Image number 002312, Burros Circa 1900, N.M. Department of Tourism Photograph Collection

NEW MEXICO STATE
COMMISSION OF PUBLIC RECORDS
ANNUAL REPORT
2008

1205 Camino Carlos Rey
Santa Fe, New Mexico 87507
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AGENCY OVERVIEW

The Commission of Public Records, a State agency created in 1959 and also known as the State Records Center and Archives, is governed by a seven-member commission, established pursuant to Section 14-3-3 NMSA 1978. Six of the seven members serve ex officio; the seventh, a historian specializing in New Mexico history, is appointed by the governor. In Fiscal Year (FY) 2008, members were:

Historian	**Stanley M. Hordes, Ph.D., Chair**
Secretary of State	**The Honorable Mary Herrera**
State Auditor	**The Honorable Hector Balderas**
Attorney General	**The Honorable Gary King**
State Law Librarian	**Robert A. Mead, J.D.**
Secretary, General Services Department	**Arturo Jaramillo, represented by Deborah Moll, Office of the Secretary**
Director, Museum of New Mexico	**Francis Levine, Ph. D.**

The Public Records Act, enacted in 1959, provides that the Commission of Public Records appoint a State Records Administrator; it further stipulates that the State Records Administrator establish a records management program *for the application of efficient and economical management methods to the creation, utilization, maintenance, retention, preservation and disposal of official records*. The Act also provides for the establishment of a records center in Santa Fe. The facility created to fulfill that statutory responsibility is commonly known as the State Records Center and Archives (SRCA). While its official name is the Commission of Public Records, the agency is perhaps more frequently referred to by the name of the facility, the SRCA, and in this report SRCA will be used, except when referring to the governing body.

The current State Records Administrator is Sandra Jaramillo, who was appointed to the position in November of 2002. The agency employs a management team approach, and its activities are guided by its statutory responsibilities and a detailed strategic plan, which delineates major strategic initiatives and accompanying strategies, action steps, performance measures and targeted levels of achievement. The members of the management team in 2008 were:

THE 2008 MANAGEMENT TEAM

Sandra Jaramillo, C.A., State Records Administrator

Angela Lucero, Records Management Division Director

Judi Ross Hazlett, Administrative Services Division Director

John Martinez, Administrative Law Division Director

Melissa Salazar, Archives and Historical Division Director

Estevan Rael-Gálvez; Ph.D., State Historian

Lori LeRouge, Chief Information Officer

MISSION

The mission of the Commission of Public Records 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 published as prescribed in law and are accessible;
- advocate an understanding and appreciation of New Mexico history; and
- develop records management programs for State agencies

ORGANIZATION

For purposes of the Accountability in Government Act, the SRCA has identified a single program - *records, information and archival management* - and four activities (or sub-programs). These activities are *administration*, *public records management*, *and administrative law* and *New Mexico history* and are administered through the organizational units described below.

Office of the State Records Administrator
The State Records Administrator is the head of the agency and provides overall direction for and management of the agency. The Deputy State Records Administrator also serves as Chief Financial Officer and Director of the Administrative Services Division.

Administrative Services Division
The Administrative Services Division (ASD) provides support services to the program divisions of the agency. Those services include management, fiscal, personnel, and building oversight. The Deputy State Records Administrator, as noted above, is also the ASD Director as well as the agency's Chief Financial Officer.

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 agencies of New Mexico State government, as well as those of some judicial agencies that voluntarily file with the agency. Rules promulgated by State agencies are intended to support and implement the laws of New Mexico. For rules to be valid, they must first be filed with the SRCA and published in the *New Mexico Register*. The Administrative Law Division publishes both the *New Mexico Register* and the *New Mexico Administrative Code*. Other regulatory instruments - interstate compacts and county subdivision regulations - must also be filed with the SRCA.

Archives and Historical Services Division

The Archives and Historical Services Division (AHSD) maintains, preserves, and makes available to the public the permanent and historical records of the State of New Mexico. Consultation and research assistance are provided to State agencies, businesses, and the public. Archival documents are used to support the operations of governmental agencies, social services, and the judicial system. 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, as such, holds the Spanish, Mexican, and Territorial archives of New Mexico, including land grant records.

Information Technology Management Division

The Information Technology Management Division (ITMD) provides information technology-related services to the program divisions and to the ASD and the Office of the State Records Administrator.

Office of the State Historian

The State Historian serves as State government's leading advocate for and authority on New Mexico history. The mission of Office of the State Historian (OSH) is to foster and facilitate an understanding and appreciation of New Mexico's history and culture through education, research, preservation and community outreach. 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.

Records Management Division

Government offices maintain vast amounts of records containing information that their employees must be able to locate quickly. To continue to preserve and provide public access to these records, a systematic records management program has been developed by the Records Management Division (RMD). Records management deals with the management and control of State agencies' records - their use, storage, and transfer, from their creation to their final disposition. Records retention and disposition schedules, developed by Division staff serve as tools for State agencies to manage information and records. To be effective, a records management program must apply appropriate controls over records throughout their lifecycle.

The Division is also responsible for developing standards for the management of electronic records and for microphotography systems, including imaging applications (New Mexico State statute defines microphotography to include electronic imaging and places the responsibility for approval of imaging plans with the State Records Administrator). This Division also offers warehouse management of inactive records as well as records disposition services and records management consultation.

New Mexico Historical Records Advisory Board
The New Mexico Historical Records Advisory Board (NMHRAB) is an adjunct board to the SRCA 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. Seven of the eight members of the Board are appointed by the Governor and include historians, records managers and archivists representing public and private interests throughout the state. The State Records Administrator serves ex officio and is the chair of the Board. Staff support is provided through a Grant Administrator position, located in the AHSD.

EXECUTIVE SUMMARY

This report highlights accomplishments realized by the SRCA in FY 2008. It is a constant challenge to manage and preserve a voluminous amount of records, particularly those created and stored in computer-based information systems. The SRCA received funding for FY 2005 to assess the electronic records environment in New Mexico State government as part of a multi-agency electronic content management (ECM) project. While the assessment was completed in FY 2005, the SRCA in FYs 2006, 2007 and 2008 continued to participate in the on-going project as a member of the project management team. The project team, in FY 2006, used the assessment information to develop the conceptual architecture design for an ECM system for the capture, maintenance, storage, access, disposition, and preservation of electronic records. The original appropriation was again extended through FY 2007 and then once more through FY 2008. The agency also received a $150,000 appropriation in the 2008 General Appropriation Act for expenditure in FYs 2008 through 2010 to begin the process of implementing a centralized electronic records repository. The first phase is an assessment if the IT environment at the SRCA - is funded through the appropriation and is scheduled for FY 2009. Funding for the second and third phases will be requested for FYs 2010 and 2011.

Although many more records are computerized, paper records are still an important component of an agency's documentation requirements. The State Records Center serves as an off-site storage facility for the inactive or infrequently used records of State agencies. By providing this storage to agencies without charge, the SRCA saves millions of dollars annually in cost avoidance for State government. As of June 30, 2008 the Records Center, in conjunction with Electronic Records and Micrographics Bureau, was monitoring and tracking the lifecycle status, history, series identification, and physical location of 243,871 items.

Working with State agencies, the SRCA's Records Management Division works to ensure the capture, maintenance, and disposition of public records that document organizational functions, policies, decisions, procedures, and essential transactions of state agencies and officials; this, in turn, helps assure the preservation of governmental records of historical value. This is accomplished by establishing standards and procedures and promulgating rules for recording, managing, preserving, and reproducing governmental records, whatever their medium, and by working with the heads of State and local governmental agencies and their designated representatives to create and maintain active, continuing programs for the efficient management of their records.

The SRCA maintains the State Archives, which is the State's largest historical records repository and which serves as one of the premier research centers for Southwest and Borderland history. In mid-FY 2008, the agency and its Archives and Historical Services Division brought online its new archival management system, *Heritage*. This new, web-based application replaced a dated and limited, DOS-based one and now provides more flexible management tools for the staff and improved and expanded access options for the public. The new public interface allows improved access to descriptive records and enables users to request materials while viewing the

descriptive records. Likely as a result, almost immediately after implementation, the Division experienced a substantial increase in off-site requests for information and records. The Division in FY 2008 also continued its efforts to make available photographic images from its popular historical photograph collection. Through *Heritage* and the Division's on-line catalog, some 5,000 photographic images and their descriptive records were made available for public access.

