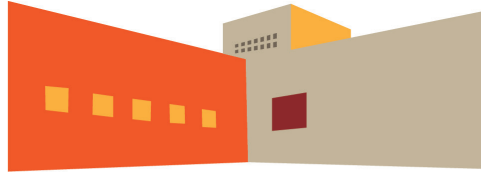


NEW MEXICO



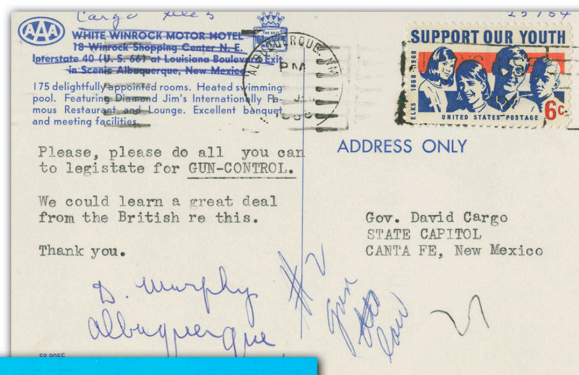
Commission of Public Records

at the State Records Center and Archives

S
T
R
A
T
E
G
I
C

P
L
A
N

The Relevance of History: Managing and Preserving Public Records for the Future



"Postcard to Governor David Cargo calling for gun control." 1968, image 25784, Governor David F. Cargo Photograph Collection



"1960 Fiesta Parade: Two men in car with 'LBJ all the way' sign," 1960, Image 38642, Sallie R. Wagner Photograph Collection.



Annual Performance Measures Fiscal Year 2017

2013-2018

TABLE OF CONTENTS

Commission of Public Records Services.....	1
Vision, Mission, and Goals of the Commission of Public Records.....	2
Message from the State Records Administrator.....	3
Monitoring Plan.....	4
Legislative Performance Measures.....	4
Administrative Services Division.....	5
State Archives of New Mexico.....	6
Records Management Division.....	7
Administrative Law Division.....	8
Office of the State Historian.....	9
Information Technology Management Division.....	10
Statutes, Rules, Activities, and Tasks.....	11

COMMISSION OF PUBLIC RECORDS SERVICES

The statutory duty of the Commission of Public Records (CPR) is to employ a state records administrator to assist with the administration of the Public Records Act [Section 14-3-1 NMSA 1978 et seq.]. The state records administrator is the official custodian and trustee for the state of all public records and archives of whatever kind that are transferred to the SRCA from any public office of the state or from any other source. To accomplish this, the administrator is responsible for establishing a records management program for the application of efficient and economical management methods to the creation, utilization, maintenance, retention, preservation, and disposal of official records.

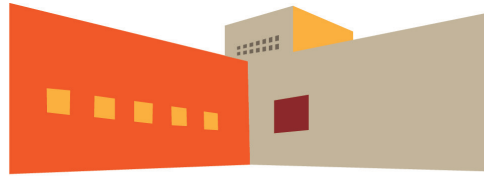
The act also provides for the establishment of a records center in Santa Fe, which is commonly known as the State Records Center and Archives (SRCA).

In addition to records management and preservation, the state records administrator is statutorily required to administer the State Rules Act (Section 14-4-1 NMSA 1978 et seq.). This act governs the official filing and publication of rules developed by executive agencies of New Mexico state government.

For purposes of the Accountability in Government Act (Section 6-3A-1 NMSA 1978 et seq.), the CPR identified a single program - records, information, and archival management - and four activities (or sub-programs). These activities are administration, public records management, administrative law, and New Mexico history and are administered through the following organizational units:

- Administrative Services Division
- State Archives of New Mexico
- Records Management Division
- Administrative Law Division
- Office of the State Historian
- Information Technology Management Division

NEW MEXICO



Commission of Public Records

at the State Records Center and Archives

Your Access to Public Information

The **VISION** of the Commission of Public Records:

- Be the state's leading resource in providing access to, preservation of, and interpretation of historical and current records.

The **MISSION** of the Commission of Public Records:

- 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.

The **GOALS** of the Commission of Public Records:

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

MESSAGE FROM LINDA M. TRUJILLO, STATE RECORDS ADMINISTRATOR

The Commission of Public Records serves 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 and the rights of people are defended by them.

