

Commission of Public Records

Preserving, Protecting, and Providing Access to Public Records

FY 2014 Annual Report





Image No. 21705
Nina Otero-Warren (ca. 1935)
Bergere Family Papers
Collection No. 1979-025

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Message from the State Records Administrator

Dear Honorable Governor Martinez:

Fiscal year 2014 was an eventful year for the Commission of Public Records. The year marks 54 years of preserving and managing current and historical state records pursuant to the Public Records Act [Section 14-3-1 NMSA 1978 *et seq.*] and 46 years of filing state rules pursuant to the State Rules Act [Section 14-4-1 NMSA 1978 *et seq.*].

As required by Section 14-3-4 NMSA 1978, I am honored to present the Commission of Public Records FY 2014 Annual Report. This report provides a glimpse of the agency's highlights of the past year and includes the exhibits from the agency's financial audit.

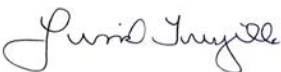
During the year the management team continued to spend a great deal of time working on the Centralized Electronic Records Repository (CERR) project. The purpose of the project is to fully implement CERR for the State of New Mexico. CERR will provide the Commission of Public Records the means to manage inactive electronic public records for specified, predetermined periods of time commensurate with their value, and subsequent disposal as determined by state laws and records retention and disposition schedules. The agency plans to begin implementing CERR at the State Records Center and Archives and two other pilot agencies.

Another highlight was the New Mexico History Scholars program. There were a total of seventeen fellowship grants awarded. The funding is a combination of support from the Historical Society of New Mexico, the University of New Mexico, and the Commission of Public Records general funds. A sample of topics include "American Indian Voting in Mexican New Mexico and Arizona, 1821-1846" and "Cycles of Harvest and the Economics of Violence: 1692-1720." All seventeen of the fellows' topics were presented to the public prior to the end of the fiscal year.

These are just a few of the highlights of FY 2014. In the following pages, you will read a more in-depth explanation of the Commission of Public Record's duties and what we accomplished during FY 2014.

In closing, I want to acknowledge our dedicated staff for their continued commitment to quality customer service and agency professionalism.

Respectfully,



Linda M. Trujillo, Esq.
State Records Administrator





"The Gift," 1998 by Michael A. Naranjo



"Winter Mother and Child," 1998 by Doug Hyde

These sculptures and other works of art are on permanent display as part of the Art in Public Places Program.

Agency Overview

The Commission of Public Records (CPR), a state agency created in 1959, is governed by a seven-member commission, established pursuant to the Public Records Act [Section 14-3-3 NMSA 1978 *et seq.*]. Six of the seven members serve *ex officio*; the seventh, a historian specializing in New Mexico history, is appointed by the governor.

The Public Records Act provides that the CPR 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 for 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. While its official name is the Commission of Public Records, the agency is perhaps more frequently referred to by the facility name.

During most of FY 2014, John Hyrum Martinez was the state records administrator. Linda M. Trujillo was appointed acting state records administrator upon his departure in May. The agency employs a management team approach, and its activities are guided by its statutory responsibilities and a detailed strategic plan, which delineates strategic goals, objectives, and measurable performance measures.

VISION

The vision of the CPR is to be the state's leading resource providing access to, preservation of, and interpretation of historical and current records.

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

Preserving, Protecting, and Providing Access to Public Records

Members of the Commission of Public Records

Historian

Robert J. Tórrez, Chair

Attorney General

The Honorable Gary King

Secretary of State

The Honorable Dianna J. Duran

State Auditor

The Honorable Hector Balderas

State Law Librarian

Robert A. Mead

Cabinet Secretary, General Services Department

Edwynn Burckle

Director, Museum of New Mexico

Frances Levine

Members of the Management Team

State Records Administrator

John Hyrum Martinez

Deputy State Records Administrator

Linda M. Trujillo

Archives and Historical Services Division Director

Melissa T. Salazar

Information Technology Management Division Director

Pete Chacon

Records Management Division Director

Leo Lucero

Administrative Law Division Director

Art Bransford (Retired), Matt Ortiz

Office of the State Historian Division Director

Rick Hendricks, State Historian

Organizational Structure

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

Office of the State Records Administrator

The state records administrator (SRA) is the head of the agency and provides overall direction for and management of the agency. The deputy state records administrator assumes these responsibilities in the absence of the SRA.

Administrative Services Division

The Administrative Services Division (ASD) provides support services to the program divisions of the agency. The deputy SRA serves as ASD director and chief financial officer. The division services include budget, personnel, procurement, accounting, facility management, security coordination, and federal grant reporting. The ASD manages all funds allocated to the agency and strives for maximum accountability of those funds.

Administrative Law Division

The Administrative Law Division (ALD) administers the State Rules Act that governs the official filing and publication of rules developed by state agencies. Rules promulgated by state agencies support and implement the laws of New Mexico. For rules to be valid, they must first be filed with the CPR and published in the *New Mexico Register*. The ALD 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 CPR.

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 New Mexico. The AHSD 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. As such, it holds the 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.

Information Technology Management Division

The Information Technology Management Division (ITMD) provides technological services and support to all of the divisions. The ITMD staff ensures that program units have the technical resources and infrastructure to fulfill their statutory mandates. These services improve access to public records and information by allowing remote internet access to users beyond normal business hours.

Records Management Division

Government offices maintain a vast amount of records containing information that employees must locate quickly. The Records Management Division (RMD) is responsible for assisting 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 government 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.

Office of the State Historian

The Office of the State Historian 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 is also the statutory member of the Cultural Properties Review Committee, the body charged with overseeing the protection and registration of historic structures and significant sites throughout New Mexico.

New Mexico Historical Records Advisory Board

The New Mexico Historical Records Advisory Board (NMHRAB) is an adjunct to the CPR and was established, pursuant to federal law, 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 NMHRAB has developed its own strategic plan to advocate improvements in preserving and accessing New Mexico's historical records. The governor appoints seven of the eight board members, who include historians, records managers, and archivists representing public and private interests throughout the state. The state records administrator serves ex officio and as the chair of the board. A grants administrator, located in the AHSD, provides staff support.

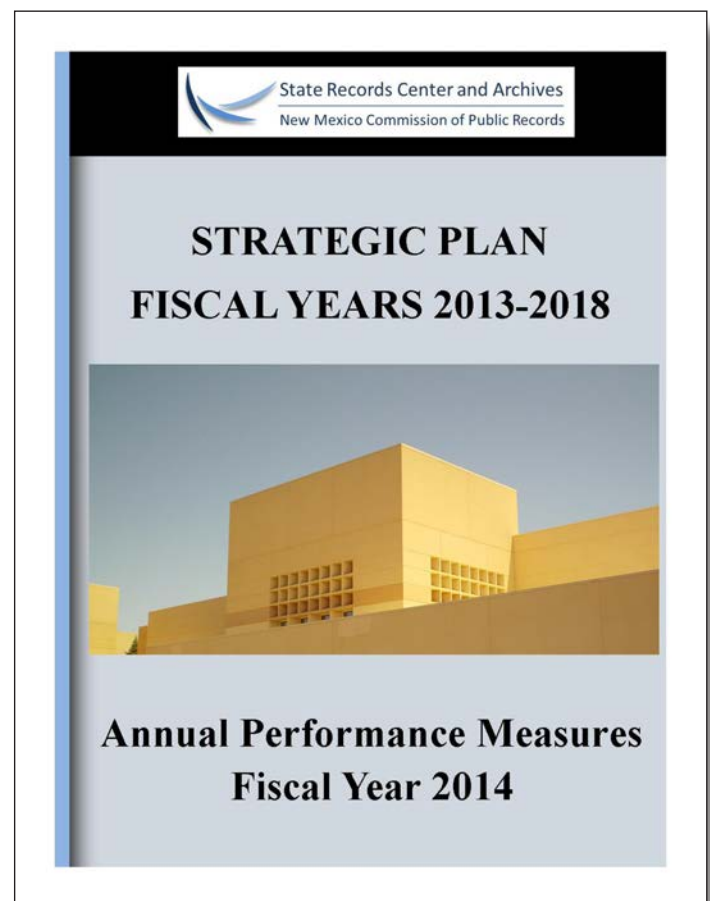
Five-Year Strategic Plan

The Commission of Public Records (CPR) 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 2013-2018. Strategic planning provides the agency with the direction needed to fulfill the CPR's statutory responsibilities and business objectives and to address the internal needs of the State Records Center and Archives (SRCA). 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 2013-2018, please visit <http://www.nmcpr.state.nm.us/commission/strategic-plans/>.

The strategic plan for 2013-2018 was developed using the SRCA Management Model, and the importance of each goal, objective, and performance measure was analyzed using the task quadrant from Steven Covey's book *7 Habits of Highly Effective People*.





Linda Trujillo, Ruben Rivera, Andy Mackowski, and Joseph Lovato



Front door of old State Records Center and Archives at 404 Montezuma Street, Santa Fe, NM. Dedicated by Governor John Burroughs on October 29, 1960. Commission of Public Records-State Records Center and Archives Photograph Collection

Executive Summary

This report highlights accomplishments realized and challenges faced by the Commission of Public Records (CPR) staff in FY 2014. One of the most important accomplishments remains the Centralized Electronic Records Repository project (CERR). During FY 2014, the CERR team tested email integration, transferred files into CERR, and transferred test files to the archives. The team also continued analysis of the four models identified during FY 2013 and selected the software as a service model to implement CERR as a statewide enterprise system. These tasks provided the agency with the information needed to move the project into the proof of concept phase.

Another significant accomplishment for the agency was the New Mexico History Scholars Program. The program received funding support from the CPR, the Historical Society of New Mexico, and the University of New Mexico to encourage research in archival repositories throughout the state. The agency received seventeen applications, and seventeen fellowships were awarded.

The State Archives continued its partnership with Ancestry.com, and completed the digitization of the Records of the Adjutant General's World War II enlistments, biographical questionnaires, photographs, and discharge records; the Records of the New Mexico Corrections Department to include inmate index cards, intake sheets, glass plate negatives, and cellulose nitrate negatives; and began digitizing the Mexican Archives of New Mexico. A total of 123,750 images were created in FY 2014.

Other outreach efforts included participation and attendance at national association meetings and a best practices exchange. Staff networked with other archivists, records managers, historians, and researchers and gained valuable knowledge regarding the latest best practices in the fields of archives, records management, and history. Archival staff also kept abreast of the latest discussions on preservation and access by attending an online course in digital preservation and the management of incoming born-digital special collections.

Another component of the CPR's mission is to serve as the filing point for rules promulgated by state agencies, interstate compacts, and county subdivision regulations. In accordance with Sections 47-6-10 and 14-3-20 NMSA 1978, county subdivision regulations and interstate compacts must be filed with the state records administrator before they can become effective. During FY 2014, the Administrative Law Division sent letters to all thirty-three respective county clerks, county attorneys, and county commission chairs with a listing of the most current regulations filed by their county and requested that they confirm they are in compliance or bring the county into compliance by filing the most recent regulations.

All things considered, FY 2014 was a busy year, full of accomplishments. In the pages that follow, there is a more in-depth explanation of the activities and accomplishments of the agency's program divisions in FY 2014.



Pamela Vigil, Mark Gruber, Louise Wood, Matt Ortiz, and Amanda Lopez



Administrative Law Division

OUR PURPOSE

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 Commission of Public Records and published in the *New Mexico Register* prior to becoming effective.

The ALD monitors compliance with statutes and rules affecting the rule-filing and publishing process. To guide state agencies, the ALD provides consultation regarding the requirements for filing and publishing, and it 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 until it is repealed or otherwise no longer valid. It is then transferred to the State Archives. Finally, the ALD provides access to the filed material in person or through the agency's website.

FY 2014 was a transitional period for the ALD. The division director, a career employee of twenty-seven years, retired in December 2013. Another long-time rules analyst transferred to another state

agency, and the state records administrator, a former ALD director, resigned to take a federal position in Washington. Collectively, these three individuals held nearly forty years of institutional knowledge. Despite these significant changes, the remaining ALD staff persevered. A new director and rules analyst were hired, and the division embarked on a process to update and improve the rule filing and publishing process for governmental agencies. There was also a renewed emphasis on bringing county subdivision regulations and interstate compacts in for filing.