The Historical Services Bureau of the Archives and Historical Services Division continued to support the New Mexico Historical Records Advisory Board, an adjunct to the SRCA created pursuant to federal law and to administer the Board's re-grant and scholarship programs. These provide financial support to eligible applicants for historical records preservation and access projects and for records and archival management training for employees and volunteers of qualifying organizations. These grants and scholarships, although small, often offer one of the only sources of financial assistance available to some historical records repositories.

The agency and the Office of the State Historian, a division of the agency, continued work on the New Mexico Digital History Project (the *New Mexico History* website) with enhancements to design and development of additional content. Through this project, initially implemented in FY 2005, the agency is able to provide the public a new way to view New Mexico's history, inviting visitors to navigate through themes of "place," "story," "time," and "people." Additionally, the SRCA, through the OSH, continued the scholars program it initiated in FY 2006 and which provided financial assistance to qualified scholars to conduct research in the State Archives and began a service learning program providing internships to students to encourage an interest in New Mexico history.

In accordance with Sections 14-4-7.1 and 14-4-7.2 NMSA 1978, the Administrative Law Division produces the *New Mexico Register* and the *New Mexico Administrative Code* (*NMAC*). The *New Mexico Register* is the official publication for notices of intended rule making, newly promulgated rules, and amendments and repeals of existing rules. The *NMAC* is available only in electronic format and provides a topically organized view of rules, enabling the user to read related rules in context.   Since 2001, the SRCA has published the *NM Register* and the *NMAC* in house and has made both available through the Internet, free of charge.

In the pages that follow, greater detail about the activities and accomplishments of the agency's program divisions in FY 2008 is offered.

ADMINISTRATIVE LAW DIVISION

The Administrative Law Division (ALD) is the filing point for 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 must be filed with the SRCA and be published in the *New Mexico Register* prior to becoming effective.

The mission of the ALD is to accept filed rules and other materials related to administrative law; to manage and preserve those items; and to make them accessible to the public. To fulfill this mission, the ALD monitors compliance with statutes and rules affecting the rule-filing and publishing processes. To guide State agencies, the ALD provides consultation regarding the requirements for filing and publishing, and it offers monthly 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 ALD maintains and preserves all filed material until repealed or otherwise no longer valid, at which time it is transferred to the State Archives. Finally, the ALD provides access to the filed material in person or through the agency's website.

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*. During FY 2008, the ALD published 37,162 columnar inches or approximately 1239 pages of text in the *New Mexico Register*.

FISCAL YEAR 2008 ACTIVITIES

New Mexico Register Activity	FY 2004	FY 2005	FY 2006	FY 2007	FY 2008
Notices of rulemaking published	169	168	185	174	183
Other material related to administrative law published	17	23	15	21	15
Adopted rule filings published	692	580	650	505	657
Proposed rules published	4	7	11	12	8
Synopses published in place of full text of adopted rules	18	9	1	8	8

Notices of Rulemaking Published in the *New Mexico Register* FY 2008 by Agency

Agency	Notices Published
Accountancy Board, Public	3
Aging and Long-Term Services Department	2
Agriculture, Department of	4
Albuquerque-Bernalillo Air Quality Control Board	10
Architects, Board of Examiners for	2
Athletic Commission	1

Agency	Notices Published
Attorney General, Office of	1
Barbers and Cosmetologists, Board of	1
Children, Youth and Families Department - Family Services Division	1
Children, Youth and Families Department - Juvenile Justice Division	3
Children, Youth and Families Department - Protective Services Division	1
Chiropractic Examiners, Board of	1
Coal Surface Mining Commission	1
Cultural Affairs, Department of	1
Cultural Affairs, Department of - Arts Division	2
Cultural Affairs, Department of - Historic Preservation Division	1
Cultural Affairs, Department of - Library Division	1
Cultural Affairs, Department of and the Museum Board of Regents	1
Dental Health Care, Board of	1
DNA Identification System Oversight Committee and Administrative Center	1
Economic Development Department	3
Energy, Minerals and Natural Resources Department	1
Energy, Minerals and Natural Resources Department - Energy Conservation and Management Division	3
Energy, Minerals and Natural Resources Department - State Parks Division	1
Energy, Minerals and Natural Resources Department and Taxation and Revenue Department	1
Environment Department	2
Environmental Improvement Board	12
Finance and Administration, Department of - Board of Finance	3
Finance and Administration, Department of - Local Government Division	2
Game Commission	4
Gaming Control Board	1
General Services Department - Transportation Services Division	1
Health Policy Commission	2
Health, Department of	5
Health, Department of - Division of Health Improvement	1
Higher Education Department	4
Human Services Department - Child Support Enforcement Division	1
Human Services Department - Income Support Division	7
Human Services Department - Medical Assistance Division	12
Interior Design, Board of	1
Landscape Architects, Board of	2
Main Street Revolving Loan Committee	1
Medical Board	4
Mining Safety Board	2
Nursing, Board of	1
Oil Conservation Commission	1
Optometry Examiners Board	1
Optometry, Board of	1
Osteopathic Medical Examiners, Board of	1
Personnel Board, State	1
Pharmacy, Board of	4
Physical Therapy Board	1
Psychologist Examiners, Board of	1

Agency	Notices Published
Public Education Department	7
Public Records, Commission of	5
Public Records, Commission of and Information Technology, Department of	1
Public Regulation Commission	5
Public Regulation Commission - Insurance Division	8
Public Regulation Commission - Transportation Division	1
Public Safety, Department of	2
Public Safety, Department of - Training and Recruiting Division - Law Enforcement Academy	2
Racing Commission	3
Real Estate Appraisers Board	1
Regulation and Licensing Department - Construction Industries Division	3
Regulation and Licensing Department - Financial Institutions Division	1
Regulation and Licensing Department - Manufactured Housing Division	4
Regulation and Licensing Department - Private Investigations Advisory Board	2
Social Work Examiners, Board of	1
Taxation and Revenue Department	6
Transportation, Department of	3
Water Quality Control Commission	2
Water Trust Board	1
Workers' Compensation Administration	2
Workforce Solutions, Department of - Labor Relations Division	1
Total Notices Published	**188**

Rule Filings Published in the *New Mexico Register* FY 2008 by Agency

Agency	Rule Filings Published
Accountancy Board, Public	8
Aging and Long-Term Services Department	1
Agriculture, Department of	6
Albuquerque-Bernalillo Air Quality Control Board	5
Architects, Board of Examiners for	3
Attorney General, Office of the	1
Auditor, Office of the State	2
Barbers and Cosmetologists, Board of	18
Children, Youth and Families Department	2
Children, Youth and Families Department - Family Services Division	7
Children, Youth and Families Department - Protective Services Division	6
Chiropractic Examiners, Board of	4
Coal Surface Mining Commission	22
Counseling and Therapy Practice Board	11
Cultural Affairs, Department of - Arts Division	2
Cultural Affairs, Department of - Historic Preservation Division	4
Cultural Affairs, Department of - Library Division	1
Cumbres and Toltec Scenic Railroad Commission	2
Dental Health Care, Board of	29
DNA Identification System Oversight Committee and Administrative Center	1
Economic Development Department	4
Educational Retirement Board	2

