

New Mexico Commission of Public Records



Department of Tourism Photograph Collection, SRCA, Image No. 002554, Elephant Butte

Annual Report 2005

**1205 Camino Carlos Rey
Santa Fe, New Mexico 87507
www.nmcpr.state.nm.us**

AGENCY OVERVIEW

The Commission of Public Records, a State agency created in 1959 and also known as the State Records Center and Archives, is governed by a seven-member commission, established pursuant to Section 14-3-3 NMSA 1978. Six of the seven members serve ex officio; the seventh, an historian specializing in New Mexico history, is appointed by the governor. In FY (FY) 2005, members were:

Historian	Stanley M. Hordes, Ph.D., Chair
Secretary of State	The Honorable Rebecca Vigil-Giron
State Auditor	The Honorable Domingo Martinez
Attorney General	The Honorable Patricia Madrid, represented by Zachary Shandler, Assistant Attorney General. Office of the Attorney General
State Law Librarian	Thaddeus P. Bejnar
Secretary, General Services Department	Edward J. Lopez Jr., represented by Deborah Moll, Office of the Secretary
Director, Museum of New Mexico	Position vacant - represented by Bergit Salazar, Deputy Secretary, Cultural Affairs Department

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

The current State Records Administrator is Sandra Jaramillo, who was appointed to the position in November of 2002, following the retirement of the previous Administrator. The agency employs a management team approach, and its activities are guided by its statutory responsibilities and a detailed strategic plan, which delineates major strategic initiatives and accompanying strategies, action steps, performance measures and targeted levels of achievement. The members of the management team in 2005 were:

THE 2005 MANAGEMENT TEAM

Sandra Jaramillo, C.A., State Records
Administrator

Angela Lucero, Records Management
Division Director

Judi Ross Hazlett, Deputy State Records
Administrator and Administrative
Services Division Director

John Martínez, Administrative Law
Division Director

Daphne Arnaiz-DeLeon, Archives and
Historical Services Division Director

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

MISSION

The **mission** of the Commission of Public Records is to:

- preserve, protect and facilitate access to public records that are held in trust for the people of New Mexico;
- ensure rules promulgated by State agencies are published as prescribed in law and are accessible;
- advocate an understanding and appreciation of New Mexico history; and
- develop records management programs for State agencies

ORGANIZATION

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

Office of the State Records Administrator

The State Records Administrator is the head of the agency and provides overall direction for and management of the agency. The Deputy State Records Administrator also serves as Director of the Administrative Services Division (please see below).

Administrative Law Division (ALD)

The Administrative Law Division administers the State Rules Act that governs the official filing and publication of rules developed by executive agencies of New Mexico State government, as well as those of some judicial agencies that voluntarily file with the agency. Rules promulgated by State agencies are intended to support and implement the laws of New Mexico. For those rules to be valid, they must first be filed with the SRCA and published in the *New Mexico Register*. The Administrative Law Division publishes both the rules filed with it as well as notices of intended rule making in the *New Mexico Register*, which is available free on-line and

by paid, hard-copy subscription. The Division also publishes the *New Mexico Administrative Code*, a free, searchable, on-line compilation of those rules. Other regulatory instruments - interstate compacts and county sub-division regulations - must also be filed with the SRCA. Listings of these permanent State records can also be accessed through the agency's web site and the ALD web page.

Administrative Services Division (ASD)

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

Archives and Historical Services Division (AHSD)

The Archives and Historical Services Division maintains, preserves, and makes available to the public the permanent and historical records of New Mexico. Consultation and research assistance are provided to State agencies, businesses, and the public. Archival documents are used to support the operations of governmental agencies, social services, and the judicial system. Archives also help support scholarly studies, document citizenship and family histories, and resolve land and water issues.

Records Management Division (RMD)

Government offices maintain vast numbers of records containing information that their employees must be able to locate quickly. To continue to preserve these records and provide public access to them, a systematic records management program has been developed by this Division. Records management, in a state government context, deals with the management and control of state agencies records - their use, storage, and transfer, from their creation to their final disposition. Efficient and economical management involves the description of records in use by state agencies. Records retention and disposition schedules, developed by Division staff, provide this description and become the basic tool of an agency's records and information management program. The Division is also responsible for developing standards for the management of electronic records and for microphotography systems, including imaging applications (New Mexico State statute defines microphotography to include electronic imaging and places the responsibility for approval of imaging plans with the State Records Administrator). This Division also offers warehouse management of inactive records as well as records disposition services and records management consultation.

Office of the State Historian (OSH)

The State Historian sits as the statutory member of the Cultural Properties Review Committee, the body entrusted to oversee the protection and registration of historic structures and significant sites throughout New Mexico. He also assists the State Historic Preservation Office by providing historical consultation on culturally significant sites and structures. One of his principal functions is to promote throughout the state a greater awareness of, and appreciation for New Mexico history.

New Mexico Historical Records Advisory Board (NMHRAB)

The New Mexico Historical Records Advisory Board is an adjunct to the SRCA and was established to serve as the local advisory body for reviewing all New Mexico records preservation and access, or documentary-edition grant proposals submitted to the National Historical Publications and Records Commission. Since its establishment, the Board has developed its own strategic plan to advocate improvements in preserving and accessing New Mexico's historical records. Seven of the eight members of the Board are appointed by the Governor and include historians, records managers and archivists representing public and private interests throughout the state. The State Records Administrator serves ex officio and is the chair of the Board. Staff support is provided through a Grant Administrator position, located in the AHSD.

EXECUTIVE SUMMARY

This report highlights many of the successful activities realized by the State Records Center and Archives (SRCA) in FY 2005. It is a constant challenge to manage and preserve a voluminous amount of records, particularly those created and stored in computer-based information systems. In FY 2005, the SRCA received funding to assess the electronic records environment in New Mexico State government as part of a multi-agency electronic document management system (EDMS) project. The EDMS project team will use the assessment information to develop an enterprise model for the capture, maintenance, storage, access, disposition, and preservation of electronic records.

Although many more records are computerized, paper records are still an important component of an agency's documentation requirements. The State Records Center serves as an off-site storage facility for all government agencies that are required to maintain public records for a fixed length of time but do not have space in their offices to do so. The SRCA saves millions of dollars annually in cost avoidance for State government. As of June 30, 2005, the Records Center, in conjunction with Electronic Records and Micrographics Bureau, was monitoring and tracking the lifecycle status, history, series identification, and physical location of 243,996 items.

Working with State agencies, the Records Management Division ensures the capture, maintenance, and disposition of public records which document State agencies' organizational functions, policies, decisions, procedures, and essential transactions as well as helps assure the preservation of government records of historical value. It does this by establishing standards, procedures, and administrative regulations for recording, managing, preserving, and reproducing government records, whatever their medium, and by working with the heads of State and local government agencies and their designated representatives to create and maintain active, continuing programs for the efficient management of their records.

The SRCA maintains the State's largest historical record repository and serves as one of the premier research centers in Southwest and Borderland history. In FY 2005, the Archives and Historical Services Division (AHSD) and the Office of the State Historian (OSH) explored new ways to share the state's historical patrimony and unique history with the public. Through exhibits, educational endeavors, public programming, and partnerships, the SRCA worked to achieve its goal to advocate an understanding and appreciation of New Mexico history. For example, the AHSD digitized and made available through the Internet 4,939 photographs from the New Mexico Department of Tourism Photograph Collection. This collection provides a rich record of the evolution of tourist imagery from the 1930s to the early 1970s. Through the *New Mexico History* website, a project implemented by the OSH in FY 2005, the agency was able to provide the public a new way to view New Mexico's history, inviting visitors to navigate through themes of "place," "story," "time," and "people." The website allows the visitor to explore the intrigue of New Mexico communities, the significance of historical events, and the

contributions of historical figures, as well as access narrative accounts of New Mexico's rich cultural history and traditions.

In accordance with Sections 14-4-7.1 and 14-4-7.2 NMSA 1978, the Administrative Law Division produces the *New Mexico Register* and the *New Mexico Administrative Code* (NMAC). The *New Mexico Register* is where notices of intended rule making, newly promulgated rules, and amendments and repeals of existing rules are officially published. The NMAC is available only in electronic format and provides a topically organized view of rules, enabling the user to read related rules in context. Since 2001 the SRCA has made the *Register* and the NMAC available through the Internet, free of charge. The NMAC site averages over 67,000 visitors per month, and the *Register* averages over 28,000 visitors.

Despite the fiscal limitations that the agency faced, the State Records Center and Archives accomplished successful and impressive projects in FY 2005. The depth of dedication and commitment that the agency has to fulfill its mission is evident as you read the report.

ADMINISTRATIVE LAW DIVISION

INTRODUCTION



A view of the State Capitol grounds in Santa Fe, New Mexico. 1953.
New Mexico Department of Tourism photograph collection - Item 035048

The Administrative Law Division (ALD) is the filing point for rules promulgated by State agencies, interstate compacts, and county subdivision regulations. Agencies proposing to enter into rule making must also submit for publication in the *New Mexico Register* notices of their intent to do so. Rules are promulgated by State agencies to execute and support New Mexico statutes. Pursuant to the State Rules Act (Chapter 14, Article 4 NMSA 1978), rules must be filed with the SRCA and be published in the *New Mexico Register* prior to becoming valid or enforceable.

The mission of the ALD is to file, effectively and efficiently, the rules and other instruments it receives; to manage and preserve those rules and instruments; and to make the rules, notices, and other instruments filed with it accessible to the public and other users. To fulfill this mission, the ALD monitors compliance with statutes and rules affecting the rule-filing and publishing processes. To guide State agencies, it 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 with the Division. Monthly training in style and format, filing, and publishing requirements is offered to individuals involved in the rule-making process. Finally, the Division maintains and preserves all regulatory material filed with it until the material is repealed or otherwise determined no longer valid (at which time it is transferred to the State Archives) and assures open and public access to the material is provided.

FISCAL YEAR 2005 HIGHLIGHTS

In accordance with Section 14-4-7.1 NMSA 1978, the ALD produces the *New Mexico Register* twice a month. The *New Mexico Register* is where notices of intended rulemaking, newly promulgated rules, and 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 2005, the ALD published 32,092 columnar inches of notices, adopted rules, and other material in the *New Mexico Register*. The ALD met the performance measure found in Action Step 2.1.2 of the *Strategic Plan Fiscal Years 2005 - 2009* that 100 percent of all issues be available on-line by each publication date. During FY 2005, a total of 202,598 individual visits were made to the *New Mexico Register* web site.

The following tables further explain the publishing activity.

<i>New Mexico Register Activity</i>	FY 2002	FY 2003	FY 2004	FY 2005
Notices of rulemaking published	175	180	169	168
Other material related to administrative law published	No record	No record	17	23
Adopted rule filings published	795	521	692	580
Proposed rules published	2	3	4	7
Synopses published in place of full text of adopted rules	8	2	18	9

Notices of Rule Making Published in the *New Mexico Register* FY 2005 by Agency

Agency	Notices Published
Accountancy Board, Public	3
Acupuncture and Oriental Medicine, Board of	1
Agriculture, Department of	5
Albuquerque-Bernalillo Air Quality Control Board	2
Architects, Board of Examiners for	3
Children, Youth and Families Department	11
Chiropractic Examiners, Board of	2
Cultural Properties Review Committee	1
Dental Health Care, Board of	1
DNA Identification System Oversight Committee and Administrative Center	1
Economic Development Department	2
Energy, Minerals and Natural Resources Department	1
Engineer, Office of the State	2
Environmental Improvement Board	11
Fair Commission, State	1
Finance and Administration, Department of	6
Game Commission	6
Gaming Control Board	2
General Services Department	1
Health, Department of	1
Higher Education Department	6
Human Services Department	14
Information Technology Commission	5
Livestock Board	3
Manufactured Housing Committee	3
Massage Therapy Board	1
Medical Board, NM	3
Nursing, Board of	1
Occupational Therapy, Board of Examiners for	2
Oil Conservation Commission	3
Optometry, Board of Examiners in	1
Personnel Board, State	4
Psychologist Examiners, Board of	3

Agency	Notices Published
Public Education Department	12
Public Employees Retirement Association	1
Public Records, Commission of	5
Public Regulation Commission	12
Public Safety, Department of	2
Public School Capital Outlay Council	1
Public Schools Insurance Authority	1
Racing Commission	5
Regulation and Licensing Department	3
Respiratory Care Advisory Board	1
Taxation and Revenue Department	4
Transportation, Department of	2
Veterinary Medicine, Board of	2
Workers' Compensation Administration	3
Workforce Training and Development, Office of	3
Grand Total	168

**Other Material Related to Administrative Law Published in the *New Mexico Register*
FY 2005 by Agency**

Agency	Other Material Published
Architects, Board of Examiners for	3
Children, Youth and Families Department	1
Environment Department	1
Hoisting Operator Licensure Examining Council	1
Human Services Department	4
Livestock Board	2
Public Records, Commission of	2
University of New Mexico	1
Veterinary Medicine, Board of	2
Workers' Compensation Administration	6
Grand Total	23