Staff provide the following key services to the public through administration of the Public Records Act and the State Rules Act:



State Records Administrator Linda M. Trujillo

- Filing rules and other legal instruments, publication, and accessibility of agency rules, managing and preserving rules;
- Developing effective records management systems and assisting with the proper disposition of records;
- Collecting, preserving, and making available to the public and all branches of government, permanent public records, historical manuscripts, photographs, and other materials that contribute to the understanding of New Mexico history; and
- Advancing an understanding and appreciation of New Mexico's history and culture through interpretive research, outreach, educational programming, presentation, and publication.

In fulfilling our statutory purpose it is our goal to ensure that we provide quality customer service in a timely and professional manner. To accomplish this task the staff and commission worked collaboratively to develop the following five-year strategic plan for fiscal years 2013-2018 and annual performance measures for fiscal year 2017.

MONITORING PLAN

Monitoring progress in meeting the strategic goals and specific annual action steps has always been a part of the agency’s strategic planning process. Division directors and others responsible for designated performance measures are charged with developing internal tracking methods and for maintaining the requisite statistics to measure progress. They are required to report the statistical data and provide a narrative explanation on a quarterly basis.

Division directors and others responsible for measures must report progress by the 20th day of the month following the end of a quarter. Reporting may require a numeric entry in a format responsive to the target (dates, percentages, etc.), or provide a narrative explanation. Measures are considered to be on schedule during the year if they have been completed in conformance with the target or if sufficient progress has been made or sufficient time is remaining to assume that the target can reasonably be expected to be achieved.

The agency has also entered the required monitoring information in the Department of Finance and Administration performance monitoring database.

FISCAL YEAR 2017 LEGISLATIVE PERFORMANCE MEASURES

Percent of requests for access to public records in its custody the commission is able to satisfy within twenty-four hours.	100%
---	------

Additional performance measures to be reported for FY 2017

Maximum number of days between rule effective date and online availability.	30
Percent of historical records grant projects that are achieving stated objectives.	100%
Percent of annual strategic plan performance measures achieved or on schedule.	85%
Percent of information technology helpdesk tickets reviewed and assigned within 8 business hours	90%
Number of research documents and educational activities provided by the New Mexico state historian.	25
Number of times during a fiscal year that visitors accessed information on the New Mexico history website.	200,000
Number of functional records retention and disposition schedule trainings provided.	6

ADMINISTRATIVE SERVICES DIVISION

RESPONSIBILITY

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

CUSTOMERS

Customers include the Commission of Public Records, the agency's five divisions and those they serve, the New Mexico Historical Records Advisory Board, other state agencies, the governor and legislature, the citizens of New Mexico, local and tribal governments, and historical record repositories.

SERVICES

- Administration of agency;
- Manage and coordinate security and building services;
- Strategic planning;
- Reporting;
- Adopt and enforce rules;
- Approve donations and loans;
- Outreach; and
- Serve on advisory boards.

Goal #1: MANAGE, PRESERVE AND PROVIDE ACCESS TO RECORDS AND INFORMATION

- Administer the State Rules Act.
- Chair the New Mexico Historical Records Advisory Board (NMHRAB).
- Assist with management of grants.
- Serve as the sponsor of Central Electronic Records Repository (CERR).
- Improve environmental conditions of Albuquerque records center.

Goal #2: ENHANCE EFFECTIVENESS OF AGENCY

- Ensure employees are familiar with the strategic plan and participate in its implementation.
- Make safety an agency value.
- Recruit and support a highly trained, motivated and effective workforce.
- Provide financial oversight for transparency and accountability.
- Update agency rules as necessary.

Goal #3: BUILD POSITIVE AWARENESS OF AGENCY RESOURCES AND SERVICES

- Administer the State Records Act.
- Develop and implement an annual legislative strategy.
- Develop and implement an agency marketing plan.

PERFORMANCE MEASURES

- Collaborate with the state legislature to amend State Rules Act and the Public Records Act.
- Meet all contractual NHPRC grant requirements.
- Manage agency in accordance with strategic plan and coordinate update of performance measures.
- Complete and submit the FY18 budget appropriation request.
- Meet all General Services Department Risk Management audit requirements.
- Satisfy all budgetary and financial control and reporting requirements.

STATE ARCHIVES OF NEW MEXICO

RESPONSIBILITY

The State Archives of New Mexico is the central archives of New Mexico state government. The agency is mandated by law to collect, preserve, and make available to the public and all branches of government, permanent public records, historical manuscripts, photographs, and other materials that contribute to the understanding of New Mexico history. On-line finding aids that describe collections and some digital images are available via HERITAGE, the on-line catalog at: nmcpr.state.nm.us/archives/gencat_cover.htm. The division offers reference assistance on-site, by telephone, mail, or e-mail.