Agency	Rule Filings Published
Energy, Minerals and Natural Resources Department - Energy Conservation and Management Division	6
Energy, Minerals and Natural Resources Department - Forestry Division	1
Energy, Minerals and Natural Resources Department - Oil Conservation Division	6
Energy, Minerals and Natural Resources Department - State Parks Division	10
Energy, Minerals and Natural Resources Department and Taxation and Revenue Department	2
Environment Department	5
Environmental Improvement Board	46
Finance and Administration, Department of	1
Finance and Administration, Department of - Local Government Division	3
Game and Fish, Department of	23
Gaming Control Board	8
Health Policy Commission	3
Health, Department of	3
Health, Department of - Public Health Division	1
Higher Education Department	19
Human Services Department - Income Support Division	33
Human Services Department - Medical Assistance Division	47
Landscape Architects, Board of	9
Livestock Board	1
Medical Board	12
Mining Safety Board	3
Nursing, Board of	4
Optometry, Board of Examiners in	12
Personnel Board, State	1
Pharmacy, Board of	4
Physical Therapy Board	9
Public Education Department	48
Public Records, Commission of	30
Public Regulation Commission	3
Public Regulation Commission - Fire Marshal Division	10
Public Regulation Commission - Insurance Division	14
Public Regulation Commission - Transportation Division	1
Public Regulation Commission - Utility Division	7
Public Safety, Department of	1
Public Safety, Department of - Motor Transportation Division	1
Public Safety, Department of - Training and Recruiting Division - Law Enforcement Academy	4
Public School Capital Outlay Council	1
Racing Commission	8
Real Estate Appraisers Board	8
Regulation and Licensing Department - Construction Industries Division	33
Regulation and Licensing Department - Financial Institutions Division	3
Regulation and Licensing Department - Manufactured Housing Division	1
Regulation and Licensing Department - Private Investigations Advisory Board	19
Secretary of State	2

Agency	Rule Filings Published
Social Work Examiners, Board of	9
Taxation and Revenue Department	13
Transportation, Department of	2
Water Quality Control Commission	2
Workers' Compensation Administration	3
Workforce Solutions, Department of	2
Total Rule Filings Published	**638**

Other Material Related to Administrative Law Published in the *New Mexico Register*
FY 2008 by Agency

Agency	Other Material Published
Agriculture, Department of	1
Architects, Board of Examiners for	3
Hoisting Operators Licensure Examining Council	2
Human Services Department	1
Human Services Department - Income Support Division	1
Livestock Board	1
Public Records, Commission of	1
Public Records, Commission of - Historical Records Advisory Board	3
Workers' Compensation Administration	1
Total Other Material Published	**14**

The *New Mexico Administrative Code* (*NMAC*) is a compilation of current rules, arranged in topical order, promulgated by State agencies as required by Section 14-4-7.2 NMSA 1978. The *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 thirty-four (34) days or less for the average maximum number of days from the effective date of a rule to the on-line availability. During FY 2008, the average maximum number of days was thirty (30).

The 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 must be filed with the SRCA before they can become effective. The ALD maintains databases of the filed materials and makes lists of them available on-line. The following table shows the number of county subdivision regulations and interstate compacts filed over the past several fiscal years.

Type of Instrument Filed	FY 2004	FY 2005	FY 2006	FY 2007	FY 2008
County Subdivision Regulations	1	0	4	1	1
Interstate Compacts	40	2	18	0	11

ARCHIVES AND HISTORICAL SERVICES DIVISION

The Archives and Historical Services Division (AHSD) is charged with maintaining, preserving, and providing access to the permanent public records of New Mexico state government entrusted to the SRCA's care. The Division strives to foster an appreciation of these records, their historical value, and their potential use by providing quality reference assistance and educational outreach programs.

Archives Bureau

The Archives Bureau comprises two administrative support positions and six professional archivists who perform a full range of archival tasks (processing, preservation, arrangement and description, reference assistance, and outreach) to ensure an authentic and accessible record of New Mexico State government is maintained.

Historical Services Bureau

The Historical Services Bureau has only a single employee - the New Mexico Historical Records Advisory Board (NMHRAB) Grants Administrator who provides administrative support to the Board and administers its grant and scholarship programs. The Board is an advocate for the preservation of the New Mexico's historical records and for greater access to those historical records in private and public repositories throughout the state.

FISCAL YEAR 2008 HIGHLIGHTS

The AHSD manages the State Archives, which is the central repository of State government's permanent and historical records as well as numerous private papers and manuscript collections. The State Archives houses records from the executive, legislative, and judicial branches of government, including documents dating from New Mexico's Spanish (1621-1821), Mexican (1821-1846), and Territorial (1846-1912) periods of history. As the division responsible for the overseeing the State Archives, the AHSD is a primary steward of New Mexico's documentary heritage. In its stewardship of the State's documentary patrimony, the Division's activities were diverse in FY 2008; however, several activities stood apart and are addressed below.

HERITAGE: The Online Catalogue for the New Mexico State Archives
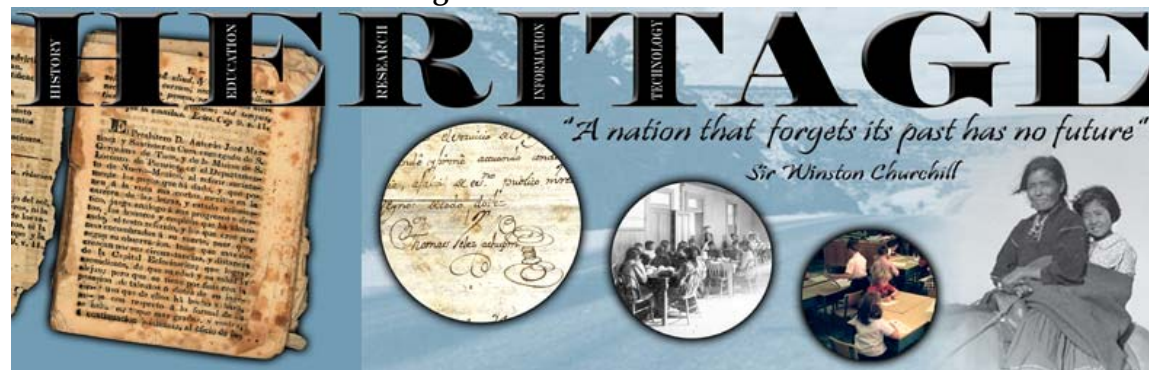
In FY 2008, the Archives Bureau implemented a new archival management software system. Known as HERITAGE, an acronym for History, Education, and Research in the Information

Technology Age, this web-based application enables staff to manage, catalogue, and provide on-line access to archival materials. The software tracks accessions and de-accessions; monitors physical holdings from the box to the document level; allows for the multi-level, hierarchical description of archival collections; and maintains all patron information and activity including research requests. The system permits staff to publish finding aids and digital content online for easy access by researchers anywhere in the world. Following implementation, the Bureau experienced an increase in the number of off-site reference requests during the third and fourth quarters (figure 1). The new public interface allows researchers to request materials while viewing the descriptive record. Improved access to descriptive records also may have increased the number of items requested and inquires (figure 2).

Figure 1

Figure 2
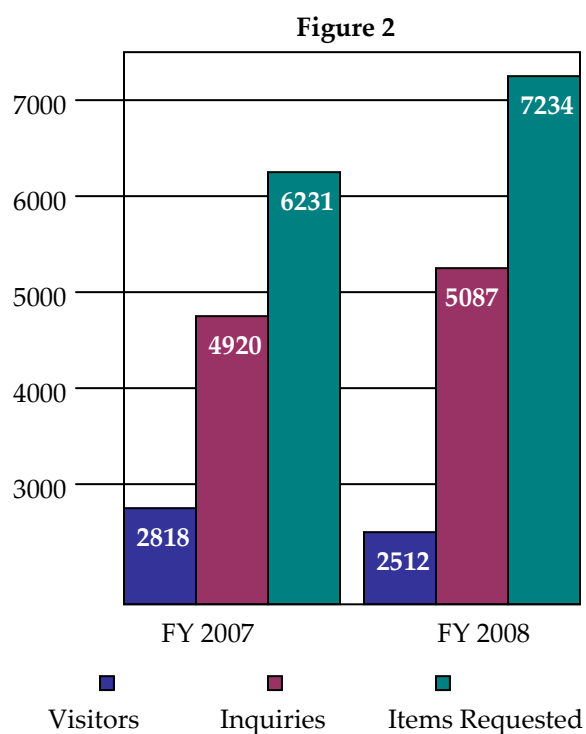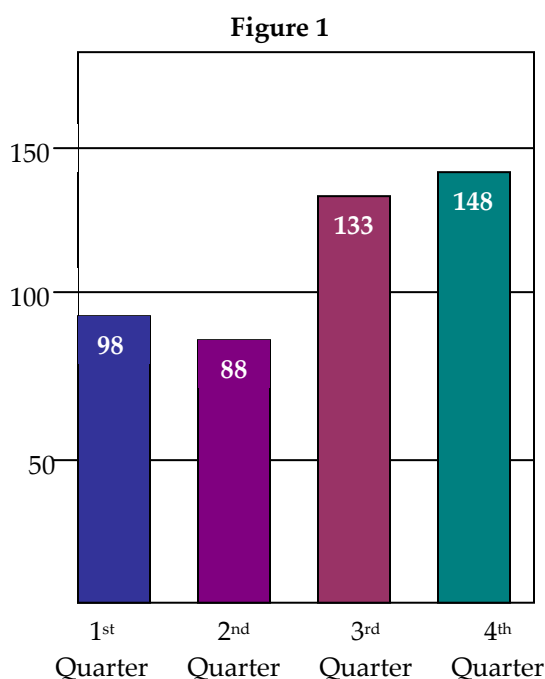
Outreach