OUR ACCOMPLISHMENTS

In accordance with Section 14-4-7.1 NMSA 1978, the ALD produced 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 2014, the ALD published 28,972 columnar inches and billed for approximately 1,063 pages of text in the *New Mexico Register*.

STATISTICAL REPORTS

The following tables further explain the publishing activity in ALD:

<i>New Mexico Register</i> Activity	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014
Notices of rulemaking published	212	152	150	123	148
Proposed rules published	10	5	8	6	1
Adopted rule filings published	636	425	513	460	626
Synopses published in place of full text of adopted rules	10	9	11	11	16
Other material related to administrative law published	10	17	13	12	8

Notices of Rulemaking Published in the *New Mexico Register*

Agency	Notices Published
Acupuncture and Oriental Medicine, Board of	1
Agriculture, Department of	1
Albuquerque - Bernalillo Air Quality Control Board	3
Animal Sheltering Board	1
Athletic Commission	1
Children, Youth and Families Department	4
Counseling and Therapy Practice Board	1
Dental Health Care, Board of	2
Economic Development Department	2
Energy, Minerals and Natural Resources Department	5
Environmental Improvement Board	4
Finance and Administration, Department of	2
Game Commission	9
General Services Department	1
Health, Department of	6
Higher Education Department	4
Human Services Department	31
Livestock Board	2
Medical Board	2
Mining Commission	1
Optometry, Board of	2
Osteopathic Medical Examiners, Board of	1
Pharmacy, Board of	3
Physical Therapy Board	1

Psychologist, Examiners, Board of	1
Public Accountancy, Board of	1
Public Education Department	4
Public Employees Retirement Association	1
Public Lands, Commissioner of and State Land Office	1
Public Records, Commission of	5
Public Regulation Commission	3
Public Safety, Department of	4
Public School Insurance Agency	1
Racing Commission	8
Real Estate Commission	2
Regulation and Licensing Department	12
Secretary of State, Office of	1
Signed Language Interpreting Practices Board	1
Social Work Examiners, Office of	1
Superintendent of Insurance, Office of	1
Taxation and Revenue Department	1
Transportation, Department of	3
Water Trust Board	1
Water Quality Control Commission	3
Workers' Compensation Administration	1
Workforce Solutions, Department of	2
Total	148

Proposed Rules Published in the *New Mexico Register*

Agency	Other Material Published
Taxation and Revenue Department	1
Total	1

Adopted Rule Filings Published in the *New Mexico Register*

Agency	Rule Filings Published
Acupuncture and Oriental Medicine, Board of	8
Agriculture, Department of	3
Albuquerque - Bernalillo Air Quality Control Board	4
Animal Sheltering Board	6
Attorney General, Office of the	1
Auditor, Office of the State	2
Children, Youth and Families Department	3
Dental Health Care, Board of	7

DNA Identification System Oversight Committee and Administrative Center	1
Economic Development Department	4
Educational Retirement Board	6
Energy, Minerals and Natural Resources Department	6
Engineer, Office of the State	3
Environmental Improvement Board	6
Finance and Administration, Department of	3
Game and Fish, Department of	26
General Services Department	5
Health, Department of	9
Higher Education Department	4
Human Services Department	329
Livestock Board	11
Medical Board	9
Mining Commission	2
Nursing, Board of	2
Optometry, Board of	3
Osteopathic Medical Examiners, Board of	2
Pharmacy, Board of	11
Podiatry, Board of	9
Public Education Department	7
Public Employees Retirement Association	17
Public Lands, Commissioner of	2
Public Records, Commission of	22
Public Regulation Commission	5
Public Safety, Department of	1
Racing Commission	8
Real Estate Commission	11
Regulation and Licensing Department	26
Signed Language Interpreting Practices Board	6
Taxation and Revenue Department	1
Transportation, Department of	2
Veterinary Medicine, Board of	20
Water Quality Control Commission	2
Workers' Compensation Administration	6
Workforce Solutions, Department of	5
Total	626

Synopsis Published in the *New Mexico Register*

Agency	Other Material Published
Public Records, Commission of	16
Total	16

Other Material Related to Administrative Law Published in the *New Mexico Register*

Agency	Other Material Published
Architects, Board of Examiners for	2
Environmental Improvement Board	2
Human Services Department	3
Workers Compensation Administration	1
Total	8

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 thirty-two days or less for the average maximum number of days from the effective date of a rule to the on-line availability. During FY 2014, the average maximum number of days was twenty-nine.

In accordance with Sections 47-6-10 and 14-3-20 NMSA 1978, county subdivision regulations and interstate compacts must be filed with the state records administrator before they can become effective. The ALD maintains databases of the filed materials and makes lists of them available on-line.



Rules Analyst Amanda Lopez reviews rules filed with the division.

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 2010	FY 2011	FY 2012	FY 2013	FY 2014
County Subdivision Regulations	0	1	1	1	1
Interstate Compacts	0	3	0	0	0

Archives and Historical Services Division

OUR PURPOSE

The Archives and Historical Services Division (AHSD) 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.

Archives Bureau

The Archives Bureau is comprised of two administrative support positions and seven professional archivists who perform a full range of archival tasks to ensure an authentic and accessible record of New Mexico state government is maintained. The bureau had two unfilled positions during most of FY 2014.

Historical Services Bureau

The Historical Services Bureau has 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 educational programs. The board is an advocate for the preservation of New Mexico's historical records and for greater access to those historical records in private and public repositories throughout the state. It is an adjunct to the Commission of Public Records (CPR). Eight of its nine members are appointed by the

governor and serve staggered terms. The state records administrator serves ex officio as the state historical records coordinator and chair of the board.

OUR ACCOMPLISHMENTS

Archives Bureau

The Archives Bureau manages the State Archives, which is the central repository for 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 bureau responsible for overseeing the State Archives, it is a primary steward of New Mexico's documentary heritage. In its stewardship of the State's documentary patrimony, the bureau's activities were diverse. Several activities stood apart and are addressed below.

Ancestry.com Partnership

In FY 2014, the bureau continued its partnership with Ancestry.com, one of the world's largest companies specializing in on-line genealogical and historical records research. Ancestry staff completed the digitization of the Records of the Adjutant General's World War II enlistments, biographical questionnaires, photographs, and discharge records; the Records of

the New Mexico Corrections Department to include inmate index cards, intake sheets, glass plate negatives and cellulose nitrate negatives; and began digitizing the Mexican Archives of New Mexico. A total of 123,750 images were created in FY 2014.

- Adjutant General, World War II
58 boxes - 31,536 images
- Department of Corrections negatives
68 boxes - 8,898 images
- Department of Corrections records
23 boxes - 35,189 images
- Mexican Archives of New Mexico
77 boxes - 48,127 images

The records will be made available through Ancestry.com and later through the agency's online catalog. The project will continue through FY 2015.



Cassandra Rossi digitizes archival materials during the Ancestry.com project.

Motion Picture Film Preservation and Access

In FY 2014, the bureau completed a film preservation project funded by the National Film Preservation Foundation (NFPF) in the previous fiscal year.

The bureau was awarded \$6,570.00 to preserve the following four silent 16 mm films:

- *Adventures in Kit Carson Land*, print (N.M. Tourist Bureau and El Toro Film Company, 1917)
- *Adventures in Kit Carson Land, Dawson, New Mexico*, negative
- *A Day in Santa Fe*, print (Lynn Riggs and James L. Hughes, 1931)
- *Last Run of the Chili Line*, print (James L. Hughes, 1941)

Quality control issues at the laboratory resulted in the project extension. Upon inspection, staff discovered problems with the deliverables, and the film elements were returned to Fotokem in Burbank, California, for correction. The laboratory created new answer prints and corrected slates on the video elements. The final deliverables were received on August 21, 2013, and were accepted. The agency submitted the final report to the NFPF on August 26, 2013, and the remaining funds were released. The deliverables included new negatives from the three prints; an interpositive and new negative from the original *Dawson* negative; new answer prints, DigiBeta video masters, and DVDs of each reel. The new negatives, prints, and interpositive were rehoused, leadered, and the film descriptive records were updated in HERITAGE, the agency's online catalog.

On October 26, 2013, a free, theatrical screening of the films was held at The Screen on the campus of the Santa Fe University of Art and Design. Nearly a hundred people attended the event, which was featured in an article in the *Pasatiempo: The New Mexican's Weekly Magazine of Arts, Entertainment & Culture*.

The bureau digitized an additional twenty-three 16 mm motion picture films. Scope and content notes were expanded for each and published in HERITAGE:

- Serial No. 11061, *Calls That Cure*
- Serial No. 11063, *Fight for the Sky*
- Serial No. 11064, *Film Communique*
- Serial No. 11065, *Freedom Comes High*
- Serial No. 11066, *Fury in the Pacific*
- Serial No. 11067, *Here Come the Yanks*
- Serial No. 11069, *It Can't Last*
- Serial No. 11070, *It's Everybody's War*
- Serial No. 11073, *My Japan*
- Serial No. 11076, *Photography Flights*
- Serial No. 11074, *The 957th Day*
- Serial No. 11630, *Game and Fish film (1970)*
- Serial No. 11634, *Ibex Release (1971) Game and Fish*
- Serial No. 11115, *Navajo Land: Touring in Land of Enchantment*
- Serial No. 11117, *Old Lincoln County: Ft. Stanton, Santa Rita*
- Serial No. 11118, *Red River and White Sands*
- Serial No. 11120, *Roswell Area: Touring in Land of Enchantment*
- Serial No. 11123, *Santa Cruz: Touring in Land of Enchantment*
- Serial No. 11125, *Santa Fe: Touring in Land of Enchantment*
- Serial No. 11126, *Sunland Park: Touring in Land of Enchantment*
- Serial No. 11128, *Taos: Touring in Land of Enchantment*
- Serial No. 20394, *The Ballad of Crowfoot*
- Serial No. 37518, *New Mexico Humanities*

In addressing its 8 mm motion picture film, the bureau outsourced the conversion work to Rolling R Productions, a local company specializing in analog to digital conversion. Rolling R converted 134 8 mm films and one audio reel: eighty-three reels from the Historical Film Collection and another fifty-one from the Walter Kahn Motion Picture Film Collection as was the audio reel.



Magnetic Media Preservation and Access

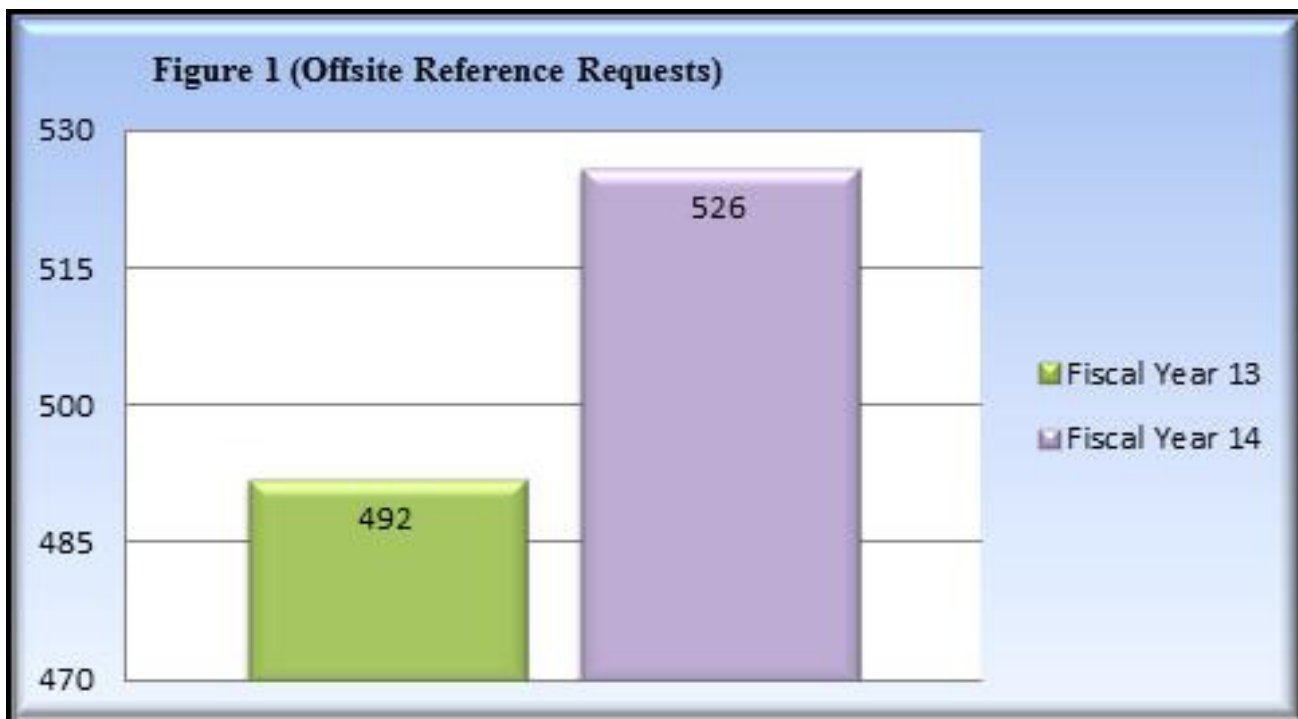
The bureau continued its efforts to preserve its at-risk video holdings on magnetic media. Archival staff converted to digital format twenty-one U-matic video tapes from its Historic Film Collection. Scope and content notes were expanded for each and published in HERITAGE.

