resource on matters relating to records and archives management, information governance, administrative law, and New Mexico history.

MISSION

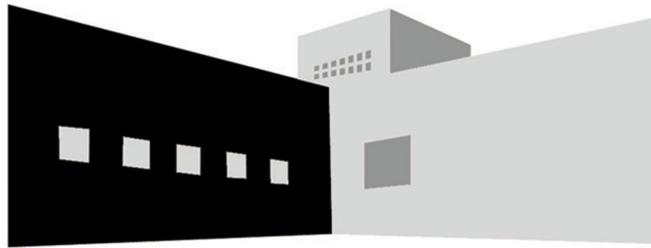
The mission of the CPR is to:

- Preserve, protect, and facilitate access to public records that are held in trust for the people of New Mexico;
- Ensure rules promulgated by state agencies are filed and published as prescribed in law and are accessible;
- Advocate an understanding and appreciation of New Mexico history; and
- Develop records and information management programs for state agencies.

SRCA GOALS

- Manage, preserve, and provide access to records and information;
- Enhance the effectiveness of the agency; and
- Build positive awareness of agency resources and services.

NEW MEXICO



Commission of Public Records

Members of the Commission of Public Records

State Auditor/Chair

The Honorable Brian S. Colón

Attorney General

The Honorable Hector Balderas

Secretary of State

The Honorable Maggie Toulouse Oliver

Interim Director, NM State Law Library

Daniel Cordova

General Services Department, Secretary

Kenneth Ortiz

Department of Cultural Affairs, Secretary

Debra Garcia y Griego

Members of the Management Team

State Records Administrator

Melissa L. Salazar/Dr. Rick Hendricks

Deputy State Records Administrator

Georgette L. Chavez

Administrative Law Division, Director

Matt Ortiz

Information Technology Management Division, Director

Pete Chacon

Office of the State Historian

Dr. Rick Hendricks/Robert Martinez

Records Management Division, Director

Leo Lucero

State Archives of New Mexico, Director

Felicia Lujan

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ORGANIZATIONAL STRUCTURE

For purposes of the Accountability in Government Act [Section 6-3A-1 NMSA 1978 *et seq.*], the New Mexico Commission of Public Records (CPR) has identified a single program—records, information, and archival management—and four activities or sub-programs. These activities are administration, public records management, administrative law, and New Mexico history. All are administered through the organizational units described below.

Administrative Services Division

The Administrative Services Division (ASD) provides support services to the program divisions of the agency. Division services include budget, personnel, procurement, accounting, facilities management, security coordination, and federal grant reporting. Agency management is comprised of the state records administrator (SRA) and the deputy state records administrator. The SRA is the head of the agency and provides overall direction for and management of the agency. The SRA is responsible for the administration of the Public Records Act and the State Rules Act, as well as portions of other statutes. The deputy serves in the absence of the SRA. The deputy oversees the directors of the Records Management Division, the State Archives of New Mexico, and the Office of the State Historian. The chief financial officer manages all funds allocated to the agency and strives for maximum accountability of those funds. The ASD bureau chief administers the agency's personnel services.

Administrative Law Division

The Administrative Law Division (ALD) administers the State Rules Act that governs the official filing and publication of rules developed by executive state agencies. Rules promulgated by state agencies are intended to

support and clarify the laws of New Mexico. For rules to be valid, they must be filed first with the ALD and published in the *New Mexico Register*. The ALD publishes both the *New Mexico Register* and the *New Mexico Administrative Code*. Interstate compacts and county subdivision regulations must also be filed with the division.

Information Technology Management Division

The Information Technology Management Division (ITMD) provides information technology-related services to all of the divisions. The agency relies heavily upon the division to deliver its services in order to meet its statutory and business obligations. The ITMD is responsible for implementing the agency's Information Technology Plan, reviewing all hardware and software acquisitions, and ensuring their appropriate installation and maintenance. The division director also serves as the agency's chief information officer.

Office of the State Historian

The Office of the State Historian (OSH) fosters and facilitates an understanding and appreciation of New Mexico's history and culture through education, research, preservation, and community outreach. The state historian, who serves as the division director, is the state's leading authority on New Mexico history and advocates for its preservation. The state historian also sits as the statutory member of the Cultural Properties Review Committee (CPRC). The CPRC is the body entrusted to oversee the protection and registration of historic structures and significant sites throughout New Mexico. The state historian also serves as the deputy chair for the New Mexico Historical Records Advisory Board.

New Mexico Historical Records Advisory Board

The New Mexico Historical Records Advisory Board is an adjunct to the CPR and was established to serve as the local advisory body for reviewing all New Mexico grant proposals submitted to the National Historical Publications and Records Commission. Since its establishment, the board has developed its own strategic plan to advocate improvements in preserving and accessing New Mexico's historical records. Six of the seven board members are appointed by the CPR and include historians, records managers, and archivists representing public and private interests throughout the state. The SRA serves ex officio and is the board chair. Staff support is provided through a grants administrator located in OSH.

Records Management Division

The Records Management Division (RMD) assists state and local government agencies with the development of efficient and effective records management programs. The RMD staff identifies who is responsible and accountable for managing records; provides training on basic and intermediate records management topics; handles the transfer and storage of records at two records center facilities, one in Santa Fe and one in Albuquerque; reviews

microphotography plans to ensure microphotography systems produce legible images; inspects microfilm for governmental entities; creates rules that provide guidance on the management of electronic records; assists agencies with the proper disposition of records; and serves as a resource on records management issues. The division is comprised of two bureaus: the Agency Analysis Bureau and the Records Center Services Bureau.

State Archives of New Mexico

The State Archives of New Mexico (SANM) maintains, preserves, and makes available to the public the permanent and historical records of the state of New Mexico. Archival staff provides consultation and research assistance to state agencies, businesses, and the public. The archival documents maintained and preserved are used to support the operations of governmental agencies, social services, and the judicial system. These archival records also help support scholarly studies, document citizenship and family histories, and resolve land and water issues. The State Archives is an affiliate of the National Archives and Records Administration (NARA) and, as such, holds the Spanish Archives of New Mexico, Series I. These materials are also known as the Land Grant Records of New Mexico, National Archives Record Group 49, Bureau of Land Management.



State of New Mexico Records Center and Archives, The Ilfeld Building at 404 Montezuma

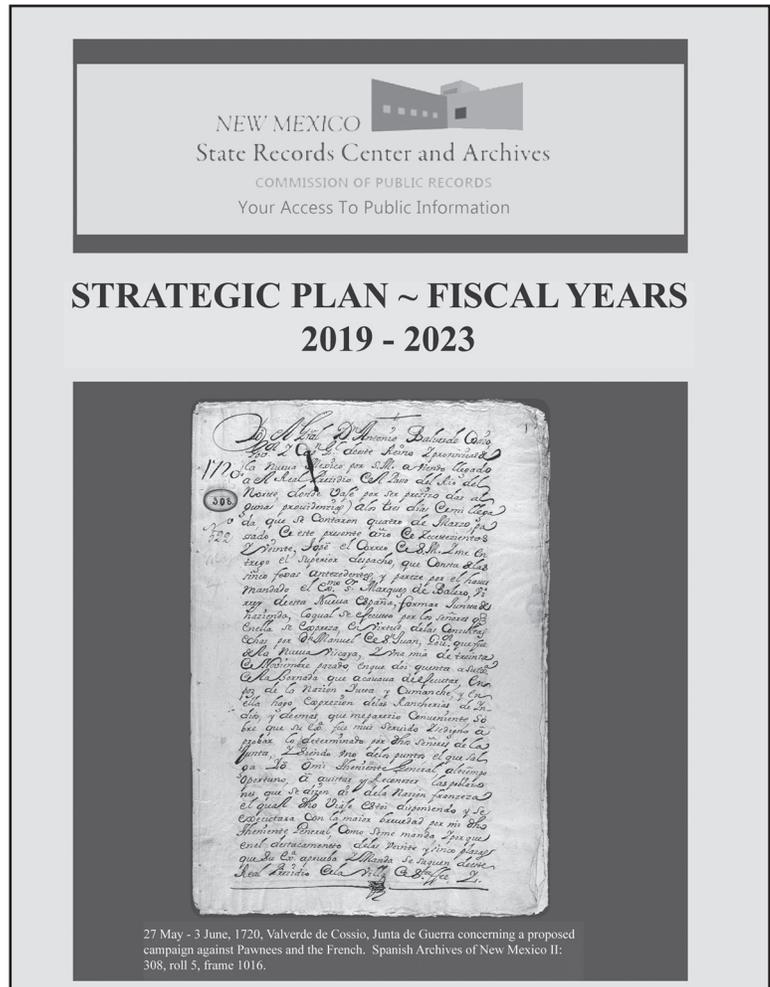
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FIVE-YEAR STRATEGIC PLAN

The State Records Center and Archives (SRCA) serves the State of New Mexico by ensuring the proper management and protection of public records. This mandate includes making the records accessible to the public for legal and historical purposes. This is a significant responsibility because our democracy relies on these important documents to protect and preserve the rights of citizens and to promote open government.

In fulfilling our statutory purpose, it is our goal to provide outstanding customer service in a judicious and professional manner. To accomplish this task, the commission and staff worked collaboratively to develop a five-year strategic plan for fiscal years 2019-2023. Strategic planning provides the agency with the direction needed to fulfill statutory responsibilities and business objectives and to address the internal needs of the State Records Center and Archives. The strategic goals, objectives, and related performance measures guide both daily operations and longer-term activities and projects. Each year, annual performance measures are updated to ensure goals and objectives remain relevant and timely. Performance measures are also incorporated in employee evaluation plans.

To review the entire strategic plan for the years 2019-2023, please visit <http://www.srca.nm.gov/strategic-plans/>.



EXECUTIVE SUMMARY

This executive summary highlights the activities of the staff of the New Mexico State Records Center and Archives in fiscal year 2019 (FY19). The report that follows provides a detailed look at the many and varied activities and accomplishments of the agency's program divisions.

Administrative Services Division

Melissa T. Salazar continued her leadership as the state records administrator (SRA) through September of 2018. Georgette L. Chavez, Deputy State Records Administrator, served in the absence of the SRA until Dr. Rick Hendricks was hired for the position in March 2019.

Administrative Law Division

The Administrative Law Division (ALD) continued its efforts to have interstate compacts filed with the CPR. The division published 39,129 columnar inches representing approximately 1,516 pages of text in the *New Mexico Register*. ALD staff also continued its in-person training as a result of the substantial changes to the State Rules Act, Section 14-4-1 et seq., NMSA 1978 and the passage of House Bill 58 in the 2017 legislative session. These changes have provided baseline guidelines for agency notice of rulemaking, public notice and participation in rulemaking, recordkeeping for rulemaking, and rule filing.

State Archives of New Mexico

The State Archives also continued its important work by conducting tours, offering presentations, and taking advantage of other outreach and professional networking opportunities. The State Archives hosted Archives Month events in October 2018. This year's theme was "Haunted History." SANM also conducted a consultation and a

Lincoln County site assessment to evaluate the status of the county archive and determine suitability with regard to the replevin of records. The division also entered 6,658 descriptive records from public and private collections into HERITAGE for online access.

Office of the State Historian

The Office of the State Historian (OSH) staff participated in conferences, gave public lectures, conducted webinars, and assisted in the creation of a new nmhistory.org website. The staff provided assistance to researchers, state government agencies, and the public on a daily basis. The New Mexico History Scholars Program, which encourages research in archival repositories throughout the state, received funding support from the Historical Society of New Mexico. The OSH Scholars Review Committee met and made recommendations for CY 2019 awards. The agency received 12 applications and 5 fellowships were awarded.

The New Mexico Historical Records Advisory Board received 7 applications and awarded 7 re grants in the amount of \$28,873 to help preserve and provide public access to New Mexico historical records. Of the 7 awards, 5 re grants were accepted by the Museum of New Mexico Foundation, Curry County, the Couse Foundation, the Maternal Health Program, and Santa Fe Indian School. Two re grants were declined by the awardees.

Information Technology Management Division

The chief information officer of the Information Technology Management Division (ITMD) completed the annual Information Technology Plan, one of the agency's most important planning and budget tools. At the end of

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the 2018 calendar year, ITMD staff worked with the New Mexico Department of Information Technology to transfer Governor Martinez's electronic records to the State Archives of New Mexico. Contracts were established to create new websites for the agency and the Office of the State Historian, and an upgrade to the New Mexico Administrative Code website was also completed. ITMD also provided the necessary disk storage and backup capabilities to meet the demand of the agency.

employees of state and local government entities. Along with ITMD staff, RMD presented the close-out for the Centralized Electronic Records Repository (CERR) project to the New Mexico Department of Information Technology. In addition, the RMD division director imported 1.37 million of Governor Martinez's electronic records into the CERR.