The Bureau continued its outreach activities, offering tours, educational presentations, film screenings, for-fee workshops, and Archives Month programming. Through the 2007 Archives Month theme, "Documenting Environmental Stewardship in New Mexico," speakers considered historical perspectives of the environment to better understand and deliberate current environmental issues, such as water and land use, wildlife conservation and management, and global warming. Sessions included discussion on the Audubon organization, environmental flow and the management of the Santa Fe watershed, the restoration of Taos Blue Lake, "building green," global warming and its effects on human health, and the National Parks Service. The final event, co-sponsored by the Santa Fe Film Festival, was a screening of Smokey Bear and other films produced by the New Mexico Department of Game and Fish in the 1940s and 1950s.

The Bureau continued to develop college, high school, and elementary students as new researchers. To this end, staff conducted tours for students from the Santa Fe Community College (SFCC), Santa Fe Preparatory School, Nava Elementary School, and the New Mexico Academy for Science and Mathematics. Classroom presentations were also delivered to students at SFCC and Monte del Sol Charter School.

Preservation: Still Image Collections

The Bureau continued its efforts to preserve its photographic holdings. It applied for and received a preservation grant from the McCune Foundation for FY 2009 funding. The grant provides funding to hire a student intern from the Institute of American Indian Arts to re-house, describe, and digitize images from the various photograph collections. Staff and volunteers also continued to work on the New Mexico Department of Corrections' Glass Plate Negative Collection and the New Mexico Transportation Department Photograph Collection.

ARCHIVES BUREAU STATISTICAL REPORTS

The following tables reflect the work of the Bureau in accessioning, processing and describing archival records in FY 2008.

Table 1.1

Public Records Accessioned	Linear Feet/# Items
Records Received from SRCA Records Center	
Attorney General, Office of the	654
Investment Council, New Mexico State	50
Corrections Department, State of New Mexico	30
Secretary of State, Office of the	190
General Services Department	46
Legislative Council Service	73
Total	**1,043 linear feet**
Records Received Directly from Agencies via Records Center	
Secretary of State, Office of the	2
Transportation, Department of	12
Total	**14 linear feet**
Records Received Directly from Agencies	
Colfax County	Fractional
Cultural Affairs, Department of	1 volume
Dona Ana County	144 volumes
Eddy County	Fractional
Engineer, Office of the State (For storage)	68
Legislative Council Service	25
Otero County	.25
Santa Fe County	55 Volumes
State Publications (comprising 931 publications)	8
New Mexico Livestock Board (via New Mexico Farm Ranch Heritage Museum)	1 volume
Third Judicial District Court - Dona Ana (via New Mexico State University)	61
New Mexico State Mine Inspector (via private donor)	1 volume
Total	**163 linear feet; 202 volumes**

Table 1.2

Private Records Accessioned	Linear Feet/# Items
SRCA Artificial Photograph Collection (via two private donors)	7 images
SRCA Artificial Genealogy Publications Collection (via three private donors)	3 volumes
Sky Fabin DVD Collection	3 DVDs
Total	**7 images;** **3 volumes; and** **3 DVDs**

Table 2.1

Public Records Processed	Linear Feet/ # Items
Governor's Committee on the Reorganization of State Government	7.5
Governor Garrey Carruthers Papers	100
New Mexico Department of Education	28
State Corporation Commission Records	27
New Mexico Department of Corrections Glass Plate Negative Collection	687 images
New Mexico American Legion Department Records	7.5
New Mexico Livestock Board Records	1 volume
New Mexico Highway and Transportation Department Photograph Collection	200 images
SRCA Unpublished Works and Dissertations Collection (Artificial Collection)	1 volume
New Mexico State Mine Inspector Records (via private donor)	1 volume
Total	**170 linear feet;** **3 volumes;** **887 images**

Table 2.2

Private Records Processed	Linear Feet/ # Items
William Blackmore Papers	3
Felipe Delgado Papers	.25
Hemenway Southwestern Expedition Collection	1
Farona Konopak Collection	4.5
SRCA Artificial Photograph Collection (via private donors)	7 images
SRCA Artificial Genealogy Publications Collection (via private donors)	3 volumes
Frank McNitt Photograph Collection	1,873 images
Sky Fabin DVD Collection	3 DVDs
Jose Albino Baca Papers	.25
Total	**9 linear feet;** **3 DVDS;** **1880 images;** **3 volumes**

Table 3.1

Public Records Described	Linear Feet/ # Items
Governor Garrey Carruthers Papers (Container listing updated)	100
New Mexico Department of Education (Container listing updated)	28
State Corporation Commission Records (Container listing updated)	27
Governor's Committee on the Reorganization of State Government (Published online)	7.5

Public Records Described	Linear Feet/ # Items
New Mexico School for the Deaf (Published online)	4
New Mexico American Legion Department Records (Published online)	7.5
New Mexico Livestock Board Records (Published online)	1 volume
New Mexico Department of Alcoholic Beverage Control (Published online)	4
SRCA Unpublished Works and Dissertations Collection (Published online)	1 volume
New Mexico State Mine Inspector Records (via private donor) (Published online)	1 volume
Total	**178 linear feet; 3 volumes**

Table 3.2

Private Records Described	Linear Feet/ # Items
Frank McNitt Photograph Collection (Container listing updated)	1,873 images
John Paul Delgado Collection (Published online)	1
William Blackmore Papers (Published online)	3
Felipe Delgado Papers (Published online)	.25
Hemenway Southwestern Expedition Collection (Published online)	1
Farona Konopak Collection (Published online)	4.5
SRCA Artificial Photograph Collection (private donors) (Published online)	7 images
SRCA Artificial Genealogy Publications Collection (private donors) (Published online)	3 volumes
Sky Fabin DVD Collection (Published online)	3 DVDs
Total	**9.75 linear feet; 3 DVDs; 1,880 images**

HISTORICAL SERVICES BUREAU
RE-GRANT AND SCHOLARSHIP PROGRAMS

In FY 2008, a record number of grant applications, 22, was received for FY 2009 project funding. In May 2008, nineteen projects were awarded some $84,000 for expenditure in FY 2009, which was the largest number of projects ever funded in one year by the Board. It was also the largest amount of funds awarded during a single funding cycle. In FY 2008, the Board also awarded 11 scholarships.