- Serial No. 42907, *Ismail Merchant Day in Santa Fe*
- Serial No. 42908, *Santa Fe, A City Aglow*, KOAT-TV test reel of commercials for the city and its merchants
- Serial No. 42909, High school or junior high football game footage
- Serial No. 42910, Images of Santa Fe, plus footage of high school or junior high football game

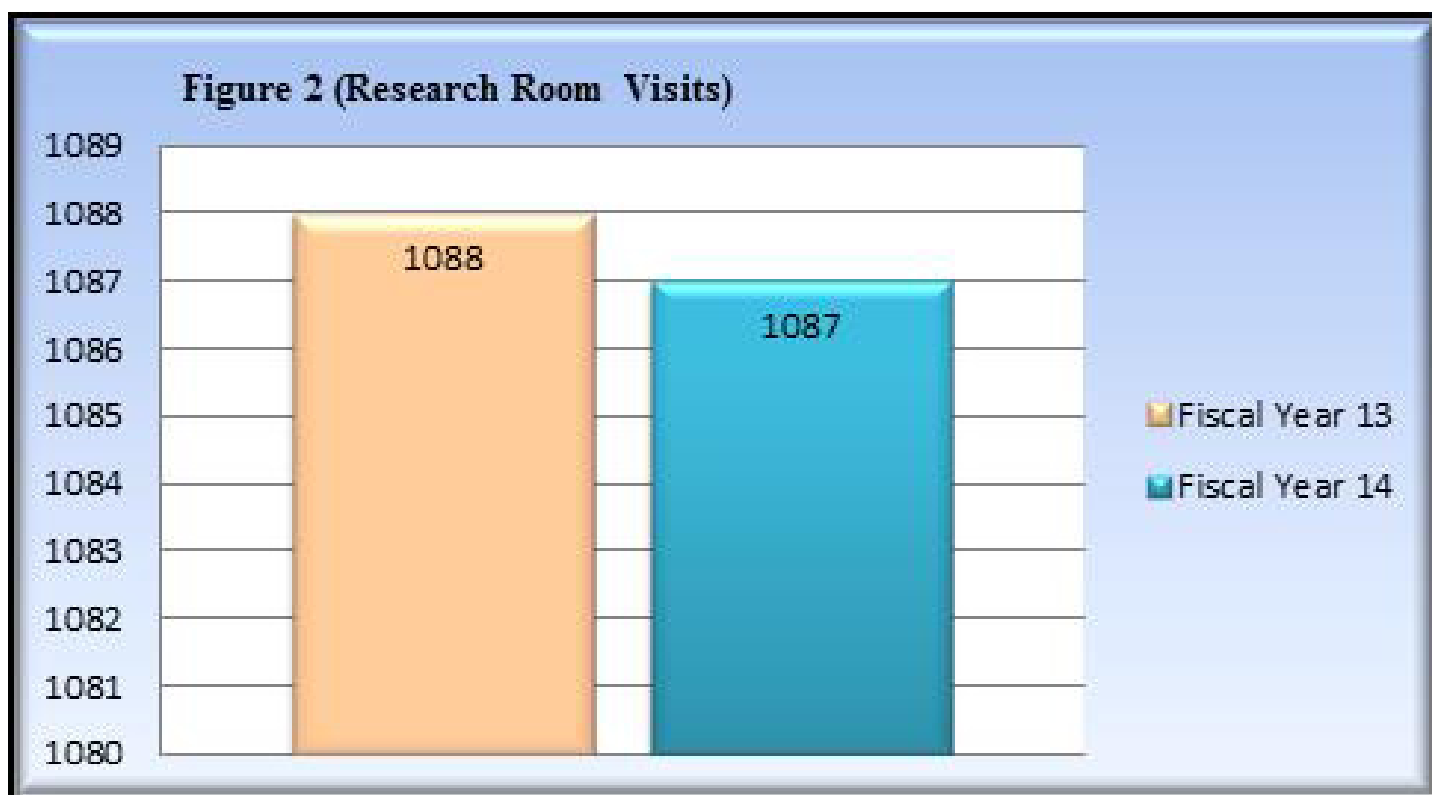
- Serial No. 42911, New Mexico Traffic Safety Bureau public service announcements
- Serial No. 42912, Commerce and Industry Department demo television advertisement
- Serial No. 42914, New Mexico Traffic Safety Bureau public service announcements
- Serial No. 42915, Parco/Anderson Film Associates general reel
- Serial No. 42916, DeVargas Mall Christmas TV commercials, unedited footage
- Serial No. 42917, *Santa Fe, A City Aglow*
- Serial No. 42920, Santa Fe business and television campaigns television commercial
- Serial No. 42921, Taco Bell commercial, “Perfect Nachos”
- Serial No. 42922, The Advertising Council: “Cocaine: Part II”
- Serial No. 42923, Bill Blackwell for CBS News 13
- Serial No. 42924, *It All Happens in Kansas City*
- Serial No. 42925, Television commercials (non-local)
- Serial No. 42926, New Mexico Gas Company television commercials
- Serial No. 42927, Television commercials (on-location)
- Serial No. 42929, KOB interviews
- Serial No. 42930, Department of Energy and New Mexico Gas Company television commercials
- Serial No. 42931, DeVargas Mall Christmas commercials

Access

In FY 2014, the number of offsite reference requests was 526. The staff answered 34 more requests in FY 2014 than in FY 2013 (Figure 1).



Research room visits were in line with last year's at 1,087 patrons visiting the research room (Figure 2).



Outreach

The bureau continued its outreach activities, offering educational presentations, tours, and other public programming. In October 2013, Archives Month was celebrated with the theme “*Growing as We Go.*” The events paid homage to the state’s dynamic agricultural heritage. The bureau held a three-day event of free educational sessions and a screening of historical films at The Screen on the campus of the Santa Fe University of Art and Design. On Thursday, October 24th, a beginning genealogist workshop was held followed by a tour of the research and genealogy rooms and vault. On Friday, October 25th, presenters gave lectures on native seed harvesting and the controversial advent of genetic modification of seeds; the influence of Middle Eastern culture on agriculture in Colonial New Mexico; the Bureau of Land Management’s seed and regeneration program; agriculture in ancient times; and seed and cultural preservation. On Saturday, October

26th, a free screening of four historical films was held. It included *Adventures in Kit Carson Land*, a 1915 or 1916 travelogue that follows a convertible Packard Twin 6 containing “five travelers and a spotted dog” over untamed dirt roads and switchbacks in northern New Mexico; *Adventures in Kit Carson Land (Dawson Reel)*, a short film that depicts coal-mining operations at the Phelps Dodge-owned mines in the northeastern New Mexico town of Dawson; the short silent film, *A Day in Santa Fe*, scripted by poet Lynn Riggs, follows a burro loaded with wood to sell as he goes about his rounds over a single day in 1931; and *Last Run of the Chili Line*, in which passengers take their last ride on the narrow-gauge Denver and Rio Grande Western from Santa Fe to Embudo.

In FY 2014, staff conducted four tours and gave presentations to forty-nine people. Of those, twenty-eight were students from Tierra Encantada Charter School.

STATISTICAL REPORTS

PUBLIC RECORDS ACCESSIONED	
Records Center Transfers	Cubic Feet (CF)
TOTAL	0 LF

PUBLIC RECORDS ACCESSIONED	
Direct Agency Transfers or via MOU and donation	Cubic Feet (CF); No. of Items
Cultural Affairs, New Mexico Department of	1.5 CF
Eddy County (election document)	Fractional
Educational Retirement Board, New Mexico	Fractional
Game and Fish Department, New Mexico	124 films; 2,122 images
General Services Department, New Mexico	1.39 GB
Human Services Department, New Mexico	2 books
Indian Affairs, New Mexico Department of	272 MB
Land Grant Council, New Mexico	1.5 CF
Lea County (election document)	Fractional
Lea County (election document)	Fractional
Legislative Council Service, New Mexico	11 CF
New Mexico State University	1 CF
Santa Fe County (election document)	Fractional
School for the Blind and Visually Handicapped, New Mexico	17 CF
Secretary of State, New Mexico (via State Library)	2 books
Sierra County (election document)	Fractional
State Publications Collection (MOU)	1 CF; 59 e-records
State Publications Collection (MOU)	2 CF; 276 e-records
State Records Center and Archives Photograph Collection	1 photograph; 11 post cards
State Records Center and Archives Photograph Collection	1 post card
State Records Center and Archives Photograph Collection	1 photograph
State Records Center and Archives Photograph Collection	2 photographs
Transportation, New Mexico Department of	12 CDs; 1 publication and oral history transcripts
Transportation, New Mexico Department of	52 film cans; 954 GB; 2.28 TB

Transportation, New Mexico Department of	1 box of slides; 5 photograph cabinets
Transportation, New Mexico Department of (via private donor)	1 map
TOTAL	35 CF; 12 CDs; 1 map; 4 books; 124 films; 335 e-pubs; 2,138 images plus 52 films cans and 5 cabinets of images

PRIVATE COLLECTIONS ACCESSIONED	Cubic Feet (CF); No. of Items
Carole Ann Darr Papers relating to the Darr and Coury Families of Duran, New Mexico	.50 CF
Carole Ann Darr Collection of Darr-Coury Family Photograph Albums and Scrapbooks	1.50 CF
First Presbyterian Church Archives Film Collection	2 16mm films
Genealogy Publications Collection	4 books
Ivan and Clarice Moore Collection of R.B. Dorsey Films	45 16mm films; 2 8mm films
John Baxter Research Collection	21 maps; .25 CF
Kathryn Thomas Family Papers Relating to Colonel Albert Eugene Van Patten	.50 CF
Marion "Jinx" Junkin Theater Papers	2 CF
Nancy L. Burgess Collection of New Mexico Postcards	.25 CF
NM Historic Film Collection	1 DVD
NM Microfilm Collection	1 reel
Pueblo of Santa Ana Records - Loan	.50 CF
Reference Room Book Collection	16 books
Russell B. Rice Papers	.25 CF
State Records Center and Archives History Files	1 paper
Unpublished Works and Dissertations Collection	1 paper
TOTAL	1 DVD; 2 papers; 20 books; 21 maps; 1 reel; 49 films; 5.75 CF

PUBLIC RECORDS PRESERVED	Cubic Feet (CF); No. Items
Records of the Office of Governor Garrey Carruthers	23 CF
Records of the Office of Governor Bruce King Papers, Third Term	19 CF
Records of the Office of Governor Gary Johnson	47 CF
Records of the Office of Governor Bill Richardson	25 CF
Records of the NM Public Defender Department	24.5 CF; 1,000 images
Records of the NM Environment Department	10 CF
NM State Publications Collection	36.5 CF
Records of the US Territorial and NM District Courts for Mora County – Civil	3 CF
Records of the US Territorial and NM District Courts for Otero County – Criminal	2 CF
Records of the NM Department of Cultural Affairs – Farm and Ranch Heritage Museum	1 CF
Records of the US Territorial and NM District Courts for Otero County – Criminal	2 CF
Records of the Pueblo of Santa Ana - Loan	.5 CF
TOTAL	193.5 CF; 1,000 images