Records Management Division

The Records Management Division (RMD) staff provided 41 records and information management trainings to records liaison officers, chief records officers, and



Records Center Shelving

ADMINISTRATIVE LAW DIVISION

PURPOSE

The Administrative Law Division (“ALD”) is the filing point for all rules promulgated by state agencies, interstate compacts, and county subdivision regulations. Notices of rulemaking and adopted rules are also submitted for publication in the New Mexico Register. State agencies promulgate rules to administer and support New Mexico statutes. Pursuant to the State Rules Act (Chapter 14, Article 4 NMSA 1978), rules shall be filed with the state records administrator (SRA) and published in the New Mexico Register prior to becoming effective.

ALD monitors compliance with statutes and rules affecting the rule-filing and publishing process. To guide state agencies, the division provides consultation regarding the requirements for filing and publishing. It also offers training in style, format, filing, and publishing requirements. In addition to working with state agencies, the ALD answers questions from individuals and groups interested in the filed materials. The division maintains and preserves all filed material in the State Rules Repository until repealed or otherwise no longer valid. It is then transferred to the State Archives of New Mexico for permanent retention. Finally, the ALD provides access to the filed material in person or through the agency’s website.

The New Mexico Administrative Code (NMAC) is a compilation of current rules promulgated by state agencies as required by Section 14-4-7.2 NMSA 1978. NMAC is available only in electronic format on the NMAC website, which is updated once each month. The performance-based budget measure for the division sets a target of 30 days or less for the maximum number of days from the effective date of a rule to the online availability. During FY 2019, the average maximum number of days was seven days from the time a rule becomes effective to the time that a rule is accessible on NMAC.

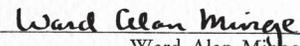
Since the major revisions to the State Rules Act, Section 14-4-1 et seq., NMSA 1978 (“Act”) took effect on July 1, 2017, ALD staff began agency and in-person training. In particular, training was conducted on major revisions to agency notice of rulemaking, public notice and participation in rulemaking, default procedural rule for rulemaking, recordkeeping for rulemaking, and rule filing. To that end, ALD staff held 6 large group rulemaking trainings and 27 agency-specific training. Collectively, ALD trained 134 individuals in rulemaking and rule filing. In order to assist agencies with rulemaking, ALD updated its *Rulemaking Guide* that provides step by step instructions to make rulemaking easier.

Finally, when asked for substantive assistance and if there is particular expertise, ALD staff will provide whatever guidance they can while continuing to carry out their primary function of consulting with agencies on all aspects of rulemaking (requests for clean copy of rules, publishing notices of rulemaking, filing and publishing adopted rules).

A PUBLIC RECORDS ACT

April 1, 1959

Because of your thoughtfulness the Public Records Act received unanimous approval in the New Mexico Legislature and the signature of our Governor. State Representative A. T. Montoya and I express appreciation for your most considerate response. Again, thank you.


Ward Alan Minge

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Joseph F. Halpin, State Records Administrator, Louraine Lavender, Ward Allen Minge

FISCAL YEAR 2019 STATISTICAL REPORTS AND FINANCIAL INFORMATION

In accordance with Section 14-4-7.1 NMSA 1978, the ALD produces the *New Mexico Register* twice a month. The *New Mexico Register* is where notices of rulemaking, adopted rules, amendments, and repeals of existing rules are officially published. Other material related to administrative law can also be published in the *New Mexico Register*. The publication cost per columnar inch charge was \$3.00 per inch. During FY 2019, the ALD published approximately **39,129** columnar inches and billed for approximately **1,516** pages of text in the *New Mexico Register*. For the fiscal year, approximately \$117,386.00 was billed for Register publication.

The following tables further explain the publishing activity.

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STATISTICAL REPORTS

<i>New Mexico Register Activity</i>	FY 2015	FY2016	FY 2017	FY 2018	FY 2019
Notices of rulemaking published	128	141	132	211	142
Proposed rules published	0	1	0	1	2
Adopted rule filings published	521	459	382	558	421
Synopses published in place of full text of adopted rules	17	1	0	1	0
Other material related to administrative law published	20	4	4	19	22

Notices of Rulemaking Published in the <i>New Mexico Register</i> FY 2019 by Agency	
Agency	Notices Published
Agriculture Department	4
Architects, Board of Examiners for	1
Auditor, Office of the State	1
Children, Youth and Families Department	4
Chiropractic Board	1
Construction Industries Division, Regulation and Licensing Department	2
Cultural Affairs, Department of	2
Energy, Minerals and Natural Resources Department	5
Environment Improvement Board	6
Game and Fish Department	7
General Services Department	2
Governor's Commission on Disability	1
Health, Department of	6
Higher Education Department	16
Human Services Department	19
Medical Board	2
New Mexico Beef Council	1
Optometry, Board of	1
Pharmacy, Board of	4
Physical Therapy, Board of	2
Podiatry, Board of	1
Private Investigations Advisory Board	1
Public Education Department	17
Public Employee Labor Relations Board	1

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Public Lands, Commissioner of	2
Public Records, Commission of	1
Public Regulation Commission	4
Racing Commission	2
Real Estate Appraisers Board	1
Real Estate Appraisers Commission	1
Retiree Health Care Authority	2
Secretary of State, Office of	3
State Personnel, Office of	1
Substitute Care Advisory Council	1
State Land Office	1
Superintendent of Insurance, Office of	8
Taxation and Revenue Department	5
Workforce Solutions, Department of	4
Grand Total	144

Adopted Rule Filings Published in the <i>New Mexico Register</i> FY 2019 by Agency	
Agency	Rule Filings Published
Agriculture Department	11
Architects, Board of Examiners of	2
Auditor, Office of the State	2
Children, Youth and Families Department	3
Cultural Affairs, Department of	8
Energy, Minerals and Natural Resources Department	11
Environment Department	58
Finance and Administration, Department of	2
Financial Institutions Division, Regulation and Licensing Department	11
Game and Fish, Department of	13
General Services Department	5
Governor's Commission on Disability	2
Health, Department of	6
Higher Education Department	19
Human Services Department	74
Medical Board	2
Mining Safety Board	1
Nursing, Board of	2
Optometry Board	3

Pharmacy, Board of	4
Podiatry Board	18
Private Investigations Advisory Board	4
Public Defender Department	1
Public Education Department	23
Public Employee Labor Relations Board	1
Public Lands, Commissioner of	22
Public Records, Commission of	4
Public Regulation Commission	8
Public Safety, Department of	2
Racing Commission	12
Real Estate Appraisers Board	18
Real Estate Commission	11
Retiree Health Care Authority	1
Secretary of State, Office of	3
Securities Division, Regulation and Licensing Department	1
State Personnel Office	1
Substitute Care Advisory Board	2
Superintendent of Insurance, Office of	29
Taxation and Revenue Department	12
Transportation, Department of	1
Water Quality Control Commission	1
Workforce Solutions, Department of	9
Grand Total	421

Other Material Related to Administrative Law Published in the <i>New Mexico Register</i>	
Agency	Notices Published
Agriculture Department	1
Barbers and Cosmetologists, Board of	1
Cultural Affairs, Department of	1
Environment Department	4
Governor, Office of the	1
Human Services Department	4
Pharmacy, Board of	1
Psychologist Examiners, Board of	1
Public Education Department	1
Public Regulation Commission	2
Superintendent of Insurance, Office of	2
Workforce Solutions Department	3
Grand Total	22

ALD is the central filing point for more than rules. In accordance with Sections 47-6-10 and 14-3-20 NMSA 1978, county subdivision regulations and interstate compacts shall be filed with the SRA before they can become effective. The ALD staff maintains databases of the filed material and makes lists of them available online. Pursuant to governor's signature of HB 216, counties are no longer required to submit subdivision regulations with the SRA as of July 1, 2019. Accordingly, subdivision regulations, including those accreted from the state library collection will be catalogued and made into a historic collection. With a new administration, this division will make a renewed emphasis on contacting agencies that traditionally enter into interstate compacts with intention of bringing interstate compacts in for filing.

The following table illustrates the number of filings.

County subdivision regulations and interstate compacts five-year overview:					
Type of Instrument	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019
County Subdivision Regulations	19	0	1	1	0
Interstate Compacts	56	46	12	2	0

STATE ARCHIVES OF NEW MEXICO

OUR PURPOSE

The State Archives of New Mexico (SANM) maintains, preserves, and provides access to the permanent public records of New Mexico state government that are entrusted to its care. The division strives to foster an appreciation of these records, their historical value, and their potential use by providing quality reference assistance and through educational programming. The division is comprised of one administrative support position, one business operations support position, and seven professional archivists who perform a full range of archival tasks to ensure that an authentic and accessible record of New Mexico state government is maintained. Several positions critical to the division's functions remained vacant during the fiscal year.

ACCOMPLISHMENTS

The State Archives of New Mexico is the central repository for state government's permanent and historical records, as well as numerous collections of private papers and manuscripts. The division houses records from the executive, legislative, and judicial branches of government, including documents dating from New Mexico's Spanish (1621-1821), Mexican (1821-1846), Military Occupation (1846-1850), and Territorial (1850-1912) periods of history. The State Archives is the primary steward of New Mexico's documentary heritage. In its stewardship, the division's activities are outlined below.

ACCESS

During FY 2019, there were 9,664 records described by division staff. Of these descriptive records, 6,658 were associated with contemporary DWI and domestic violence case files. These records are described, and the descriptions are made available online via a descriptive finding aid to support law enforcement, attorneys, the courts, and the public. This is critical with regard to access as the records are used by all branches of government and the public.

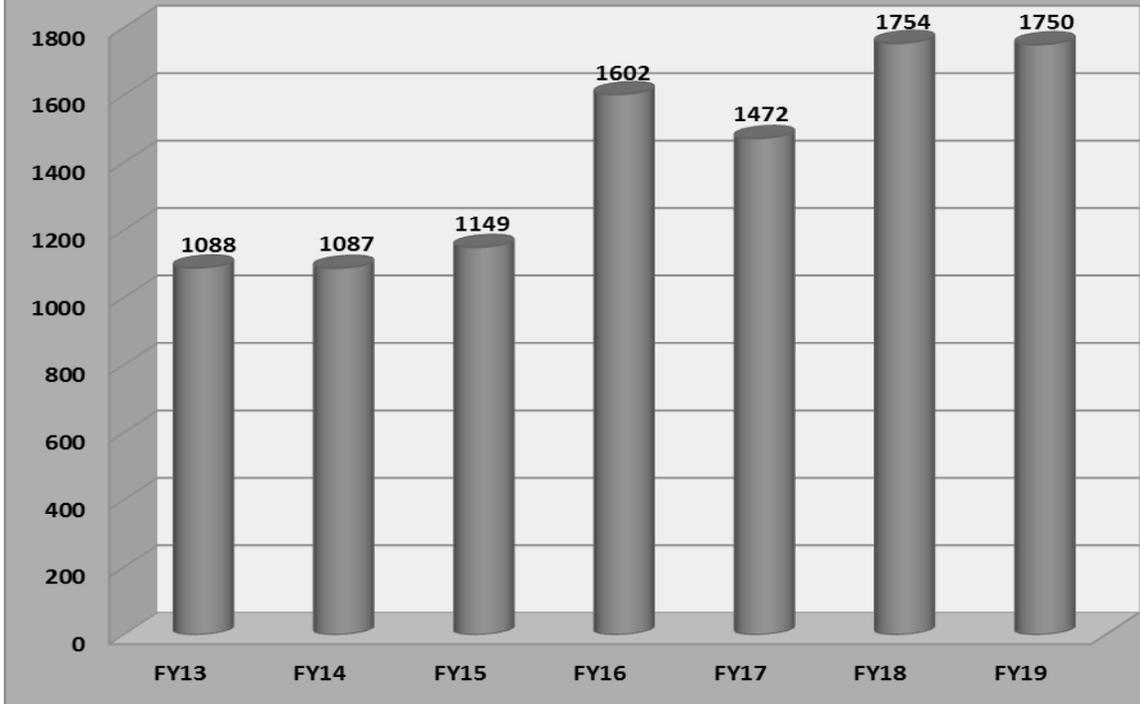
This year there were 1,750 on-site visits to the reference room. Archivists assisted each researcher individually to provide access to archival collections that have been preserved. Archives staff satisfied 100 percent of walk-in requests within 24 hours. In addition to on-site visits, archivists addressed the research needs of 488 remote requests for information. These off-site requests are sent in by patrons unable to visit the archives in person on their initial contact with the agency. The division also registered 625 new patrons during the fiscal year.