Grant Recipients	Amount Awarded
Ohkay Owingeh Pueblo	$3,227.17
Institute of American Indian Arts	$7,650.00
Moriarty Historical Society and Museum	$4,185.00
Chaves County Assessor	$6,481.60
Lincoln County Clerk	$1,050.60
University of New Mexico Health Sciences Center	$3,337.60
South Central Mountain Resource Conservation and Development Council, Inc.	$6,953.40
Board of Regents of the University of New Mexico dba KNME	$5,943.00
Pueblo de Abiquiu Library and Community Cultural Center	$5,075.40
Palace of the Governors – Fran Angelico Chavez History Library	$2,404.80
Santa Fe County Clerk	$5,100.00
Center for Land Grant Studies	$5,100.00
Museum of Indian Arts and Culture/Laboratory of Anthropology	$5,080.00
New Mexico Farm and Ranch Heritage Museum	$2,685.00
Semos Unlimited, Inc.	$3,000.00
Minor Heron Incorporated	$5,100.00
The Board of Regents of New Mexico State University	$3,900.00
New Mexico Museum of Natural History and Science Foundation	$3,080.90
Ramona L. Caplan	$5,100.00
Total Awarded	$84,454.47

Scholarship Recipients	Amount Awarded
Ramona Caplan	$1,614.78
Kathlene Ferris	$1,193.10
Edward LeBlanc	$1,859.60
Pueblo of Tesuque (seven members)	$221.62
Susan McComb	$150.00
Total Awarded	$5,039.10

Outreach

Three articles about projects funded by the Board appeared in the *Southwestern Archivist* and an article about the FY 08 project and scholarship awards also appeared in *The Santa Fe New Mexican*. A record number of site visits were also made to the following organizations: the Center for Land Grant Studies; Institute of American Indian Arts; KNME-TV; Lincoln County; Moriarty Historical Society and Museum; and the University of New Mexico Health Sciences Center.

INFORMATION TECHNOLOGY MANAGEMENT DIVISION

The Information Technology Management Division (ITMD) is responsible for providing the SRCA a computerized LAN/WAN (local area network and wide area network) through which to conduct the agency's business processes. The annual Information Technology Plan is developed by the ITMD; the plan, as required by law and rule, defines the agency's IT infrastructure and environment, sets forth IT accomplishments, describes and justifies proposed IT projects; provides budgetary information, and establishes replacement schedules. Other ITMD responsibilities include development of the annual Information Technology (IT) budget request, approval of IT RFP's, contracts, and purchase requests as well as IT inventory control. The agency web site and intranet site are included in the responsibilities of this Division. The growth of IT as a primary means of service delivery has increased the demand for IT services.

FY 2008 HIGHLIGHTS

The ITMD staff participated with the staff of the Archives Bureau throughout the acquisition and implementation phases of the archival management application replacement project. A major achievement in FY 2008 was the successful implementation of *Heritage*, as the application was named, in December of 2007. The project is discussed in greater detail under the Archives and Historical Services Division section, above.

Another undertaking that required significant staff time was organizing and providing a backup process for the files created by student interns for the NM Digital History (NM history website) project. After creating a backup process for the external hard disk used to store images and unsuccessfully attempting to employ one software application (the metadata did not transfer when files were moved), ITMD staff concurred in the recommendation made by an intern to purchase other software that enabled files to be moved with their metadata intact.

In FY 2008, ITMD staff, in addition to providing on-going IT support services to SRCA staff, also installed: five new switches; a memory upgrade for the server for the records management application; eight tablet PCs in the Records Management Division for use in the off-site work of agency analysts; equipment for the Archives Bureau for film conversion to digital format; wireless internet access for the Albuquerque records center; and a digital image server. The implementation of the last item, the digital image server, was the first step in eliminating redundant scanning of documents and images by two divisions, the AHSD and the OSH. Documentation of processes for accessing the new server was created and submitted to the AHSD director for approval.

OFFICE OF THE STATE HISTORIAN DIVISION

The Office of the State Historian (OSH), a division of the SRCA, serves as the State's leading advocate and authority on New Mexico history. The Office of the State Historian's mission is to *foster and facilitate and understanding and appreciation of New Mexico history and culture through education, research, preservation and community outreach.* Staff of the OSH provides consultation and research assistance to state agencies, scholars, elected officials and the general public. The State Historian also sits as the statutory member of the Cultural Properties Review Committee which is the body entrusted to oversee the protection and registration of historic structures and significant sites throughout New Mexico.

FISCAL YEAR 2008 HIGHLIGHTS

Accomplishments in three core activities stand as highlights in FY 2008: the *Scholars Program*, which provides financial assistance for scholarly research; the *Service Learning Student Internship Program*, which provides university students with a unique opportunity of working in public history; and the New Mexico Digital History Project (NMDHP). In support of the Scholars program the OSH received additional funding in FY 08 through the *Friends of New Mexico History Foundation*, created to promote the work of OSH. The Foundation accepted a donation to fund a fellowship through the OSH Scholars program in the amount of $1000.   The fellowship was funded by Arthur Ellison, Ph.D. and Ruth Ellison, Ph.D.

Supporting historical research and interpretation reflects the commitment to excellence in critical inquiry held as a core value by the Division. This quality is reflected in each of its programs, but is sustained through the unprecedented network created in the *Scholars Program.* In FY 2008, 16 fellowships were awarded, granting the scholars the ability to make progress on their individual research and, in a reciprocal relationship, add essays and podcast lectures for the NMDHP. The impressive mix of fellows from various educational institutions, disciplines and projects participating in the program in FY 2008 are listed below:

- Dr. Lorena Oropeza, Associate Professor, History, University of California, Davis, ***Conquest, Land, and Culture: The Cry for Justice in New Mexico***; Sponsored by Arthur Ellison, Ph.D. and Ruth Ellison, Ph.D.
- Dr. Nancy Owen Lewis, Director, Scholars Program, School for Advanced Research, Santa Fe, NM ***Seekers and Sanatoriums: Chasing the Cure in New Mexico***;
- Melina V. Vizcaíno, Ph.D. Candidate, American Studies, University of New Mexico, ***Fray Angélico Chávez and the Formation of Critical Regionalism in the Twentieth*** Century;
- Molly Charlyn Padgett, Independent Scholar, Jemez Springs, New Mexico, ***Cultural Mapping and Place Name Study: Valles Caldera;***
- Ruth Michelle Quintana, Graduate Student, Public History, New Mexico State University, ***Dean Jett Correspondence: New Mexico's Ties to World War II History***;
- Jared Vanderpool, Graduate Student, History, University of New Mexico, ***Church and State Conflict in the Early 1600's***;

- Dr. Priscilla Solis Ybarra, Assistant Professor, English, Texas Tech University, *Environmental Writing in New Mexico: Nina Otero Warren*;
- Dr. Robert F. Castro, Assistant Professor, Chicano/a Studies, California State University, Fullerton, *Law and Anti-Slavery Politics in New Mexico*;
- Dr. David Correia, Assistant Professor, Geography, University of Maine, Farmington, *Resource Expropriation: Las Gorras Blancas and Tierra Amarilla Land Grant*;
- James E. Dory-Garduño, Juris Doctor Candidate, University of New Mexico Law School, *Ojo del Espiritu Santo Grant*;
- Rosina Lozano, Ph. D. Candidate, University of Southern California, *La Sangre del Espírit: The Spanish Language's Role on U. S. Politics and Identity, 1848-1952*;
- Dr. Federico A. Reade, Independent Scholar, Albuquerque, New Mexico, *The Alianza and the Albuquerque Black Berets: Social Justice Movements in New Mexico*;
- Kelly A. Roark, PhD Candidate, University of Wisconsin-Madison, *From Last Resort to Restoration: The Transformation of the Southwest, 1840-1940;*
- Jack Clark Robinson OFM, Ph. D. Candidate, UC Santa Barbara. *Franciscan's Friars in New Mexico during the 20th Century*;
- Don Usner, Independent Scholar and Photographer, Santa Fe, New Mexico, *A Northern New Mexico Cultural History: The Ortega-Borrego Papers*; and
- Roy Wroth, Urbanist, Santa Fe, New Mexico, *The Santa Fe Digital History Project*.

The commitment to education is instrumental to each of the OSH's goals and initiatives, including working with universities and its students. The *Service Learning Student Internship Program* accentuates the promise of invigorating developing minds while sustaining the efforts in the OSH. Built upon three years of successful efforts by OSH to create an internship program with outside funding, in FY 2008, a special appropriation from the Legislature expanded the program to work specifically with interns from the College of Santa Fe. Graduate students from the University of New Mexico, funded through that institution, also continued to work with the OSH. In total, nearly 20 students, each with an interest in heritage education but representing fields as distinct as Business Administration, English Literature, Documentary Studies, Education, Humanities and Interdisciplinary Studies, Moving Image Arts, and Politics, worked with the Division in FY 2008. These students provided assistance in many areas, including curriculum development, research, videography, design, editing, and public relations and marketing. Of particular note were a group of students who worked on curriculum development for the NMDHP (*New Mexico Digital History Project)*, merging two practical approaches to teaching and education. On one hand, part of the group developed an online framework to present material in a way that enables teachers to construct lesson plans using the material on the website. Another student single handedly organized a collaborative project called the Regenerate History Project (RHP), facilitated by the Office of the State Historian and Engaging Latino Communities for Education (ENLACE) of North eastern New Mexico. The aim of the RHP is to connect students, teachers, and community members through collaborative history education where multiple generations work together to question, claim, and clarify history. All of the students who participated in the OSH internship program learned while doing, the essence of service learning. Looking forward to FY 2009, the program was included in the base budget for the agency and expanded to include any university graduate and undergraduate student.