PUBLIC RECORDS DESCRIBED	No. of Descriptive Records Created
Records of the Office of Governor Garrey Carruthers	1329 records
Records of the Office of Governor Bruce King Papers, Third Term	192 records
Records of the Office of Governor Gary Johnson	692 records
Records of the Office of Governor Bill Richardson	403 records
Records of the NM Public Defender Department	816 records
Records of the NM Environment Department	112 records
NM State Publications Collection	487 records
Records of the US Territorial and New Mexico District Courts for Mora County – Civil	99 records
Records of the US Territorial and New Mexico District Courts for Otero County – Criminal	782 records
Records of the NM Department of Cultural Affairs–Farm & Ranch Heritage Museum	21 records
Records of the Pueblo of Santa Ana - Loan	85 records
TOTAL	5,018 records

PRIVATE COLLECTIONS PROCESSED	Cubic Feet (CF); No. of Items
Edmundo Delgado Collection	21 u-matic tapes
Katherine Dorman Photograph Collection	728 images
New Mexico Historic Film Collection	27 16mm films
New Mexico Historic Film Collection	83 8mm films
Ken Marthey Motion Picture Film and Magnetic Audio Tape Collection	1 16mm film
New Mexico Jewish Historical Society Records -Walter Kahn Motion Picture Film Collection	51 8mm films; 1 audio tape
Reference Room Book Collection	14 books
Louise T. Trigg Photograph Collection	142 images
TOTAL	1,068 items

PRIVATE COLLECTION DESCRIBED	No. of Descriptive Records Created
Edmundo Delgado Collection	22 records
Katherine Dorman Photograph Collection	728 records
New Mexico Historic Film Collection	36 records
Ken Marthey Motion Picture Film and Magnetic Audio Tape Collection	1 records
Reference Room Book Collection	14 records
Louise T. Trigg Photograph Collection	142 records
TOTAL	943 records

Historical Services Bureau

The New Mexico Historical Records Advisory Board (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 the New Mexico State Legislature.

The CPR received an NHPRC grant (NAR13-RC-10173-13) in the amount of \$50,000 to be divided between FY 2014 and 2015. The grant provided funding for the NMHRAB regrant program, archival and records management workshops, staff travel, Council of State Archivists membership, and consultant services for strategic planning. The award was 16% of the project total cost of \$307,929. The remaining 84% was provided by the state of New Mexico through funds appropriated to the CPR.

Regrant Program

In FY 2014, nine proposals requesting \$69,100 in funding were submitted. The NMHRAB awarded \$42,489.50 in state and federal funds to seven grant applicants at its May 17, 2013, meeting.

The following is a five-year funding overview:

Fiscal Years	No. of Applicants	No. of Awards	No. of New Recipients	Funds Requested	Funds Awarded
2010	18	16	6	\$115,687.37	\$78,418.57
2011	28	18	7	\$183,193.30	\$84,405.00
2012	22	9	5	\$162,771.78	\$60,475.40
2013	11	8	2	\$80,026.45	\$60,775.40
2014	9	7	2	\$69,100	\$42,489.50

Following is a list of the FY 2014 award recipients, their projects, institution type, and funding amount.

1) **Acequia Madre House (non-profit)** – Federal funds were used to hire a contractor to develop an online finding aid for the archives of the Acequia Madre House in Santa Fe and to purchase storage materials for 173 linear feet of archival material. Archival materials include correspondence, records, photographs, clippings, and ephemera from the collections of the three women who built the Acequia Madre House: Eva Scott Muse Fenyes, Leonora Scott Muse Curtin, and Leonora F. C. Paloheimo. Amount awarded: \$5,948.25.

Previous NMHRAB Awards received:
FY 2012 \$3,924.20

2) **Concerned Citizens for Nuclear Safety (new recipient - non-profit)** – State funds were used to hire a contractor to arrange, describe, and rehouse 50 cubic feet of paper archival materials, 5 cubic feet of audio/visual materials and less than 1 cubic foot of electronic materials associated with the organization's activities related to Department of Energy sites in New Mexico over the past 25 years. Grant funds were used to hire a contractor to digitize the audio/visual records. Upon

completion, all materials were transferred to the Center for Southwest Research at the University of New Mexico. Amount awarded: \$5,525.00.

3) **Deming Luna Mimbres Museum (new recipient – non-profit)** – Federal funds were used to hire a contractor to digitize documents, photographs, maps, and scrapbooks dating back to 1881 and documenting the early history of Deming, Columbus, and the surrounding areas. After digitization was completed, museum staff preserved and rehoused the materials in the archives building at the museum. Amount awarded: \$6,545.00.



Deming volunteers Donald Williamson and Silvia Ligocky re-house newspapers into mylar sleeves.

4) Indian Pueblo Cultural Center (non-profit) – State funds were used to hire temporary staff and a photo archives contractor and to purchase supplies to process, describe, organize, digitize, and house the center’s photo collection comprised of 4,500 to 5,000 images including scrapbooks, stereographic images, glass plate negatives, and slides of Native American life in the Southwest dating from the early 1900s to the 1990s. Amount awarded: \$8,500.00.

Previous NMHRAB Awards received:
FY 2002 \$2,500.00

5) Pueblo of Isleta (tribal government) – Federal funds were used to hire a contractor to conduct an archival assessment and develop a strategic plan outlining short- and long-term goals for establishing a functioning archive for the pueblo to house approximately 374 cubic feet of original records comprising paper, photographs, and film dating from 1900 to the present. The records had been loosely filed in the pueblo’s records and retention building with no public access. Amount awarded: \$6,851.25.

Previous NMHRAB Awards received:
FY 2010 \$5,039.39

6) City of Las Cruces (municipal government) – State funds were used to hire a professional microfilm archiving company to microfilm between 36 and 40 cubic feet of long-term and permanent records including personnel files (2008-2009) and customer utility applications (2002-2004). Amount awarded: \$4,620.00.

Previous NMHRAB Awards received:
FY 2001 \$2,455.00
FY 2006 \$2,980.00
FY 2011 \$6,800.00
FY 2012 \$5,100.00

7) Moriarty Historical Society (non-profit) – Federal funds were used to purchase archival supplies and hire staff to digitize and rehouse 150 records, correspondence and photographs from the museum’s World War II collections as well as other small, family and business collections and to clean, repair, and rehouse twelve oversized ledgers, logs, and scrapbooks relating to the City of Moriarty, Torrance County, the state of New Mexico, the New Mexico Central Railroad, and other commercial sources. The affected materials comprise approximately nine cubic feet. Amount awarded: \$4,500.00.

Previous NMHRAB Awards received:
FY 2005 \$6,984.00
FY 2006 \$5,251.00
FY 2007 \$3,874.00
FY 2008 \$5,819.40
FY 2009 \$5,185.00
FY 2010 \$6,797.70
FY 2011 \$5,526.00
FY 2013 \$7,688.00

All recipients met their deadlines for completing their projects, submitting final reports and requesting reimbursement. At the close of FY 2014, the board awarded \$43,500 in grants to nine non-profit organizations, local governments, state agencies, and tribal governments for expenditure in FY 2015. The regrant program is regarded as a national model by the NHPRC.

Below is a list of the FY 2015 awardees. These will be detailed in the FY 2015 annual report:

GRANT RECIPIENTS	Amount Awarded
Acoma Haak'u Museum Board of Trustees	\$4,254.00
Artesia Historical Museum and Art Center	\$351.90
County of Lincoln	\$6,075.00
Mesa Prieta Petroglyph Project	\$5,885.58
New Mexico Museum of Space History	\$1,980.61
New Mexico State Library	\$8,202.50
Northern New Mexico College	\$8,471.66
Regents of the University of New Mexico (Maxwell Museum)	\$7,225.00
Taos County Historical Society	\$1,053.75

Educational Programming

In FY 2014, the NMHRAB funded two statewide training sessions. The board conducted a free training workshop on basic records management on October 24, 2013, at Artesia City Hall. The class was taught by board member Lisa Johnston, Assistant City Clerk for the City of Artesia. Seventeen people attended. Participants learned about records management issues for paper and electronic records. Ms. Johnston provided instruction on filing and storage techniques, explained how to conduct records destruction, and discussed issues relating to electronic records.

Additionally, the board sponsored one advanced training workshop on digitization projects. The class was offered at a reduced cost to increase participation. The training was entitled “Digitization Projects: Introduction to the Basics and a Hands-on Workshop to Get You Started” and was held on April 22, 2014, at the SRCA in Santa Fe. There was a \$10.00 fee to register. Within a week of opening registration and advertising the workshop, registration was full at the maximum capacity of thirty-five people representing twenty-one organizations. The waiting list had ten people. A webinar from the Society of American Archivists

entitled “Thinking Digital: A Practical Session to Help You Get Started” was shown, followed by a presentation by Mr. John Hyrum Martinez on metadata. The afternoon session was a hands-on workshop on how to do a small digitization workshop. NMHRAB consultant Dr. Anna Naruta-Moya conducted the afternoon session.

Outreach

During FY 2014, technical assistance was provided on approximately 186 occasions by the grants administrator. Technical assistance consisted of providing advice, answering questions regarding NMHRAB grant guidelines and reporting requirements, and assisting with completing the NMHRAB grant application.



Grants Administrator Meghan Bayer

The Historical Information Network and Tracking System (HINTS), a directory of historical records repositories, was also updated. Sixty-seven updates were made for HINTS repositories.

Updates were made for the following participants:

Artesia Museum	Hidalgo County Manager	San Miguel Mission Church
Bernalillo County Assessor	Indian Pueblo Cultural Center	Santa Fe County
Bernalillo County Treasurer	Lincoln County Clerk	Town of Taos
Catron County Assessor	Los Alamos County Administrator	Town of Vaughn
Cibola County Clerk	Los Alamos County Clerk	Valencia County Assessor
Citizens Committee on Historic Preservation	Luna County Clerk	Valencia County Clerk
City of Alamogordo	Luna County Treasurer	Valencia County Manager
City of Las Cruces	Mora County Clerk	Village of Bosque Farms
City of Las Cruces	Museum of International Folk Art	Village of Columbus
City of Las Vegas	National Hispanic Cultural Center	Village of Corona
City of Rio Rancho	New Mexico Commission of Public Records	Village of Folsom
City of Sunland Park	New Mexico Farm and Ranch Heritage Museum	Village of Fort Sumner
Corona Village Museum	New Mexico Museum of Art, Museum of New Mexico	Village of Maxwell
De Baca County Clerk	New Mexico Museum of Space History	Village of Roy
Deming Luna Mimbres Museum	New Mexico State University	Village of Ruidoso
El Rancho de los Golondrinas	Philmont Museum	Village of Santa Clara
Fort Sumner Public Library	Roosevelt County Clerk	Village of Taos Ski Valley
Harding County Clerk	Roswell Museum and Art Center	

During FY 2014, the grants administrator and the AHSD director conducted five site visits to the following organizations:

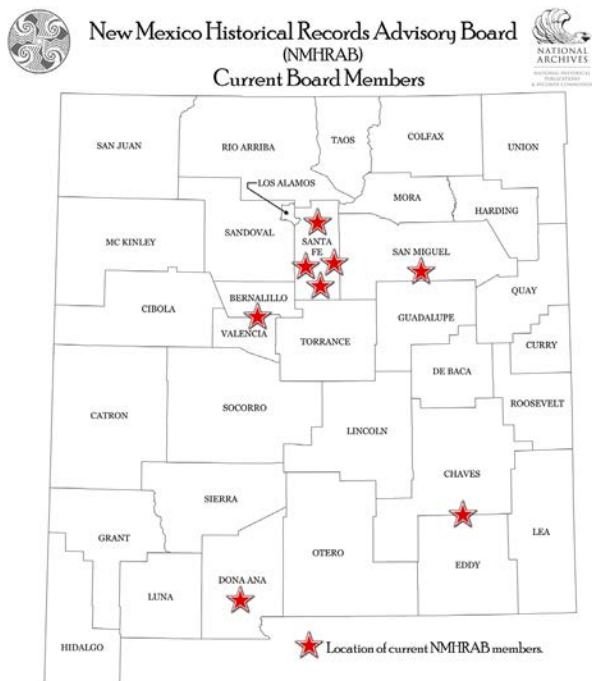
- Moriarty Historical Society, conducted April 8, 2014, by Ms. Bayer
- Indian Pueblo Cultural Center, conducted April 24, 2014, by Ms. Bayer and Ms. Salazar
- Acequia Madre House, conducted May 6, 2014, by Ms. Bayer
- Concerned Citizens for Nuclear Safety, conducted May 16, 2014, by Ms. Bayer
- Deming Luna Mimbres Museum, conducted June 18, 2014, by Ms. Bayer

Site visits ensure grant recipients are adhering to work plans and identify problems that may arise that would keep a recipient from completing the project.