Rule Filings Published in the *New Mexico Register* FY 2005 by Agency

Agency	Rule Filings Published
Accountancy Board, Public	9
Acupuncture and Oriental Medicine, Board of	20
Aging and Long Term Services Department	1
Agriculture, Department of	4
Albuquerque-Bernalillo Air Quality Control Board	7
Architects, Board of Examiners for	5
Auditor, Office of the State	2
Children, Youth and Families Department	27
Chiropractic Examiners, Board of	8

Agency	Rule Filings Published
Coal Surface Mining Commission	5
Cultural Affairs, Department of	2
Dental Health Care, Board of	10
DNA Identification System Oversight Committee and Administrative Center	1
Energy, Minerals and Natural Resources Department	6
Engineer, Office of the State	16
Environmental Improvement Board	9
Fair Commission, State	25
Finance and Administration, Department of	5
Game and Fish, Department of	27
Gaming Control Board	8
General Services Department	3
Health, Department of	3
Higher Education, Commission on	2
Human Services Department	67
Information Technology Commission	2
Interstate Stream Commission	1
Labor, Department of	1
Livestock Board	2
Massage Therapy Board	6
Medical Board, NM	10
Naprapathic Practice Board	11
Optometry, Board of Examiners in	3
Osteopathic Medical Examiners, Board of	17
Personnel Board, State	1
Pharmacy, Board of	8
Physical Therapy Board	4
Podiatry, Board of	25
Psychologist Examiners, Board of	15
Public Education Department	29
Public Employee Labor Relations Board	6
Public Employees Retirement Association	15
Public Records, Commission of	29
Public Regulation Commission	42
Public Safety, Department of	3
Public Schools Insurance Authority	2
Racing Commission	4
Real Estate Appraisers Board	16
Regulation and Licensing Department	15
Respiratory Care Advisory Board	3
Secretary of State	1
Taxation and Revenue Department	7
Transportation, Department of	6
University of New Mexico	1

Agency	Rule Filings Published
Veterinary Medicine, Board of	11
Water Quality Control Commission	3
Workers' Compensation Administration	9
Grand Total	580

The *New Mexico Administrative Code (NMAC)* is a compilation of current rules promulgated by State agencies. Its publication is required by Section 14-4-7.2 NMSA 1978. The *NMAC* is available only in electronic format and provides a topically organized view of rules, enabling the user to read related rules in context. The ALD updates the *NMAC* once each month. The performance measure found in Action Step 2.1.1 of the *Strategic Plan* sets a target of 36 days or less for the average maximum number of days from the effective date of a rule to the on-line availability. During FY 2005, the average maximum number of days was 31; since the goal is to reduce the number of days, the target was not only met but exceeded. During FY 2005, 466,719 individual visits were made to the *NMAC* web site.

To assist agencies in producing rules that meet the prescribed style and format requirements, the SRCA conducts monthly training. The content of the course also covers information on rule making in New Mexico State government in general and advice on how to use the prescribed word processing application more effectively in formatting rules.

The following table compares training offered in FYs 2002 through 2005.

Training Activity	FY 2002	FY 2003	FY 2004	FY 2005
<i>NMAC</i> training sessions	11	9	11	11
Employees trained in <i>NMAC</i> sessions	66	76	125	176

The ALD is the central filing point for more than rules. In accordance with Sections 47-6-10 and 14-3-20 NMSA 1978, other instruments - specifically, county subdivision regulations and interstate compacts - must be filed with the SRCA before they can become effective. The ALD maintains databases of the filed material and makes lists of them available on-line. The following table shows the number of county subdivision regulations and interstate compacts filed over the past several fiscal years.

Type of Instrument Filed	FY 2002	FY 2003	FY 2004	FY 2005
County Subdivision Regulations	15	16	1	0
Interstate Compacts	10	11	40	2

In FY 2005, the ALD conducted a customer survey as required in Action Step 3.1.1 of the *Strategic Plan*. The survey was hosted on the agency's web site and responses were submitted electronically via the internet. The survey was anonymous to encourage candid responses from the rule filers. Through the month of April, 39 rule filers completed the survey.

The survey measured satisfaction levels with staff performance, the NMAC website, and the *New Mexico Register*. The following table contains the number of responses and the average score for each of the first ten questions of the survey. Each question was rated on a scale of one through five, as shown.

Satisfaction rating: 1 = Extremely Dissatisfied; 2 = Dissatisfied; 3 = Satisfied; 4 = Very Satisfied; 5 = Extremely Satisfied; N/A

Importance rating: 1 = Not Important; 2 = Minimal Importance; 3 = Important; 4 = Very Important; 5 = Extremely Important; N/A

The average score was obtained by adding the ratings received then dividing by the number of responses. Any question marked as "N/A" was not counted as a response.

Administrative Law Division (ALD) Staff	Number of Responses	Average Score
Rate your satisfaction level with the ALD staff's knowledge of the rule filing process	37	4.59
Rate your satisfaction level with the professionalism of the ALD staff	37	4.59
Rate your satisfaction level with the timeliness of response to inquiries by the ALD staff	37	4.51
Rate your satisfaction level with the assistance received from the ALD staff during rule filing	37	4.59

New Mexico Administrative Code (NMAC)	Number of Responses	Average Score
How important is the NMAC website to your agency?	37	3.97
Rate your satisfaction level of the NMAC website	38	3.71
Rate your satisfaction level of locating rule information in the NMAC website	35	3.71

New Mexico Register	Number of Responses	Average Score
How important is it to your agency to post notices of rulemaking in the New Mexico Register?	38	4.24
Rate your satisfaction level with the New Mexico Register	38	3.82
Rate your satisfaction level with the New Mexico Register cumulative index	31	3.55

The survey also provided space for written comments and suggestions. Overall, the survey showed that rule filers were very satisfied with the services and products provided by the Division.

FISCAL YEAR 2005 COST-BENEFIT ANALYSIS

The ALD carries out the requirements of the State Rules Act (Chapter 14, Article 4 NMSA 1978) by functioning as the central rules-filing point for executive agencies promulgating rules, by publishing the *New Mexico Register*, and by compiling the *New Mexico Administrative Code (NMAC)*.

The rules issued by State agencies constitute a body of State law. While, if properly developed, they must be written pursuant to specific statutory authorization and within statutory parameters, they do spell out the administrative details – the “how to” – that provide for implementation of specific laws. And they also stand as law, until and unless successfully challenged. As such, they often have profound effect upon citizens and the way they conduct their lives and their businesses. Also, rules issued by one State agency may affect the way other agencies and other governmental bodies carry out certain operations. For example, rules dictate the steps one must follow in securing a professional license and in keeping that license. They specify how one must qualify for various types of public assistance. They impose health, safety, and operational standards that businesses must meet. They instruct governmental entities and audit firms in how financial audits must be conducted, and they govern many other aspects of the daily lives of New Mexicans. Consequently, access to those rules and to information about intended changes in them is critical if those whose lives and businesses are impacted are to be aware of the conditions with which they are supposed to comply and are to have the opportunity to have a say in the imposition of new rules or changes in existing ones.

The State Rules Act defines certain minimum conditions that agencies proposing to promulgate rules must meet. It mandates that executive-branch agencies file their rules, as well as notices of intended rulemaking, with the SRCA and that rules meet style and format requirements established by the SRCA. The Act requires that notices of rule making be published in the *New Mexico Register*; it further mandates that adopted rules be published in the *New Mexico Register* before they are valid and enforceable. It stipulates that the SRCA compile rules filed with it in an administrative code.

Rule-making agencies are responsible for the content of their rules and for assuring that those rules do not exceed statutory authority. New Mexico, unlike many states, does not have a central authority responsible for reviewing rule content for legal sufficiency and reasonableness or for investigating whether issuing agencies have complied with process requirements. But, as discussed earlier, it is the SRCA and its Administrative Law Division that are charged with setting and enforcing style and format requirements, with ensuring that rules are properly maintained and that the official, filed copies themselves are accessible, and with publishing both the *New Mexico Register* and the *NMAC*.

The benefits of the access provided both on site and in the two publications are difficult to quantify. Access to law and information about law making is fundamental to an open and democratic society. The centralized filing process, the on-going maintenance and availability of the collection of the official copies of rules and rule actions filed with the SRCA, and the material printed in the *New Mexico Register* and the rules compiled in logical, topical order in the *NMAC* provide that critical access to New Mexico’s citizens – and, indeed, through the Internet, to people wherever they may be. Without centralized filing with the ALD, without the *New Mexico Register* and the *NMAC*, access could still be provided – and, in fact, is provided – through individual agencies. However, anyone looking for rules on subjects that cross agency

lines or for like notices of rule making would be compelled to go from agency to agency – hardly a process that promotes openness and participatory democracy.

Following is a more detailed discussion of some of the ALD's principal functions and attendant benefits.

Centralized Rule Filing

As the central location for rule material, the SRCA saves the government and the people of New Mexico time and money. Instead of going from agency to agency looking for copies of rules, anyone can visit the ALD to look at the official copy of any current rule. If the rule is no longer current, it can be found in the same building with the Archives and Historical Services Division. The ALD maintains a database that tracks the rules, both current and repealed, which assists patrons in finding the material they seek.

The SRCA has also established uniform style and formatting requirements that aid in the research of rules. The current format requires that seven categories of important information, such as issuing agency, scope, effective date and duration, be placed at the beginning of each rule. Researchers see the descriptive information about a rule right at the beginning. The rules also have similar internal organization so that uniform citation methods can be used and so the user becomes accustomed to the way a rule looks and is structured.

The two staff analysts in the ALD provide assistance to rule-making agencies, review in-coming rules for compliance with style and format requirements, and proof filed rules to assure that paper and electronic copies are identical. They also help proof the *New Mexico Register* and the updates to the *NMAC* to assure accuracy.

New Mexico Register

As noted above, the *New Mexico Register* is the official publication in which executive-branch agencies must, by law, publish notices of intended rule making and final rules and amendments and repeals thereto. Accordingly, it provides a single, authoritative source for rule-making activity within the executive branch. People do not need to go from agency to agency to learn if, when, and where rule hearings are to be held, or to see what the text of adopted rules is. The one publication affords readers access to information they need to participate (by commenting, by attending hearings, etc.) in the rule-making process and to avail themselves of the actual text of adopted rule actions.

The *New Mexico Register* was previously only available by paid subscription through an outside publisher. The SRCA decided, when it took the publication in-house in August of 2001, to make it available to the public on-line and free of charge, although it still offers a for-fee, paper version for those who prefer. The on-line version greatly expanded the availability of the publication as well as eliminated subscription costs for the majority of previous subscribers. Instead of paying \$270 a year, agencies and other users can now access the information, in the exact same format, for free. In the past, there were approximately 130 subscribers, many of

which were State agencies. At the end of FY 2005, there were ten paying subscribers, only two of which were State agencies.

The SRCA produces the cumulative index to the *New Mexico Register*. This listing documents all notices of rule making and adopted rule text throughout the year and is updated with each issue. It enhances access by providing an excellent research tool that saves users time investigating the rule activities of State agencies. The index is organized alphabetically by agency, which facilitates easy review of all the hearings and rule changes an agency has made over the last calendar year.

The SRCA has retained the \$1.50 per inch charge for agencies publishing in the *New Mexico Register*. That revenue is used to support the position of publication editor and other related publication expenses.

New Mexico Administrative Code (NMAC)

The NMAC is a compilation of the current rules organized by subject. Each rule is assigned a unique number so that it can be found easily. In August of 2001, the contract that provided for publication of both the *New Mexico Register* and the NMAC was terminated. Upon termination of the contract, the SRCA assumed the responsibility of completing the conversion of all rules to the new style and format and of compiling the rules into a free, on-line version available through the agency's web site. Placing titles on-line as they were converted, the agency completed the *Code* in January of 2002. For the first time, the rules were available in one format, with one numbering system. As a result, it is much easier than ever to find rules, especially since the web site is available to all and free of charge.

The NMAC web site has improved the ability to locate rules. If the NMAC number is known, one can quickly click through the appropriate links and find the text of the rule. If the NMAC number is not known, one can use the search engine on the web site. The SRCA has heard from other agencies, most notably the State Library, that the website, especially the search engine, has saved them time. The reference librarians are able to find rules within a few minutes, a task which in the past took much longer.

The SRCA provides a citation conversion database on the NMAC site that converts a prior numbering of a rule to the current numbering system. People save time finding the new number of a rule by simply typing in the old number and being directed first to the new number and then, if desired, to the actual text of the rule.

The NMAC website can be read by programs that assist the visually impaired. The SRCA learned that previously State employees who used assistance devices on their computers did not have access to State rules because the way the rules were placed on-line would not allow the assistance devices to work properly. Ensuring the NMAC web site is compatible with the assistance devices saves time, money, and frustration for those with disabilities.