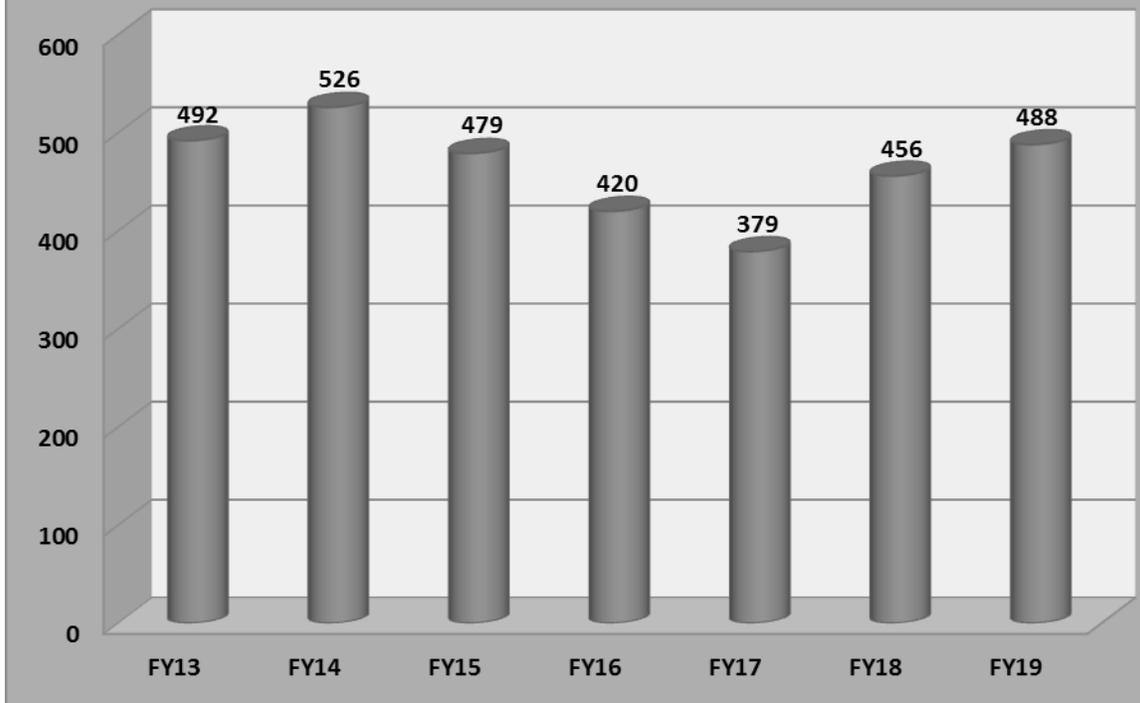
Dr. Myra Ellen Jenkins, Senior Archivist and Historian
James H. Purdy a map of New Mexico

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On-site Research Room Visits



Off-site Requests



PRESERVATION

The FY 2019 Environmental Monitoring Report for the archival vaults was submitted. The tools used for this environmental analysis were developed by the Image Permanence Institute (IPI). IPI's eClimate Notebook uses refined preservation metrics to establish environmental risk ratings. These ratings are ranked as either good, ok, or at risk. Although the temperature and relative humidity readings have improved during the year, the environmental report data confirm that the climate of the inner vault is unstable and that the HVAC system is no longer able to sustain the environment necessary to ensure the permanent preservation of records. This could have a negative effect on Collection No. 1972-007, Spanish Archives of New Mexico- Series I (also known as the Land Grant Records of New Mexico, National Archives Record Group 49, Bureau of Land Management).

In order to support the long-term preservation of these records, agency management has worked closely with the Facilities Management Division (FMD) of the General Services Department (GSD). In addition, several updates have been provided to the National Archives and Records Administration (NARA). The most recent communications have notified NARA of GSD's plans to install a new HVAC system and Sapphire fire suppression system prior to the end of the fiscal year.

OUTREACH

During FY19, division staff offered a variety of services, including tours of the permanent repository, educating the public about agency services, providing information and consultation to all branches of government, preparing for Archives Month 2019, collaborating with other NMSRCA divisions, and educating potential donors and the public about the permanent repository and our mission through publicity and promotion.

There were 20 tours given of the permanent repository to state, federal, and county officials as well as two schools. There were also tours provided to other individuals interested in volunteering or donating to the archives.

Two professional presentations were delivered in this period. One was titled "Preserving County Records" and was presented to the Bernalillo County Court of Wills, Estates and Probate in July 2018. The other was in March

2019, when a Borderlands lecture was delivered by a senior staff member titled "From Cañones, New Mexico to Turkey Creek, Colorado," at El Pueblo History Museum in Colorado.

Between August and October 2018, SANM coordinated the celebration of Archives Month, 2019. The division requested and received an official Archives Month, 2018, proclamation from Governor Martinez, organized an Archives Month event entitled "Haunted History," and created promotional material.

There were 114 in attendance at this standing-room-only event. The *Alibi* and *Pasatiempo* published information about the event which was sponsored by La Fonda Hotel. Presenters included Ray John de Aragon and Dr. Stefanie Beninato.

Also, as part of its outreach efforts, the division fulfilled requests and collaborated with the Office of the State Historian, League of Women Voters, Santa Fe New Mexican, NARA, and the Museum of Indian Art and Culture.

CONSULTATIONS AND TRAINING

During the year, presentations, trainings, and consultations were provided to state, county and municipal officials as well as to cultural institutions. The topics included preservation and records retention to the establishment of city and tribal archives. In addition, the division provided an informational session of SRCA programs with New Mexico State Library.

LEGAL AND RESEARCH

During FY19, there were 6,658 were associated with contemporary DWI and domestic violence case files. These records are described, and the descriptions are made available online via a descriptive finding aid to support law enforcement, attorneys, the courts and the public. This is a critical aspect of access as the records are used by all branches of government and the public.

During the last part of June 2019, SANM conducted a consultation and Lincoln County site assessment with a representative of the New Mexico Attorney General's Office. This trip was made in an attempt to evaluate the status of the county archive and determine suitability with regard to the replevin of records. The archival site inspection was completed in Lincoln County with the Deputy Director of Litigation for the Attorney General.

STATISTICAL REPORT

Public Records Accessioned	
All public transfers or accessions via MOU, or from other branches of government	Cubic Feet (CF)
1959-036 - New Mexico Commission of Public Records - New Mexico State Records Center and Archives	0.50
1959-051 - Eastern New Mexico University records	0.50
1959-124 - Records of the United States Territorial and New Mexico District Courts for Bernalillo County	1880.00
1959-238 - Records of the United States Territorial and New Mexico District Courts for Harding County	42.00
1959-245 - New Mexico Judicial Standards Commission records	11.00
1959-250 - New Mexico State Records Center and Archives History Files	0.02
1960-043 - Records of the United States Territorial and New Mexico District Courts for San Miguel County	51.20
1970-004 - New Mexico Department of Education Records	0.02
1972-011 - Records of the United States Territorial and New Mexico District Courts for Santa Fe County	115.50
1974-033 - Records of the United States Territorial and New Mexico District Court Clerks	0.02
1974-035 - Eddy County, Records	0.02
1974-038 - Records of the United States Territorial and New Mexico District Courts for Grant County	0.02
1976-014 - Records of the United States Territorial and New Mexico District Courts for Taos County	110.00

1976-015 - Records of the United States Territorial and New Mexico District Courts for Dona Ana County	212.00
1976-038 - Records of the United States Territorial and New Mexico District Courts for Sandoval County	37.00
1976-039 - Records of the United States Territorial and New Mexico District Courts for San Juan County	239.40
1978-029 - Records of the United States Territorial and New Mexico District Courts for Torrance County	146.70
1979-022 - Records of the United States Territorial and New Mexico District Courts for Otero County	102.90
1979-033 - Records of the United States Territorial and New Mexico District Courts for Quay County	188.50
1980-034 - Records of the United States Territorial and New Mexico District Courts for Chaves County	393.10
1982-135 - United States Territorial and New Mexico Supreme Court Records	376.90
2009-055 - New Mexico Court of Appeals	389.00
2018-033 - Governor Susana Martinez Records	121.00
Total	4,417 CF

Private Collections Accessioned	Cubic Feet (CF)
1972-033 - Albert H. Schroeder Papers	3.50
2018-005 - Records of the Arroyo Chamiso-Sol y Lomas Neighborhood Association	1.25
2018-006 - Mario and Rebecca Rodriguez Family Papers	0.25
2018-024 - John C. Scott Collection of Historical Publications	2.00
2018-025 - Jewish Federation of New Mexico	3.00
2018-027 - Dolores Gonzales Collection of Memorabilia Related to Bilingual Education	0.25
2019-001 - Miguel Trujillo and Gloria Herrera Collection	2.00
Total	12.25 (CF)

During FY19, there were 9,664 records described by division staff. Of these descriptive records, 6,658 were associated with contemporary DWI and domestic violence case files. These records are described and the descriptions are made available online via a descriptive finding aid to support law enforcement, attorneys, the courts and the public. This is critical with regard to access as the records are used by all branches of government and the public. These records were associated with over 100 CF of records.

Public Records Described and Published	No. of CF described and published
1959-036 - Commission of Public Records - State Records Center and Archives	0
1959-124 - Records of the US Territorial and NM District Courts - Bernalillo County	7.50
1959-124 - Records of the US Territorial and NM District Courts - Bernalillo County	12.50
1959-281 - Naturalization Records by New Mexico Courts	0.50
1960-043 - Records of the United States Territorial and New Mexico District Courts for San Miguel County	7.00
1999-029 - Bernalillo County Metropolitan Court Records	72.00
TOTAL DESCRIBED AND PUBLISHED	92.00 CF

Private Collections Described and Published	No. of CF described and published
1959-208 - Trent Thomas Papers	2.00
1959-298 - Reference Room Book Collection	0.50
1965-001 - E.H. Plummer Papers	0.50
1971-013 - Manuel A. Sanchez Papers	1.00
1975-045 - Hubbell Family Papers	0.25
1983-148 - Edwin J. Loeffler Collection	0
1984-080 - Arthur Loy Collection	1.00
1987-045 - Dorothy Woodward Memorial Penitente Collection	3.00
1988-051 - T.O. Ranch Records	0.50
2018-005 - Records of the Arroyo Chamiso - Sol y Lomas Neighborhood Association	0
2018-006 - Mario and Rebecca Rodriguez Family Papers	0
2019-001 - Miguel Trujillo and Gloriz Herrera Collection	0
TOTAL DESCRIBED AND PUBLISHED	8.75 CF

Public Records Preserved	Cubic Feet (CF)
1959-036 - New Mexico Commission of Public Records - New Mexico State Records Center and Archives	1.00
1959-124 - Records of the United States Territorial and New Mexico District Courts for Bernalillo County	3.00
1959-296 - Map Collection	0.50
1960-043 - San Miguel County District Court	7.00
1973-002 - Santa Fe County Records	3.50
1973-019 - New Mexico Adjutant General Records	0.50
1973-025 - Colfax County, Records	1.00
1974-025 - Records of the United States Territorial and New Mexico District Courts for Eddy County	1.00
1979-033 - Records of the United States Territorial and New Mexico District Courts for Quay County	0.50
Total	19.50 CF

Private Collections Preserved	Cubic Feet (CF)
1959-208 - Trent Thomas Papers	2.00
1965-001 - E.H. Plummer Papers	0.50
1984-080 - Arthur Loy Collection	1.00
1986-041 - Charles Poe and William Poe Papers	0.50
1987-045 - Dorothy Woodward Memorial Penitente Collection	0.50
1988-051 - T.O. Ranch Records	0.50
Robert John Stahl Collection (new accession)	2.00
Total	7.00 CF



Vistors Examine Rare Documents in Exhibit Hall

Your Access to Public Information

OFFICE OF THE STATE HISTORIAN

PURPOSE

The Office of the State Historian (OSH) promotes an understanding and appreciation of New Mexico history and culture through original research, education, public presentations, and publications. OSH staff provides consultation and research assistance to state agencies, scholars, elected officials, and the general public. The state historian serves as director of this three-person division. He also sits as the statutory member of the Cultural Properties Review Committee (CPRC), the primary function of which is to review proposals for the preservation of cultural properties throughout New Mexico. He is currently chairman of the committee. He also serves as the deputy chair of the New Mexico Historical Records Advisory Board (NMHRAB).