New Mexico Historical Records Advisory Board Members

The following is a list of current Board members, the number of terms served, and the current term:

Board Members	Terms Served	Current Term
Lisa Johnston, Assistant City Clerk City of Artesia	4 th Term	September 25, 2016
Terry Ortega Legal Assistant/Historian	4 th Term	September 25, 2014
Beth Silbergleit, Archivist UNM-Center for Southwest Research	3 rd Term	September 25, 2014
Martha Shipman Andrews, Archivist and Associate Professor New Mexico State University	2 nd Term	September 25, 2016
Linda Gegick, Museum Director City of Las Vegas Museum, Retired	2 nd Term	September 25, 2016
Willow Powers, Anthropologist and Certified Archivist Emeritus	2 nd Term	September 25, 2016
Dr. Matthew Martinez, Director of Northern Pueblos Institute and Assistant Professor at Northern New Mexico College	1 st Term	September 25, 2014
Ryan Flahive, Archivist Institute of American Indian Arts	1 st Term	September 25, 2014



Updated 9/2014

NHPRC
DOCUMENTING DEMOCRACY
National Historical Publications and Records Commission

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Don Felipe por la gracia de Dios Rey de Castilla
 Leon, de Aragon, de Sicilia, de Jerusalem, de Portugal,
 de Navarra, de Granada, de Toledo, de Valencia, de
 Galicia, de Mallorca, de Sevilla, de Cerdeña, de
 Cordoba, de Castella, de Murcia, de Jaen, de los al-
 garbes, de Algezira, de Gibraltar, de las Islas de Cana-
 rias, de las Yndias firme de mar oceano, de
 Chidagua de Navarra, duque de Borgoña, bra-
 vante de Milan, conde de Artois, de Flandes,
 de Brabant, de Barcelona, señor de Navarra, de
 Molina, de Alcazar de Segura, de Benavente, de
 Perea, del orden del seraphico san Francisco,
 Custodio de los Reinos de la Nueva España, que ven-
 den en las prouias de San Marcos, onotro qualquiera
 Estado otro cargo: exhibiere la dicha Custodia, Religi-
 osa de ellas: Sabed, que en la Nueva que el Marquis
 de Guadalcázar pariente mi suyo, Gobernador
 de las prouias de Nueva España y por ende de
 mi audiencia oyan y olieren Real quoviendo en la
 Ciudad de Mexico, subo en veinte y nueve de
 Julio de este año con los tres oidores mas antiguos
 de la mi audiencia presente mi fiscal en conformidad
 del orden que luego dando; se dieron algunas cartas
 misas, memoriales, letas, y otros de autos que se
 en las dhas prouias han de gacando de nuevo al dho
 mi suyo diferentes personas de eclesiasticas, como se
 culares, por los que ha contado de incompetencia
 de su elision. Y otros que se han al dho Custodia
 de la dha mi suya, ha havido, y se pretende
 de el dho Padre que en Mexico de las bulas
 de su Santidad Leon diezimo, y Adriano Sexto.



Rick Hendricks, Bonnie Coleman, and Robert D. Martinez

New Mexico **history.org**

About Us Genealogy Special Projects Teachers Scholars Program 2015

PEOPLE PLACES TIMELINES MULTIMEDIA TOPICS

SEARCH [advanced search](#)

"1956 Play Ball!" Courtesy, Little League World Series Archives, www.littleleague.org.

Click below to hear and read the story about New Mexico's only World Series Little League Champions:

Roswell's Boys of Summer 1956

<p>BCE 10000-9000 Clovis people</p> <p>The Clovis people are in New Mexico by the end of the last ice age (12,000 to 11,200 years ago), although recent research suggests that date may be pushed back even further.</p> <p>Read More</p>	<p>BCE 9000-8000 Folsom people</p> <p>Folsom people flourish throughout the Southwest at the end of the last ice age.</p> <p>Read More</p>	<p>CE 700-1300 Anasazi culture evolves into Chaco Civilization</p> <p>Anasazi or Ancestral Pueblo culture centered on the Four Corners area are best known for their occupation of stone and adobe dwellings, such as cliff dwellings and Great Houses.</p> <p>Read More</p>	<p>CE 1200-1500s Pueblo Indians along the Rio Grande</p> <p>Most of the Rio Grande Valley and immediately adjacent areas of New Mexico were sparsely populated before 1200, a date used as a beginning for the establishment of many of the Pueblo villages that continue to be lived in today.</p>	<p>CE 1450s-1550s Navajo and Apaches in the Southwest</p> <p>Navajo and Apache, Athabascan-speaking groups arrive in the Southwest. Evidence of Navajo in Upper San Juan area in they raise corn and grow grey ceramic ware. Also enter the area.</p>
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Education, Research, Preservation, and Community Outreach

Office of the State Historian

OUR 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 the 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.

OUR ACCOMPLISHMENTS

New Mexico History Scholars Program

In FY 2014, the New Mexico History Scholars Program received funding support from the Historical Society of New Mexico, the University of New Mexico, and the Commission of Public Records. The program encourages research in archival repositories throughout the state. On December 19, 2013, the OSH Scholars Review Committee met and made recommendations for FY 2014 awards. The agency received seventeen applications, and seventeen fellowships were awarded. The following is a list of recipients and their research topics.

Jordan Biro, Ph.D. candidate, University of New Mexico

“The Making of Gay and Lesbian Identities, Cultures, and Activism in New Mexico, 1940s-1980s”

Ramona Caplan, Ph.D. candidate, University of New Mexico

“The Unique Friendship of Lee Marmon, George Clay Pearl, and Artie Bibo”

William Carlton, Ph.D. candidate, University of New Mexico

“Fabián García and the New Mexico Chile”

Candolin Cook, Ph.D. candidate, University of New Mexico

“The Makings of a Real City”: Aldo Leopold and Albuquerque’s Rio Grande Park”

Maurice Crandall, Ph.D. candidate, University of New Mexico

“American Indian Voting in Mexican New Mexico and Arizona, 1821-1846”

Claude Fouillade, Ph.D.

“Records kept by Fr. Morin and Fr. Grange at St. Albino’s in Mesilla, NM, 1872-1926”

Morgan LaBin Veraluz, Ph.D.

“Cycles of Harvest and the Economics of Violence: 1692-1720”

Derek LeFebre, Master's student, University of Northern Colorado

"Pursuit of Prosperity below the Ocate Mesa, 1846-1912"

Felipe Mirabal, independent scholar

"A Clock, a Retablo and a Novena: The Beginnings of the Santuario de Chimayó"

Daniel Moya, BAFA

"Built Environment and Student Experience in the Santa Fe Boarding Schools for Indians, 1880-1920"

Anna Naruta-Moya, Ph.D.

"The Chinese of New Mexico, 1870-1920"

Federico A. Reade, Jr., Ph.D.

"From History to Novel-Justicia y Tierra: An Eagle's Cry A Story of the Land Grant Movement"

Deni J. Seymour, Ph.D.

"Archival Evidence of the Salinas Pueblo Jumanos"

Sonja Sonnenburg, JD

"Military Citizenry, Indigenous Spaces and the De La O Sisters in Nueva Viscaya and Nuevo Mexico"

Christopher Vigil, Ph.D. Candidate, University of New Mexico

"An Interactive Digital Map of Bernalillo County, 1848-1912"

Alissa de Wit-Paul, Ph.D.

"Rise of Green Architectural Practices in New Mexico"

New Mexico History Website

In FY 2014, the official OSH website, newmexicohistory.org, underwent an extreme makeover with the aid of the agency's information technology staff. The newly renovated site boasts a fresh new look and continues to be an excellent source

of information for researchers, students, educators, and anyone interested in New Mexico's rich history. The website is updated regularly and is home to articles, digital image content, podcasts, online exhibits, photographs, and audio/visual materials all related to New Mexico history. In FY 2014, the website received a total 260,780 unique visits.



State Historian Rick Hendricks

State Historian Activities

The state historian delivered papers at one conference, gave fourteen public lectures, published three print articles, thirteen website articles, and coauthored one book. He also moderated in three panel discussions and was a panelist at one event. The state historian regularly responds to requests from education institutions. In FY 2014, he made three school visits and was a judge at the regional and state National History Day competitions. The state historian also answered an average of thirty patron queries a month and served on the board of the Northern Rio Grande National Heritage Area (NRGNHA), the board of the Historical Society of New Mexico, and the *El Palacio* editorial board. He is also chair of the CPRC.

Panels

- Moderator, NRGNHA, Archives Month Symposium, State Records Center and Archives (SRCA), October 25, 2013
- Moderator, Religious Communities in San Miguel County in the Late Nineteenth and Early Twentieth Centuries, HSNM Annual Conference, Las Vegas, May 2, 2014
- Panelist, New Mexico Press Women's Roundtable on Writing Non-fiction, Las Cruces, May 17, 2014

Conference Paper

- "Petersburg, New Mexico: Planned Utopian Community in San Miguel County, 1907-1910," HSNM, Las Vegas, May 2, 2014

Lectures

- "Tool Traditions in the American Southwest," Texas Historical Foundation, New Mexico History Museum, Santa Fe, July 19, 2013
- "El Paso Missions in Transition: 1850-1900," The Missions and Their People Lecture Series El Paso Museum of History, El Paso, Texas, July 20, 2013
- "Diego de Vargas's Two Families," Santa Fe Fiesta Lecture, New Mexico History Museum, Santa Fe, September 4, 2013
- "Mexican New Mexico v. the United States," NMSU-Carlsbad, September 5, 2013
- "The Sandia Pueblo Grant," 12th Judicial District Bench and Bar Annual Convention, Alamogordo, September 6, 2013
- "The Gadsden Purchase," Hispanic Genealogical Research Center, Albuquerque, October 5, 2013
- "Winfred Ernest Garrison," New Mexico Archives Week, NMSU, Las Cruces, October 23, 2013

- "Culture Change in 18th-Century New Mexico," New Mexico History Museum, Docent Training, Santa Fe, November 5, 2013
- "El Paso del Norte: Southern Gateway to New Mexico on the Camino Real," New Mexico History Museum, Docent Training, Santa Fe, January 13, 2014
- "Pueblo Indian Land Tenure in New Mexico," Glimpses of the Past, National Park Service, Las Vegas, New Mexico, January 16, 2014
- "Early Agricultural History of the Mesilla Valley," Las Cruces Railroad Museum, February 11, 2014
- "The Rhodes Boys and the Casad Girls," Lunch and Learn, First National Bank, Alamogordo, February 13, 2014
- "The Legacy of Mary Daniels Taylor," dedication of the Mary Daniels Taylor Durango Microfilm Collection at NMSU, Las Cruces, June 6, 2014



Dr. Hendricks and Assistant State Historian Rob Martinez

Genealogy Workshops with Assistant State Historian

- SRCA, Santa Fe, August 9, 2013
- SRCA, Santa Fe, October 24, 2013
- Las Vegas Museum and Rough Rider Collection, Las Vegas, June 21, 2014

Articles

- “Thomas Casad: Agricultural Editor of Mesilla,” *Southern New Mexico Historical Review*, 21 (January 2014): 12-19.
- “The Diocese of Durango and the Rise of the Mexican Church: The Last Decade of Spanish El Paso, 1811–1821,” *Catholic Southwest: A Journal of History and Culture* 24 (2013): 60-76.
- “The First Certification of the El Paso Presidio,” *New Mexico Genealogist* 53:1 (March 2014): 34-36.