Finally, deeply reflective of each of the core initiatives of the OSH, the *New Mexico Digital History Project* and one of its components, the State's premier history web resource — www.newmexicohistory.org — has become one of the State's most effective tools in disseminating knowledge about New Mexico's rich historical past. Over the course of FY 2008,

OSH staff, interns, and volunteers added hundreds of pieces of content to the website, including documents, images, oral histories, essays, and original video work. The work on the project reflected a concerted team effort and a commitment to collaboration. The OSH has also worked to foster several key collaborations that have helped to enhance this project, which include, but not limited to working with various presses and organizations to begin including already published research. In spite of the lack of funding to promote the project, people are not only finding the site, but utilizing it. This is revealed both in e-mail correspondence sent directly to the staff from visitors to the site and by sophisticated tracking provided by the host of the site. The site is used by policy makers, educators, scholars, tourists, students, government workers, genealogists and the general public. In June of 2008, the OSH was informed that the hard work reflected in the Digital History Project and Website and its work generally in public history were being considered for the Western History Association Autry Award for excellence in public history. That nomination was a wonderful cap on a fruitful year (the OSH was later given the award in FY 2009).

RECORDS MANAGEMENT DIVISION

The Records Management Division is responsible for providing guidance and assistance to State and local governmental agencies on the development of efficient and effective records and information management (RIM) programs. These programs are based on the development of rules, policies, procedures, and guidelines that ensure the proper management of records.

FISCAL YEAR 2008 HIGHLIGHTS

Central Electronic Records Repository

The goal of the SRCA is to implement a Centralized Electronic Records Repository (CERR) as an enterprise approach for managing electronic records. The SRCA received funding in FY 08 for Phase I of the CERR project, which will include an assessment of SRCA operations and business processes, including the infrastructure required to support a CERR. The Records Management Division (RMD) is overseeing the CERR project.

Executive Steering Committee (Enterprise Content Management (ECM)/Electronic Document Management System (EDMS)

A key records management goal for the State of New Mexico is to implement an Enterprise Content Management (ECM) solution that includes the integration of an Electronic Document Management System (EDMS) with an Electronic Records Management System (ERMS) that will serve as the CERR. The purpose of this project is to provide an integrated approach for the capture, maintenance, storage, access, disposition and preservation of electronic records. Each participating agency will manage and control access to its own documents while automatically transferring inactive, electronic records to and from the CERR. For each agency to build an electronic records warehouse and develop the expertise to manage it, is impractical (as it is with paper records and records in other formats). There are tangible cost and other resource benefits to having a single electronic records repository managed, by the SRCA in accord with established records, archival management principles, and best practices.

Eight state agencies are participating or are proposing to participate in an on-going and expanding effort to find and implement a viable solution to the daunting challenges of managing the ever-growing number of public records created and maintained in electronic format. To ensure proper oversight the ECM-EDMS Executive Steering Committee composed of representatives from the participating agencies was created to provide strategic, high-level guidance with regard to procedures, progress, and risks. The Steering Committee is charged with taking an enterprise view to ensure this project supports the delivery of an enterprise model. It also reviews, and approves deliverables, monitors the activities of the Project Team, assures adherence to the project plan and ensures involvement of participants in order to meet deadlines.

In FY 2008. the SRCA was the lead agency on this enterprise project. Staff from RMD participated as members on the Steering Committee and also provided administrative support by coordinating meetings, developing agendas, taking minutes, etc.

Agency Analysis Bureau

The Agency Analysis Bureau is responsible for the development of records retention and disposition schedules that identify, describe, and establish retention periods for the general and agency specific records of state and local governmental agencies. This Bureau also provides extensive training on records and information management.

Schedules developed, filed, and issued in FY 2008 are listed below.

Amended
- 1.18.333 NMAC   ERRDS, Taxation and Revenue Department
- 1.18.446 NMAC   ERRDS, New Mexico Medical Board
- 1.18.630 NMAC   ERRDS, Human Services Department
- 1.18.665 NMAC   ERRDS, Department of Health
- 1.19.3 NMAC   LRRDS, Office of the County Clerk

Repealed and Replaced
- 1.17.205 NMAC   JRRDS, Supreme Court Law Library
- 1.17.216 NMAC   JRRDS, Supreme Court
- 1.18.333 NMAC   ERRDS, Taxation and Revenue Department
- 1.18.430 NMAC   ERRDS, Public Regulation Commission
- 1.18.644 NMAC   ERRDS, Division of Vocational Rehabilitation
- 1.18.770 NMAC   ERRDS, Corrections Department
- 1.18.926 NMAC   ERRDS, School for the Blind and Visually Impaired

Repealed
- 1.18.969 NMAC   ERRDS, University of New Mexico Hospital

Electronic Records/Micrographics Bureau

Through its film inspection program, the Electronic Records/Micrographics Bureau monitors the microform (microfilm and microfiche), computer output microfilm (COM), and electronic imaging production of State agencies and the district courts for adherence to standards that have been promulgated as administrative laws (rules) by the SRCA. Below is a table that displays the number of microforms inspected, destroyed, etc.

Agency Name	Beginning Inventory 7/1/07	*Microforms Inspected	Microforms accepted into storage	Microforms destroyed	Microfilm transferred to Archives	Rolls of film withdrawn	Ending inventory for FY 2008 6/30/08
Corrections Department	401						401
Cultural Affairs Department	867						867
Educational Retirement Board	713					4	709
Energy, Minerals, and Natural Resources Department	1,231					84	1,147
Engineer, Office of the State	10,460					1	10,459

Agency Name	Beginning Inventory 7/1/07	*Microforms Inspected	Microforms accepted into storage	Microforms destroyed	Microfilm transferred to Archives	Rolls of film withdrawn	Ending inventory for FY 2008 6/30/08
Environment, Department of	288					99	189
Finance and Administration, Department of	776					12	764
Game and Fish, Department of	17					7	10
General Services Department	87					28	59
Health, Department of	1,071	14	14			142	943
Human Services Department	1,506	89	89			2	1,593
Investment Council, State	6						6
Land Office, State	1,925	19	19			115	1,829
Livestock Board	2					1	1
New Mexico State University	134					108	26
Nursing, Board of	0	1	1				1
Personnel Office, State	1,085						1,085
Professional Engineers and Professional Surveyors, State Board of Licensure for	346						346
Public Employees' Retirement Association	136					1	135
Public Regulation Commission	18,027					29	17,998
Public Safety, Department of	17						17
Records, Commission of Public	2,907	32	32				2,939
Regulation and Licensing Department	295	94	94				389
Secretary of State, Office of the	273						273
Silver City Consolidated	176						176
Taxation and Revenue Department	47,832	3,013	3,013				50,845
Transportation, Department of	5,552						5,552
Treasurer, Office of the State	1,962					23	1,939
Veterans' Service Department	66						66
Workers' Compensation Administration	1,275	84	84			1	1,358
Workforce Solutions Department	24					5	19
TOTAL EXECUTIVE AGENCIES	**99,457**	**3,346**	**3,346**			**662**	**102,141**
NON-EXECUTIVE AGENCIES							
Colleges/Universities	154					1	153
Counties	9,397	583	583				9,980
Court of Appeals	1,356	18	18				1,374

Agency Name	Beginning Inventory 7/1/07	*Microforms Inspected	Microforms accepted into storage	Microforms destroyed	Microfilm transferred to Archives	Rolls of film withdrawn	Ending inventory for FY 2008 6/30/08
District Courts	27,561	937	937				28,498
Judicial Standards Commission	80	39	39				119
Municipalities	1,679	185	185				1,864
School Districts	1,201						1,201
Supreme Court	2,151						2,151
TOTAL NON-EXECUTIVE AGENCIES	43,579	1,762	1,762			1	45,340
GRAND TOTAL	143,036	5,108	5,108			663	147,481

Records Center Services Bureau

The Records Center Services Bureau provides State agencies cost-effective storage of records in hard-copy and electronic formats. Inactive and infrequently used hard-copy paper records are stored in warehouse facilities specially designed for compact and economical storage of records. These warehouse facilities are in two geographical locations, Santa Fe and Albuquerque. During FY 08, the two facilities processed requests for on-site destruction and agency requests for records center destruction. A total of 16,566 cubic feet of records were processed for destruction by the records center in FY 08. Below is a table that displays the activity for the record centers.