ACCOMPLISHMENTS

Website Development

The New Mexico history website continued to offer students, educators, researchers, and the general public an accessible and effective tool in disseminating knowledge about New Mexico's rich historical past. OSH staff continued to redesign the website, www.newmexicohistory.org, which received 423,129 visits, exceeding its goal of 200,000.

New Mexico History Scholars Program

In FY 2019, the scholars program received funding support from the Historical Society of New Mexico (HSNM). The program encourages research in archival repositories throughout the state. On January 29, 2019, the OSH Scholars Review Committee met and made recommendations for CY 2019 awards. The agency received 12 applications and 5 fellowships were awarded. Of the 5 awards granted, none presented their papers in FY 2019, though they have until the end of CY 2019 to present. The recipients and their research topics are listed above right:

Ebright, Malcolm: *Twisting the Law—The Village of Alcalde and the Dismantling of the Sebastian Martin Grant.*

Firor, Laurie: *The Long Canyon Ranch Collection and Associated Pictorial Collection, 1860-2018.*

Hollenbach, Margaret: *The Professor Edgar L. Hewett, Paul Goodbear, and Marion Hollenbach Correspondence.*

Snow, David: *The Distribution of Baptismal Names In Colonial New Mexico.*

Tigges, Linda: *Spanish Colonial Presidio Store and Soldiers' Accounts, Including a 1712 Price list for the Santa Fe Presidio.*

State Historian Activities

State Historian Dr. Rick Hendricks delivered papers at 4 conferences, gave 16 public lectures, co-authored 1 book, and posted 4 articles to newmexicohistory.org. He was a judge at the regional and state National History Day competitions. He was interviewed once for a documentary film and 3 times for television. The state historian answered an average of 40 patron queries a month. He serves on the board of the Northern Rio Grande National Heritage Area (ex officio), the board of the HSNM (ex officio), and the *El Palacio* editorial board. He, the deputy state historian, and the grants administrator curated a document exhibit in the archives division about three World War I veterans. The state historian also published 3 print articles.

Conference Papers

“The Camino Real,” Baca Family Historical Project Regional Conference, Alcalde, 8/25/2018.

“Kim Fong: A Chinese-American Doughboy from New Mexico,” World War One Centennial Symposium, New Mexico History Museum, Santa Fe, 8/25/2018.

“Vargas in the Old and New Worlds: The Two Families of Diego de Vargas,” New Mexico Genealogical Society 58th Anniversary Conference, Albuquerque, 10/27/2018.

“Gustave Louis Solignac: Advocate for Isleta Pueblo Land and Water,” Historical Society of New Mexico Conference, Albuquerque, 3/30/2019.

Lectures

“Masons, Odd Fellows, and Knights of Columbus: Fraternal Organizations in New Mexico,” Hispanic Genealogical Research Center, National Hispanic Cultural Center, Albuquerque, 8/4/2018.

“Roy H. Flamm, New Mexico’s Enigmatic Soldier: Hero or Spy,” World War I Open House, New Mexico State Records Center and Archives, 8/24/2018.

“History of Water Rights in New Mexico,” Santa Fe Botanical Garden, 9/4/2018.

“Surveying New Mexico Land Grants: The Sandia Pueblo Grant,” US Forest Service, National Hispanic Month, Albuquerque, 9/5/2018.

“Cultures in Conflict: Mexican New Mexico v. the United States,” Historic Santa Fe Foundation, 9/12/2018.

“New Mexico Railroads in Historical Context,” NM Railroad History Celebration, New Mexico History Museum, Santa Fe, 9/13/2018.

“Chapelle’s Nephews: Two Frenchmen in New Mexico,” Tertulia Histórica, State Records Center and Archives, Santa Fe, 9/19/2018.

“Walking Tour of the San Elizario Historic District,” Tom Lea Institute, San Elizario, Texas, 10/13/2018.

“The U.S.-Mexico Border on the Eve of World War I: Records from the New Mexico State Archives, UTEP, 10/13/2018.

“From Carretas to Locomotives: The Camino Real Across the Centuries,” El Camino Real Trade Fair, Gutiérrez-Hubbell House, Albuquerque, 10/21/2018.

“La Gripe: The Spanish Flu Pandemic in New Mexico,” Tertulia Histórica, State Records Center and Archives, Santa Fe, 12/18/2018.

“Culture Change in Eighteenth-Century New Mexico,” Docents Lecture, New Mexico History Museum, Santa Fe, 12/18/2018.

“Carretas to Locomotives,” Docents Lecture, New Mexico History Museum, Santa Fe, 1/14/2019.

“The History of Voting Rights in New Mexico,” Taos County Democratic Party, Taos, 1/14/2019.

“Historic Masonic Lodges of New Mexico,” Union Lodge, Wagon Mound, 1/19/2019.

Beginning Genealogy Workshop, State Records Center and Archives, Santa Fe, 1/23/2019.

Exhibits

The state historian co-curated with the deputy state historian and grants administrator three exhibits of documents related to New Mexico World War I veterans Nicolas M. Lucero, Roy Flamm and Kim Fong in the reading room of the state archives in July 2018.

Tour of Archives

Educational Tour of State Archives, 8/13/2018.

Book

Malcolm Ebright and Rick Hendricks. *Pueblo Indian Sovereignty: Land and Water in New Mexico and Texas* (Norman: University of Oklahoma Press, 2019).

Print Articles

“Ancient and Modern Churches Reflect Enduring Faith,” *Land Water People Time*, 4 (July 2018): 58-59.

Spencer G. Wilson and Rick Hendricks, "New Mexico to the Bone," *El Palacio*, vol. 124, no. 1 (Spring 2019): 56-63.

"World War I and the Spanish Flu Pandemic in New Mexico," *La Crónica de Nuevo México* 111 (Spring 2019): 1-5.

Articles posted to newmexicohistory.org

"Francisco de la O a James Wiley Magoffin, Hacienda de la Rosalía, 23 Marzo de 1861"

"Francisco de la O to James Wiley Magoffin, Hacienda de la Rosalía, 23 March 1861"

"Deloss Warren Smith"

"Archbishop Placide-Louis Chapelle"

National History Day

Regional Judge - Las Cruces, 2/8/2019

State Judge - Albuquerque, 4/6/2019

Deputy State Historian Activities

Deputy State Historian Robert D. Martínez presented 2 conference papers, gave 17 public lectures, and was a judge at the regional National History Day competition and the emcee at the state competition. The deputy state historian answered an average of 40 patron queries a month.

Conference Papers

"The Witches of Isleta," Historical Society of New Mexico Annual Conference, Albuquerque, 3/30/2019.

"A Very Brief History of Hispanic Music in New Mexico," joint HSNM/NMJHS Conference, Albuquerque, 6/8/2019.

Lectures

"Mulattos of Cochiti: Caste in Spanish New Mexico," Tertulia Histórica, State Records Center and Archives, Santa Fe, 7/18/2018.

"Nick Lucero: From Albuquerque to the Trenches of Northern France," World War I Open House, State Records Center and Archives (twice), 8/24/2018.

"Brujería: A History of Witchcraft in New Mexico," New Mexico History Museum, 9/10/2018.

"Mulattos of Cochiti: Caste in Spanish New Mexico," La Canoa Legacy Talk, National Hispanic Cultural Center, Albuquerque, 9/15/2018.

"Alabados, Inditas and Corridos: A Musical Journey through Hispano New Mexico," Bureau of Land Management, Albuquerque, 9/17/2018.

"Early Albuquerque," New Mexico Genealogical Society-Elena Gallegos Historical Marker Dedication, Albuquerque, 9/21/2018.

"Reading of Bless Me, Ultima," National Hispanic Cultural Center, Albuquerque, 10/14/2018.

"Brujería: A History of Witchcraft in New Mexico," Santa Fe County Genealogical Society, Santa Fe, 10/17/2018.

"Spain in the Americas and New Mexico, 1492-1821," Holy Child Catholic School, Tijeras, 10/24/2018.

"Brujería - A History of Witchcraft in New Mexico," Tertulia Histórica, State Records Center and Archives, Santa Fe, 10/31/2018.

"Lonesome Dave and the Tiger of the North: Governor David Cargo and the Tierra Amarilla Courthouse Event of 1967," New Mexico Bar Association, Albuquerque, 11/14/2018.

"Lonesome Dave and the Tiger of the North: Governor David Cargo and the Tierra Amarilla Courthouse Event of 1967," Tertulia Histórica, State Records Center and Archives, Santa Fe, 1/16/2019.

"Post-World War II New Mexico," New Mexico History Museum, Santa Fe, 2/26/2019.

"Reconquista: Spain and New Mexico," University of New Mexico, Albuquerque, 4/2/2019.

"A History of the Inquisition in New Mexico," Tertulia Histórica, State Records Center and Archives, Santa Fe, 4/17/2019.

"Early Albuquerque," Rio Grande Rotary Club, Albuquerque, 5/14/2019.

Brujería: A History of Witchcraft in New Mexico, Historic Santa Fe/NM History Museum, 6/20/2019.

Articles

“Lonesome Dave and the Tiger of the North: Governor David Cargo and the Tierra Amarilla Courthouse Event of 1967,” *New Mexico Historical Review*, 93, no. 4 (Fall 2018): 457-72.

“War and Remembrance: Nick Lucero World War I Veteran and Hero,” *New Mexico Genealogist* 57, no. 3 (September 2018): 107-10, co-authored with Thomas Shumaker.

Radio Interviews

“New Mexico on July 4, 1776,” KCHP Radio/TV, Albuquerque, 6/13/2019.

National History Day

Regional Judge, Albuquerque, 2/1/2019

Emcee, State Competition, 4/6/2019

New Mexico Historical Records Advisory Board

The NMHRAB was established in 1975 to serve as the central advisory body for reviewing grant proposals submitted by state and local governmental entities or private record repositories to the National Historical Publications and Records Commission (NHPRC). The board has since become one of the leading advocates for the preservation of New Mexico's historical records, stimulating public access to those records, and promoting a broad range of training. These efforts have been made possible through grants from the NHPRC and funding from New Mexico's general fund.

The CPR received an NHPRC grant (RC-100008-17) in the amount of \$65,000 to be divided between FY 2018 and FY 2019. The grant provides funding for the NMHRAB re-grant program. The award is 63 percent of the budgeted project cost of \$102,500. The remaining 37 percent is being provided by the state of New Mexico.

Re-grant Program

The board received 7 grant applications requesting a total of \$52,797.00 for the FY 2019 grant cycle. The board awarded \$19,164.00 in state and federal funds to 5 grant applicants at its 5/18/2018, meeting. Because various grant recipients turned down their award, and funds were left over, a special grant cycle was offered during the autumn of 2018, for FY 2019 funding. Three (3) applications were received, for a total requested amount of \$20,458.00. Two were awarded for a total of \$9,709.00. One of these two, the Regents of the University of New Mexico, declined their award. All of the funds were NHPRC grant funds. As in the previous year, the CPR staff prepared notification letters, together with all corresponding documentation for the FY 2019 grant awards. All agreements were executed in a timely fashion.

The five year funding overview:

Fiscal Years	No. of Applicants	No. of Awards	No. of New Recipients	Funds Requested	Funds Awarded
2015	17	9	5	\$103,229.93	\$44,786.16
2016	19	8	8	\$125,937.16	\$37,021.23
2017	6	6	6	\$43,724.60	\$35,003.45
2018	8	6	2	\$46,040.95	\$24,999.69
2019	8	7	2	\$52,797.00	\$28,873.00

The following is a list of FY 2018 award recipients and funding amounts:

Grant Recipient	Amount Awarded
Museum of New Mexico Foundation	\$3,929.09
Curry County	\$2,913.00
Couse Foundation	\$7,650.00
Harding County (award declined)	\$2,550.00
Maternal Health Program	\$2,125.00
Regents of the University of New Mexico (award declined)	\$5,916.00
Santa Fe Indian School	\$3,793.00

Your Access to Public Information

FY 2019 Re-grant Summaries

Proposal #19-01 Harding County (Grant award declined)

Harding County, specifically the Harding County Clerk, requested funding to organize, restore, preserve, and increase public access to the historical newspapers of Harding County. The clerk intended to restore the publication *The Spanish American*, and digitize, microfilm, and bind into volumes both *The Spanish American* and *The Mosquero Developer*. The overall goals of the project were to restore historical newspapers that are severely deteriorated, and microfilm/digitize newspapers for preservation and accessibility. This project was to ensure that newspapers are pretext from further deterioration by creating digital versions for public access and laying the ground-work for further preservation of newspapers in the County Clerk's office. The materials that would have been affected by the grant project are approximately 2,331 issues of historic newspapers. The newspapers to be microfilmed were *The Mosquero Developer* and *The Spanish American* will be microfilmed. *The Mosquero Developer* and *The Spanish American* will be digitized.