The NMAC web site was designed so that others can link to whatever level, down to the part, of the NMAC works best for them. For example, one can link to the front page; to the list of the 22 titles; or to an individual title, chapter, or part. The NMAC site is updated once a month, when the new rules, amendments, and repeals that went into effect the previous month are added to the web site. The SRCA retains the same web addresses for the titles, chapters, and parts so that links to the web site will work even after rules are amended. That means web designers who link to the NMAC web site will not have to worry about updating their sites with each amendment. A number of agencies have stopped mailing their rules to affected parties or placing their rules on their web sites and instead just link to the NMAC web site. They find it is easier to disseminate their regulations using the NMAC website. One agency says it has saved money by referring regulated parties to the NMAC website; in the past it had to mail out copies of new rules and amendments to users all over the state. The SRCA itself has saved money by referring people to the on-line records retention and disposition schedules, which are filed as rules, instead of mailing out copies.

Costs

Obviously, the kind of open access and ease of use provided through the standardization of style and format and the enforcement of those requirements, the centralized filing and continuing maintenance of rules, and the publication of the *New Mexico Register* and the NMAC carry a price tag. The direct costs incurred by the ALD in performing its responsibilities were \$236,029.00 for FY 2005. These costs included salaries and benefits for the four employees, supplies, equipment maintenance, and other miscellaneous goods and services. If the indirect costs of management and administrative services allocated to the ALD are added in, the total costs for FY 2005 rise to \$321,124.00. These costs were offset by \$50,428.00 in revenue generated through fees charged for publishing in the *New Mexico Register* and the few remaining subscriptions for paper copies, reducing the total to \$270,696.00.

Of these costs, by the far the majority are those associated with the long-established functions involved with the filing of rules with the Division - the review and proofing of those rules for style and format compliance and for consistency between electronic, paper, and published versions; the assistance and training provided filing agencies; the maintenance of software applications; and the actual filing and maintenance of the rules themselves.

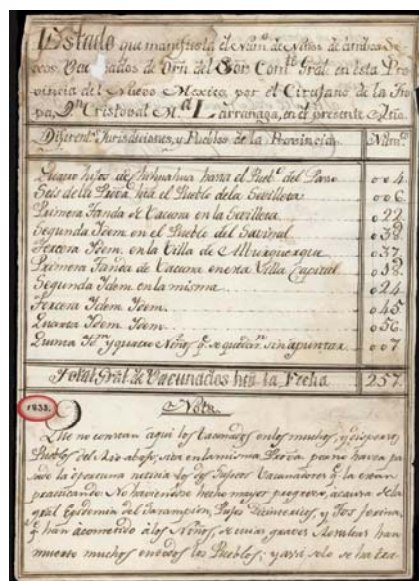
One of the most cost-effective acquisitions the agency made was the search engine of the NMAC. Since the costs associated with providing search capabilities for on-line publications in some other states were prohibitively high, the SRCA was concerned that it would be unable to offer effective search functions, which would have significantly reduced the utility of the NMAC. Fortunately, in 2001, after thorough research, the agency obtained license to a search engine for a one-time-fee of approximately \$150.00. This search engine searches the full text of the rules and has continuously functioned since 2001.

It is important to note that the additional, recurring costs associated with assuming responsibility for publishing the *New Mexico Register* and the NMAC in-house – and with the major strides that produced in opening access to the State's administrative laws and law-

making processes – are covered by the revenue generated by the \$1.50 per columnar inch fee charged agencies publishing in the *New Mexico Register*, the same fee previously paid by those agencies to an outside publisher.

ARCHIVES AND HISTORICAL SERVICES DIVISION

INTRODUCTION



The Archives and Historical Services Division is charged with the tasks of preserving and ensuring effective access to the permanent public records of New Mexico State government that are entrusted to the care of the SRCA. The Division also strives to foster an appreciation of these records' historical value and potential use by the people of New Mexico through quality reference assistance and various outreach events that include tours, exhibits, and presentations.

Archives Bureau

The Archives Bureau has six professional archivists on staff and performs a full-range of archival tasks (processing, preservation, description, reference assistance, and outreach) to maintain an authentic and accessible record of State government actions.

Historical Services Bureau

The Historical Services Bureau is comprised solely of the New Mexico Historical Records Advisory Board (NMHRAB) Grants Administrator, who is charged with providing administrative support to the Board. The Board is an advocate for preservation of and enhanced access to New Mexico's historical records held in both private and public repositories throughout the state.

FISCAL YEAR 2005 HIGHLIGHTS

Archives Bureau

The Archives Bureau continued its efforts to identify collection needs for preservation and access and more efficient strategies to provide enhanced access to collection information.

Moving and Still Image Collections

The Bureau continued its film preservation efforts with the Sallie Wagner Home Movie Project. Sallie Wagner and her then-husband Bill Lippincott settled on the Navajo Nation after purchasing the Wide Ruins Trading Post in 1938. Her films document scenes of everyday life on the Navajo Nation and in New Mexico. A grant of \$7,780.00 from the National Film Preservation Foundation (FED04-020) enabled the Division to select the following films for laboratory preservation:

- Albuquerque, Santa Fe, Taos (1929),
- Taos, San Ildefonso, Frijoles (1928-1929),

- School of American Research and Santa Fe Fiesta (1932),
- Around the Hogan (1938-1950),
- If You Should Visit Wide Ruins (1938-1950),
- Navajo Seasons (1938-1950),
- Navajo Weaving I and II (1938-1950), and
- Trading Post and Ruins (1938-1950).

The original grant period was May 1, 2004 to July 1, 2005. Due to a delay in receiving the award contract, work did not begin until spring 2005. A request to extend the grant period to December 31, 2005 was approved.

The imaging project reached a milestone in FY 2005 – the completion of the New Mexico Department of Tourism Photograph Collection. Selected as the pilot collection in 2001, the New Mexico Department of Tourism Photograph Collection comprises 4,939 images and provides a rich record of the evolution of tourist imagery from the 1930s to the early 1970s. As of June 30, 2005, the remaining 1,509 images had been scanned. Descriptive records for these images and the remaining 515 images from the New Mexico Department of Education Photograph Collection were created and entered in the Bureau’s collections database. Due to complications in the import of these records from the internal database to the on-line catalog database, the remaining 1,004 New Mexico Department of Tourism images are scheduled to be made accessible via the on-line catalog in the fall of 2005.

In FY 2004, the Division was awarded \$4,670.00 to send two staff members to preservation training for still and moving image collections. These funds from the National Endowment for the Humanities Preservation Assistance program allowed a staff member to attend a week-long seminar, *Preserving Photographs in a Digital World*, in Rochester, New York in August 2004 and another staff member to attend the two-week Modern Archives Institute in Washington, D.C. in June 2005. Knowledge gained at these two seminars directly resulted in the submission in May 2005 of another preservation assistance grant application for the preservation of acetate and nitrate negatives.

These projects addressed the following performance measures identified in the *Strategic Plan Fiscal Years 2005 - 2009*.

Strategic Initiative 1 – *enhance the effectiveness of the agency.*

Strategy 1.1 – *manage public records efficiently and effectively in accordance with statutory requirements.*

Action Step 1.1.5 – *arrange, describe, and preserve permanent public records in the custody of SRCA.*

Performance Measure – *percentage of public records in the custody of SRCA arranged, described, and available for public use.*

Target – *70 percent.*

Actual – *58 percent.*

Strategic Initiative 1 – *enhance the effectiveness of the agency.*

Strategy 1.5 – *develop additional sources of support.*

Action Step 1 .5.1 – *identify additional funding sources.*

Performance Measure – *number of grant proposals submitted.*

Target – 1.

Actual – 1.

Strategic Initiative 2 – *build awareness of agency resources and services.*

Strategy 2.1 – *improve on-line access to agency resources and services.*

Action Step 2.1.3 – *describe SRCA holdings in an on-line catalog.*

Performance Measure – *percentage of finding aids available on-line.*

Target – 70 percent.

Actual – 58 percent.

Archival Records Management

The Bureau manages public records according to the archival principles of provenance and original order, thereby ensuring their continued preservation, accessibility, and value. Procedures have been established to guarantee the authenticity and reliability of these records. Consistent procedures maintain reliable and accessible records, which are the foundation for a sound democracy. In FY 2005, the Bureau selected, appraised, and accessioned 593.75 linear feet of historical records, 955 publications, 248 photographs, 91 volumes, and 27 rolls of microfilm (public records – 573.75 linear feet, 955 publications, and 57 volumes; private records – 20 linear feet, 248 photographs, 34 volumes, and 27 rolls of microfilm). Additionally, 65.75 linear feet of historical records (47.75 linear feet – public and 18 linear feet – private), 2,156 photographs (2,024 – public and 132 – private), 58 volumes (57 – public and 1 – private), and 27 rolls of microfilm were processed (arranged and described). Records for appraisal and permanent retention are identified in agency record retention schedules. Permanent records are also transferred from the Records Center and directly from State agencies to the Bureau. Private records are accepted for donation if they fall within the scope of the SRCA's private collection policy (1.13.40 NMAC, *Private Collection Development Policy*). Donations of significant research value in FY 2005 included Pershing Expedition veterans' letters in the Calvin Hines Collection accretion.

In order to ensure the proper handling of collections the Bureau conducts an annual inventory of the archival vaults. Staff is paired in teams of two, and a manual verification of every item on every shelf is completed. The annual inventory for FY 2005 took place on May 23, 2005. All discrepancies between the printouts from the archives database and the items on the shelf were reconciled by June 30, 2005.

The Bureau's work addressed the following performance measures identified in the *Strategic Plan Fiscal Years 2005 - 2009*.

Strategic Initiative 1 – *enhance the effectiveness of the agency.*

Strategy 1.1 – *manage public records efficiently and effectively in accordance with statutory requirements.*

Action Step 1.1.5 – *arrange, describe, and preserve permanent public records in the custody of SRCA.*

Performance Measure – *percentage of public records in the custody of SRCA arranged, described, and available for public use.*

Target – *70 percent.*

Actual – *58 percent.*

Strategic Initiative 1 – *enhance the effectiveness of the agency.*

Strategy 1.1 – *manage public records efficiently and effectively in accordance with statutory requirements.*

Action Step 1.1.7 – *inventory stored records in the Records Centers and microfilm and archival vaults to improve efficiency in managing and securing the records.*

Performance Measure – *inventory of records in the archives vaults completed and report issued by target date.*

Target – *June 30, 2005.*

Actual – *June 30, 2005.*

Public Records Accessioned	Linear Feet/# items
Records Received from SRCA Records Center	
Children, Youth, and Families Department	15.00
Corrections Department	39.00
Economic Development Department – Film Division	2.00
Education Department, Public	1.00
Educational Retirement Board	10.00
Environment, Department of	6.00
Finance and Administration, Department of	5.00
Health, Department of	41.00 (7.00 de-accessioned)
Health Policy Commission	3.00
Judicial Selection Committee	25.00
Land Office, State	2.00
Legislative Council Service	11.00
Public Defender Department	1.00
Public Regulation Commission	23.00
Regulation and Licensing Department	76.00
State Records Center and Archives	1.00
Taxation and Revenue Department	2.00
Total	263.00 linear feet
Records Received Directly from Agencies	
Engineer, Office of the State	210.00
Legislative Council Service	22.00
State Publications	955 publications
Cultural Affairs Department – Historic Preservation Division	10.00
Legislative Finance Committee	1.00

Livestock Board	12.00
Fourth Judicial District (Guadalupe County)	0.25
Guadalupe County	5.00
Rio Arriba County	0.25
Santa Fe County	57 volumes
Secretary of State, Office of the	4.50
Socorro County	0.25
State Records Center and Archives	2.00
Economic Development Department – Film Division	37.00
Transportation, Department of	6.00
Total	310.75 linear feet, 955 publications, and 57 volumes

Private Records Accessioned	Linear Feet/# items
Richard Ahlborn Papers	2.00
Calvin Hines Collection	1.25
Thomas B. Catron Papers	27 rolls of microfilm
Jacqueline Dunnignton Collection	139 photographs
Genealogy Publications	33 volumes
Records of Ione, New Mexico and Lytle Family (New Mexico History Files)	0.25
<i>The Nineteenth Century Cruzate Grants: Pueblos, Peddlers, and the Great Confidence Scam?</i> (unpublished dissertation)	1 volume
Semos Unlimited, Inc. Records	4.50
Letters and Diaries of Eugenie Shonnard and Issac H. Ulsh (New Mexico Letters and Diaries)	0.25
Joe and Diana Stein Collection	2.00
New Mexico Rural Electrification Cooperative Association Records	1.50
Santa Fe Chamber Music Festival Programs	0.25
Santa Fe Photographs (SRCA Photograph Collection)	14 photographs
New Mexico Geological Society Records	0.50
New Mexico telephone stock certificates (New Mexico History Files)	0.25
Deric Nusbaum Papers	0.25
San Miguel County Community Action Association Records	0.25
Taos Book Shop Records	0.25
Vermejo Park Oral History Project Records	0.25
Sallie Wagner Collection	72 photographs
Jim Wallace - 1926 San Marcial Flood Photographs	26 photographs
Harry Wulgater Papers	6.25
Total	20.00 linear feet, 248 photographs, 34 volumes, and 27 rolls of microfilm