CUSTOMERS

State Archives of New Mexico customers include other state agencies, the governor and legislature, courts, the citizens of New Mexico, local and tribal governments, historical record repositories, historians, and others interested in history.

SERVICES

- Identify archival records;
- Identify permanent records of state government;
- Accept donations of personal papers and collections that fit within the commission's collection policy;
- Preserve permanent records transferred or donated to the commission;
- Provide access to collections;
- Effectively manage the state's permanent public records;
- Provide advice to local governments and non-profit historical record repositories;
- Provide training in archival management methods and techniques;
- Serve as an affiliated archive for federal records; and
- Sell archival supplies, reproductions, and compilations.

Goal #1: MANAGE, PRESERVE AND PROVIDE ACCESS TO RECORDS AND INFORMATION

- Advance preservation and security of records.
- Increase access, on-line and on-site, to records and information that are held in trust for the people of New Mexico.
- Address challenges of managing electronic records.

Goal #2: ENHANCE EFFECTIVENESS OF THE AGENCY

- Improve internal performance and service delivery to customers.
- Ensure division rules are complete and current.
- Identify and seek funding to support records, information and archival management (RIAM) training for local and tribal governments.

Goal #3: BUILD POSITIVE AWARENESS OF AGENCY RESOURCES AND SERVICES

- Provide public programming.
- Using agency branding material to increase the division's presence, visibility and public knowledge of services available.

PERFORMANCE MEASURES

- Describe and publish 30,000 contemporary DWI and Domestic Violence cases to support law enforcement, attorneys, the courts, and the public.
- Monitor, remediate, and report on environmental conditions of archival holdings to ensure the long-term preservation of New Mexico's historical records.
- Organize and promote Archives Month in October 2016 to increase public awareness of the importance of preserving permanent public records.
- Track the number of on-site visitors and the number of off-site requests.
- Complete an annual inventory of archival holdings.
- Provide public access to a minimum of 5,000 folders of historical records.

RECORDS MANAGEMENT DIVISION

RESPONSIBILITY

The Records Management Division assists government agencies with the development of efficient and effective records management programs. This is achieved by:

- Recommending rules for records management;
- Requiring state agencies to appoint a chief records officer and records liaison officers where necessary;
- Providing quality training on basic and intermediate records management topics;
- Handling the transfer and storage of records at two records center facilities;
- Reviewing microphotography plans to ensure microphotography systems produce legible images;
- Inspecting microfilm for government entities;
- Establishing rules for management of electronic records;
- Assisting agencies with the proper disposition of records; and
- Serving as a resource on records management.

CUSTOMERS

Records Management Division customers include other state agencies, the governor and legislature, the citizens of New Mexico, local governments and historical records repositories.

SERVICES

- Establish standards for efficient management of state agency records;
- Properly dispose of public records and non-records;
- Advise local governments and historical record repositories;
- Store records into warehouse;
- Provide access to stored records;
- Provide safe and secure storage for inactive records;
- Sell storage supplies;
- Establish minimum standards for microphotography systems; and
- Provide records and information management training.

Goal #1: MANAGE, PRESERVE AND PROVIDE ACCESS TO RECORDS AND INFORMATION

- Improve operational procedures.
- Improve the environmental conditions of the Albuquerque records center.
- Address challenges of managing electronic records.
- Establish and update Functional Records Retention and Disposition Schedules (FRRDS).

Goal #2: ENHANCE EFFECTIVENESS OF THE AGENCY

- Evaluate quality of customer service.
- Increase records management competence.
- Develop progression plan for continuation of operations.
- Promote team building within the division.
- Ensure division rules are complete and current.

Goal #3: BUILD POSITIVE AWARENESS OF AGENCY RESOURCES AND SERVICES

- Improve information for walk-in customers at both records centers.
- Improve agency website.
- Offer effective records management training.

PERFORMANCE MEASURES

- Manage the implementation of the Central Electronic Records Repository (CERR).
- Provide a minimum of 24 in-person trainings related to FRRDS.
- Train a minimum of 450 records liaison officers, chief records officers, and state employees on the proper management of public records in compliance with the Public Records Act.
- Track the retention, disposition, and status of 250,000 boxes/rolls stored in three records repositories.
- Process 3,000 requests for boxes of public records.
- Validate and process 30,000 boxes of public records that have met their legal retention.