Proposal #19-02 Curry County

Curry County sought funds to convert thirteen books of marriage license records date 1986-1996, currently stored as microfiche images, to digital images, indexing the converted data, and importing it the county's computer system, Triadic, which was developed specifically for New Mexico government entities. It is designed to allow the sharing of information. This was an important project for Curry County because having these records available in digital format will allow easier, faster access to the data for the constituents of the county, protect the microfiche film, and preserve the original paper records and the history of the community. Before the project, the microfilm was stored in the County Clerk's climate controlled public room in a microfiche cabinet with ten drawers. Duplicates were, and continue to be, stored in the SRCA.

Proposal #19-03 Museum of New Mexico Foundation

The Museum of New Mexico Foundation, acting as fiscal agent for a partnership of the Museum of Indian Arts and Culture, and Professor Ted Jojola, requested funds for a project that digitized and created free, online access to the yearbooks of the Albuquerque Indian School, 1929-1978, plus related ephemera such as the schools creative writing and literary society publications, 1914-1920, and 1969-1975. The project also encouraged the use of digital surrogates of these

rare historical records by conducting outreach through press releases and in conjunction with public programming around the Fellows program of the Indigenous Digital Archive, an IMLS National Leadership Grant project of the Museum of Indian Arts and Culture with the New Mexico State Library Tribal Libraries Program and the Indian Pueblo Cultural Center, an organization jointly run by all 19 Pueblo tribes. The materials affected consist of 53 yearbooks, or 9,000 pages, and 12 agendas/programs. The digital surrogates produced in the grant project are the property of MNMF and MIAC to ensure public access in perpetuity.

Proposal #19-04 Maternal Health Program

The Midwifery Licensing Records Archive Project sought funds to assess the scope and breadth of the midwifery licensure files that are in possession of the New Mexico Department of Health Maternal Health Program, and how best to preserve these historical records. The Department of Health, Maternal Health Program is the licensing authority for midwives practicing in the state of New Mexico. The midwifery licensure program records pertaining to licensees and the history of the program and its connection to midwifery in New Mexico reside within the Maternal Health Program. The appropriate archiving, storage, and ultimately preservation of these records is imperative as the professional license record files of midwives and certified nursing midwives have been deemed historic by the State Records Center and Archives. The files affected consisted of three filing cabinets, one large lateral cabinet, and two small vertical filing cabinets consisting of sixteen cubic feet.

Proposal #19-06 Couse Foundation

This project sought NMHRAB funding to preserve, organize, and make accessible rare documents, publications and research materials held by the Couse Foundation. The project stabilized, organized, indexed, cataloged, created finding aids, and rehoused the three archival collections currently on hand, which are stored without climate control, and moved them into appropriate and safe storage onsite until the Archive Research Center opens in June 2021. The original records affected consist of original letters, copies of letters, photographs, research materials, books, and articles equaling 30 linear feet. The Couse Foundation owns and manages the Couse-Sharp Historic Site, a 2.3-acre site in Taos, New Mexico, that encompasses the home and studios of E.I. Couse and J.H. Sharp, 2 of the founding members of the Taos Society of Artists (TSA). The Foundation is conducting a capital campaign to build an Archive and Research Center onsite for all twelve members of the TSA.

The Foundation has significant materials donated and promised on seven TSA members already. The archival materials include scholarly research, personal papers, ephemera, artwork, and ethnographic items. The center will provide state of the art storage for these materials and artifacts and contain a library and research facility for use by visiting scholars, artists, and Native communities to interpret and relate the story of one of the most important artist colonies in U.S. history.

Proposal 19-07 The Regents of the University of New Mexico, Digital Initiatives and Scholarly Communications Department (DISC) Award declined

The University of New Mexico Digital Initiatives and Scholarly Communication (DISC) Department sought funding to provide outreach and support to past NMHRAB grant recipients, to recruit them to become partners in the New Mexico Digital Collections (NMDC) repository that is hosted by the University of New Mexico Library, and to encourage them to publish their digital collections online. The project was to include the development of training materials; provide in-person site visits to selected cultural heritage institutions around New Mexico; provide individualized and group training in digitization, metadata description, and digital collection management; offer direct assistance in uploading at least a portion of each institution’s digital collections to NMDC; and help facilitate the implementation of an improved ongoing support service for NMDC partners. NMDC runs on the OCLC CONTENTdm platform and is available to the public online at econtent.unm.edu.

Because the University of New Mexico declined this offered award, the funds left over were divided equally and, upon the recommendation of the state records administrator,

Dr. Rick Hendricks, and the grants administrator, Dr. Thomas Shumaker, the funds were re-apportioned. Half went to the Santa Fe Indian School project, while the other half went to the Museum of New Mexico project.

Proposal 19-09 Santa Fe Indian School

The Santa Fe Indian School (SFIS) requested \$3,793.00 in grant funding from the New Mexico Historical Records Advisory Board to undertake a project that will digitize and create free online access to 74 yearbooks held by the Santa Fe Indian School, 1932-2017. SFIS will give a copy of the digitized yearbooks to the Museum of Indian Arts and Culture/ Museum of New Mexico Foundation to make available on the Indigenous Digital Archive in perpetuity. This project 1) provided a teaching resource for SFIS teachers, as well as teachers at other schools; 2) provided access to historical materials relating to alumni and the descendants of students and staff; aid preservation of a rare set of periodicals; and 4) enhanced the content already available in the IDA with pictorial records that may be a more accessible starting-point.

Educational Programming and Outreach

The grants administrator and state historian traveled to several cities around the state to hold informational workshops. The purpose of the workshops was to inform potential applicants about the program, discuss changes to the FY 2019 application, answer questions, and promote the re-grant program. Grants administrator, Dr. Thomas Shumaker conducted a grants application workshop at the State Record Center and Archive on 10/12/2018 and on 11/2/2018. A total of seven participants learned about the grant application procedure, the history of the program, and who is eligible to apply.

SRCA, Santa Fe	10/12/2018	Dr. Thomas Shumaker
SRCA, Santa Fe	11/2/2018	Dr. Thomas Shumaker

An educational workshop took place on 3/3/2019. The theme of the workshop was audio resource preservation. The guest speaker was Ms. Bryce Roe, of the Northeast Document Conservation Center (NEDCC) in Andover, Massachusetts. The workshop was entitled “*Caring for Audio Collections.*” Thirty-five individuals were in attendance for this event. The grants administrator drafted public service announcements regarding the re-grant program and sent them to KUNM (Albuquerque), KSFR (Santa Fe), KENW (Portales), and KRWG (Las Cruces).

Technical assistance was provided on approximately 480 occasions by the grants administrator. Assistance consisted of providing advice, answering questions regarding NMHRAB grant guidelines and reporting requirements, and assisting with grant applications.

Your Access to Public Information

The Historical Information Network and Tracking System (HINTS), a directory of historical records repositories, was also updated. Ten updates were made for the following HINTS repositories:

CALL FOR UPDATES	6/4/2019
SFTA, End of the Trail Chapter	6/4/2019
Pecos National Historical Park	6/4/2019
NMJHS	6/4/2019
Moriarty Historical Museum	6/4/2019
Corrales Historical Society Archives	6/18/2019
Las Vegas Museum and Rough Rider	6/18/2019
Artesia Historical Museum	6/18/2019
Las Vegas Library	6/26/2019
Los Alamos County Administrator	6/26/2019
Los Alamos County Clerk	6/26/2019



Analyst in Administrative Law Division reviewing rules

Your Access to Public Information

NMHRAB Members

The following are the FY 2019 board members, the number of terms served, and their term expirations:

Board Members	Terms Served	Term Expires
Lisa Johnston, Assistant City Clerk City of Artesia	6th Term	September 25, 2021
Martha Shipman Andrews, Archivist & Associate Professor NMSU	4th Term	September 25, 2021
Ryan Flahive, Archivist Institute of American Indian Arts	3rd Term	March 10, 2021
Elizabeth Ehrnst, The Georgia O'Keeffe Museum	1st Term	September 25, 2021
Mr. Robert Martinez, MA., State Historian and Deputy Chair	N/A	Ex officio
Rick Hendricks, State Historian & Deputy Chair	N/A	Ex officio



NATIONAL
ARCHIVES

NATIONAL HISTORICAL
PUBLICATIONS
& RECORDS COMMISSION

Your Access to Public Information

INFORMATION TECHNOLOGY MANAGEMENT DIVISION

PURPOSE

The Information Technology Management Division (ITMD) provides a broad range of technical services and support to the New Mexico State Records Center and Archives (SRCA) staff; supports the agency's strategic goals and initiatives; maintains secure and reliable local and wide area networks; and ensures business continuity through a robust information infrastructure which includes the acquisition, installation, maintenance, and upgrade of hardware and software.

The division is comprised of three staff members: the division director, an information technology (IT) network administrator I, and an IT end user support III. The division director also serves as the chief information officer (CIO), who provides leadership, direction, and tactical planning related to the agency's current and future use of technology. The ITMD staff provides its expertise and knowledge in support of the commission's stated mission and statutory mandates.

In its pursuit to provide excellent and comprehensive service to its customers, the accomplishments of this three-member team were varied. The following narrative delineates the division's successes in FY 2019.

ACCOMPLISHMENTS

Annual IT Plan

The annual Information Technology Plan is one of the agency's most important administrative and budgetary tools. Developed by the CIO, with input from staff, this blueprint outlines the vision for using technology at the agency, defines the agency's technological infrastructure and environment, sets forth goals and objectives, describes and justifies future IT-dependent projects, provides critical budgetary information, and establishes replacement schedules for hardware and software. This three to five year planning document allows the agency to address its

current and future IT needs and highlights the importance of IT in the day-to-day operations of the agency.

Centralized Electronic Records Repository Project

The ITMD staff continues to provide a supporting role while the project has gone into production. Management of the production hardware includes real-time duplication of the data entered into the production database to a secondary database. Backup of the production server is done on a nightly basis. Installation and configuration of the HPE Content Manager software on new computers is also done by ITMD staff. One pilot agency is currently using the production system and connected to our network, which is frequently monitored.

Agency Website Support

During FY 2019 ITMD staff worked together with ASD to identify funding and generate contracts for a complete redesign of the Office of the State Historian *Newmexicohistory.org* website and the *nmcpr.state.nm.us* agency website. A significant amount of work was invested by the ITMD and ASD during the contract and design process.

Newmexicohistory.org:

This upgrade provided a modern look to the website hosted by the WordPress content management system, which allows the site to be updated easily and more frequently. Most of the content from the previous site was transferred to the new site and presented in a in an up-to-date format. Some of the highlights of the new website include the installation of digital photo albums, flipbooks, and a YouTube channel. . The look and feel of the new website allows for a more enjoyable viewing experience for all users.

[Nmcpr.state.nm.us:](http://nmcpr.state.nm.us)

The upgrade to the agency website, also using the WordPress content management system, allowed for the *New Mexico Administrative Code* and *New Mexico Register* to be included in the agency website, where previously, it had been hosted separately. The new website has a new modern look and feel allowing for easy navigation. The basic structure was migrated from the old website into new, redesigned webpages.

Digital Archives Repository and Other Digital Initiatives

During FY 2019, the New Mexico State Archives also digitized more at-risk visual and paper media. In support of these projects, the ITMD staff continued to provide necessary disk storage and backup capabilities to meet this increasing demand. At the end of FY 2019, the total number of assets residing in the Digital Archives Repository (DAR) was at 1,696,292 files resulting in the need for 82.24 terabytes of disk storage and backup capacity.

Governors Records Transfer

ITMD worked with the NM Department of Information Technology (DoIT) to successfully transfer a substantial number of electronic records from Governor Martinez’s office at the end of her term.

Other Accomplishments

Network Infrastructure Upgrades:

During FY2019, ITMD working with ASD identified funding to upgrade the agency VMware software application. VMware allows for the creation of virtual servers used by internal applications. This technology allows for several virtualized servers to run on one physical server thereby cutting down on server hardware costs. This VMware installation had reached end-of-life support for the current version 5.5 and was upgraded to 6.7. This upgrade consisted of replacing 2 Microsoft servers, 2 Cisco network switches, and professional services to perform the upgrade.