Public Records Processed	Linear Feet/ # of Items
Education Department, Public	515 photographs

Fort Stanton Hospital and Training School Records	0.25
Governor, Office of the (Toney Anaya)	26.00
Historical Rules Collection	1.00
Secretary of State, Office of the	3.00
State Publications	955 publications
Santa Fe County Records	57 volumes
Tourism Department	1,509 photographs
Women, Commission on the Status of	17.50
Total	47.75 linear feet, 955 publications, 2,024 photographs, and 57 volumes

Private Records Processed	Linear Feet/ # of Items
Richard Ahlborn Collection	2.00
Calvin Hines Collection	1.25
Thomas B. Catron Papers	27 rolls of microfilm
Genealogy Publications	33 volumes
Records of Ione, New Mexico and Lytle Family (New Mexico History Files)	0.25
Sandra Matthews-Lamb: <i>The Nineteenth Century Cruzate Grants: Pueblos, Peddlers, and the Great Confidence Scam?</i> (Unpublished Dissertations)	1 volume
John Gaw Meem Photograph Collection	92 photographs
Semos Unlimited, Inc. Records	4.50
Eugenie Shonnard and Issac H. Ulsh (New Mexico Letters and Diaries)	0.25
New Mexico Geological Society Records	0.50
New Mexico Rural Electrification Cooperative Association Records	1.50
New Mexico telephone stock certificates (New Mexico History Files)	0.25
Deric Nusbaum Papers	0.25
San Marcial Flood Photographs (SRCA Photograph Collection)	26 photographs
San Miguel County Community Action Association Records	0.25
Santa Fe Chamber Music Festival Programs	0.25
Santa Fe Photographs	14 photographs
Taos Book Shop Records	0.25
Vermejo Park Oral History Project Records	0.25
Harry Wulgater Papers	6.25
Total	18 linear feet, 132 photographs, 27 rolls of microfilm, and 1 volume

Accessibility

In order to enhance access to collections, the Bureau has continued to process materials and add collection information and digital images for photographs to the on-line catalog. This catalog allows researchers to access collection information outside of the physical, open hours of the repository. The effectiveness of the catalog rests upon the accuracy of the description records that are entered. In Fiscal Year 2005, 6,832 description records were created, 1,487 records were

revised, and six finding aids were made available via the on-line catalog. The six finding aids were for the following:

- Commission on the Status of Women Records,
- Secretary of State Records,
- Public Employees Labor Relations Board Records,
- Historic Film Collection,
- State Publications Collection, and
- Ramon Vigil Collection.

Finding aids for the Department of Tourism and Department of Education Photograph Collections have been completed. Additionally, 267 books have been cataloged and are housed in the research rooms.

To prepare a collection to be added to the on-line catalog staff must describe it. Description involves the creation of a finding aid that adequately represents the informational content of the records.

Public Records Described	Linear Feet/ # Items
Women, Commission on the Status of	17.50
Department of Education	515 photographs
Department of Tourism	1,509 photographs
Governor, Office of the (Toney Anaya)	160.00

Private Records Described	Linear Feet/ # Items
Jose Patricio Chavez Papers	2.00
Historical Film Collection	1,099 motion picture films
John Gaw Meem Photograph Collection	93 photographs
Ramon Vigil Papers	1.00

The Bureau’s work in this category addresses the following performance measures included in the *Strategic Plan Fiscal Years 2005 - 2009*.

Strategic Initiative 1 – *enhance the effectiveness of the agency.*

Strategy 1.1 – *manage public records efficiently and effectively in accordance with statutory requirements.*

Action Step 1.1.5 – *arrange, describe, and preserve permanent public records in the custody of SRCA.*

Performance Measure – *percentage of public records in the custody of SRCA arranged, described, and available for public use.*

Target – *70 percent.*

Actual – *58 percent.*

Strategic Initiative 2 – *build an awareness of agency resources and services.*

Strategy 2.1 – *improve on-line access to agency resources and services.*

Action Step 2.1.3 – *describe SRCA holdings in an on-line catalog.*

Performance Measure – *percentage of finding aids available on-line.*

Target – *70 percent.*

Actual – *58 percent.*

Outreach

The Division’s main outreach strategy is the quality of daily reference assistance provided to on-site and off-site patrons. The largest numbers of people are reached through this strategy.

Each year a customer survey is administered for a two-week period. In FY 2005, the survey results revealed a continuing high level of customer satisfaction. All respondents rated the quality of reference assistance provided by staff as excellent or good. The Bureau’s emphasis on outreach to students resulted in some participants finding out about the repository through classroom presentations and tours. Staff conducted tours for students from the Santa Fe Community College, the Institute of American Indian Arts, the Santa Fe Indian School, the New Mexico School for the Deaf, Monte Del Sol Charter School, and Pecos High school. Classroom presentations were also delivered to students at Northern New Mexico Community College, the Institute of American Indian Arts, and Santa Fe Community College.

Additionally, the Division promoted the public’s awareness of and access to historical records by:

- assisting thousands of individuals research their family history;
- helping land grant heirs, scholars, students, and legal experts locate land grant documents;
- providing students, teachers, and the general public 24 -hour off-site access to collection information (on-line catalog);
- consulting with interested persons regarding archival practices;
- reaching hundreds of people through exhibits, tours, and presentations;
- writing seven collection-centered articles for the agency newsletter and regional and national publications;
- publishing an informational brochure on the on-line catalog;
- presenting 21 collection-centered lectures; and
- participating in the agency “for-fee” training program as instructors.

On-site Contacts	FY 2004	FY 2005	Percentage of Change
Visitors	3,103	3,475	+12%
Inquiries	5173	4,966	-4%
Off-site Contacts	FY 2004	FY 2005	Percentage of Change
Correspondence	473	528	+12%
E-mail	550	576	+3%
Telephone	346	281	-19%
FAX	25	10	-60%

The work of the Bureau in this category addressed the following performance measures identified in the *Strategic Plan Fiscal Years 2005 - 2009*.

Strategic Initiative 1 – *enhance the effectiveness of the agency.*

Strategy 1.2 – *increase knowledge of records, information and archival management (RIAM) practices, rule-making requirements and New Mexico history.*

Action Step 1.2.1 – *develop and provide educational programs and training for different audiences.*

Performance Measure – *number of educational presentations made (does not include “for-fee” training).*

Target – 15.

Actual – 24.

Strategic Initiative 2 – *build awareness of agency resources and services.*

Strategy 2.2 – *promote increased, open access to public records.*

Action Step 2.2.1 – *provide the public assistance in accessing records in the custody of the agency.*

Performance Measure – *percentage of requests for access to public records in its custody the agency is able to satisfy.*

Target – 98 percent.

Actual – 99 percent.

Strategic Initiative 2 – *build awareness of agency resources and services.*

Strategy 2.4 – *increase use of agency resources and services.*

Action Step 2.4.2 – *develop public relations materials.*

Performance Measure – *number of educational/informational brochures published by June 30, 2005.*

Target – 1.

Actual – 1.

Strategic Initiative 3 – *improve internal performance.*

Strategy 3.1 – *improve the delivery of services and goods.*

Action Step 3.1.1 – *develop and conduct a customer survey on agency delivery of services.*

Performance Measure – *develop and conduct customer survey on delivery of services by target date.*

Target – *March 31, 2005.*

Actual – *March 31, 2005.*

Strategic Initiative 3 – *improve internal performance.*

Strategy 3.1 – *improve the delivery of services and goods.*

Action Step 3.1.2 – *report on survey results.*

Performance Measure – *compile and report on customer survey by target date.*

Target – *June 30, 2005.*

Actual – *June 30, 2005.*

Archives Week FY 2005: Rediscovering Letters: A Heartline to the Past

Governor Richardson proclaimed October 17 through 23, 2004 “New Mexico Archives Week.”

Archives Week is an opportunity for repositories to invite the public to participate in various collection-centered events. Events included an opening reception that included a book signing

by Barbara Buhler Lynes and Ann Paden, co-editors of *Maria Chabot/Georgia O'Keefe Correspondence, 1941-1949*; a historical film screening of select Amelia Elizabeth White home movies; and a reading and performance of historical letters coordinated by the Office of the State Historian.

The work of the Bureau in this category addressed the following performance measure identified in the *Strategic Plan Fiscal Years 2005 - 2009*.

Strategic Initiative 1 – *enhance the effectiveness of the agency.*

Strategy 1.2 – *increase knowledge of records, information and archival management (RIAM) practices, rule-making requirements and New Mexico history.*

Action Step 1.2.1 – *develop and provide educational programs and training for different audiences.*

Performance Measure – *number of educational presentations made (does not include “for-fee” training).*

Target – 15.

Actual – 24.

Historical Services Bureau

The Historical Services Bureau continues its efforts to enhance the preservation of and access to the state’s historical records through the New Mexico Historical Records Advisory Board’s (NMHRAB) programs.

New Mexico Historical Records Advisory Board

The NMHRAB was established to serve as the local advisory board for the reviewing all New Mexico records preservation and access, or documentary-edition grant proposals submitted to the National Historical Publications and Records Commission (NHPRC).

Seven members of the Board are appointed by the Governor and include historians, records managers, archivists, and others representing public and private interests throughout the state. The State Records Administrator is an ex-officio member and serves as chair of the Board. A term, part-time Line Manager position (Grants Administrator) provides staff support to the Board and manages the re-grant and scholarship programs.

Members of the Board in FY 2005 were:

- Diane Bird, C.A., Archivist, New Mexico Museum of Anthropology;
- Angela Robbins, Architectural Historian;
- Orlando Romero, Librarian/Archivist (retired);
- Terry Ortega, Historian (independent);
- Julie Miller, Ph.D., Professor, Western New Mexico University;
- Robin Martin, Editor, *Santa Fe New Mexican*; and
- Veronica Tiller, Research Consultant.

Strategic Planning

As a result of the complete turnover of the Board in FY 2003 and the exhaustion of the original strategic plan – *Capturing Four Hundred Years of Recorded History 1998-2003*, Board members spent a day at a strategic planning workshop. The new strategic plan – *NMHRAB Strategic Plan 2005-2009* – was presented to the Board at the January 14, 2004 meeting in Silver City. In the plan, the following five strategic initiatives were identified:

- preserve New Mexico's historical records;
- increase public access to historical records;
- support archival and records management training;
- strengthen funding and support for records programs; and
- promote life-long learning and documentation of New Mexico history.

The NMHRAB's annual work plan is derived from the performance measures in its strategic plan. These, in turn, tie to the SRCA's strategic plan, where related action steps and performance measures are included. Work done in FY 2005 toward the overall completion of the NMHRAB's annual work plan was tracked through the performance measure in the *SRCA Strategic Plan, Fiscal Years 2005 - 2009* cited below.

Strategic Initiative 1 – *enhance effectiveness of the agency.*

Strategy 1.3 – *create and foster supportive relationships.*

Action Step 1.3.4 – *implement the NMHRAB strategic plan.*

Performance Measure – *percentage of FY05 NMHRAB action plan (work plan) completed or on schedule.*

Target – *90 percent.*

Actual – *89 percent.*

Assessment Project

The NMHRAB recognizes the historical significance of records that are created and maintained by local and tribal governments. Due to constant turnover in personnel and lean budgets, these records often do not receive the attention required to ensure their preservation for future generations. In an effort to assist these repositories, the Board successfully pursued grant funds to provide free assessments.

The Board received an award of \$58,979.00 from the NHPRC to conduct assessments of local and tribal governments. A part-time employee was hired to conduct the majority of these assessments. A total of 50 local and tribal governmental offices and one diocese participated. Targeted efforts to promote records preservation issues resulted in the participation of five tribal governments. Assessments included a pre-assessment survey, an on-site visit, and written observations and recommendations. Work began in January, 2002. Thirty written observations and recommendations were completed and distributed in FY 2004. The remaining 21 written observations and recommendations were in the final stages of completion by June 30, 2005 and were scheduled to be completed and distributed in FY 2006.

Participating political subdivision and tribal governments in this on-going project are listed below. While only 23 entities are identified, assessments were often conducted for multiple offices within a county (Clerk, Treasurer, Assessor, etc.), thus accounting for the 51 participants noted earlier.

Catron County*	Otero County*	Mescalero Apache Tribe
Colfax County*	Quay County*	Nambe Pueblo
Dona Ana County*	Roosevelt County*	Santa Clara Pueblo
Eddy County*	Sandoval County	Santo Domingo Pueblo
Harding County*	San Juan County	Zuni Pueblo*
Hidalgo County*	San Miguel County	
Lea County*	Taos County	
Lincoln County*	Union County	
Los Alamos County*	Valencia County	
Luna County*		
McKinley County*		
Mora County*		

*Counties and tribal governments that have received their written observations and recommendations.