ADMINISTRATIVE LAW DIVISION

RESPONSIBILITY

The Administrative Law Division (ALD) is responsible for filing rules and other instruments received; managing and preserving those rules and instruments; and making the rules, notices, and other instruments filed with the ALD accessible to the public and other users. This includes, monitoring compliance with statutes and rules affecting the rule-filing and publishing processes.

To guide state agencies, ALD provides training and consultation with respect to the requirements for filing and publishing and answers questions from individuals and groups interested in regulatory material filed.

Division staff maintain and preserve all regulatory material filed until the material is repealed or otherwise determined no longer valid (at which time it is transferred to the State Records Center and Archives) and assure open and public access to the material is provided.

CUSTOMERS

Administrative Law Division's customers include the agency's five divisions and those they serve, other state agencies, the governor and legislature, the citizens of New Mexico, local and tribal governments, and historical record repositories.

SERVICES

- File rules;
- Establish and enforce rule standards;
- Provide rule style and format training;
- Produce the New Mexico Register and the New Mexico Administrative Code (NMAC);
- Maintain active rules collection;
- Maintain interstate compacts and county subdivision regulations;
- Assist state agencies with converting pre-NMAC and NMAC1 rules to current NMAC style and format; and
- Increase knowledge of NMAC.

Goal #1: MANAGE, PRESERVE AND PROVIDE ACCESS TO RECORDS AND INFORMATION

- Assist the state records administrator with administration of the State Rules Act.
- Increase access to records and information.

Goal #2: ENHANCE EFFECTIVENESS OF THE AGENCY

- Improve rule filing process.
- Ensure division rules are complete and current.
- Place historical rules on website.

Goal #3: BUILD POSITIVE AWARENESS OF AGENCY RESOURCES AND SERVICES

- Assist state agencies with converting pre-NMAC and NMAC1 rules to current NMAC style and format.
- Increase knowledge of NMAC.

PERFORMANCE MEASURES

- File rules, interstate compacts, and county subdivision regulations within two days of receipt.
- Publish all notices of rulemaking activity received and all administrative rules in the New Mexico Register by the established deadline published in January.
- Publish the *New Mexico Register* 24 times per year.
- Annually advise all governmental agencies of mandatory filings under applicable statutory requirements.
- Notify all agencies that need to update rules format.
- Provide on-line, in person and group NMAC training.
- Prepare and proof annual index by the third issue of the *New Mexico Register*, Volume XXVII.
- Compile and post all rules onto the New Mexico Administrative Code website within seven days of their effective date.

OFFICE OF THE STATE HISTORIAN

RESPONSIBILITY

The Office of the State Historian provides and promotes an understanding and appreciation of New Mexico's history and culture through interpretive research, outreach, educational programming, presentation, and publication.

CUSTOMERS

The Office of the State Historian customers include other state agencies, the governor and legislature, the citizens of New Mexico, historians, and others interested in history.

SERVICES

- Serve as the authority on New Mexico history;
- Serve on Cultural Properties Review Committee;
- Conduct outreach; and
- Contribute to the public's understanding of New Mexico history.

Goal #1: MANAGE, PRESERVE AND PROVIDE ACCESS TO RECORDS AND INFORMATION

- Support and encourage research and interpretation.
- Provide professional consultation, research reports, and educational activities.
- Increase access and visibility of agency historical website.

Goal #2: ENHANCE EFFECTIVENESS OF THE AGENCY

- Encourage collaboration with historical societies and associations.
- Ensure division rules are complete and current.

Goal #3: BUILD POSITIVE AWARENESS OF AGENCY RESOURCES AND SERVICES

- Increase knowledge of agency resources.
- Offer outstanding public programming.

PERFORMANCE MEASURES

- Serve on and provide support to the cultural properties review committee as required by statute.
- Respond to 500 research inquiries within two business days.
- Provide at least 25 educational activities on New Mexico history and culture, including 10 original articles posted to NewMexicoHistory.org.
- Judge two regional and one state competition for National History Day.
- Provide support to the New Mexico Historical Advisory Board and administer its re-grant and educational programs.
- Administer the Scholar's Program and award 12 grants to scholars conducting research in New Mexico archival repositories.

INFORMATION TECHNOLOGY MANAGEMENT DIVISION

RESPONSIBILITY

The Information Technology Management Division provides a stable, innovative and cost effective information technology environment that is customer focused and user friendly.

CUSTOMERS

The division's customers include the agency's five divisions and the customers they serve, other state agencies, the governor and legislature, the citizens of New Mexico, local and tribal governments, and historical record repositories.