Agency Name	Beginning inventory 7/01/2007	Boxes brought in for storage	Boxes permanently withdrawn	Boxes transferred to Archives	Boxes destroyed in the Records Center (zapped)	Ending inventory for FY 2008 6/30/08
Aging and Long-Term Services Department	252	179			31	400
Architects, Board of Examiners for	59					59
Attorney General, Office of the	3,381	52		654		2,779
Auditor, Office of the State	0	38				38
Children, Youth and Families Department	4,626	334			266	4,694
Commission for the Blind	34	1			31	4
Corrections Department	11,341	1,066		30	310	12,067
Crime Victims Reparation Commission	607	15				622
Cultural Affairs Department	285	69			71	283
Department of Information Technology	18	13				31
Economic Development Department	6					6
Education Department, Public	1,905	182				2,087
Educational Retirement Board	1,360	87			20	1,427
Energy, Minerals and Natural Resources Department	752	141			150	743
Engineer, Office of the State	255	95				350
Environment, Department of	2,733	366			535	2,564
Finance and Administration, Department of	1,159	205			575	789

Agency Name	Beginning inventory 7/01/2007	Boxes brought in for storage	Boxes permanently withdrawn	Boxes transferred to Archives	Boxes destroyed in the Records Center (zapped)	Ending inventory for FY 2008 6/30/08
Game and Fish, Department of	43					43
Gaming Control Board	11					11
General Services Department (GSD)	1,542	335	9	46	278	1,544
Governor, Office of the	187	113				300
Health, Department of	10,067	509	65		4	10,507
Health Policy Commission	7					7
Higher Education Department	110				43	67
Human Services Department	6,817	1,150			188	7,779
Indian Affairs Department	2					2
Investment Council, State	192	2		50		144
Juvenile Parole Board	66					66
Land Office, State	426	1				427
Livestock Board	753					753
Medical Examiners Board, NM	560	3				563
Military Affairs, Department of	2,015	74				2,089
New Mexico Financial Authority	32					32
New Mexico School for the Deaf	73					73
New Mexico State University	10					10
Nursing, Board of	464	17				481
Parole Board	675	45				720
Personnel Office, State	179	14				193
Professional Engineers and Professional Surveyors, Board of Licensure for	37					37
Public Defender Department	3,579	711			285	4,005
Public Employees' Retirement Association	2,018	175				2,193
Public Regulation Commission	3,161	65				3,226
Public Safety, Department of	3,108	107	834			2,381
Public School Facilities Authority	104					104
Public School Insurance Authority	450	53			172	331
Racing Commission, State	26					26
Records, Commission of Public	60	15				75
Regulation and Licensing Department	4,128	353			391	4,090
Secretary of State, Office of the	938	93		190	23	818
Taxation and Revenue Department	2,122	344				2,466
Transportation, Department of	255	4			146	113
Treasurer, Office of the State	1,318	30				1,348
Veterans' Services Department	146	8				154
Veterinary Medicine, Board of	8					8
Vocational Rehabilitation Division	962	185			166	981
Workers' Compensation Administration	120	49			31	138
Work Force Solutions Department	3,882	597			932	3,547
Youth Conservation Corps Commission	43				19	24
TOTAL EXECUTIVE AGENCIES	79,469	7,895	908	970	4,667	80,819

Agency Name	Beginning inventory 7/01/2007	Boxes brought in for storage	Boxes permanently withdrawn	Boxes transferred to Archives	Boxes destroyed in the Records Center (zapped)	Ending inventory for FY 2008 6/30/08
NON-EXECUTIVE AGENCIES						
Administrative Office of the Courts	240	117				357
Congress of the United States (Tom Udall)	28	3				31
Counties		34				34
Court of Appeals	211	40	68			183
District Attorneys, Administrative Office of the	3,815	27				3,842
District Attorney Office	2,875	791			400	3,266
District Courts	997	1				998
Judicial Standards Commission	208		207			1
Legislative Council Service	2,444	105		73		2,476
Legislative Education Study Committee	7					7
Legislative Finance Committee	317	75				392
Legislative House/Senate	15	1				16
Legislative Maintenance	12					12
Magistrate Courts	19	35				54
Metropolitan Court, Bernalillo County	3,227	472			174	3,525
Silver City Consolidated	161		41			120
Supreme Court	175	82				257
TOTAL NON-EXECUTIVE AGENCIES	**14,751**	**1,783**	**316**	**73**	**574**	**15,571**
GRAND TOTAL	**94,220**	**9,678**	**1,224**	**1,043**	**5,241**	**96,390**

FISCAL YEAR 2009 AUDIT - FINANCIAL STATEMENTS

The Commission's FY 2008 audit was conducted by Robert Rivera, CPA. It was completed on time and there were no findings. Copies of the financial statements and notes follow.

STATE OF NEW MEXICO
COMMISSION OF PUBLIC RECORDS
Statement of Net Assets
June 30, 2008

	Governmental Activities
ASSETS	
Investment in the State Treasurer General Fund Investment Pool	$ 505,317
Petty cash	200
Receivables (net)	21,539
Inventories	14,262
Due from other state agencies	6,607
Due from federal government	9,696
Prepaid postage	5,161
Capital assets (net of accumulated depreciation)	356,079
Total assets	918,861
LIABILITIES	
Accounts payable	86,984
Accrued payroll payable	54,078
Payroll taxes payable	21,900
Payroll benefits payable	33,743
Due to other state agencies	7,799
Due to State General Fund	140,633
Long-term liabilities	
Due within one year	85,722
Due after one year	36,970
Total liabilities	467,829
NET ASSETS	
Invested in capital assets	356,079
Restricted-Gift Fund	4,884
Unrestricted (deficit)	90,069
Total net assets	$ 451,032

STATE OF NEW MEXICO
COMMISSION OF PUBLIC RECORDS
Statement of Activities
For the Year Ended June 30,2008

		Governmental Activities
Expenses:		
General Government:		
Personal services and employee benefits	$	2,315,620
Contractual services		168,758
Other costs		454,394
Depreciation		83,909
Total expensed		3,022,681
Program revenues:		
Charges for services		135,539
Operating grants and contributions		23,024
Miscellaneous		2,324
Program expenses		160,887
Net program (expenses)		2,861,794
General revenues:		
Transfers		
State general funds appropriations (net of reversions)		2,713,967
Other financing sources		114,300
Total general revenues		2,828,267
Increase (decrease) in net assets		(33,527)
Net assets, beginning, as reported		480,313
Restatements:		
Prior-period adjustments		4,246
Net assets, beginning, as restated		484,559
Net assets, ending	$	451,032