The work completed on the assessment project addressed the same action step and performance measure in the SRCA's *Strategic Plan, Fiscal Years 2005 - 2009* listed earlier, specifically:

Action Step 1.3.4 – *implement the NMHRAB strategic plan.*

Performance Measure – *percentage of FY05 NMHRAB action plan (work plan) completed or on schedule.*

Target – *90 percent.*

Actual – *89 percent.*

Historical Information Network Tracking System (HINTS)

The HINTS database is a dynamic, on-line resource that allows the public to locate information regarding records in public and private repositories throughout the state (web site: <http://www.nmcpr.state.nm.us/nmhrab/nmhrabhints.htm>). Funded by the assessment grant and state funds, this resource provides access to information that is often difficult to locate.

Available on-line since FY 2003, it is updated regularly through e-mail links and allows repositories to update their information or request to be added to the database. Repository information that is viewable and searchable includes organizational name, location, holdings, contact person, and organizational type.

The HINTS database addressed the below listed performance measure identified in the *Strategic Plan, Fiscal Years 2005 - 2009*.

Strategic Initiative 1 – *enhance effectiveness of agency.*

Strategy 1.2 – increase knowledge of records, information and archival programs (RIAM) practices, rule-making requirements, and New Mexico history.

Action Step 1.2.6 – maintain the Historical Information Network Tracking System (HINTS) by updating information annually.

Performance Measure – the HINTS updated by target date.

Target – March 31, 2005.

Actual – March 31, 2005.

Re-grant and Scholarship Programs

The Board fulfills its mission to advocate for the preservation of and enhanced access to the historical records of New Mexico through its re-grant and scholarship programs. These annual programs allow the Board to provide financial support to records projects and scholarships for records and archival management training. In the re-grant program, the Board “re-grants” money from federal grants and State appropriations made to the SRCA and designated for the program. In January, 2004, the Board received \$71,164.00 for distribution in the FY 2005 and FY2006 re-grant and scholarship cycles. The Board awards funds according to the established funding priorities:

- training;
- assessment of archival and records management programs;
- archival and records management programs for tribal organizations;
- identification and preservation of at-risk historical records;
- collection preservation;
- access to historical records; and
- documentation of New Mexico history.

On-line access to submission deadlines, program guidelines, applications, and resource documents (consultant list and vendor list) are maintained and updated to facilitate repository participation.

Projects and scholarships in process during FY 2005 included those awarded in FY 2004 (work periods are for one year and often cross fiscal years). These are discussed below under the fiscal year in which they were awarded.

FY 2004

Re-grant proposals were ranked and awarded funds at the October, 2003 meeting. Five repositories were awarded a total of \$24,000.00. The grant period ran from October, 2003 to September, 2004.

Repository	Project	Amount Awarded
Farmington Museum	Re-house historic photographs of Four Corners region	\$3,060.00
Pueblo of Zia	Transcribe audiotapes of tribal songs and stories.	8,500.00
New Mexico Preservation Alliance	Sponsor preservation workshop.	1,000.00

New Mexico Jewish Historical Society	Create and distribute pamphlets on Jewish Pioneer Families.	8,000.00
Albuquerque Center for Peace and Justice	Identify, re-house, and describe historical records.	\$3,440.00

Scholarship applications were also ranked and awarded funds at the October, 2003 meeting. A total of \$1,349.22 was awarded to two individuals from two repositories to attend SRCA-sponsored training sessions.

Repository	Training
Navajo Nation	SRCA workshops – <i>Arrangement and Description and Finding Aids</i>
City of Las Cruces	SRCA workshops – <i>Electronic Records and Emergency Preparedness</i>

As a result of the Albuquerque Center for Peace and Justice declining its award and a surplus of funds remaining in the scholarship fund, the Board decided to open up a second call for re-grant proposals and scholarships. At the January, 2004 meeting one scholarship application was ranked and awarded funds in the amount of \$168.00.

Repository	Training
Indian Pueblo Cultural Center	SRCA workshops – <i>Emergency Preparedness and Disaster Recovery</i>

At the May, 2004 meeting proposals were ranked and awarded funds. A total of \$5,880.00 was awarded to four repositories. The grant period was from May, 2004 to April, 2005.

Repository	Project	Amount Awarded
The Santa Fe Opera	Create a records schedule, identify historical records, and create a plan of work for preservation of identified records.	\$1,920.00
Los Alamos Historical Society	Supplies to re-house the Penland Schools Collection.	900.00
Santa Fe Indian School	Conduct assessment of school archives.	1,080.00
Center for Land Grant Studies	Analyze original land grant documentation and create land grant summaries.	\$2,000.00

FY 2005

At the May 21, 2005 meeting a scholarship subcommittee was formed to rank and award funds. Subcommittee members were Diane Bird, C.A., Archivist, New Mexico Museum of Anthropology; Terry Ortega, Historian (independent); and Julie Miller, Ph.D., Professor, Western New Mexico University. The subcommittee met on July 26, 2004 and ranked applications, awarding funds to seven applicants from three institutions for a total of \$1,782.00.

Repository	Training
City of Gallup	Society of American Archivists workshop – <i>Administration of Photographic Collections</i> , Tucson, Arizona

Repository	Training
Western New Mexico University	SRCA workshops – <i>Basic Electronic Records, Management of Public Records</i>
Pueblo of Zuni	SRCA workshops – <i>Basic Electronic Records and Filing Systems</i>

At the September 30, 2004 meeting 12 re-grant proposals were ranked and funds totaling \$45,000.00 were awarded. The grant period was from November, 2004 to October, 2005 (however, because of a change in State accounting practices, completion dates for all State-funded projects were advanced to June 30, 2005).

Repository	Project	Amount Awarded
	NHPRC Funds	
Center for Land Grant Studies	Production of four land grant summaries.	\$5,100.00
Palace of the Governors – History Library	Preservation of the <i>Los Artesanos Collection, 1940s – 1990s</i> (110 linear feet).	5,000.00
Palace of the Governors – Photo Archives	Preservation and processing of image collection via a formal assessment, inventory, and creation of collection management policy.	5,870.00
University of New Mexico – General Library	Preservation of <i>Albuquerque City Clerk Scrapbooks, 1922-1974</i> (50 linear feet).	3,871.00
	State Funds	
City of Las Vegas	Identification of at-risk materials and number of photographs in collection (2.5 linear feet).	3,260.00
Moriarty Historical Society	Microfilming for preservation 2,600 issues of Torrance County newspapers, 1900-1950.	6,984.00
New Mexico Preservation Alliance	Preservation of architectural records by sponsoring workshop.	1,630.00
Project Crossroads	Enhancing access to approximately 40 primary source documents from the SRCA by retrieving, indexing, and digitizing them as part of a collaborative educational project with the School of American Research.	1,356.00
Rio Rancho Public Library	Preservation of <i>Rio Rancho Roadrunner</i> and two scrapbooks of the Rio Rancho Volunteer Fire Department Ladies Auxiliary.	2,269.00
Santa Fe Indian School	Purchase of archival supplies to re-house 40 linear feet of historical materials.	1,209.00
San Juan Pueblo	Preservation assessment and inventory of tribal records (1880s – present).	4,201.00
Santa Fe Opera	Purchase of archival supplies to re-house 25 linear feet of materials.	\$4,250.00

Since the scholarship subcommittee did not exhaust the scholarship funds in July, 2005, scholarship applications were ranked and applicants awarded funds at the September 30, 2004 meeting. A total of eight applicants from seven institutions were awarded a total of \$3,217.00.

Repository	Training
City of Gallup	SRCA workshop – <i>Arrangement and Description</i>
Mescalero Community Library	SRCA workshops – <i>Basic Records Management and Implementing An Archival Preservation Program</i>
Palace of the Governors – Photo Archives	Image Permanence Institute workshop – <i>Preserving Photographs in a Digital World, Rochester, New York</i>
Public Regulation Commission	SRCA workshops – <i>Basic Records Management and Electronic Records Management</i>
City of Sunland Park	SRCA workshop – <i>Basic Records Management</i>
University of New Mexico – African-American Studies Program	SRCA workshops – <i>Arrangement and Description and Implementing An Archival Preservation Program</i>
University of New Mexico – Political Archives	National Archives and Records Administration workshop – <i>Modern Archives Institute, Washington, D.C.</i>

These programs address two performance measures identified in the SRCA's *Strategic Plan, Fiscal Years 2005 - 2009e*.

Strategic Initiative 1 – *enhance effectiveness of agency.*

Strategy 1.2 – *increase knowledge of records, information and archival programs (RIAM) practices, rule-making requirements, and New Mexico history.*

Action Step 1.2.5 – *provide financial assistance to archival repositories statewide to improve preservation of historical records and to attend RIAM training.*

Performance Measure – *number of NMHRAB scholarships awarded.*

Target – 15.

Actual – 31.

Strategic Initiative 1– *enhance the effectiveness of the agency.*

Strategy 1.3 – *create and foster supportive relationships.*

Action Step 1.3.4 – *implement the NMHRAB strategic plan.*

Performance Measure – *percentage of FY05 NMHAB action plan (work plan) completed or on schedule.*

Target – 90 percent.

Actual – 89 percent.

Strategic Initiative 2 – *build awareness of agency resources and services.*

Strategy 2.3 – *support the preservation of historical resources and historical records.*

Action Step 2.3.1 – *provide financial assistance to archival repositories statewide to improve preservation of historical records.*

Performance Measure – *percentage of projects funded through the NMHRAB grant program that are achieving stated objectives.*

Target – 92 percent.

Actual – 96 percent.

COST-BENEFIT ANALYSIS

The purpose of the cost-benefit analysis is two-fold: one, to analyze the effectiveness of the programs and two, to ensure that expenditures are appropriate. The following analysis is a compilation of statistics that demonstrates that the Division is fulfilling its mandate to preserve and provide access to the permanent and historical records maintained by the SRCA and other repositories throughout the state. The benefits realized are the continued existence of the State's historical records for future researchers and the public's ability to access them.

Archives Bureau

All Bureau functions are aligned with the agency's strategic initiatives as discussed below.

Strategic Initiative 1 – *enhance the effectiveness of the agency.*

The Bureau ensures the continued existence of and consistent access by the public to the permanent records of the State by maintaining environmentally appropriate storage and research areas, re-housing records in acid-free enclosures, reformatting fragile documents, creating user-friendly finding aids, and facilitating the accessioning of permanent State records. The Bureau's commitment to a preventative preservation program eliminates, or greatly reduces the need for costly conservation treatments.

Activity	% Resources	Cost	Output Measure	Benefits
Accessions	1.1	\$6,579.00	593.75 linear feet, 95 publications, 248 photographs, 91 volumes, and 27 rolls of microfilm	Public records are preserved for current and future users.
Processing	3.1	\$18,540.00	65.75 linear feet, 2,156 photographs, 58 volumes, and 27 rolls of microfilm	Public records are accessible to the public.
Preservation	3.3	\$19,736.00	242 linear feet, 161 documents, 31 books, 1085 preservation copies, and 2 rolls of microfilmed	Life of public records is extended through implementation of archival preservation best practices.

The Bureau supports this initiative by participating in the agency's "for-fee" workshops as instructors. In FY 2004, the Bureau conducted three workshops: *Preservation of Motion Picture Film and Video*, *Arrangement and Description*, and *Implementing an Archival Preservation Program*.

Workshops provided participants with current archival best practices and theory. Instructors were rated by participants as good or very good.

Strategic Initiative 2 – *build awareness of agency resources and services.*

The Bureau’s most effective and prevalent form of outreach is the high quality, reference assistance staff provides to patrons on-site at the SRCA and off-site via several mechanisms:

- on-line catalog;
- U.S. mail;
- e-mail;
- telephone; and
- fax

The quality of the Bureau’s reference assistance is based on the comprehensiveness and accuracy of its finding aids. The incorporation of technology in Bureau operations has allowed it to expand its collection access to members of the public who in the past have not been able to access records because of either time or travel constraints. The on-line catalog allows researchers to access records when it is convenient for them. In FY 2005 the Bureau has continued its commitment to providing comprehensive and accurate access to its collections via the on-line catalog.

Activity	% Resources	Cost	Output Measure	Benefits
Imaging Project	6.7	\$40,070.00	1,509 photos imaged	Access enhanced by making them accessible 24 hours a day via on-line catalog Images preserved by reducing or eliminating their handling.
Description	4.4	\$26,314.00	171 linear feet, 1027 films, 2,024 photos, and 267 books	Public records are described and classified.
Reference	13.2	\$78,943.00	6,211 requests	Patrons are satisfied.

The ability of the Bureau to effectively preserve and provide access to public records directly correlates to the quality and quantity of training available to staff. Archival best practices are evolving; in order to manage the public records of New Mexico properly, it is crucial that staff is trained.

Activity	% Resources	Cost	Output Measure	Benefits
Staff training	2.1	\$12,560.00	11 workshops, 3 conferences, and 3 classes	Staff is appropriately trained.