SERVICES

The Information Technology Management Division manages all IT operations. This includes:

- Plan preparation;
- Budget preparation and oversight;
- Purchasing and procurement;
- Inventory control;
- Website management;
- LAN/WAN management;
- Application management;
- Database development and management; and
- IT support and maintenance including hardware and software installation, help desk support, and user training.

Goal #1: MANAGE, PRESERVE AND PROVIDE ACCESS TO RECORDS AND INFORMATION

- Address challenges of managing electronic records.
- Increase access and visibility of agency websites.
- Increase access to digitized records.

Goal #2: ENHANCE EFFECTIVENESS OF THE AGENCY

- Provide a stable, up-to-date information technology environment, supportive of the agency's strategic and business needs.
- Provide staff with relevant and effective training opportunities.
- Measure and improve internal performance.

Goal #3: BUILD POSITIVE AWARENESS OF AGENCY RESOURCES AND SERVICES

- Increase knowledge of agency resources.
- Offer effective training.

PERFORMANCE MEASURES

- Provide on-going support for agency websites and applications to include NewMexicoHistory.org, nmcp.state.nm.us, and HERITAGE.
- Assist with digital archives repository storage solution.
- Provide hardware, software, licensing, and administrative support for all agency HP Records Manager installations.
- Support the Centralized Electronic Records Repository Project
- Update IT plan for inclusion in the FY18 budget appropriation request.
- Review help desk requests hourly and respond by e-mail, assign request to staff within two hours of request, and review requests quarterly to identify systemic areas of improvement.
- Provide monthly and quarterly IT reports to the Department of Information Technology.

COMMISSION OF PUBLIC RECORDS AND STATE RECORDS ADMINISTRATOR

STATUTES: *Commission of Public Records*

NMSA 1978

Provisions

14-3-4 NMSA	Hire the administrator; approve the budget.
14-3-4 NMSA	Adopt rules necessary to carry out the Public Records Act - e.g., record retention and disposition schedules (RRDS) and destruction of public records.
14-3-4 NMSA	Resolve disputes over the disposition of public records.
14-3-4 NMSA	Request agency appointments of records liaisons.
14-3-4 NMSA	Report to the governor on operations, costs, and effected savings.
14-3-5 NMSA	Approve loan or donation of material to the state archives.
14-3-10 NMSA	Resolve disagreements about the value of records between state agencies and the administrator.
14-3-14 NMSA	Appoint advisory committees to study public records issues.
14-3-15 NMSA	Adopt minimum standards for microphotography systems.
14-3-15.1 NMSA	Adopt procedures, schedules and technical standards for the retention of computer databases and rules governing the access to database information.
14-3-15.2 NMSA	Adopt standards for electronic signatures.
14-3-21 NMSA	Adopt uniform standards for manuals of procedure, state agency rules (except session laws), and official reports (except budget).
14-3-22 NMSA	Adopt rules setting uniform standards for state agency publications to minimize expenses; supervise such publications; report persistent violations to the secretary of the General Services Department.
14-9A-5 NMSA	Adopt standards to implement the Uniform Real Property Electronic Recording Act.

STATUTES: *State Records Administrator*

NMSA 1978

Provisions

12-1-2 NMSA seven	Serve on the New Mexico Compilation Commission as one of the commission's members.
14-1-7 NMSA	Review and act on notices from county officials of their intent to destroy county records; claim the records if they are to be preserved.
14-3 NMSA	Carry out the Public Records Act.
14-4 NMSA	Carry out the State Rules Act.
14-3-6 NMSA	Adopt and publish rules to carry out the purposes of the Public Records Act.
14-3-6 NMSA	Report on activities of the agency to the Commission of Public Records, including ongoing operations; projected operations; and records transferred, destroyed, or processed during the year.

RULES

<u>NMAC No.</u>	<u>Name</u>
1.11.2 NMAC	Real Property Electronic Recording
1.12.7 NMAC	Digital/Electronic Signature
1.13.2 NMAC	Fees
1.13.5 NMAC	New Mexico Historical Records Grant Program Guidelines
1.13.6 NMAC	New Mexico Historical Records Scholarship Program Guidelines
1.13.70 NMAC	Performance Guidelines for the Legal Acceptance of Public Records Produced by Information Technology Systems

See also the rules listed in other functions of the agency.