The ITMD staff also assisted with the development of the annual IT budget request, the approval of IT related request for proposals, contracts, and purchase requests, as well as completion of the annual IT inventory. Additionally, the division continued to set up new desktop computers for new employees and replaced others identified on the maintenance schedule. Using its internal helpdesk application, the ITMD also responded to 562 help desk tickets for various IT related requests.

Hazel Wood with photographic equipment



RECORDS MANAGEMENT DIVISION

PURPOSE

The Records Management Division (RMD) is responsible for providing guidance and assistance to state and local governmental agencies on the development of efficient and effective records and information management programs. This includes retention, storage, and disposition of records to ensure that information is available when and where it is needed in an organized and efficient manner and in the appropriate environment. In addition, the RMD staff guides agencies in the establishment of policies and recordkeeping requirements that allow the organization to establish and maintain control over their information workflow and administrative operations.

ACCOMPLISHMENTS

Agency Analysis Bureau

The Agency Analysis Bureau is responsible for the development of records retention and disposition schedules (RRDS) that identify, describe, and establish retention periods for records of state and local governmental agencies. The bureau also provides training on records and information management. During FY 2019, the functional RRDS (1.21.2 NMAC, Retention and Disposition of Public Records) was amended to update definitions, instructions, and retentions and clarify some classifications.

Records Management Program Development

In an effort to satisfy its statutory mandate to create a records management program for state agencies, the agency analysis bureau continues development and implementation of a comprehensive program at the Commission of Public Records in FY 2019. Program development has included the creation of a management structure, records management policies, file plans, and procedures for implementation. Efforts to standardize

this program for implementation at other state agencies will continue in FY 2020.

Trainings are being offered to state, judicial, and local government bodies on current records management laws and best practices.

In FY 2019, the Agency Analysis Bureau conducted 41 records and information management trainings. There were 746 record liaison officers, chief records officers, and government employees that attended these trainings.

Centralized Electronic Records Repository

A key component of the comprehensive records management program has been developing an approach to managing electronic records, particularly e-mail messages. A continuing goal of the agency has been to obtain an electronic records management system (ERMS) that will function as a CERR for state agencies. As reported in the previous annual report, the CPR initially received \$150,000 in the 2008 General Appropriations Act for phase one of the project and \$1,272,400 (\$450.0, Laws 2012, Chapter 19, Section 7 and \$822.4, Laws 2013, Chapter 227, Section 7) to continue through deployment. In FY 2009, Vincent and Associates was selected to conduct a needs assessment. The needs assessment provided the information required to select and acquire software, hardware, and integration services. Hewlett Packard's (HP) TRIM application was chosen, and the CERR team used the information to analyze implementation models, develop planning documentation to move the project from the initiation phase to the planning phase, and to select an implementation model.

In FY 2017, the CERR team continued to meet regularly. It worked with a contracted project manager to provide meeting support and develop documentation required to meet the Department of Information Technology's (DoIT) Project Certification Committee (PCC) requirements.

In conjunction with the CERR integrators, Information First, the team deployed the CERR solution design to the Commission of Public Records as the model agency for the project. Selection of the first pilot agency was also completed, and an MOU was signed between the Pilot and the Commission of Public Records. Funding for the project expired at the end of FY 17, and the decision was made to complete the deployment of the two pilot agencies with in-house resources.

In FY 2017, the CERR team had participated in, reviewed, and approved the following

- CERR deliverables:
- Project Management and Reporting;
- HP Records Manager End User Training;
- Prep for Model Agency Deployment to Procuring Agency;
- Deployment of Model Agency Solution; and
- User Acceptance Testing.

In FY 2018, the CERR team continued to meet regularly. It identified the Economic Development Department as the first pilot agency for deployment. Deployment work in FY 18 with Pilot Agency 1 included the following:

- Project Management and Reporting;
- Assessment of existing records management environment;
- Records and information management training;
- Records surveys; and
- Development of policies, procedures, and file plans.

In FY 2019, the CERR team continued working with the New Mexico Economic Development Department. Implementation work in FY 19 included the following:

- Records and information management training;
- Records surveys;
- Development of policies, procedures, and file plans;
- Adding and removing employees from the CERR system; and
- Ingesting Economic Development Department email records into the CERR repository.

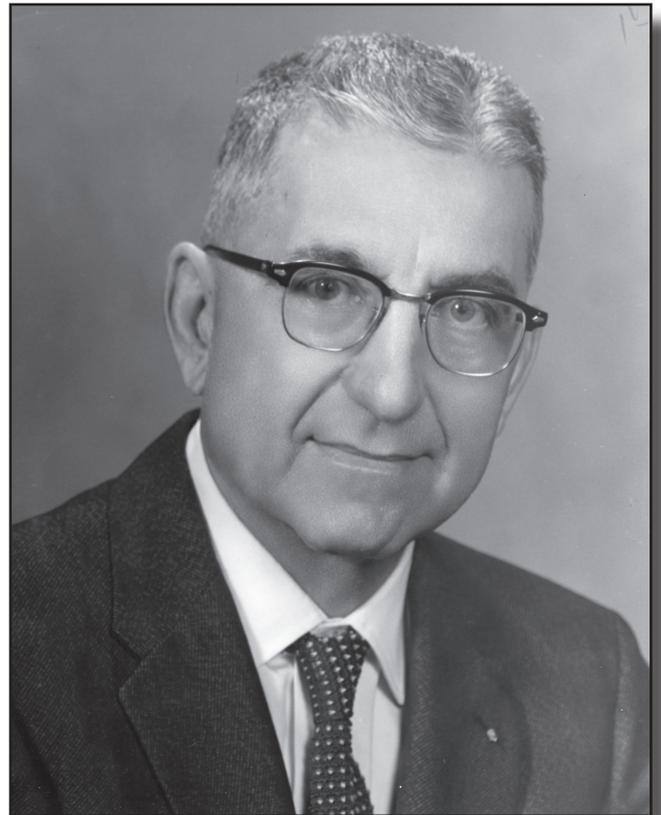
Records Center Bureau

The Record Center Bureau provides storage for inactive or infrequently used paper records of state agencies. Staff tracks the status, retention, and disposition of approximately 240,477 boxes of paper and rolls of microfilm. Additionally, secure and controlled facilities

in Albuquerque and Santa Fe are available to state agencies and public entities to dispose of their public records that have met their legal retention. These services are a cost savings benefit to those it serves and allows confidential and sensitive information to be protected and disposed of properly.

Records center staff sold 6,185 boxes in FY 2019, invoiced agencies a total of \$12,370. Records center staff invoiced approximately \$20,900 for services provided including: active records, records excluded from destruction, box storage (beyond retention), and monthly destruction

During FY 2019, the two facilities processed 3,388 cubic feet of records for new storage. The FY 2019 ending inventory reflected 89,900 cubic feet of records in storage, an increase of 4,956 cubic feet over the FY 2018 ending inventory.



Dr. Ira C. Ihde, Professor of History ENMU Portales
First Commission Chairman of SRCA

Casa San Ysidro
Sandoval, New Mexico

December 27, 1958

Mrs. Lansing Bloom
609½ Buena Vista, N. E.
Albuquerque

Dear Mrs. Bloom,

According to the 1957 report of the National Association of American Archivists, New Mexico is one of two states in the country which do not have an active program for state archives and public records. At long last, however, there is hope this situation may be rectified. State Representative A. T. Montoya has indicated he will support the enactment of an archives and public records bill during the next meeting of the State Legislature in January 1959. He has already found much interest and support for such a program among many of his colleagues. Anyone you can make to help this cause will be greatly appreciated. A letter from yourself and whomever you may deem necessary would lend moral support. They can be in Spanish.

Suggestions you may have are requested and will be given every consideration but many of us in New Mexico expect the following are some of the salient features to be encouraged for the passage of this bill: Any approach should be handled correctly and under the supervision of qualified personnel. The experience of other states, as you probably know, indicates the creation of a division of state archives and public records should be placed within the framework of the executive department rather than being part of the museum or any society. In this way such a division will more likely be allowed to look after its own financial affairs and will formulate a more dynamic and usable program for the state.

Naturally, since the legislature meets in January and February "time is of the essence." Fostering such a bill will give the members an opportunity to indicate their awareness of the need for this program and their pride in properly preserving the historic records and those in the making in the State of New Mexico.

Mrs. Lansing Bloom

-2-

December 27, 1958

I need not impress you with the importance of this thing. The Governor of Colorado will send a message and I have been making contacts from coast to coast through the National Association and with scholars and friends in Spain, Mexico, Honduras, Colombia, and Chile, as well as New Mexico. We hope that enough letters and interest will promote this long needed and awaited move. They have been asked to direct any pertinent correspondence to:

Honorable A. T. Montoya
House of Representatives
State of New Mexico
501 4th Street, N. W.
Albuquerque, New Mexico

Thanking you in advance for any assistance you might lend, I am

Sincerely yours,

Ward Alan Minge

Ward Alan Minge
Casa San Ysidro
Box 118B SSR
Sandoval, N. M.

Letter from Ward Alan Minge asking patrons to write to Honorable A.T. Montoya at the House of Representatives

Your Access to Public Information

Storage and disposition activity for the records centers:

Executive Agency	Starting Inventory 7/1/2018	Boxes Brought in for Storage	Boxes Withdrawn	Boxes Returned	Boxes Perm Withdrawn	Boxes Transferred To Archives	Boxes Destroyed in the Records Center	Boxes brought in for Destruction	Ending Inventory 6/30/2019
Administrative Hearing Office	0	80	0	0	0	0	0	0	80
Aging and Long-Term Services Department	497	32	0	0	0	0	0	52	529
Architects, New Mexico Board of Examiners for	78	0	7	7	0	0	0	0	92
Attorney General, Office of the	2,920	0	0	1	0	0	0	0	2,921
Auditor, Office of the New Mexico State	75	0	0	0	0	0	0	0	75
Blind & Visually Impaired, New Mexico School for the	60	0	0	0	0	0	0	0	60
Blind, New Mexico Commission for	0	0	0	0	0	0	0	121	0
Children Youth and Families Department	5,518	235	89	108	0	0	78	333	5,872
Corrections Department, New Mexico	14,046	908	119	148	0	0	17	69	15,204
Crime Victims Reparation Commission	1,006	118	27	26	0	0	0	0	1,177
Cultural Affairs, New Mexico Department of	113	0	0	0	0	0	15	0	98
Deaf and Hard of Hearing, Commission of	0	0	0	0	0	0	0	0	0

Developmental Disabilities Planning Council	18	0	0	0	0	0	0	0	18
Economic Development Department	18	0	0	0	0	0	0	0	18
Education Department, Public	569	0	24	1	0	0	0	28	594
Educational Retirement Board, New Mexico	369	77	10	10	0	0	0	0	446
Energy, Minerals and Natural Resources Department	599	0	0	15	0	0	16	0	598
Engineer, Office of the State	332	0	0	0	0	0	0	0	332
Engineers and Professional Surveyors, Board of Licensure for	26	0	0	0	0	0	0	0	26
Environment Department, New Mexico	2,622	0	6	16	0	0	5	0	2,639
Finance and Administration, Department of	594	0	0	0	0	0	40	0	554
Finance Authority, New Mexico	0	0	0	0	0	0	0	0	0
Game and Fish, New Mexico Department of	3	0	0	0	0	0	0	56	3
Gaming Control Board, New Mexico	10	0	0	0	0	0	0	0	10
General Services Department, New Mexico	799	0	0	0	0	0	24	65	775
Governor, Office of the	189	25	90	69	0	0	0	0	373

Health Policy Commission, New Mexico	33	0	0	0	0	0	0	0	33
Health, New Mexico Department of	8,326	622	292	316	0	0	88	268	9,468
Higher Education Department	78	0	0	0	0	0	0	0	78
Homeland Security and Emergency Management, New Mexico	0	0	0	0	0	0	0	0	0
Human Services Department, New Mexico	9,441	32	1	6	0	0	39	180	9,441
Indian Affairs Department, New Mexico	2	0	0	0	0	0	0	0	2
Information Technology, New Mexico Department of	25	0	0	0	0	0	0	0	25
Investment Council, New Mexico State	70	0	0	0	0	0	0	0	70
Juvenile Public Safety Advisory Board	31	0	0	0	0	0	0	0	31
Land Office, State of New Mexico	269	0	0	0	0	0	0	56	269
Lieutenant Governor's Office	23	0	0	0	0	0	0	0	23
Livestock Board, New Mexico	803	49	0	0	0	0	14	0	838
Martin Luther King Jr. Commission	0	0	0	0	0	0	0	0	0
Medical Board, New Mexico	642	0	44	78	0	0	0	25	764
Military Affairs, New Mexico Department of	1,372	0	0	0	95	0	0	0	1,277