Strategic Initiative 3 – *improve internal performance.*

The Bureau has supported this strategic initiative by developing and conducting a customer survey by the target date. An analysis of the responses indicated that the Bureau continued in FY 2005 to provide high quality reference assistance to its patrons. Despite an increase in the number of patrons using the on-line catalog, responses indicated that the effectiveness of the catalog still required improvement through more accurate and specific descriptions of records and a more readily understandable user interface.

Historical Services Bureau

Strategic Initiative 1 – *enhance the effectiveness of the agency.*

Strategic Initiative 2 – *build awareness of agency resources and services.*

The activities of the Historical Services Bureau and the NMHRAB directly supported the above listed SRCA strategic initiatives. Primarily through the Board's re-grant and scholarship programs, it continued in FY 2005 to provide the financial support needed by smaller public and private repositories to begin to address records issues. Many of the records held by these repositories are historically significant and are a vital part of the documentary history of the state. Unfortunately, these repositories have little or no funding for the preservation of these records. While the award amounts are never large, they do allow repositories to begin to address records preservation and access issues. Among the various preservation activities supported by the Board in FY 2005, 228 linear feet of historical materials were re-housed into archival-quality enclosures.

While the cost of its activities can be reported, it is difficult to quantify the benefits since the immediate beneficiaries are the repositories that receive the awards. The ultimate beneficiaries are the people of New Mexico, both those of today and future generations, who will be able to access those records that document their history.

RECORDS MANAGEMENT DIVISION



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

information is the essential component of any organization. Records management emphasizes that information is an asset and holds value for an organization. An effective RIM program allows an agency to improve office productivity, eliminate errors, reduce liability, preserve vital records, facilitate the exchange of information within government, and make public records accessible to the public. The Records Management Division also provides State agencies with cost-effective storage (free, except for records that have exceeded their legal retentions) of non-current, infrequently used State records in hard-copy, microform, and electronic formats. The Division provides direction on the management of electronic records and is a key participant in developing the standards for an ECM (Enterprise Content Management) system for State government.

FY 2005 HIGHLIGHTS

Records Management Inventory Software

The IMAGE 2000 records management inventory application became operational in March, 2005. The Division encountered problems with data conversion (reliability of data), validity of system updates, and basic program functions. The Division directed much of its resources to research, update, and correct data problems. Records Management staff continued to work with IT staff to improve the functionality of the program.

Enterprise Content Management (ECM) Project

The State Records Center and Archives received an appropriation in 2004 to conduct an assessment of the electronic records environment in FY 2005 as part of a multi-agency electronic document management system project. The Human Services Department, the Taxation and Revenue Department, and the State Records Center and Archives collaborated (and continue to do) on a joint project to develop an ECM system that will include the integration of an Electronic Document Management System (EDMS) with an Electronic Records Management System (ERMS) that will serve as a centralized electronic records archive. The purpose of the project is to put into operation an integrated approach for the capture, maintenance, storage,

access, disposition, and preservation of electronic records. Each agency will manage and control access to its own documents while automatically transferring electronic records to and from the centralized electronic archive. The accomplishments for FY 2005 are listed below:

- October 2004 - project certified for planning phase;
- April 2005 - project director hired;
- June 2005 - joint powers agreement approved;
- June 2005 - needs assessment by Optimos, Inc., completed; and
- June 2005 - project management plan approved by the EDMS Executive Steering Committee.

Agency Analysis Bureau

The Agency Analysis Bureau is responsible for assisting State agencies and local governments with the development of systemic records retention and disposition programs. A systemic approach to records management ensures that all retention requirements are addressed. This is accomplished by providing agencies with essential tools such as training and consultation on site and by telephone, and through the development and issuance of records retention and disposition schedules. These schedules, which are administrative laws (state rules), provide the foundation for the implementation of records and information management (RIM) programs that address the life cycle of records - from creation, through useful life, to final disposition, whether destruction or preservation as permanent or historical records.

Records retention and disposition schedules describe records series and define the legal retention periods (the time for which the records must be maintained) for them as well as their disposition – destruction once the retentions have been met or transfer to the State Archives, either as permanent records or as records for review and final disposition. Performance measures established to monitor the progress of the Bureau include *percentage of State agencies with current records retention and disposition schedules*. The FY 2005 target (66 percent) for this performance measure was not met. Only 51.5 percent of State agencies had current schedules at year end. This Bureau has consistently faced high turnover, and management is continuously training new analysts. It can take minimum of two years to train fully a new analyst. The continuing turnover as well as difficulty in recruiting qualified candidates hampered the Bureau's ability to satisfy performance targets. Schedules developed, filed, and promulgated in FY 2005 are listed below.

Amended

- 1.18.780 NMAC ERRDS, Crime Victims' Reparation Commission
- 1.18.505 NMAC ERRDS, Cultural Affairs Department
- 1.15.2 NMAC GRRDS, General Administrative Records
- 1.15.3 NMAC GRRDS, General Administrative Records (for use by local government and educational institutions)

New

- 1.18.465 NMAC ERRDS, Gaming Control Board

Repealed and Replaced

- 1.18.369 NMAC ERRDS, Commission of Public Records
- 1.18.927 NMAC ERRDS, School for the Deaf
- 1.18.305 NMAC ERRDS, Office of the Attorney General
- 1.18.460 NMAC ERRDS, State Fair Commission
- 1.18.404 NMAC ERRDS, Board of Examiners for Architects
- 1.18.690 NMAC ERRDS, Children, Youth and Families Department
- 1.18.479 NMAC ERRDS, Board of Veterinary Examiners

During FY 2005, the Records Analysis Bureau provided 12 training sessions on the importance and benefits of records management and statutory requirements, as well as on program responsibilities such as records storage and retrieval, destruction, and indexing. Three hundred forty- four State and local government employees attended these training sessions.

Electronic Records and Micrographics Bureau

The Bureau Chief acted as the project manager for the first phase of the Electronic Content Management (ECM) project. The first phase consisted of project planning activities, identification of technical and functional requirements, and an assessment of the existing electronic document management environment. The Bureau Chief will serve as a project member and advisor to the Executive Steering Committee for phases two and three of the ECM project.

During FY 2005, the Bureau Chief provided consultation and technical assistance to the Second Judicial District Court and the Administrative Office of the Courts on electronic records and the issuance of an RFP regarding an electronic document management system. He was the workshop presenter for the spring seminar conducted by the Northern New Mexico Chapter of the Association of Records Managers and Administrators. The seminar covered the planning and implementation of formal records management programs as well as the use of electronic systems to manage electronic records.

The Bureau Chief participated with the Second Judicial District Court in a pilot project that focused on the transfer of electronic records to the State Records Center and Archives. Available software was analyzed, and, as a result, it was determined that open source software and operating systems for archiving digital records were viable options.

In the area of microfilm, the Electronic Records and Micrographics Bureau filmed land grant documents (1821 - 1912) for Highlands University and Torrance County newspapers for the Moriarty Historical Museum. This Bureau was also approached by private businesses and by Highlands University regarding future filming projects.

The Bureau, in cooperation with the Records Center Services Bureau, oversees the storage of microforms for State agencies and local governments and inspects microform to assure

conformance with established standards. Below is table listing microform storage and inspection data for FY05.

Agency Name	Beginning inventory 7/1/04	*Microforms inspected	Microforms accepted into storage	Microforms destroyed	Rolls of film withdrawn	Ending inventory for FY 2005 6/30/05
Agriculture, Department of	4			4		0
Auditor, Office of the State	218					218
Corrections Department	401	46	46			447
Cultural Affairs Department	850		3			853
Educational Retirement Board	710		3			713
Energy, Minerals, and Natural Resources Department	1,231					1,231
Engineer, Office of the State	10,460					10,460
Engineers and Surveyors, State Board of Licensure for Professional	346					346
Environment, Department of	263		25			288
Finance and Administration, Department of	2,447		474	519		2,402
Game and Fish, Department of	17					17
General Services Department	87					87
Health, Department of	1,013	108	58			1,071
Human Services Department	1,069	227	445	176		1,338
Investment Council, State	6					6
*Labor Department	4,771				4704	67
Land Office, State	1,862					1,862
Livestock Board	2					2
Nursing, Board of	1					1
Personnel Office, State	1,136			31		1,105
Public Employees Retirement Association	136					136
Public Regulation Commission	18,120		3			18,123
Public Safety, Department of	17					17
Records, Commission of Public	2,505	168	164			2,669
Regulation and Licensing Department	621					621
Secretary of State, Office of the	359			41		318
Taxation and Revenue Department	47,481	3,428	6,859	2,626		51,714
Transportation, Department of	6,423	618	618			7,041
Treasurer, Office of the State	1,948					1,948
Veterans' Service Department	66					66
Worker's Compensation Administration	1,339	18	18			1,357
TOTAL EXECUTIVE AGENCIES	105,909	4,613	8,716	3,397	4,704	106,524

Agency Name	Beginning inventory 7/1/04	*Microforms inspected	Microforms accepted into storage	Microforms destroyed	Rolls of film withdrawn	Ending inventory for FY 2005 6/30/05
<i>NON-EXECUTIVE AGENCIES</i>						
Colleges/Universities	154					154
Counties	11,924	250	907	6		12,825
Court of Appeals	1,363	70	70			1,433
District Courts	25,015	1,219	2,556			27,571
Judicial Standards Commission	63					63
Municipalities	1,817	42	97	87		1,827
School Districts	1,496	166	266			1,762
Supreme Court	2,152					2,152
TOTAL NON-EXECUTIVE AGENCIES	43,984	1,747	3,896	93	0	47,787
GRAND TOTAL	149,893	6,360	12,612	3,490	4,704	154,311

*Includes an adjustment of (1) for coding/counting errors.

Records Center Services Bureau

The Records Center Services Bureau provides State agencies cost-effective storage of records in hard copy, electronic, and, in conjunction with Electronic Records and Micrographics Bureau, microform formats. Inactive and infrequently used hard-copy paper records are stored in warehouse facilities, located in Santa Fe and Albuquerque and designed for compact and economical storage of records. Electronic and microform records are stored in climate-controlled vaults specifically designed to protect these media. Storage services in these climate-controlled vaults are provided in the Santa Fe facility only.

Although inactive records are stored at the SRCA, agencies maintain custody of their records and are provided controlled access to them. At any time agencies may request to withdraw their records or view them on-site. The SRCA staff will pull records requested within 24 hours, and, in emergency situations, immediately. The Bureau also offers disaster recovery services, which include storage of backup computer media and, in conjunction with the Electronic Records and Micrographics Bureau, storage of media masters for SRCA-approved microphotography systems (microform, electronic imaging). Whereas it is not mandatory for State agencies to use the services offered through the Bureau, it is the most cost-effective way to manage the State's inactive records.

The Records Center Services Bureau, in conjunction with the Electronic Records and Micrographics Bureau, currently monitors and tracks the lifecycle status, history, series identification, and physical location of over **243,996** items. With the use of the records retention and disposition schedules, the Records Center staff calculates and applies the appropriate retention to the records brought in for storage. Records Center Services Bureau staff process the storage tickets and disposition requests that have been reviewed and approved by the staff of the Agency Analysis Bureau. The Records Center Bureau staff then process transfer, receipt,

storage, and withdrawal of inactive public records and disposition (archival transfer or destruction) of those public records that have met their legal retention. Over **10,412** cubic boxes of records were accepted into storage in FY 2005. During this same period, **23,960** cubic feet of records were destroyed. Of these, **5,198** were located and purged from the records center, the rest were delivered to SRCA for destruction. An additional **8,324** units of public records were also reported destroyed on-site by State and local government entities, and **413** more were either permanently withdrawn by the storing agency or transferred to Archives. These transactions left **89,685** cubic feet in storage at SRCA at June 30, 2005.