ACTIVITIES AND TASKS

<u>Activity</u>	<u>Tasks</u>
<i>Administration of agency</i>	<ul style="list-style-type: none">• Manage finances• Manage human resources• Provide information systems support• Provide centralized mail services• Provide centralized receiving• Manage grant funds
<i>Manage and coordinate security and building services</i>	<ul style="list-style-type: none">• Control access to facility• Coordinate janitorial services• Coordinate meeting room use
<i>Strategic planning</i>	<ul style="list-style-type: none">• Develop a five-year plan and use it to manage the agency• Review and update plan annually• Monitor plan
<i>Reporting</i>	<ul style="list-style-type: none">• Report to the governor• Report to the commission• Report to the DFA and the LFC<ul style="list-style-type: none">- Annual action plan- Performance measures
<i>Adopt and enforce rules</i>	<ul style="list-style-type: none">• Carry out the Public Records Act• Carry out the State Rules Act• Support the activities of the the New Mexico Historical Records Advisory Board (NMHRAB)
<i>Approve donations and loans</i>	<ul style="list-style-type: none">• Accept private collections• Approve loans of archival materials to other repositories
<i>Outreach</i>	<ul style="list-style-type: none">• Provide records and archival management training• Promote the agency and its programs
<i>Appoint and serve on advisory boards</i>	<ul style="list-style-type: none">• Chair (administrator) the NMHRAB• Form special needs advisory boards or committee• Serve on other committees and task forces relevant to agency operations when appointed

STATE ARCHIVES OF NEW MEXICO

STATUTES

NMSA 1978

Provisions

1-22-17 NMSA	Maintain and preserve results of canvass of elections defined as permanent records and filed with the records center.
14-3-6 NMSA	Establish a records management program for the efficient and economical management of public records - e.g., creation, utilization, maintenance, preservation, and destruction.
14-3-7 NMSA	Inspect and survey public records of state agencies.
14-3-8 NMSA	Establish and operate a records center in Santa Fe that receives, stores and disposes of the inactive or infrequently used records of present and former state agencies.
14-3-9 NMSA	Dispose of public records by agreement of the agency head, the official in charge of the records, the administrator, and the attorney general; disposition may include transfer to the records center (archives).
14-3-13 NMSA	Protect public records by prescribing paper, ink, and other materials to be used for permanent records to ensure durability.
14-4-4 NMSA	File copies of State agency publications, pamphlets, reports, notices, proclamations and similar instruments.

FEDERAL REGULATIONS

Law

Provisions

36 CFR 1253	Location of NARA Facilities and Hours of Use
-------------	--

RULES

NMAC No.

Name

1.13.2 NMAC	Fees
1.13.3 NMAC	Management of Electronic Records
1.13.11 NMAC	Access to Public Records, Research in the New Mexico Archives
1.13.40 NMAC	Private Collection Development Policy

ACTIVITIES AND TASKS

Activity

Tasks

Identify archival records

- Review FRRDS
- Appraise records for possible accession
- Process accessioned records
- Accrete agency publications into State Publications Collection

Recover permanent records of state government

- Identify state records held by organizations outside state government and request replevin of the records by the attorney general

Accept donations of collections that fit within the commission's collection policy

- Appraise proposed donations for fit
- Recommend approval or disapproval by the commission
- Accession donated material

Preserve permanent records transferred or donated to the commission

- Assure appropriate environmental storage conditions
- Secure collections
- Maintain collections
- Inventory archival collections annually

Provide access to collections

- Organize collections
- Create finding aids to collections
- Provide on-line access to collections
- Provide research room and reference assistance

Effectively manage the state's permanent public records

- Develop appropriate policies and procedures
- Oversee archival operations in state agencies

Provide advice to local governments and non-profit historical record repositories

- Provide advice on proper methods and techniques for preserving and facilitating access to permanent or historically significant records
- Consult with entities to resolve archival management problems

Provide training in archival management methods and techniques

- Train staff of archival repositories in state agencies
- Train local government employees
- Train staff of historical record repositories

Serve as an affiliated archive for federal records

- Maintain and provide access to surveyor general records
- Maintain and provide access to the records of the Court of Private Land Claims
- Maintain facilities according to standards issued by NARA

Sell archival supplies, reproductions, and compilations

- Sell containers
- Sell calendars and publications
- Sell duplicate photographs, maps and documents
- Sell microfilm copies of collections