Exhibit C

STATE OF NEW MEXICO

COMMISSION OF PUBLIC RECORDS

Balance Sheet - Governmental Funds

For the Year Ended June 30, 2008

	General Fund 17900 Major	Non-Major Funds	Total Governmental Funds
ASSETS			
Investment in the State Treasurer General fund Investment Pool	$ 353,575	$ 3,662	$ 357,237
Petty cash	50	-	50
Receivable from federal government	9,696	-	9,696
Due from other funds	413	1,635	2,048
Pre-paid postage	5,161		5,161
Total assets	$ 368,895	$ 5,297	$ 374,192
LIABILITIES			
Accounts payable	$ 72,998	-	$ 72,998
Accrued payroll payable	52,959	-	52,959
Payroll taxes payable	21,444	-	21,444
Payroll benefits payable	33,111	-	33,111
Due to other funds	753	413	1,166
Due to other state agencies	7,799	-	7,799
Due to State General Fund	140,633	-	140,633
Total liabilities	329,697	413	330,110
FUND BALANCES			
Fund Balances:			
Reserved for prepaid postage	5,161	-	5,161
Reserved for petty cash	50	-	50
Unreserved, (deficit)	33,987	4,884	38,871
Total fund balances	39,198	4,884	44,082
Total liabilities and fund balance	$ 368,895	$ 5,297	$ 374,192

Total fund balance for the governmental funds (balance sheet)- Exhibit C Amounts reported for governmental activities in the Statement of Net assets are different because:		44,082
Capital assets (includes Internal Service Fund of $55,081)		356,079
Long-term liabilities are not due and payable (includes Internal Services Fund compensated absences of $375)		(122,692)
Internal service fund re-characterized:		
Net assets	$ 228,269	
Capital assets	(55,081)	
Compensated absences	375	173,563
Net assets of governmental activities		$ 451,032

STATE OF NEW MEXICO
COMMISSION OF PUBLIC RECORDS
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
Governmental Funds
For the Year Ended June 30, 2008

	General Fund (17900) (Major)	Non-Major Funds	Total Governmental Funds
REVENUES			
Intergovernmental revenue - federal operating grants	$ 23,024	-	$ 23,024
Miscellaneous revenue	724	1,600	2,324
Total revenues	23,748	1,600	25,348
EXPENDITURES			
Current:			
Personal services & employee benefits	2,258,575	-	2,258,575
Contractual services	165,373	-	165,373
Other costs	395,308	-	395,308
Capital outlay	126,928	-	126,928
Total expenditures	2,946,184	-	2,946,184
Excess (deficiency) of revenues over expenditures	(2,922,436)	1,600	(2,920,836)
OTHER FINANCING SOURCES (USES)			
Transfers:			
State General Fund appropriation	2,709,600	-	2,709,600
Special appropriation	145,000	-	145,000
Compensation appropriation	114,300	-	114,300
Reversion - FY07	(140,633)	-	(140,633)
Total other financing sources (uses)	2,828,267	-	2,828,267
Net change in fund balance	(94,169)	1,600	(92,569)
Fund balance - beginning, as reported	146,067	3,284	149,351
Restatements:			
Prior-period adjustment	(12,700)	-	(12,700)
Fund balance - beginning, as restated	133,367	3,284	136,651
Fund balance - ending	$ 39,198	$ 4,884	$ 44,082

STATE OF NEW MEXICO
COMMISSION OF PUBLIC RECORDS
Reconciliation of the Statements of Revenues, Expenditures,
and Changes in Fund Balances of Governmental Funds to the Statements of Activities
For the Year Ended June 30, 2008

		Total
Net Change in Fund Balance - Governmental Funds (exhibit D)		$ (92,569)
Governmental funds report capital outlays as expenditures while governmental activities report depreciation expense to allocate those expenditures over the life of the assets. This is the amount by which capital outlays exceeded depreciation in the current period.		
Capital outlay	$ 126,928	
Depreciation (includes Internal Service Fund of $10,119)	(83,909)	43,019
Some expenses (compensated absences) reported in the statement of activities do not require the use of current financial resources and therefore, are not reported as expenditures in governmental funds (includes Internal Service Fund of $375)		(5,512)
Internal service fund net change in net assets re-characterized:		
Change in net assets (exhibit H)	$ 11,040	
Depreciation expense	10,119	
Compensated absences	375	21,534
Rounding		1
Changes in Net Assets of Governmental Activities (exhibit B)		$ (33,527)

STATE OF NEW MEXICO
COMMISSION OF PUBLIC RECORDS

Statement of Revenues and Expenditures - Budget and Actual
(Budgetary Basis)
General Fund (17900) - Major
For the Year Ended June 30, 2008

	Budgeted Amounts		Actual	Variance
	Original Budget	Final Budget	Budgetary Basis	Favorable (Unfavorable)
REVENUES:				
Federal funds	$ 10,400	$ 16,620	$ 23,024	$ 6,404
State General Fund	2,854,600	2,854,600	2,854,600	-
Other financing uses	114,300	114,300	114,300	-
Miscellaneous revenue	-	-	724	724
Total revenues	2,979,300	2,985,520	$ 2,992,648	$ 7,128
Cash balance	130,000	136,220		
Total resources	$ 3,109,300	$3,121,740		
EXPENDITURES:				
Personal services/benefits	$ 2,409,600	$ 2,298,600	$ 2,258,575	$ 40,025
Contractual services	210,000	191,900	165,373	26,527
Other costs	489,700	631,240	524,080	107,160
Total expenditures	$ 3,109,300	$ 3,121,740	$ 2,948,028	$ 173,712

Reconciliation of GAAP to budget basis expenditures:

GAAP basis expenditures	$ 2,946,184
Adjustments:	
Adjustment to prepaid postage and postage expense	1,844
Budget basis expenditures	$ 2,948,028

Note:

The actual expenditures on the budgetary basis do not include any accounts payable that required a request to pay prior-year bills out of the FY 2009 budget.

STATE OF NEW MEXICO

COMMISSION OF PUBLIC RECORDS

Statement of Net Assets

Proprietary Funds

June 30, 2008

	Governmental Activities - Internal Service Fund (37100)
ASSETS	
Current assets:	
Investment in the State Treasurer General Fund Investment Pool	$ 148,080
Petty Cash	150
Receivables	21,539
Inventories	14,262
Due from other funds (note 16)	753
Due from other state agencies	6,607
Total current assets	191,391
Non-current assets:	
Capital assets:	
Furniture and equipment)	273,032
Less accumulated depreciation	(217,951)
Capital assets, net	55,081
Total non-current assets	55,081
Total assets	246,472
LIABILITIES	
Current liabilities:	
Accounts payable	13,986
Accrued payroll payable	1,119
Payroll taxes payable	456
Payroll benefits payable	632
Compensated absences	375
Due to other funds	1,635
Total current liabilities	18,203
NET ASSETS	
Invested in capital assets	55,081
Unrestricted (deficit)	173,188
Total net assets	$ 228,269

STATE OF NEW MEXICO
COMMISSION OF PUBLIC RECORDS
Statement of Revenues, Expenses and Changes in Net Assets
Proprietary funds
For the Year Ended June 30, 2008

	Governmental Activities - Internal Service Fund (37100)
Operating revenues:	
Charges for services	$ 135,539
Operating expenses:	
Current:	
Personal services/benefits	51,909
Contractual services	3,385
Other costs	59,086
Depreciation expense	10,119
Total operating expenses	124,499
Changes in net assets	11,040
Total net assets, beginning of year, as reported	214,301
Restatements:	
Inventory understated in prior-year	2,928
Total net assets, beginning of year, as restated	217,229
Total net assets, end of year	$ 228,269

Exhibit I

STATE OF NEW MEXICO
COMMISSION OF PUBLIC RECORDS
Statement of Cash Flows
Proprietary funds
For the Year Ended June 30, 2008

	Governmental Activities - Internal Service Fund (37100)
Cash flows from operating activities:	
Receipts from customers	$ 137,906
Payments to employees and suppliers	(127,843)
Net cash provided (used) by operating activities	10,063
Cash flows from capital financing activities:	
Additions to equipment	-
Adjustments to inventories	2,929
Net increase (decrease) in cash and cash equivalents	12,992
Cash and cash equivalents, beginning of year	135,088
Cash and cash equivalents, end of year	$ 148,080
Reconciliation of operating income (loss) to net cash provided (used) by operating activities:	
Operating income (loss)	$ 11,040
Adjustments to reconcile operating income to net cash provided (used) by operating activities:	
Depreciation	10,119
Change in assets (increase) decrease:	
Receivables	2,367
Inventories	(7,974)
Change in liabilities (decrease) increase:	
Accounts and other payables	(5,489)
Net cash provided (used) by operating activities	$ 10,063