Agency Name	Beginning inventory 7/01/2004	Boxes brought in for storage	Boxes permanently withdrawn	Boxes transferred to Archives	Boxes destroyed in the Records Center (zapped)	Ending inventory for FY 2005 6/30/05
Aging and Long-term Services, Department	26	30				56
Architects, Board of Examiners for	0	12		4		8
Attorney General, Office of the	4,618	47				4,665
Auditor, Office of the State	67	13				80
Blind, Commission for the	0	38			38	0
Children, Youth and Families Department	5,887	555	1	15		6,426
Corrections Department	8,646	943		39		9,550
Crime Victims Reparation Commission	596	63			46	613
Cultural Affairs Department	229	136			103	262
Education, Commission on Higher	373	26			20	379
Education Department, Public	2,515	252		1	712	2,054
Educational Retirement Board	1,227	49	6	10	17	1,243
Energy, Minerals and Natural Resources Department	1,422	172			144	1,450
Engineer, Office of the State	270	38				308
Engineers and Surveyors, State Board of Licensure for Professional	0	4			4	0
Environment, Department of	2,107	291		11		2,387
Finance and Administration, Department of	984	96		5	130	945
Game and Fish, Department of	381				40	341
Gaming Control Board	0	10		1		9
General Services Department	2,443	163			323	2,283
Governor, Office of the	40	28				68
Health, Department of	10,574	1,027		41		11,560
Health Policy Commission	30			3	15	12
Human Services Department	6,292	997	2		442	6,845
Investment Council, State	243	12				255
Juvenile Parole Board	88	10			48	50
Labor Department	4,613	847			1,543	3,917

Agency Name	Beginning inventory 7/01/2004	Boxes brought in for storage	Boxes permanently withdrawn	Boxes transferred to Archives	Boxes destroyed in the Records Center (zapped)	Ending inventory for FY 2005 6/30/05
Land Office, State	347		3	1		343
Livestock Board	752	107	1			858
Medical Examiners Board, NM	679	36			9	706
Military Affairs, Department of	1,878	67	1			1,944
Nursing, Board of	428	18			5	441
Parole Board	571	76				647
Personnel Office, State	153				17	136
Public Defender Department	2,979	480		1	433	3,025
Public Employees Retirement Association	1,074	94	99			1,069
Public Regulation Commission	2,119	157		23		2,253
Public Safety, Department of	1,378	196				1,574
Public School Facilities Authority	22	39				61
Public School Insurance Authority	114	127			29	212
Racing Commission, State	64	9			24	49
Records, Commission of Public	72	14		1	34	51
Regulation and Licensing Department	3,796	412	7	72		4,129
Secretary of State, Office of the	840	170			98	912
Taxation and Revenue Department	310	445	1	2	579	173
Transportation, Department of	1,495			26		1,469
Treasurer, Office of the State	1,055	149			100	1,104
Veterans' Service Department	0	16			16	0
Vocational Rehabilitation Division	670	328				998
Worker's Compensation Administration	167	41				208
Youth Conservation Corps Commission	15	7				22
TOTAL EXECUTIVE AGENCIES	74,649	8,847	121	256	4,969	78,150
NON-EXECUTIVE AGENCIES						
Administrative Office of the Courts	172	91			91	172
Congress of the United States (Tom Udall)	0	9				9
Counties	0	22			22	0
District Attorneys, Administrative Office of the	2,855	0				2,855
District Attorney Office	0	784			100	684
District Courts	3,922	503				4,425
Judicial Standards Commission	234	0		25	1	208
Legislative Council Service	2,142	121		11	2	2,250
Legislative Finance Committee	378	17			3	392
Legislature House/Senate	9	1			10	0
Metropolitan Court, Bernalillo County	523	97				620

Agency Name	Beginning inventory 7/01/2004	Boxes brought in for storage	Boxes permanently withdrawn	Boxes transferred to Archives	Boxes destroyed in the Records Center (zapped)	Ending inventory for FY 2005 6/30/05
TOTAL NON-EXECUTIVE AGENCIES	10,235	1,645	0	36	229	11,615
GRAND TOTAL	84,884	10,412	121	292	5,198	89,685

*A negative number indicates that the records may have been submitted for storage but it was determined that the records were eligible for destruction.

FY 2005 COST-BENEFIT ANALYSIS

Information is one of the most vital, strategic assets any organization possesses. Recent regulatory requirements, such as the Sarbanes-Oxley Act of 2002, make managing information both a business priority and a legal obligation that demand the attention of executives and corporate boards. Properly organizing and maintaining records and information - whether in paper, microform or electronic format - is key to enterprises of all sizes and types. The ability to identify, organize, maintain, and access needed information and properly dispose of the rest pays off in cost savings, efficiency, regulatory compliance, and reduced litigation risk.¹

The success or failure of government records management programs relies heavily on the willingness of government officials to take the time to understand the principles of records and information management and to insist on compliance with established regulations. There are costs associated with not being able to locate needed records in a timely manner, especially during litigation, as well as risks and costs associated with records being retained long past their usefulness. Costs include staff time to find and review records; facility costs to store records, and many other "hidden" costs that nonetheless affect the bottom line of each agency. Ultimately, it is the objective of the SRCA and of the Records Management Division in particular to provide the proper tools and services that will enable State agencies to implement legal and cost-effective records and information management programs. Knowing what records to keep in the office, transfer to off-site storage, destroy, or transfer to Archives adds to employee productivity and job satisfaction.

One of the decisions in developing a RIM program for State government involves where to store an agency's inactive records. Records may be stored in a centralized location (in a records center outside the agency's units); in a decentralized location (within each agency unit); or by using a combination system involving both centralized and decentralized locations. If a State agency chooses to store its inactive records in a centralized location, it must commit to developing its own records center, employing a commercial facility, or storing with the SRCA. This is a decision that could carry a hefty price tag for a State agency.

ARMA - International, The Association of Records Management Professionals¹

The services provided by the records centers of SRCA are free of charge to State agencies. The operating costs of the record centers are paid from the State's general fund and are supplemented by a revolving fund that derives revenue from the sale of storage boxes. The services of the Records Centers include record storage, record destruction, and record retrieval. These are basic services provided by any record storage facility, government or commercial. Commercial facility costs will also include fees for setting up and closing an account, container storage fees, transaction fees (retrieval, re-file), fees for computer indexing of container content, input fees for establishing location of new containers, search fees, miscellaneous labor charges for moving and sorting containers, and fees for destroying records.

Free storage provided by the SRCA to State agencies amounts to a cost savings of \$1,138,919 to the State. This is based on the amount of fees an agency would have to pay to a commercial vendor.

	FY 2002	FY 2003	FY 2004	FY 2005
Total commercial costs	\$1,244,052.17	\$1,308,218.00	\$1,373,629.00	\$1,442,310.00
Total SRCA costs	371,375.00	338,000.00	374,468.00	303,391.00
State savings	772,677.17	970,218.00	999,161.00	1,138,919.00

OFFICE OF THE STATE HISTORIAN

INTRODUCTION



The Office of the State Historian (OSH) is a division within the State Records Center and Archives (SRCA) and is staffed by the state historian and assistant state historian. The state historian serves as the State's leading advocate and authority on New Mexico history. The mission of the OSH is to *foster and facilitate an understanding and appreciation of New Mexico's history and culture through education, research, preservation, and community outreach.*

Five strategies have been developed to achieve the mission of the OSH. The first strategy is *research and interpretation*, where the OSH is responsible for conducting or directing the completion of historical research, developing professional monographs, and supporting scholarly and community-based research. The second strategy is *professional consultation* whereby the OSH provides quality historical analysis to public officials and members of the general public. The third, *educational programming*, is based upon the OSH's commitment to historical inquiry and the development and use of New Mexico history curriculum in the classroom and by the general public. The fourth strategy, *community outreach*, is directed toward making historical information accessible, all-inclusive, and meaningful. *Heritage preservation*, the fifth strategy, is driven by the state historian's statutory obligations to serve as a member of the Cultural Properties Review Committee, the policy-making/ advisory board that is charged with identifying and preserving cultural properties in New Mexico.

FISCAL YEAR 2005 HIGHLIGHTS

The momentum and synergy created by the OSH in FY 2004 have been significantly expanded in FY 2005. An additional-full time employee was approved in the 2004 General Appropriation Act. The hire of Dennis Trujillo, Ph.D. as the assistant state historian in December, 2005 doubled the staff of the OSH, further enabling the OSH to accomplish its mission. In FY 2005, the OSH worked to foster collaborations with State agencies and private organizations, serving as partner and consultant for various funded grants and curatorial programs which are detailed in the sections below. Efforts to further the mission of the OSH were enhanced by the creation of *the Friends of New Mexico History Foundation*, organized to support that mission.

Research and Interpretation

Advancing an understanding of New Mexico's history and culture is the fundamental objective of the OSH. Encouraging research in the premier collections of the State Archives is of paramount importance in this initiative. However, a full understanding of New Mexico history is not limited by any particular archival holding. Collaboration with other archival repositories holding collections relevant to understanding New Mexico history is therefore critical. In FY 2005, the OSH set goals to work with three other major State repositories: the Center for

Southwest Research at the University of New Mexico, the Fray Angelico Chavez Library at the Palace of the Governors, and the Rio Grande Collection at New Mexico State University. This commitment also led to extending collaborations with other repositories holding New Mexico collections, including, but not limited to the Bancroft Library at the University of California, Berkeley, the Beinecke Rare Book and Manuscript Library at Yale University, the National Archives and Records Administration in Washington, D.C., and the Archivo General de la Nación in Mexico City, Mexico.

Legislative Education Study Committee Report: In FY 2005, the OSH, in collaboration with the Public Education Department, submitted to the Legislative Education Study Committee a report on New Mexico's current history and social studies standards and their implementation within the classroom. The report was presented to the Committee by the state historian as chair of the NM History Resource Task Force on August 16, 2004 in Ruidoso, N.M. The report, which represented the culmination of work by the Task Force during FY 2004, included results taken from teacher surveys, social studies teacher group surveys, and community profiles compiled during five state-wide meetings. It also included recommendations for the continuation of the project. Submittal of the report addressed the following performance measure established in the *Strategic Plan Fiscal Years 2005-2009, FY 2005 Update*.

Strategic Initiative 1 – *enhance the effectiveness of the agency.*

Strategy 1.3 - *create and foster supportive relationships.*

Action Step 1.3.5 – *submit NM History Task Force report to the legislature.*

Performance Measure – *submit report by the target date.*

Target – *October 1, 2004*

Actual – *August 16, 2004*

Academic Research Reports: As members of an extended local and national scholarly community, the OSH staff participated in a number of projects that resulted in scholarly research reports. The assistant state historian completed a book review on Andrew Leo Lovato's *Santa Fe Hispanic Culture: Preserving Identity in a Tourist Town* on January 12, 2005 for the *New Mexico Historical Review*. Following a seminar at the School of American Research (SAR) focused on historiography and methodology in relation to Native American Studies, the state historian submitted an article for publication to SAR Press entitled, *Testifying to the Present Tense of American Indian Slavery: Reading and Writing from Representation to Recovery*. The book review and article are forthcoming publications.

Professional Consultation

The OSH staff is committed to providing quality historical interpretation to public officials and the general public. Addressing a number of historical and cultural issues, in FY 2005 the OSH consulted with a variety of individuals, including federal, state, and local officials and employees as well as students and academic and independent scholars. Consultations provided by the OSH are crucial in supporting the agency's mission and are identified as a key performance for the purposes of performance-based budgeting.

Strategic Initiative 2 – *build awareness of agency resources and services.*

Strategy 2.4 – *increase use of agency resources and services.*

Action Step 2.4.1 – *provide consultations, presentations, lectures and exhibits.*

Performance Measure – *number of consultations, research reports and educational activities.*

Target – 150

Actual – 322

These consultations included the Office of the Secretary of State where the OSH provided assistance in creating a theme-based *Blue Book*. The OSH identified the theme of 'the family,' researched its significance in New Mexico history, and submitted a report of findings with images and recommendations. The state historian worked with the National Park Service to develop programming goals and ideas for the National Heritage Area in northern New Mexico. The OSH reviewed a nomination for designating the Navajo/Apache Long Walk as a *National Trail of Significance*. The OSH also provided guidance to the State Monuments Division of the Cultural Affairs Department on the Camino Real State monument. Historical consultation often involves careful research, analysis, and numerous meetings, all of which are identified and quantified in the table below.

OSH Consultation	Involved Research	Consultation Meetings
Adobe Moments, Public Radio Exchange	√	5
Albuquerque Journal	√	5
Albuquerque Tribune	√	4
Aspectos Culturales, Santa Fe NM	√	3
Bureau of Land Management, Santa Fe NM	√	5
Center for Regional Studies, University of New Mexico		3
Center for Southwest Research, University of New Mexico		5
City Councilor Miguel Gomez, City of Albuquerque	√	5
Cornerstones Community Partnerships, Santa Fe NM	√	2
Corrales Historical Society		3
Crow Canyon Teachers Institute, National Endowment for the Humanities	√	5
Culture Net, New Mexico		1
Department of Transportation, Santa Fe NM		12
El Museo Cultural de Santa Fe		3
Enchanted Circle of Northern New Mexico	√	1
English Department, Tufts University		5
Film Office, Economic Development Department	√	2
Geronimo Springs Museum, Truth or Consequences NM		1
Historic Preservation Division, Cultural Affairs Department		2
History Department, New Mexico State University	√	10
History Department, Stanford University	√	2
History Department, University of New Mexico	√	5
History Department, University of Wisconsin		2
Hubbard Museum of the American West, Ruidoso N.M.		1

OSH Consultation	Involved Research	Consultation Meetings
KSFR Radio, Santa Fe NM	√	2
Los Alamos Historical Society, Los Alamos NM		1
Media Arts, Highlands University, Las Vega, NM		1
Menaul High School, Albuquerque NM	√	2
National Park Service, Santa Fe NM		1
National Trust for Historic Preservation	√	6
New Mexico Arts Division, Cultural Affairs Department		2
New Mexico Association of Counties	√	3
New Mexico Magazine, Department of Tourism	√	7
Public Education Department, Santa Fe NM	√	2
Questa Museum, Questa NM	√	2
Rio Grande Sun, Espanola NM		1
San Miguel Barrio de Analco Restoration Project, Santa Fe NM	√	2
Sandoval County Historical Society, Bernalillo NM	√	1
Santa Fe Institute, Santa Fe NM		2
School of American Research, Santa Fe NM	√	4
School of Law, University of New Mexico	√	2
Secretary S. Ashman, Cultural Affairs Department	√	2
Secretary of State Rebecca Vigil-Giron	√	5
Smithsonian Institution	√	2
Southwest Studies, Highlands University, Las Vegas NM	√	10
Spanish Department, University of California, Berkeley		1
Speaker of the House Ben Lujan, N.M. House of Representatives	√	1
State Library, Cultural Affairs Department		1
State Monuments Division, Cultural Affairs Department	√	4
Taos Historical Society, Taos NM	√	2
The New Mexican, Santa Fe NM	√	12
TREX (Traveling Exhibits), Cultural Affairs Department		20
United States Congressman Tom Udall and staff	√	1
United States Senator Jeff Bingaman and staff	√	3
Wheelwright Museum of the American Indian, Santa Fe NM	√	1

The OSH also received numerous requests for assistance in the form of e-mail inquiries, letters, telephone calls, and on-site visits. The responses and resulting research assistance provided by the OSH staff are quantified in the following table.