RECORDS MANAGEMENT DIVISION

STATUTES

NMSA 1978

Provisions

14-3-6 NMSA	Establish standards, procedures, and techniques for the effective management of public records, which may include: improvements to current records management practices, use of space, use of equipment, and use of supplies.
14-3-6 NMSA	Establish a records management program for the efficient and economical management of public records - e.g., creation, utilization, maintenance, preservation, and destruction.
14-3-7 NMSA	Inspect and survey public records of state agencies.
14-3-8 NMSA	Establish and operate a records center in Santa Fe to receive, store, and dispose of the inactive or infrequently used records of present and former state agencies.
14-3-9 NMSA	Dispose of public records by agreement of the agency head, the official in charge of the records, the administrator and the attorney general. Disposition may include retention by the agency on-site or in private facility, transfer to the records center (and for permanent records from there to the archives) or destruction.
14-3-11 NMSA	Properly destroy public records.
14-3-15.1 NMSA	Recommend procedures, schedules, and technical standards for the retention of computer databases and rules governing the access to database information or adoption by the commission.
14-3-15.2 NMSA	Recommend standards for electronic signatures on public records for adoption by the commission.
14-3-15.B NMSA	Review and approve purchases of new microphotography systems purchased by state agencies.
14-3-15.C NMSA	Recommend minimum standards for microfilming public records for adoption by the commission.
14-3-15.D NMSA	Establish and maintain an inventory of all microfilm equipment owned or leased by state agencies and arrange the transfer of equipment between agencies.
14-3-17 NMSA	Review and approve existing microphotography systems used by state agencies.
14-3-19 NMSA	Establish a revolving fund for the sale of microfilm supplies necessary for providing microfilm services.

RULES

<u>NMAC No.</u>	<u>Name</u>
1.13.2 NMAC	Fees
1.13.3 NMAC	Management of Electronic Records
1.13.4 NMAC	Records Management Requirements for Electronic Messaging
1.13.10 NMAC	Records Custody, Access, Storage and Disposition
1.13.20 NMAC	Storage of Disaster Recovery Backup Files at the State Commission of Public Records—State Records Center and Archives
1.13.30 NMAC	Destruction of Public Records and Non-records
1.14.2 NMAC	Microphotography Systems, Microphotography Standards
1.14.3 NMAC	Microphotography Equipment: Inventory and Transfer
1.21.2 NMAC	Retention and Disposition of Public Records

ACTIVITIES AND TASKS

Activity

Tasks

Establish standards for efficient management of state agency records

- Develop rules for implementing a records management program for state government.
- Develop Records Retention and Disposition Schedules (RRDS)
- Review agency compliance with rules
- Develop rules for implementing a records management program for state government.
- Review agency compliance with rules

Dispose of public records and non-records

- Review destruction notices and recommend action
- Transfer records to archives for permanent preservation
- Destroy records according to approved methods

Advise local governments and historical record repositories

- Advise entities of proper records management methods and techniques
- Consult with entity staff to solve records management problems

Accept records into warehouse

- Accept records for storage at state agency's request
- Inventory stored records

Provide access to stored records

- Control access to records
- Retrieve stored records
- Maintain chain of custody for records accessed while in storage

Provide safe and secure storage for inactive records

- Restrict handling
- Provide physical security for records (systems and procedures)
- Monitor temperature and humidity

Sell storage supplies

- Sell cubic foot, plan, and microfilm boxes

Establish minimum standards for microfilming (film and image) public records

- Issue microphotography standards
- Inspect film for compliance with standards
- Re-inspect film for degradation

Review and recommend approval of microphotography systems

- Review and recommend approval of microform systems
- Review and recommend approval of imaging systems

Provide records and information management training

- Train record liaison officers
- Train state employees, record keepers, and custodians
- Train local government officials and employees
- Train microphotography program managers
- Train camera operators
- Train historical records repository staff

NEW MEXICO HISTORICAL RECORDS ADVISORY BOARD

FEDERAL LAW

Law

36 CFR 1206.38

Provisions

National Archives and Records Administration, National Historic Publications and Records Commission (NHPRC) requires the appointment of a state board for participation in NHPRC's grant program and prescribes some of the activities of the board.

RULES

NMAC No.