Articles posted to newmexicohistory.org

- “Antonio Severo Borrajo, Spanish-Mexican Patriot Priest”
- “Software Entrophy: Responding Gracefully as Your Website Falls Apart”
- “Governor Diego de Peñalosa Requests an Embargo on the Goods of Governor Bernardo López de Mendizábal”
- “Governor Juan de Samaniego y Jaca, 1653-56”
- “Observations of Pueblo-Spanish Relations in the Vargas Era”
- “Franciscan Ritual in Seventeenth-Century New Mexico: Possession of Churches”
- “Sofio Henkel and the Early History of the Hanover Mine”
- “Celebrating with Food: 1912”
- “A Documentary View of a Dispute over Episcopal Jurisdiction: Father José de Jesús Cabeza de Baca and the Battle for the Church in the Mesilla Valley”
- “Almeron Newman, Panoramic Photographer”
- “Thomas Casad Writes: Letters from Mesilla, 1875-1878”
- Rick Hendricks and Robert D. Martínez, “New Light on the Family and Origins of Governor Albino Pérez”

Books

- Malcolm Ebright, Rick Hendricks, and Richard

Hughes, *Four Square Leagues: Pueblo Indian Land in New Mexico* (Albuquerque: University of New Mexico Press, 2014).

Editing

- *Southern New Mexico Historical Journal*; Doña Ana County Historical Society, Las Cruces, NM, volume XXI, January 2014. Co-editor with Robert D. Martínez.

School Visits

- Santa Fe High School, Honors History Class, September 3 and 5, 2013
- Eubank Academy, Albuquerque, November 19, 2013 (five classes)
- Piedra Vista High School, Farmington, April 9, 2014 (six lectures)

National History Day

- Regional Judge – Las Cruces, March 4, 2014
- State Judge – Albuquerque, April 25, 2014



Dr. Rob Martinez

Assistant State Historian Activities

The assistant state historian delivered a paper at one conference, gave five public lectures, published three print articles, and one website article. He made four school visits and was a judge at the regional and state National History Day competitions. The assistant state historian answered an average of 30 patron queries a month.

National History Day

- Regional Judge – Albuquerque, March 7, 2015
- State Judge – Albuquerque, April 25, 2014

Conference Paper

- “The Jesuits in Las Vegas, New Mexico” HSNM, Las Vegas, May 2, 2014

Lectures

- “The Casta, or Caste, System in New Spain and New Mexico, 1521-1821,” Hispanic Genealogical Research Center, August 30, 2013
- “Diversity in Cultures in New Mexico,” BLM, Santa Fe, September 13, 2013
- “Using Paleography and Reading Spanish Colonial Documents for Research Purposes” New Mexico Genealogical Society, October 19, 2013
- “The Casta, or Caste, System in New Spain and New Mexico, 1521-1821” Spanish Colonial Arts Museum, November 18, 2013
- “History and Culture of New Mexico,” Leadership New Mexico at the Santa Fe Community Foundation HUB, Santa Fe, February 28, 2014

School Visits

- Santa Fe High School, Honors History Class, September 3 and 5, 2013
- Rio Grande High School, Albuquerque, November 12, 2013
- Jackson Middle School, Albuquerque, March 28, 2014 (six classes)

- Piedra Vista High School, Farmington, April 9, 2014 (six lectures)

Articles

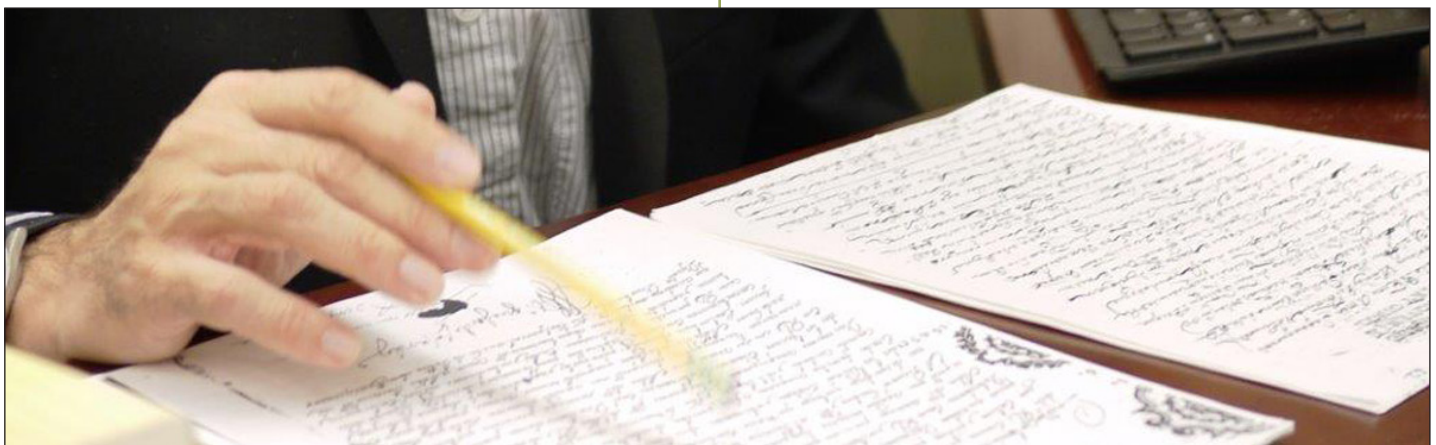
- “Mexico City Roots: Jirón de Tejeda, Leyva y Mendoza and Afán de Rivera Families Part 1” *El Farolito*; Olibama López Tushar Hispanic Legacy Research Center, Summer 2013, co-authored with José Antonio Esquibel.
- “The Maternal Ancestry of the Mascareñas-Acosta Family of New Mexico” *New Mexico Genealogist*, the periodical of the New Mexico Genealogical Society; Albuquerque, NM, September 2013, vol. 52, no. 3.
- “The Maternal Ancestry of the Valdez Family of New Mexico” *Herencia: The Quarterly Journal of the Hispanic Genealogical Research Center of New Mexico*; HGRC, Albuquerque, NM, Volume 21, Issue 4, October 2013.
- “Notes on the Origins of Fabián García” *Southern New Mexico Historical Journal*; Doña Ana County Historical Society, Las Cruces, NM, volume XXI, January 2014.

Articles posted to newmexicohistory.org

- “The Mulatos of Cochiti”
- Rick Hendricks and Robert D. Martínez, “New Light on the Family and Origins of Governor Albino Pérez”

Editing

- *Southern New Mexico Historical Journal*; Doña Ana County Historical Society, Las Cruces, NM, volume XXI, January 2014. Co-editor with Rick Hendricks.





Pete Chacon, Robert Wise,
and Cody Misplay



The Information and Technology (IT) lab is the home and hub for the agency's IT staff.

Information Technology Management Division

Our Purpose

The Information Technology Management Division (ITMD) provides a broad range of technical services and support to the Commission of Public Record's staff; supports the agency's strategic goals and initiatives; maintains secure and reliable local and wide area networks for the daily operations of the State Records Center and Archives (SRCA); 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 IT network specialist 2, and an IT generalist 1. The division director also serves as the chief information officer (CIO), providing 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 accomplishments in FY 2014.

Our Accomplishments

Annual Information Technology 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 ITMD 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 contributed significantly to the Centralized Electronic Records Repository (CERR) project. This unprecedented initiative will allow the agency to provide an enterprise approach to capturing, managing, and retrieving inactive electronic records for state government agencies, including e-mail, Microsoft generated documents, portable document files, and other digitally born and scanned documents. HP Records Manager, a Hewlett-Packard product, was selected as the enterprise document and records

management solution to run CERR. Previously known as HP TRIM, the software application has been in use at the SRCA for five years to track boxed paper records in the Santa Fe and Albuquerque records centers. HP Records Manager also provides the ability to track electronic records.



ITMD Director Peter Chacon

The division director provided expertise and leadership, taking on numerous responsibilities, including participation in the hiring of a project manager; assisting with the development of scope of work documentation and deliverables for contracts; contacting and setting up vendor meetings; coordinating independent validation and verification interviews; reporting progress to the Department of Information Technology (DoIT) Project Certification Committee (PCC); and working closely with the administrative services division to ensure that all contract and budgetary concerns were addressed. Additionally, project planning was greatly facilitated with the rehiring of a project manager. The project manager organized regular and special meetings, conducted research, and prepared project documentation as required by the PCC.

The CERR project remained in the planning phase of

the DoIT project certification criteria. A contractor was also hired to write a request for proposal to offer the CERR service as a software as a service, requiring each agency to pay a per user fee.

Websites and Search Engines

The ITMD staff continued to work on creating and designing new websites and applications for the agency and its divisions. In FY 2014, the division re-launched newmexicohistory.org, the official website for the Office of the State Historian (OSH). The redesigned website is powered by ExpressionEngine, a content management system that allows staff to create interactive timelines and add content without any reprogramming. To facilitate its management, the ITMD webmaster created templates and instructions for OSH staff to follow.

Work also continued on the agency's main website, nmcpr.state.nm.us, which is scheduled to re-launch in FY 2015. The website provides agency contact information, notices of upcoming events, training and registration information, agency forms, and access to the *New Mexico Administrative Code*, the *New Mexico Register*, the Historical Information Network and Tracking System, a directory of historical records repositories, and to HERITAGE, the online catalog for the State Archives of New Mexico. When launched, the new agency website will use current content management technologies and programming languages that will result in a user friendly and more manageable website.

Microsoft Active Directory Network Upgrade

During FY 2014, the ITMD contracted and supervised the successful upgrade of the agency's operating environment. The agency moved from a Microsoft

Workgroup environment to a Microsoft Active Directory (AD) configuration. This new configuration simplifies the management of the agency's technological assets such as printers, network drive shares, and many other ITMD resources. AD allows the ITMD staff to manage the assets centrally without making changes to multiple servers or at individual desktops. It allows for updates and upgrades to be pushed out from an update server. The upgrade included two new servers to serve the purpose of redundant domain controllers in support of the AD software environment. User profiles for forty-three desktop computers were migrated along with fourteen agency servers. The Albuquerque records center was also upgraded, resulting in a direct network connection to applications running on servers in Santa Fe. This required additional hardware and configurations to accommodate the remote site with a more secure link. Also included in the upgrade was the virtualization of eight agency servers. Virtualization is a technique that moves an image of a server's operating environment and all running applications and configuration into a virtualized environment running on a single server. An application called VMware was purchased for this purpose. The physical server is no longer needed resulting in cost savings related to replacement and maintenance.



ITMD staff Cody Misplay and Bobby Wise in lab.

IT staff also upgraded the Eloquent Systems archival software and hardware and assisted with customizations to help track and provide online access to archival holdings.

Digital Archives Repository and Other Digital Initiatives

The Archives and Historical Services Division (AHSD) in agreement with Ancestry.com continued to scan archival holdings. The division also digitized more at-risk magnetic media. The result was a substantial increase in the amount of storage needed to host and backup these scanned images. To accommodate the increased storage needs, the ITMD staff incorporated three file servers. The first server is used for general archival images and has a capacity of 6 terabytes (TB). The second file server is used for video and audio files and has a capacity of 5.5 TB. The third file server is used for images scanned by Ancestry.com with a capacity of 6 TB. A large capacity file server with 12 TB of storage is used to backup these three servers along with the VNC Network Attached Storage appliance. The ITMD staff also assisted in identifying new hardware and software to continue the digitizing efforts and facilitate access to collections. Purchases included two microfilm scanners with associated computers, one film digitizing computer with associated hardware and software, and one Canon copier and associated computer.

Other Accomplishments

The ITMD staff also assisted with the development of the annual IT budget request, the approval of IT related RFPs, contracts, and purchase requests, as well as completion of the annual IT inventory. Additionally, the division set up five new desktops for new employees and replaced nine others on the maintenance schedule. The ITMD also responded to 392 help desk requests via its internal helpdesk application.