Your Access to Public Information

Natural Resources Trustee, Office of the	0	0	0	0	0	0	0	0	0
Nursing, New Mexico Board of	527	0	233	184	0	0	0	0	934
Parole Board, New Mexico	1,391	130	99	103	0	0	0	0	1,723
Personnel Office, New Mexico State	925	539	96	84	0	0	0	0	1,644
Public Defender Department, New Mexico	2,807	0	2	1	0	0	2	0	2,808
Public Employees Retirement Association of New Mexico	1,797	0	20	0	232	0	0	0	1,585
Public Records, Commission of	194	6	8	26	0	0	0	20	234
Public Regulation Commission, New Mexico	2,260	0	19	21	0	0	0	0	2,300
Public Safety, New Mexico Department of	247	0	0	0	0	0	0	0	247
Public School Facilities Authority, New Mexico	145	0	1	1	0	0	0	0	147
Public School Insurance Authority, New Mexico	69	122	0	0	0	0	0	0	191
Racing Commission, New Mexico	0	0	0	0	0	0	0	48	0
Regulation and Licensing Department, New Mexico	3,331	159	12	11	0	0	97	100	3,396
Retiree Health Care Authority	0	0	0	0	0	0	0	0	0
School for the Deaf, New Mexico	82	0	10	8	0	0	0	0	100

Secretary of State, New Mexico	1,004	0	7	0	0	0	0	32	1,011
State Fair Commission	0	0	0	0	0	0	0	0	0
Status of Women, New Mexico Commission of	64	0	0	0	0	0	0	0	64
Superintendent of Insurance, Office of the	1,598	66	4	0	0	0	0	0	1,668
Taxation and Revenue Department, New Mexico	1,089	0	0	0	0	0	81	1,433	1,008
Tourism Department, New Mexico	0	0	0	0	0	0	0	0	0
Transportation, New Mexico Department of	219	0	0	0	0	0	0	582	219
Treasurer, New Mexico State	220	0	0	0	140	0	48	180	32
Veterans' Services, New Mexico	0	0	0	0	0	0	0	0	0
Veterinary Medicine, New Mexico Board of	5	0	0	0	0	0	0	0	5
Vocational Rehabilitation, New Mexico Division of	93	0	0	0	0	0	0	0	93
Workers' Compensation Administration	89	0	0	0	0	0	0	28	89
Workforce Solutions, New Mexico Department of	1,048	0	5	5	0	0	0	0	1,058
Youth Conservation Corps, New Mexico	36	0	0	0	0	0	0	0	36
TOTAL EXECUTIVE AGENCIES	70,796	3,200	1,205	1,235	467	0	564	3,676	75,405

Your Access to Public Information

NON-EXECUTIVE AGENCIES	Starting Inventory 07/01/18	Boxes Brought In for Storage	Boxes Withdrawn	Boxes Returned	Boxes Perm Withdrawn	Boxes Transferred to Archives	Boxes Destroyed in the Records Center	Boxes brought in for Destruction	Ending Inventory 6/30/2019
Administrative Office of the Courts	81	0	0	0	0	0	4	6	77
Colleges/ Universities	115	0	0	0	0	0	0	343	115
Compilation Commission, New Mexico	0	0	0	0	0	0	0	0	0
Congress of the United States	31	0	0	0	0	0	0	0	31
Counties	0	0	0	0	0	0	0	101	0
Court of Appeals, New Mexico	79	0	0	0	0	0	0	0	79
District Attorney Offices	7,800	50	7	3	0	0	0	850	7,860
District Attorneys, Administrative Office of the	7	0	0	0	0	0	0	0	7
District Courts	0	0	0	0	0	0	0	72	0
Judicial Standards Commission, New Mexico	0	0	0	0	0	0	0	27	0
Legislative Council Service, New Mexico	3,393	138	23	16	0	0	0	0	3,570
Legislative Education Study Committee, New Mexico	7	0	0	0	0	0	0	0	7
Legislative Finance Committee, New Mexico	573	0	0	0	0	0	0	0	573
Legislative House/ Senate	13	0	0	0	0	0	0	10	13
Legislative Maintenance	9	0	0	0	0	0	0	0	9
Magistrate Courts	6	0	0	0	0	0	0	2	6

Metropolitan Court, Bernalillo County	1,728	0	112	2	0	0	0	0	1,842
Municipalities	0	0	0	0	0	0	0	0	0
School Districts	0	0	0	0	0	0	0	0	0
Silver City Consolidated	0	0	0	0	0	0	0	0	0
Supreme Court, New Mexico	306	0	0	0	0	0	0	100	306
Supreme Court Law Library, State of New Mexico	0	0	0	0	0	0	0	0	0
TOTAL NON-EXECUTIVE AGENCIES	14,148	188	142	21	0	0	4	1,511	14,495
GRAND TOTAL	84,944	3,388	1,347	1,256	467	0	568	5,187	89,900

The Record Center Bureau is tasked with providing guidance and assistance in the creation and approval of microphotography plans that allow agencies to convert paper public records to a microfilm or digital format as well as provide safe and secure environments for the storage of microfilm, electronic media and paper records. Through its film inspection program, it monitored the microform (microfilm and microfiche), computer output microfilm (COM), and electronic-imaging production by state agencies and the district courts for adherence to standards promulgated as rules by the CPR. The records center bureau also provides guidance to state agencies, courts, and local governmental offices on the management of electronic records.

Number of microforms inspected, stored, transferred, withdrawn, and destroyed:

Executive Agency	Beginning Inventory 7/1/2018	Microform Inspected	Microform Accepted into Storage	Microform Destroyed	Microfilm Transferred to Archives	Rolls of Film Permanently Withdrawn	Rolls of Film Withdrawn	Rolls of Film Returned	Ending Inventory 6/30/2019
Attorney General Office	31	0	0	0	0	0	0	0	31
Corrections Department	401	0	0	0	0	0	0	0	401
Cultural Affairs Department	972	0	0	0	0	0	0	0	972
Division of Vocational Rehabilitation	1	0	0	0	0	0	0	0	1
Education Department, Public	125	0	0	0	0	0	0	0	125
Educational Retirement Board	713	0	3	0	0	0	0	0	713

Energy, Minerals, and Natural Resources Department	1,045	0	0	0	0	0	0	0	1,045
Engineer, Office of the State	10,458	0	0	0	0	0	0	0	10,458
Environment, Department of	115	0	0	0	0	0	0	0	115
Finance and Administration, Department of	711	0	0	0	0	0	0	0	711
Game and Fish, Department of	17	0	0	0	0	0	0	0	17
General Services Department	87	0	0	0	0	0	0	0	87
Governor, Office of the	33	0	0	0	0	0	0	0	33
Health, Department of	999	0	0	0	0	0	0	0	999
Human Services, Department of	286	0	0	0	0	0	0	0	286
Investment Council, State	6	0	0	0	0	0	0	0	6
Land Office, New Mexico State	2,016	0	0	0	0	0	0	0	2,016
Livestock Board	2	0	0	0	0	0	0	0	2
Nursing, Board of	1	0	0	0	0	0	0	0	1
Personnel Office, State	1,071	0	0	0	0	0	0	0	1,071
Professional Engineers and Professional Surveyors, State Board of Licensure for	304	0	0	0	0	0	0	0	304
Public Regulation Commission	9,486	0	0	0	0	0	0	0	9,486
Public Safety, Department of	17	0	0	0	0	0	0	0	17
Records, Commission of Public	38,330	0	0	0	0	0	6	3	38,327
Regulation and Licensing Department	238	0	0	0	0	0	0	0	239
Secretary of State, Office of the	8,700	0	0	0	0	0	0	0	8,700

Superintendent of Insurance, Office of	19	0	0	0	0	0	0	0	19
Taxation and Revenue Department	58,405	2,878	2,878	0	0	898	4	0	60,381
Transportation, Department of	4,523	0	0	0	0	0	0	0	4,523
Veteran's Service Department of	0	0	0	0	0	0	0	0	0
Worker's Compensation Administration	456	0	0	0	0	0	0	0	456
Workforce Solutions Department	7	0	0	0	0	0	0	0	7
TOTAL EXECUTIVE AGENCIES	139,576	2,878	2,878	0	0	898	10	3	141,549

Non-executive Agency	Beginning Inventory 7/1/2018	Microforms Inspected	Microforms Accepted into Storage	Microforms Destroyed	Microfilm Transferred to Archives	Rolls of Film Permanently Withdrawn	Rolls of Film Withdrawn	Rolls of Film Returned	Ending Inventory 6/30/2019
Colleges/Universities	154	0	0	0	0	0	0	0	154
Counties	2,617	0	0	0	0	0	0	0	2,617
Court of Appeals	0	0	0	0	0	0	0	0	0
District Attorneys	504	0	0	0	0	0	0	0	504
District Courts	2,214	99	99	0	0	0	0	0	2,313
Judicial Standards Commission	133	0	0	0	0	0	0	0	133
Municipalities	2,086	0	0	0	0	1	0	0	2,085
School Districts	1,029	0	0	0	0	0	0	0	1,029
Silver City Consolidated	176	0	0	0	0	0	0	0	176
Supreme Court	17	0	0	0	0	0	0	0	17
TOTAL NON-EXECUTIVE AGENCIES	8,930	99	99	0	0	1	0	0	9,028
GRAND TOTAL	148,506	2,977	2,977	0	0	899	10	3	150,577



Dorothy Woodward Research Room



Graduate Students from the University of New Mexico working on reasearch under the supervision of Senior Archivist, Dr. Myra Ellen Jenkins

FY2019 AUDIT STATEMENTS

STATE OF NEW MEXICO
Commission of Public Records
Statement of Net Position
June 30, 2019

	<u>Governmental Activities</u>
Assets	
Current assets	
State general fund investment pool	\$ 620,550
Petty cash	200
Receivables, net	13,830
Due from federal government	28,772
Total current assets	<u>663,352</u>
Noncurrent assets	
Capital assets, net	139,236
Total noncurrent assets	<u>139,236</u>
Total assets	<u><u>802,588</u></u>
Liabilities	
Current Liabilities	
Accounts payable	\$ 182,017
Accrued salaries and benefits	90,741
Due to state general fund	5,859
Accrued compensated absences (due within one year)	97,960
Total current liabilities	<u>376,577</u>
Noncurrent liabilities	
Accrued compensated absences	3,974
Total noncurrent liabilities	<u>3,974</u>
Total liabilities	<u><u>380,551</u></u>
Net position	
Net investment in capital assets	139,236
Restricted for:	
General Fund	25,699
Special Revenue	5,928
Unrestricted	251,174
Total net position	<u>422,037</u>
Total liabilities and net position	<u><u>\$ 802,588</u></u>

**STATE OF NEW MEXICO
Commission of Public Records
Statement of Activities
For the Year Ended June 30, 2019**

	Governmental Activities
Program Expenses	
Personal services and employee benefits	\$ 1,985,430
Contractual services	166,225
Other costs	312,377
Depreciation expense	47,765
Change in compensated Absence	16,127
Total program expenses	<u>2,527,924</u>
Program Revenues	
Charges for Service	104
Intergovernmental Revenues-federal	28,302
Sales	167,885
Total program revenues	<u>196,291</u>
Net program expense	<u>(2,331,633)</u>
General revenues	
State general fund appropriations	2,426,500
Other financing sources	37,300
Reversions to the state general fund FY 2019	(206,993)
Total general revenues and transfers	<u>2,256,807</u>
Change in Net Position	<u>(74,826)</u>
Net Position, beginning of year	401,652
Restatement	95,211
Net Position, beginning of year, as restated	<u>496,863</u>
Net Position - end of the year	<u>\$ 422,037</u>

STATE OF NEW MEXICO
Commission of Public Records
Balance Sheet
Governmental Funds
For the Year Ended June 30, 2019