1.13.5 NMAC

Name

New Mexico Historical Records Grant Program Guidelines

ACTIVITIES AND TASKS

Activity

Strategic plan - improve the condition of historical records

Conduct public meetings of the board

Reach out to historical record repositories

Promote history, archives and records management programs

Tasks

- Develop and monitor implementation of a five-year plan
- Update and review periodically

- Solicit public input for NMHRAB activities
- Hold majority of meetings outside Santa Fe

- Administer the New Mexico Historical Records Grant and Scholarship programs
- Recommend approval or disapproval of grant proposals to the NHPRC
- Assist repositories in applying for grant funds
- Identify needs of historical record repositories

- Fund training
- Fund projects to save, promote, or use historical records
- Fund projects that document history
- Promote archives and records management practices

ADMINISTRATIVE LAW DIVISION

STATUTES

NMSA 1978

Provisions

14-3-20 NMSA	File interstate compacts with the records center; maintain the filing with an index.
14-3-21 NMSA	Recommend uniform standards for: manuals of procedures, state agency rules (except session laws), and official reports (except budget) for adoption by the commission.
14-3-23 NMSA	Review and order published manuals of policies and procedures; Develop standards.
14-4-3 and 14-4-7.1 NMSA	Adopt rules prescribing style, format, and publication standards for rules promulgated by state agencies
14-4-5 NMSA	File rules adopted by state agencies.
14-4-7 NMSA	Prepare and publish a list and index of current rules.
14-4-7.1 NMSA	Publish the <i>New Mexico Register</i> to include official publication of notices of rule making and adopted rules, summary of the text of executive orders or other material related to administrative law and practice.
14-4-7.2 NMSA	Create and have published an administrative code.
14-4-10 NMSA	Prepare and publish list of publications for sale or issue by state agencies.
47-6-10.K-L NMSA	File county subdivision ordinance or their amendments with the records center.

RULES

NMAC No.

Name

1.24.1 NMAC	General Provisions
1.24.10 NMAC	New Mexico Administrative Code (NMAC)
1.24.11 NMAC	New Mexico Administrative Code Revisions
1.24.15 NMAC	New Mexico Register
1.24.20 NMAC	Emergency Rules
1.25.10 NMAC	Publications: Filing, Distribution, Format and Style

ACTIVITIES AND TASKS

Activity

Tasks

File rules

- Review for style and format
- Accept and file rules

Establish and enforce standards

- Adopt rules governing style and format of rules
- Adopt standard for manuals of procedures
- Adopt standards for publications issued in paper

Establish and enforce standards

- Adopt standards for web-based publications
- Adopt rules governing publishing in the *New Mexico Register*
- Adopt rules governing filing of emergency rules
- Adopt rules governing compilation of agency rules

Provide training

- Train rule filers in style and format requirements
- Train state employees in the rule-making process

Produce the New Mexico Register and the New Mexico Administrative Code

- Provide electronic and hard-copy access to notices of rule making and adopted rules in the *New Mexico Register*
- Provide electronic access to current rules within a topical context
- Publish an index of current rules

Maintain active rules collection

- Accept rule filings
- Accession new rules or amendments
- Remove repealed rules and transfer to archival collection
- Provide access

Maintain interstate compacts and county subdivision ordinance

- Accept new filings
- Process into collection
- Index
- Provide access

OFFICE OF THE STATE HISTORIAN

STATUTES

NMSA 1978

Provisions

18-6-4.A	Serve on the Cultural Properties Review Committee as one of the committee's seven members.
18-6-5	Take necessary (as a member of the Cultural Properties Review Committee) action to identify, protect, and preserve cultural properties.
18-6-14	Serve as the state historian for purposes of the Cultural Properties Act.

RULES

NMAC No.

Name

1.13.7 NMAC	New Mexico Office of the State Historian Scholars Program
1.13.5 NMAC	New Mexico Historical Records Grant Program Guidelines

ACTIVITIES AND TASKS

Activity

Tasks

<i>Serve as the authority on New Mexico history</i>	<ul style="list-style-type: none"> • Prepare history section of the <i>New Mexico Blue Book</i> published by the secretary of state • Serve on task forces or committees requiring historical authority • Conduct classes on New Mexico history • Consult with government agencies on topics related to New Mexico history • Provide reference assistance to patrons of the archives
<i>Serve on Cultural Properties Review Committee</i>	<ul style="list-style-type: none"> • Attend meetings of the committee • Prepare text for historical markers • Review nominations to state and federal registers of historical sites
<i>Conduct outreach</i>	<ul style="list-style-type: none"> • Conduct lectures • Conduct structured educational workshops • Participate in panel discussions • Make presentations • Participate in the Historical Society of New Mexico
<i>Contribute to the public's understanding of New Mexico history</i>	<ul style="list-style-type: none"> • Conduct scholarly research • Participate in professional conferences • Administer the New Mexico History Scholars Program.