Management

IPRA Database Workflow Information Business Procedure Fiscal Active
Digital Conversion Disposal Government Description Signature Folder Maintenance County
Conservation Preservation Confidential Integration Municipality Box Accountability Taxonomy
Admissibility and Trustworthy File Administrative Date Authenticity
Agency Paper **Records** Metadata Archiving Interoperability
Storage **Retention** Reliability Policy Inventory Digitize
Disposition Forms Migration Vital Scanning Analysis Physical Repository
Schedule Standard Lifecycle Appraisal Software Essential Research Accession Inactive Integrity
Process Version Microfilm Permanent Audit E-mail Historical Electronic



The Santa Fe and Albuquerque records centers have reached capacity.

Records Management Division

OUR 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 the 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.

Additionally, the RMD staff guides agencies in the establishment of policies and recordkeeping requirements that allow the organizations to establish and maintain control over their information flow and administrative operations.

OUR ACCOMPLISHMENTS

Agency Analysis Bureau

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

Schedules developed, filed, and issued in FY 2014 are listed in the pages that follow:

Amended

1.18.333 NMAC	ERRDS, Taxation and Revenue Department
1.18.420 NMAC	ERRDS, Regulation and Licensing Department
1.18.630 NMAC	ERRDS, Human Services Department
1.18.665 NMAC	ERRDS, Department of Health

Repealed and Replaced

1.18.370 NMAC	ERRDS, Secretary of State
1.18.394 NMAC	ERRDS, Office of the State Treasurer
1.18.420 NMAC	ERRDS, Regulation and Licensing Department
1.18.508 NMAC	ERRDS, New Mexico Livestock Board
1.18.760 NMAC	ERRDS, Adult Parole Board
1.18.950 NMAC	ERRDS, Higher Education Department

Centralized Electronic Records Repository Project

A continuing goal of the Commission of Public Records (CPR) is to obtain an electronic records management system that will function as the Centralized Electronic Records Repository (CERR) for the electronic records of state agencies. The commission initially received \$150,000 in the 2008 General Appropriations Act

for phase one of the project. Phase one included an assessment of the agency's operations and business processes and identified the infrastructure required to support the implementation of CERR.

The commission received additional \$1,272,400 for the project (\$450.0, Laws 2012, Chapter 19, Section 7 and \$822.4, Laws 2013, Chapter 227, Section 7) and spent \$114,000 through FY 2014. The CERR project team contracted with a project manager to provide meeting support and documentation required to meet Project Certification Committee requirements and continued to meet regularly. The CERR team tested e-mail integration, transferred files into CERR, and transferred test files to archives. The team also continued analysis of the four models identified during FY 2013 and selected the software as a service (SaaS) model to implement CERR as a statewide enterprise system. Based on analysis and research, the CERR team drafted a scope of services required for a SaaS-based implementation of CERR and contracted services to write the first draft of an RFP for review and input from the State Purchasing Division and the Department of Information Technology.

Additionally, the team identified potential pilot agencies and developed a roll-out approach using the State Records Center and Archives as a model agency. This method will help identify issues relevant to securing agency buy-in, which is critical if agencies are to adopt CERR over the long term. All of these tasks supported decision making related to procuring implementation services. Once the implementation procurement is complete, the project will move from the planning to implementation phase.

Electronic Records Bureau

The Electronic Records Bureau provides guidance to state agencies, courts, and local governmental offices on the management of electronic records. Through its film inspection program, it also monitors microform (microfilm and microfiche), computer output microfilm, and electronic imaging production by state agencies and district courts for adherence to standards promulgated as rules by the CPR. The bureau also assists with the development of micro-photography plans.

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

Note: During FY 2014, the Public Regulation Commission was restructured. The Office of the Superintendent of Insurance became its own entity, and the Corporations Division was transferred to the Secretary of State. The report reflects these changes.

Executive Agency	Beginning Inventory 7/1/2013	Microforms Inspected	Microforms Accepted into Storage	Microforms Destroyed	Microfilm Transferred to Archives	Rolls of Film Withdrawn	Ending Inventory for FY 2014 6/30/2014
Corrections Department	401	0	0	0	0	0	401
Cultural Affairs Department	874	35	35	0	0	0	909
Education Department, Public	125	0	0	0	0	0	125
Educational Retirement Board	710	0	0	0	0	0	710
Energy, Minerals, and Natural Resources Department	1,045	0	0	0	0	0	1,045

Engineer, Office of the State	10,458	0	0	0	0	0	10,458
Environment, Department of	90	0	0	0	0	0	90
Finance and Administration, Department of	711	0	0	0	0	0	711
Game and Fish, Department of	17	0	0	0	0	0	17
General Services Department	87	0	0	0	0	0	87
Health, Department of	995	0	0	0	0	0	995
Human Services Department	706	0	0	0	0	0	706
Investment Council, State	6	0	0	0	0	0	6
Land Office, State	1,947	0	0	0	0	0	1,947
Livestock Board	2	0	0	0	0	0	2
Nursing, Board of	1	0	0	0	0	0	1
Personnel Office, State	1,057	0	0	0	0	0	1,057
Professional Engineers and Professional Surveyors, State Board of Licensure for	346	0	0	0	0	0	346
Public Regulation Commission	17,991	0	0	0	0	0	9,486
Public Safety, Department of	17	0	0	0	0	0	17
Records, Commission of Public	12,749	0	0	0	0	0	12,749
Regulation and Licensing Department	239	0	0	0	0	0	239
Secretary of State, Office of the	175	0	0	0	0	0	8662
Superintendent of Insurance, Office of	0	0	0	0	0	0	18
Taxation and Revenue Department	59,622	0	2432	0	0	0	62,054
Transportation, Department of	4,576	0	241	0	0	0	4,817
Veteran's Service Department	66	0	0	0	0	0	66
Worker's Compensation Administration	573	0	0	0	0	0	573
Workforce Solutions Department	7	0	0	0	0	0	7
TOTAL EXECUTIVE AGENCIES	115,593	35	2,708	0	0	0	118,301
<i>Non-Executive Agency</i>	Beginning Inventory 7/1/2013	Microforms Inspected	Microforms Accepted into Storage	Microforms Destroyed	Microfilm Transferred to Archives	Rolls of Film Withdrawn	Ending Inventory for FY 2014 6/30/2014
Colleges/Universities	154	0	0	0	0	0	154
Counties	9,120	3	3	0	0	0	9,123

Court of Appeals	1	0	0	0	0	0	1
District Attorneys	41	0	0	0	0	0	41
District Courts	26,265	183	183	0	0	0	26,448
Judicial Standards Commission	195	0	0	0	0	0	195
Municipalities	2,282	0	0	0	0	24	2,258
School Districts	1,071	43	43	0	0	2	1,069
Silver City Consolidated	176	0	0	0	0	0	176
Supreme Court	336	0	0	0	0	0	336
TOTAL NON-EXECUTIVE AGENCIES	39,641	229	229	0	0	26	39,801
TOTAL	155,234	264	2,937	0	0	26	158,102

State Records Center

The State Records Center provides storage for inactive or infrequently used paper records of state agencies. This service is offered without charge, provided the records still have legal retention requirements. Agencies wishing to store records beyond set retention periods, may be charged for that storage. These inactive and infrequently used paper records are stored in record centers specially designed for compact and economical storage of records. The record center facilities are located in Santa Fe and Albuquerque.

During FY 2014, the two facilities processed 1,681 cubic feet of records for storage. The FY 2014 ending inventory reflected 114,056 cubic feet of records in storage, an increase of 1,206 cubic feet over the FY 2013 ending inventory. The Santa Fe records center also provides secure, vault storage for the off-site storage of disaster recovery backup files and electronic media.

Records Center storage and disposition activity.

Executive Agency	Starting Inventory 7/01/2013	Boxes Brought in for Storage	Boxes Withdrawn	Boxes Returned	Boxes Transferred to Archives	Boxes Destroyed in the Records Center	Boxes brought in for Destruction	Ending Inventory for FY 2014 6/30/2014
Aging and Long-Term Services Department	833	0	2	1	0	0	77	832
Architects, Board of Examiners for	80	0	5	5	0	0	17	80
Attorney General, Office of the	3,202	1	24	2	0	0	0	3,181
Auditor, Office of the State	75	0	0	0	0	0	20	75
Blind & Visually Impaired, School for the	54	0	0	0	0	0	0	54
Blind, Commission for	4	0	0	0	0	0	0	4
Children Youth and Families Department	5,367	124	141	126	0	0	855	5,476

Corrections Department, State of New Mexico	15,220	132	963	1,097	0	0	892	15,486
Crime Victims Reparation Commission	780	0	41	42	0	0	0	781
Cultural Affairs Department	273	0	0	0	0	0	317	273
Developmental Disabilities Planning Council	30	0	0	0	0	0	0	30
Economic Development Department	46	9	2	2	0	0	54	55
Public Education Department	1,792	39	33	33	0	0	0	1,831
Educational Retirement Board	1,294	0	0	0	0	0	0	1,294
Energy Minerals and Natural Resources Department	441	31	17	25	0	0	123	480
Engineer, Office of the State	345	0	5	0	0	0	0	340
Environment, Department of	2,849	15	16	47	0	0	23	2,895
Finance and Administration, Department of	1,442	3	13	8	0	0	8	1,440
Finance Authority, New Mexico	32	0	0	0	0	0	0	32
Game and Fish, Department of	4	0	0	0	0	0	185	4
Gaming Control Board	14	7	0	0	0	0	39	21
General Services Department	1,381	86	4	2	0	0	290	1,465
Governor, Office of the	42	28	0	0	0	0	0	70
Health, Department of	11,575	63	343	259	0	0	73	11,554
Health Policy Commission	33	0	0	0	0	0	0	33
Higher Education Department	412	0	100	0	0	0	0	312
Homeland Security and Emergency Management Department	0	0	0	0	0	0	0	0
Human Services Department	14,015	76	23	32	0	0	45	14,100
Indian Affairs Department	2	0	0	0	0	0	0	2
Information Technology, Department of	20	0	0	0	0	0	0	20
Investment Council, State	73	0	0	0	0	0	0	73
Juvenile Public Safety Advisory Board	31	0	0	0	0	0	0	31
Land Office, State	449	0	0	0	0	0	0	449
Livestock Board	1,020	0	9	0	0	0	0	1,011

Medical Examiners Board, New Mexico	753	5	49	54	0	0	36	763
Military Affairs, Department of	2,150	33	353	351	0	0	0	2,181
Nursing, Board of	525	0	178	157	0	0	0	504
Parole Board	1,275	0	282	247	0	0	35	1,240
Personnel Office, State	390	40	262	11	0	0	148	179
Professional Engineers and Professional Surveyors, Board of Licensure for	45	0	0	0	0	0	0	45
Public Defender Department	4,180	0	106	93	0	0	0	4,167
Public Employees' Retirement Association	2,712	0	0	0	0	0	444	2,712
Public Records, Commission of	91	6	1	2	0	0	108	98
Public Regulation Commission	5,260	60	19	52	0	0	0	5,353
Public Safety, Department of	37	118	13	4	0	0	14	146
Public School Facilities Authority	166	0	5	5	0	0	0	166
Public School Insurance Authority	215	0	0	0	0	0	16	215
Racing Commission, State	0	0	0	0	0	0	154	0
Regulation and Licensing Department	4,469	64	38	61	0	0	33	4,556
School for the Deaf, New Mexico	124	1	7	24	0	0	0	142
Secretary of State, Office of the	966	1	21	16	0	0	21	962
Status of Women, Commission on the	385	0	0	0	0	0	0	385
Taxation and Revenue Department	2,770	73	17	14	0	0	5,773	2,840
Tourism, Department of	0	0	0	0	0	0	0	0
Transportation, Department of	185	0	0	0	0	0	1,218	185
Treasurer, Office of the State	482	0	0	0	0	0	3	482
Veterans' Services Department	67	0	0	0	0	0	0	67
Veterinary Medicine, Board of	8	0	0	0	0	0	0	8
Vocational Rehabilitation Division	1,098	14	97	86	0	0	113	1,101
Workers' Compensation Administration	127	8	7	0	0	0	0	128