	<u>General Fund</u>	<u>Non-Major Funds</u>	<u>Total</u>
Assets			
State general Fund Investment pool	\$ 267,877	\$ 5,928	\$ 273,805
Petty Cash	50	-	50
Due from federal government	28,772	-	28,772
Total assets	<u><u>\$ 296,699</u></u>	<u><u>\$ 5,928</u></u>	<u><u>\$ 302,627</u></u>
Liabilities and fund balance			
Liabilities			
Accounts payable	\$ 180,194	\$ -	\$ 180,194
Accrued salaries and benefits	90,741	-	90,741
Due to State general fund	65	-	65
Total liabilities	<u>271,000</u>	<u>-</u>	<u>271,000</u>
Fund balance			
Non-spendable	50	-	50
Restricted	25,649	5,928	31,577
Total fund balances	<u>25,699</u>	<u>5,928</u>	<u>31,627</u>
Total liabilities and fund balances	<u><u>\$ 296,699</u></u>	<u><u>\$ 5,928</u></u>	<u><u>\$ 302,627</u></u>

STATE OF NEW MEXICO
Commission of Public Records
Governmental Funds

Reconciliation of the Balance Sheet to the Statement of Net Position
June 30, 2019

Total Fund Balance - Governmental Funds \$ 31,627

Amounts reported for governmental activities in the Statement of Net Position are different because:

Capital assets, net 139,236

Internal service fund is used by commission Management to charge for resale of records, goods, services and publications. The assets and liabilities of the internal service fund is included in governmental activities in the statement of net position: 353,108

Long-term and certain other liabilities, including compensated absences, are not due and payable in the current period and therefore are not reported as liabilities in the funds. Long-term and other liabilities at year end consist of:

Compensated absences payable (101,934)

Total net position of governmental activities \$ 422,037

STATE OF NEW MEXICO
Commission of Public Records
Statement of Revenues, Expenditures, and Changes in Fund Balances
Governmental Funds
For the Year Ended June 30, 2019

	General Fund	Non-Major Funds	Total
Revenues			
Intergovernmental revenues-federal	\$ 28,302	\$ -	\$ 28,302
Other financing sources	37,300	-	37,300
Total revenue	<u>65,602</u>	<u>-</u>	<u>65,602</u>
Expenditures			
Administrative services			
Personal services and benefits	1,985,430	-	1,985,430
Contractual services	148,208	-	148,208
Other costs	96,486	-	96,486
Capital outlay	54,985	-	54,985
Total expenditures	<u>2,285,109</u>	<u>-</u>	<u>2,285,109</u>
Excess (deficiency) of revenues over expenditures	<u>(2,219,507)</u>	<u>-</u>	<u>(2,219,507)</u>
Other financing sources (uses)			
Transfers in-general fund appropriation	2,426,500	-	2,426,500
Transfers out	(206,993)	-	(206,993)
Total other financing sources (uses)	<u>2,219,507</u>	<u>-</u>	<u>2,219,507</u>
Net change in fund balance	-	-	-
Fund balance - beginning of year	25,699	5,928	31,627
Fund balance - end of year	<u>\$ 25,699</u>	<u>\$ 5,928</u>	<u>\$ 31,627</u>

STATE OF NEW MEXICO
Commission of Public Records
Reconciliation of the Statement of Revenues, Expenses and Changes in Fund
Balances - Governmental Funds to the Statement of Activities
For the Year Ended June 30, 2019

Net Change in Fund Balance - Governmental Funds \$ -

Amounts reported for governmental activities in the statement of activities
are different because:

Governmental funds report capital outlay as expenditures. However, in the
statement of activities, the cost of those assets is allocated over there estimated
useful lives and reported as depreciation expense:

Capital Expenditures recorded in capital outlay	54,985
Depreciation expense	(46,265)

Internal service fund is used by management to charge for resale of reords, goods, services and publications. The net (loss) revenue of the internal service fund is reported with governmental activities:	(67,419)
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Expenses reported in the statement of activities that do not require the use of
current financial resources and therefore are not reported as expenditures in the
governmental funds:

Increase in accrued compensated absences	(16,127)
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Change in Net Position of Governmental Activities	\$ (74,826)
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STATE OF NEW MEXICO
Commission of Public Records
General Fund
Statement of Revenues, Expenditures and Changes in Fund Balance
Budget (Non-GAAP Budgetary Basis) and Actual
For the Year Ended June 30, 2019

	Budgeted Amounts		Actual	Variance
	Original	Approved Final		Final to actual
Revenues				
Federal funds	-	32,500	28,302	(4,198)
Other Financing sources	-	37,300	37,300	-
State general fund	2,426,500	2,426,500	2,426,500	-
Total revenue	2,426,500	2,496,300	2,492,102	(4,198)
Expenditures				
Current				
Personal services and benefits	2,326,500	2,153,008	1,985,430	167,578
Contractual services	100,000	157,292	148,208	9,084
Other costs	-	116,200	96,486	19,714
Capital outlay	-	-	54,985	(54,985)
Total expenditures	2,426,500	2,426,500	2,285,109	141,391
Excess of revenue over expenditures			206,993	
Reversion to the State General Fund			(206,993)	
Net Change in fund balance (GAAP basis)			\$ -	

STATE OF NEW MEXICO
Commission of Public Records
Statement of Net Position
Proprietary Funds
June 30, 2019

	Governmental Activities- Internal Service Fund
Assets	
State general fund investment pool	\$ 346,745
Petty cash	150
Receivables, Net	13,830
Total current assets	360,725
Noncurrent assets	
Capital Assets, net	2,001
Total noncurrent assets	2,001
Total Assets	\$ 362,726
Liabilities, deferred inflows and net position	
Liabilities	
Accounts payable	\$ 1,823
Due to state general fund	5,794
Total current liabilities	7,617
Net position	
Net investment in capital asset	2,001
Unrestricted	353,108
Total net position	355,109
Total liabilities and net position	\$ 362,726

STATE OF NEW MEXICO
Commission of Public Records
Statement of Revenues, Expenses, and Changes in Net Position
Proprietary Funds
For the Year Ended June 30, 2019

	Governmental Activities-Internal Service Fund
Operating revenues:	
Charges for services	\$ 104
Sales	167,885
Total operating revenues	167,989
Operating expenses:	
Contractual services	18,017
Other costs	215,891
Depreciation expense	1,500
Total operating expense	235,408
Change in Net Position	(67,419)
Net Position, beginning of year	422,528
Net Position - end of the year	\$ 355,109

**STATE OF NEW MEXICO
Commission of Public Records
Statement of Cash Flows
Proprietary Funds
For the Year Ended June 30, 2019**

	<u>Governmental Activities-Internal Service Fund</u>
Cash flow from operating activities	
Cash received from customers	\$ 169,280
Cash payments to suppliers for goods and services	(232,981)
Net cash provided from operating activities	<u>(63,701)</u>
Net Change in cash and Cash equivalents	(63,701)
Cash & cash equivalents - beginning of year	<u>410,596</u>
Cash & cash equivalents - end of year	<u><u>\$ 346,895</u></u>
Reconciliation of operating income (loss to net cash provided (used) by operating activities	
Operating income (loss)	\$ (67,419)
Adjustments to reconcile operating income (loss) to net cash provided (used) by operating activities	
Depreciation	1,500
Changes in assets & liabilities :	
Receivables	1,291
Accounts payable	927
Net cash provided (used) by operating activities	<u><u>\$ (63,701)</u></u>



State Rules Collection



Senior Archivist, Dr. Myra Ellen Jenkins, checking Territorial Militia records.

Your Access to Public Information

A PUBLIC RECORDS ACT

According to the 1957 report of the national Society of American Archivists, New Mexico is one of only two states in the country having no active program for state archives and public records. Attorneys, businessmen, legislators, historians, political scientists, economists, teachers, and students represent only a few categories of individuals who need centrally located and correctly preserved historical and current state records. At present, responsibility for the preservation of any records is left to each state office and bureau or to the State Museum. These offices lack the facilities, funds, and specialized personnel to assemble and maintain records properly.

At long last, however, there is hope this situation may be rectified. State Representative A. T. Montoya has said he will introduce an archives and public records bill during the 1959 session of the State Legislature. He has already found enthusiastic support for such a program among his colleagues. You can help this cause by bringing it to the attention of your friends and by urging them to write letters in support of this bill. Such letters may be in Spanish.

Since the legislature is already in session time is short. Those who are aware of the condition of records in the State of New Mexico know the urgency of this measure. The Governor of Colorado, scholars and archivists from coast to coast, and friends in Mexico, Honduras, Colombia, and Chile have written or will be writing. You are asked to write recommending this legislation to:

Hon. A. T. Montoya

501 Fourth Street, N. W., Albuquerque, N. M.

A Public Records Act card asking patrons to write Hon. A.T. Montoya in support of Legislation

COUNCIL

1 TWENTY-FOURTH LEGISLATURE or reference to STATE OF NEW MEXICO
2 extra copies of documents HOUSE BILL NO. 166 convenience of
3 reference and stocks of INTRODUCED BY
4 documents not included. *Alfonso T. Montoya*
5 REC
6 APP
7 EXA
8 PO
9 NM
10 REP
11 CUSTODIAN OF PUBLIC RECORDS--ARCHIVIST--
12 STAFF.--The archivist is the official custodian and trustee
13 for the state all the public records and archives of
14 whatever kind have been transferred to him from any public
15 office of the state or any municipality, district
16 or territory. AN ACT
17 RELATING TO THE CARE, CUSTODY, PRESERVATION AND DISPOSITION
18 OF PUBLIC RECORDS; CREATING A STATE ARCHIVIST AND A CENTRAL
19 RECORDS DEPOSITORY; MAKING AN APPROPRIATION; AND REPEALING
20 SECTIONS 4-12-15 THROUGH 4-12-18, 71-4-9, AND 72-15-20 NEW
21 MEXICO STATUTES ANNOTATED, 1953 COMPILATION (BEING LAWS
22 1927, CHAPTER 126, SECTIONS 1 THROUGH 4; LAWS 1947, CHAPTER
23 185, SECTION 4; AND LAWS 1933, CHAPTER 85, SECTION 19).
24 BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF NEW MEXICO:
25 Section 1. SHORT TITLE.--This act may be cited as the
26 "Public Records Act."
27 Section 2. DEFINITIONS.--As used in the Public Records
28 Act:--the records in question are of legal, administra-
29 tive "public records" mean all books, papers, maps, photo-
30 graphs or other documentary materials, regardless of phys-
31 ical form or characteristics, made or received by any govern-
32 mental agency in pursuance of law or in connection with the
transaction of public business and preserved or appropriate
for preservation by the agency or its legitimate successor
as evidence of the organization, functions, policies, deci-
sions, procedures, operations or other activities of the
government, or because of the informational and historical
value of data contained therein. Library or museum material

(2)

Twenty-Fourth Legislature House Bill No. 166
signed by Alphonso T. Montoya

Your Access to Public Information



Ward Anderson Printing Co., Inc.

Reported Out: House Action:.....

Senate Action 3rd Reading..... Governor's Action.....

House Appropriations and Finance Committee Substitute for
HOUSE BILLS NOS. 41 AND 166

AN ACT

RELATING TO THE CARE, CUSTODY, PRESERVATION AND DISPOSITION OF PUBLIC RECORDS; CREATING A STATE COMMISSION OF PUBLIC RECORDS, A STATE RECORDS ADMINISTRATOR AND A RECORDS CENTER; MAKING AN APPROPRIATION; PROVIDING A PENALTY; AND REPEALING SECTIONS 4-12-15 THROUGH 4-12-18, SECTION 71-4-9 AND SECTION 72-15-20 NEW MEXICO STATUTES ANNOTATED, 1953 COMPILATION (BEING LAWS 1927, CHAPTER 126, SECTIONS 1 THROUGH 4; LAWS 1947, CHAPTER 185, SECTION 4; AND LAWS 1933, CHAPTER 85, SECTION 19).

1 *Be It Enacted by the Legislature of the State of New Mexico:*

2 Section 1. SHORT TITLE.—This act may be cited as the
3 “Public Records Act.”

4 Section 2. DEFINITIONS.—As used in the Public Records
5 Act:

6 A. “commission” means the state commission of public
7 records;

8 B. “administrator” means the state records administra-
9 tor;

10 C. “public records” means all books, papers, maps, pho-

*Brochure documenting the Twenty-Fourth
Legislature House Bills Nos. 41 & 166*

*We are the staff of the
State Records Center
and Archives:*

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- CASSANDRA BACA
- DENNIS BRANCH
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**State Records Center and Archives
Commission of Public Records
1205 Camino Carlos Rey
Santa Fe, New Mexico 87507
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Your Access to Public Information