Work Force Solutions Department	3,032	43	42	62	0	0	44	3,095
Youth Conservation Corps Commission	32	0	0	0	0	0	0	32
TOTAL EXECUTIVE AGENCIES	94,774	1,080	3,238	2,920	0	0	11,178	95,536

Non-Executive Agency	Starting Inventory 7/01/2013	Boxes Brought in for Storage	Boxes Withdrawn	Boxes Returned	Boxes Transferred to Archives	Boxes Destroyed in the Records Center	Boxes brought in for Destruction	Ending Inventory for FY 2014 6/30/2014
Administrative Office of the Courts	364	0	0	0	0	0	31	364
Congress of the United States (Tom Udall)	31	0	0	0	0	0	0	31
Counties	1	0	0	0	0	0	88	1
Court of Appeals	514	0	0	0	0	0	6	514
Colleges/Universities	20	0	0	0	0	0	2,060	20
Compilation Commission	0	0	0	0	0	0	186	0
District Attorneys, Administrative Office of the	3,795	0	0	2	0	0	0	3,797
District Attorney Office	5,364	592	41	44	0	0	808	5,959
District Courts	1,164	0	29	2	0	0	256	1,137
Judicial Standards Commission	61	0	0	0	0	0	27	61
Legislative Council Service	3,062	9	6	38	0	0	0	3,103
Legislative Education Study Committee	7	0	0	0	0	0	0	7
Legislative Finance Committee	554	0	0	0	0	0	3	554
Legislative House/Senate	20	0	0	0	0	0	1	20
Legislative Maintenance	12	0	0	0	0	0	0	12
Magistrate Courts	4	0	0	0	0	0	7	4
Metropolitan Court, Bernalillo County	2,447	0	215	48	0	0	31	2,280
Municipalities	0	0	0	0	0	0	40	0
School Districts	0	0	0	0	0	0	0	0
Silver City Consolidated	120	0	0	0	0	0	0	120
Supreme Court	536	0	0	0	0	0	400	536
Supreme Court Law Library	0	0	0	0	0	0	494	0
TOTAL NON-EXECUTIVE AGENCIES	18,076	601	291	134	0	0	4,438	18,520
TOTAL	112,850	1,681	3,529	3,054	0	0	15,616	114,056



New Mexico Commission of Public Records
Preserving, Protecting, and Providing Access to Public Records

COMMISSION OF PUBLIC RECORDS
STATEMENT OF NET POSITION
JUNE 30, 2014

	Governmental Activities
ASSETS	
Current Assets	
Investment in State General Fund Investment Pool	\$ 330,66
Petty Cash	200
Receivables, Net	10,126
Inventory	19,067
Due From Other State Agencies -	
Due From Federal Government	21,067
Prepaid Expenses	455
Total Current Assets	381,579
Capital Assets, Net	147,117
Total Assets	\$ 528,696
LIABILITIES	
Current Liabilities	
Accounts Payable	\$ 63,856
Accrued Payroll	51,322
Other Liabilities -	
Due to Other State Agencies -	
Due to State General Fund	52,783
Accrued Compensated Absences (due within one year)	63,074
Total Current Liabilities	231,035
Noncurrent Liabilities	
Accrued Compensated Absences	18,245
Total Liabilities	249,280
NET POSITION	
Net Investment in Capital Assets	147,117
Restricted - Compensated Absences	81,319
Restricted - Special Revenue Funds	5,922
Unrestricted	45,058
Total Net Position	279,416
Total Liabilities and Net Position	\$ 528,696



New Mexico Commission of Public Records
Preserving, Protecting, and Providing Access to Public Records

**COMMISSION OF PUBLIC RECORDS
STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2014**

	Governmental Activities
Program Expenses	
General Government:	
Personal Services and Employee Benefits	\$ 2,184,872
Contractual Services	170,056
Other Costs	385,646
Bond Premium	500
Depreciation Expense	47,436
Compensated Absences Expense	(1,736)
Total Program Expenses	<u>2,786,774</u>
Program Revenues	
Charge for Services	71,963
Intergovernmental Revenues - Federal	24,353
Sales	42,050
Total Program Revenues	<u>138,366</u>
Net Program Revenues (Expenses)	<u>(2,648,408)</u>
General Revenues and Transfers	
State General Fund Appropriations	2,619,900
Other Financing Sources	18,000
Reversion to State General Fund FY 2014	(52,783)
Total Revenues and Transfers	<u>2,585,117</u>
Change in Net Position	(63,291)
Net Position, Beginning	<u>342,707</u>
Net Position, Ending	<u><u>\$ 279,416</u></u>



New Mexico Commission of Public Records
Preserving, Protecting, and Providing Access to Public Records

**COMMISSION OF PUBLIC RECORDS
BALANCE SHEET
JUNE 30, 2014**

	General Fund (17900)	Non-Major Funds	Total Governmental Funds
ASSETS			
Current Assets			
Investment in State General Fund Investment Pool	\$ 121,362	\$ 5,922	\$ 127,284
Petty Cash	50	-	50
Due From Federal Government	21,067	-	21,067
Prepaid Expenses	455	-	455
Total Assets	<u>\$ 142,934</u>	<u>\$ 5,922</u>	<u>\$ 148,856</u>
LIABILITIES AND FUND BALANCES			
Liabilities			
Accounts Payable	\$ 62,798	-	\$ 62,798
Accrued Liabilities	50,042	-	50,042
Due to the State General Fund	52,783	-	52,783
Total Liabilities	<u>165,623</u>	<u>-</u>	<u>165,623</u>
FUND BALANCES			
Restricted	-	5,922	5,922
Unassigned	(22,689)	-	(22,689)
Total Fund Balances	<u>(22,689)</u>	<u>5,922</u>	<u>(16,767)</u>
Total Liabilities and Fund Balances	<u>\$ 142,934</u>	<u>\$ 5,922</u>	<u>\$ 148,856</u>



New Mexico Commission of Public Records
Preserving, Protecting, and Providing Access to Public Records

**COMMISSION OF PUBLIC RECORDS
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES -
GOVERNMENTAL FUNDS
FOR THE YEAR ENDED JUNE 30, 2014**

	General Fund (17900)	Non-Major Funds	Total Governmental Funds
REVENUES			
Intergovernmental Revenue - Federal	\$ 24,353	\$ -	\$ 24,353
Other Gifts and Grants	-	-	-
Miscellaneous Revenue	-	-	-
Total Revenues	<u>24,353</u>	<u>-</u>	<u>24,353</u>
EXPENDITURES			
Administrative Services:			
Personal Services & Benefits	2,129,663	-	2,129,663
Contract Services	169,156	-	169,156
Other Costs	339,275	-	339,275
Bond Premiums	500	-	500
Capital Outlay	32,555	-	32,555
Total Expenditures	<u>2,671,149</u>	<u>-</u>	<u>2,671,149</u>
Excess (Deficiency) of Revenues over Expenditures	(2,646,796)	-	(2,646,796)
OTHER FINANCING SOURCES AND (USES)			
Transfers In			
General Fund Appropriations	2,619,900	-	2,619,900
Other Financing Sources	18,000	-	18,000
Transfers Out			
Reversion to the State General Fund - FY 2014	(52,783)	-	(52,783)
Total Other Financing Sources and (Uses)	<u>2,585,117</u>	<u>-</u>	<u>2,585,117</u>
Net Change in Fund Balances	<u>(61,679)</u>	<u>-</u>	<u>(61,679)</u>
Fund Balances, Beginning	38,990	5,922	44,912
Fund Balances, Ending	<u>\$ (22,689)</u>	<u>\$ 5,922</u>	<u>\$ (16,767)</u>



New Mexico Commission of Public Records
Preserving, Protecting, and Providing Access to Public Records

**COMMISSION OF PUBLIC RECORDS
STATEMENT OF REVENUES AND EXPENDITURES
BUDGET AND ACTUAL -
GENERAL FUND
FOR THE YEAR ENDED JUNE 30, 2014**

	Original Budget	Approved Final Budget	Actual	Variance Favorable (Unfavorable)
Revenues				
Federal Funds	\$ -	\$ 27,035	\$ 4,328	\$ (22,707)
State General Fund	2,619,900	2,619,900	2,619,900	-
Other Gifts and Grants	-	-	-	-
Other Revenue	18,000	18,000	18,000	-
Total	<u>\$ 2,637,900</u>	<u>\$ 2,664,935</u>	<u>\$ 2,642,228</u>	<u>\$ (22,707)</u>
Expenditures - All Organizations				
Personal Services	\$ 2,353,000	\$ 2,208,000	\$ 2,117,651	\$ 90,349
Contractual Services	230,700	292,735	169,156	123,579
Other Costs	289,200	399,200	372,330	26,870
Other Financing Uses	-	-	-	-
Total Expenditures	<u>\$ 2,872,900</u>	<u>\$ 2,899,935</u>	<u>\$ 2,659,137</u>	<u>\$ 240,798</u>



New Mexico Commission of Public Records
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**COMMISSION OF PUBLIC RECORDS
STATEMENT OF NET POSITION
PROPRIETARY FUNDS
JUNE 30, 2014**

	Governmental Activities - Internal Service Fund (37100)
ASSETS	
Current Assets	
Investment in State General Fund Investment Pool	\$ 203,380
Petty Cash	150
Receivables, net	10,126
Inventory	19,067
Total Current Assets	232,723
Capital Assets, Net	32,719
Total Assets	\$ 265,442
LIABILITIES	
Current Liabilities	
Accounts Payable	\$ 1,058
Accrued Payroll	1,280
Total Current Liabilities	2,338
NET POSITION	
Net Investment in Capital Assets	32,719
Unrestricted	230,385
Total Net Position	263,104
Total Liabilities and Net Position	\$ 265,442



New Mexico Commission of Public Records
Preserving, Protecting, and Providing Access to Public Records

**COMMISSION OF PUBLIC RECORDS
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION
PROPRIETARY FUNDS
FOR THE YEAR ENDED JUNE 30, 2014**

	Governmental Activities - Internal Service Fund (37100)
OPERATING REVENUES	
Charges for Services	\$ 71,963
Other Gifts and Grants	-
Sales	42,050
Total Operating Revenues	<u>114,013</u>
OPERATING EXPENSES	
Administrative Services:	
Personal Services and Benefits	55,209
Contractual Services	900
Other Costs	46,371
Depreciation Expense	14,659
Total Operating Expenses	<u>117,139</u>
Changes in Net Position	<u>(3,126)</u>
Net Position, Beginning	266,230
Net Position, Ending	<u><u>\$ 263,104</u></u>



**COMMISSION OF PUBLIC RECORDS
STATEMENT OF CASH FLOWS
PROPRIETARY FUNDS
FOR THE YEAR ENDED JUNE 30, 2014**

	Governmental Activities - Internal Service Fund
Cash Flows From Operating Activities:	
Receipts From Customers	\$ 119,964
Payments to Employees and Suppliers	(101,369)
Net Cash Provided by (Used in) Operating Activities	18,595
Net Increase (Decrease) in Cash and Cash Equivalents	18,595
Cash and Cash Equivalents, Beginning of Year	184,785
Cash and Cash Equivalents, End of Year	\$ 203,380
Reconciliation of Operating Income (Loss) to Net Cash Provided by (Used in) Operating Activities:	
Operating Income (Loss)	\$ (3,126)
Adjustments to Reconcile Operating Income to Net Cash Provided by (Used in) Operating Activities:	
Depreciation Expense	14,659
Change in Current Assets (Increase) Decrease:	
Receivables	8,440
Inventory	(2,489)
Change in Current Liabilities (Decrease) Increase:	
Accounts Payable	869
Accrued Payroll	242
Net Cash Provided by (Used in) Operating Activities	\$ 18,595



Detail of sketch drawn by Fieden (1989) of 1621 document pictured on page 32 of this report.

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

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Photos by Sibel Melik

Front cover: Patrons Steve Story (foreground) and Joe Craig (background) perform research at the State Archives of New Mexico

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