OSH Research Assistance	FY 2004	FY 2005
E-mail Correspondence	1500	3050
Regular Mail Correspondence	50	60
Phone Consultation	1200	2000
Patron Consultations at State Archives	550	750

Boards and Committees: The state historian serves on various boards and committees where his expertise provides valuable input. In FY 2005, the state historian was reelected to serve on the executive board of the *Historical Society of New Mexico*. He served a second year on *New Mexico Culture Net*, an organization committed to promoting the cultures of New Mexico. The state historian also served on the advisory board for the *Vecinos del Rio*, a community organization dedicated to preservation of New Mexico's cultural heritage. In FY 2005, the assistant state historian served as co-chair the *Society of Southwest Archivists Professional Development Committee*.

Educational Programming

Given the emphasis on history in New Mexico's educational system, the OSH hopes to make a significant contribution, particularly in students' critical thinking and consciousness of State history. In FY 2005, the focus was on the attendant needs of educators working in K-12 classrooms across the state. Efforts were directed toward making available resources, such as web sites, educators could use to instill in their students an understanding and appreciation of New Mexico's rich history. The commitment to raising historical consciousness and appreciation of New Mexico history by the general public remains an indelible goal of the OSH, and it is hoped that members of the public will also find the web sites important resources and will also take advantage of the opportunities presented by public presentations and lectures.

Working with Educators and Students: The state historian worked in partnership with the School of American Research (SAR) and the Southwest Crossroads Project with a grant from the National Endowment for the Humanities (NEH) in developing curriculum units to be made available on the SAR web site. In support of educational programming, the state historian also made a presentation before the Questa Independent Schools on May 5th, commemorating the significance of *Cinco de Mayo* in New Mexico history. Other activities included the assistant state historian's participation at 'Career Day' at Atalaya Elementary School in Santa Fe, N.M. and serving as a judge for *History Day*, an event sponsored by the N.M. Humanities Council.

The New Mexico History Web Project: The goal of this project is to create a virtual engagement with New Mexico's history, inviting visitors to navigate through themes that explore the wisdom of places, the significance of events, the complexity of the human condition, and the transformative power of storytelling. The agency received funding for continued web site development. The greater part of the appropriation was utilized to enhance the architectural design of the website. Four research consultants were also hired to create content for the site. Through collaborative efforts with the State Library, the State Monuments Division, and the National Endowment for the Humanities, the design was expanded to include a focus on the Camino Real. Additional content for the site was also achieved through collaboration with N.M. Highlands University. During the 2005 winter semester, Professor Robert Fry structured his course to create virtual exhibits for inclusion in the New Mexico History Web Project. Working closely with the assistant state historian, student interns created virtual exhibits focused on the history of San Miguel, Sangre de Cristo, Tierra Amarilla and Abiquiu land grants. The work completed for the web site tied directly into the strategic initiative listed below.

Strategic Initiative 2 – *build awareness of agency resources and services.*

Strategy 2.4 – *improve on-line access to agency resources and services.*

Action Step 2.1.4 – *expand and enhance NM history website.*

Performance Measure – *each phase of history website available on-line by target date.*

Target – *Phase I September 1, 2004, Phase II March 31, 2005*

Actual — *Phase I completed by September 1, 2004, Phase II completed June 30, 2005*

Community Outreach

Community Forums: Two community forums were included in the FY 2005 work plan for the OSH. On October 22, 2004 as part of the SRCA's Archives Week 2004 celebration, the OSH presented an event entitled, *Legacy of Letters: A Reading and Performance*. This event was preceded by a reception sponsored by the *Friends of New Mexico History Foundation*. Funding for the event was provided by the State Records Center and Archives, the Friends of New Mexico History Foundation, the McCune Foundation, PEN New Mexico, the Department of Cultural Affairs, and the Department of Tourism,. Working with Kent Kirkpatrick, a professional director, the OSH developed an original script that incorporated excerpts of twenty-five historical letters, including those written by well known figures like Albert Einstein, Mabel Dodge Luhan, Walt Whitman, Governor Lew Wallace and Leslie Marmon Silko. Governor Bill Richardson opened the event by reading a letter written in 1540 by Francisco Vasquez de Coronado. Accompanied by three professional musicians, five professional actors, including Joyce Dewitt and Lorraine Toussaint, brought these letters to life. The second forum took place on May 12, 2005, at N.M. Highlands University in Las Vegas, NM. Highlands University students working with the OSH launched four virtual land grant exhibits, which, as mentioned earlier, were developed for inclusion in the New Mexico History Web Project. The land grant forum included a welcome by Mr. Javier Gonzales, Chairman of the Highlands Board of Regents, and President of Highlands University, Manny Aragon. MacArthur Fellowship recipient and land grant activist Maria Varela delivered the keynote lecture. The lecture was followed by presentations of each of the four virtual exhibits by New Mexico Highlands University Media Arts students. The history forums met the performance measures established in the *Strategic Plan Fiscal Years 2005-2009* as listed below.

Strategic Initiative 1 – *enhance the effectiveness of the agency.*

Strategy 1.2 – *increase knowledge of records, information and archival management (RIAM) practices, rule-making requirements and New Mexico history.*

Action Step 1.2.1 – *develop and provide educational programs and training for different audiences.*

Performance Measure – *number of history forums held.*

Target – 2

Actual – 2

Community Presentations: The OSH staff made numerous presentations intended to demonstrate the value of history to community-based organizations, educators, schools, and universities. On November 12, 2005, at the American Studies Association meeting held in Atlanta, Georgia, the

state historian convened five scholars in a roundtable discussion, entitled *Comparative Mestizajes and Hybridities: A Workshop in the Discourse, Politics and Poetics of Race and Place*. Other presentations made by the state historian included those listed below.

- *Captivity and Consciousness: New Mexico History through Documents of Captivity*, Taos Elderhostel, Taos, N.M., September 24, 2004.
- *Out of the Shadows: Identifying Indian Servants in the Work of Cleofas Jaramillo*, Recovering the Hispanic Literary Heritage Conference, Albuquerque, N.M. November 4, 2004.
- *Career Opportunities in Public History*, History Department, University of New Mexico, Albuquerque, December 2, 2004.
- *Preserving this Place Made of Mud and Memory*, National Trust for Historic Preservation, Spanish Colonial Arts Museum, Santa Fe, N.M., December 9, 2004.
- *Northern New Mexico Heritage Area*, Santa Fe Plaza, Santa Fe, December 10, 2004.
- *New Mexico History: Land and Legacy*, Bureau of Land Management, Santa Fe, N.M., February 22, 2005.
- *The Significance of Salt: Labor and Film in Salt of the Earth*, Society of Applied Anthropology, Santa Fe, N.M., April, 9, 2005.
- *New Mexico History Web Project: Place, People, Time and Story*, Historical Society of New Mexico Annual Meetings, Clayton, N.M., April 22, 2005.
- *Virtual Land Grants: New Mexico History Web Project*, Highlands University Board of Regents Meeting, Las Vegas, N.M., April 28, 2005.
- *Cinco de Mayo and its Significance in New Mexico History*, Questa Independent Schools, Questa, N.M., May 5, 2005.
- *New Mexico History Web Project and Identity in New Mexico*, Corrales Historical Society, Corrales, N.M., May 17, 2005.
- *Religion and Records: The Value and Vicissitudes in New Mexico*, Menaul Historical Society, Santa Fe, N.M., May 18, 2005.
- *The Promise of Preservation: Office of the State Historian, Cornerstones*, Santa Fe, N.M., June 9, 2005.
- *Race and Politics in the American West*, University of Wisconsin History Department visiting student group, Santa Fe, N.M., June 11, 2005.
- *Testifying to the Present Tense of Slavery*, Genealogical Society of Hispanic America, Española, N.M., June 25, 2005.

Heritage Preservation

Heritage preservation is the fifth strategy identified by the OSH toward fulfilling its mission. It includes conservation as well as the preservation of a “collective memory.” Specifically, it entails a commitment to participate in efforts to preserve the histories of New Mexican citizens, their built environment, experiences, and memories and, in accord with the agency’s mission, their written record. This strategy is also driven by the state historian’s statutory obligations in relation to the Cultural Properties Act.

Cultural Properties Review Committee (CPRC): The state historian serves as the statutory member of the CPRC, the State’s policy-making/advisory board for historical preservation. During FY 2005, the state historian was re-elected as chairman of the CPRC. As chairman, the state historian convened six meetings in FY 2005 and worked closely with the State Historic Preservation Officer to establish the 2005 legislative agenda for the Historic Preservation Division. Agenda initiatives included the expansion of eligibility tax credits, an impact study of the tax credit program’s viability, an increase in the preservation loan fund, and a broadening of CPRC membership to include one citizen and one tribal member. The state historian participated in numerous statewide events organized as part of preservation month in May, 2005. The OSH completed two nominations, one for Dr. Tessie Naranjo in the field of language preservation and the other for Dr. Marta Weigle for the first annual *Office of the State Historian Excellence in Scholarship* award. Dr. Naranjo and Dr. Weigle were two of twelve awardees recognized by the CPRC. The work of the state historian for the CPRC is included as an action step in the *Strategic Plan Fiscal Years 2005-2009*. The table below also details work conducted by the state historian for the CPRC.

Strategic Initiative 2 – build awareness of agency resources and services.

Strategy 2.3 – support the preservation of historical resources and historical records.

Action Step 2.3.2 – provide support to the CPRC in accordance with statutory requirements.

Performance Measure – percentage of time spent by the ASH providing support to the CORK

Target –15%

Actual – 25%

Performance Measure - number of NM Historical Register nominations reviewed by the state historian.

Target – 20

Actual – 19

	FY 2003	FY 2004	FY 2005
Meetings Attended	12	15	20
State and National Register	41	28	19
Official Historic Highway Markers	16	4	6
Tax Credits	80	82	95

Documentary Preservation: In FY 2005, the OSH submitted a grant proposal to the New Mexico Historical Records Advisory Board to preserve the *Federico Reader Collection* of historical film. The collection contains photographs, slides, oral histories, film footage, and original *corridors* relating to the Tierra Amarillo Grant, the Tierra Amarillo Courthouse raid, and ongoing political and cultural struggles over land ownership in northern New Mexico. The goal of the project is to preserve the collection by digitizing and archiving its content as well as making its content available through the New Mexico History Web Project. Although the grant request was submitted in FY 2005 and the grant awarded in June of 2005, the grant is for FY 2006; however, since the award was made in FY 2005, the ASH did achieve its FY 2005 goal to secure additional funding sources to help enhance the effectiveness of the agency.

Strategic Initiative 1 – *enhance the effectiveness of the agency.*

Strategy 1.5 – *identify additional sources of support.*

Action Step 1.5.1 – *identify additional funding sources.*

Performance Measure – *number of grant proposals submitted.*

Target – 1

Actual – 1

FISCAL YEAR 2005 COST-BENEFIT ANALYSIS

The position of the state historian is unique in New Mexico State government. The role of the New Mexico historian has figured prominently in the historiography of New Mexico, and its historians have included many distinguished men and women. The role and mission of the state historian have been significantly expanded under the direction of the current State Records Administrator and staff of the OSH. The state historian's management of the five strategic areas within the OSH each requires a specialization as well as a working knowledge of a breadth of fields. Critical research and analysis require skill and professional training. The requisite compensation is largely dependent upon credentials and the experienced application of skill. While nationally pay for historical research consultants ranges between \$50 and \$150 per hour, the National Endowment for the Humanities (NEH) suggests a medium pay range of \$50 per hour for contracted research consultants. This standard is consistent with what research consultants charge to do historical research in New Mexico. Total cost allocations for the OSH program in FY 2005 total \$178,031. The cost per hour to operate this program is \$42.80 (\$178,031/4160 hours). Each strategy incorporates a cost benefit analysis delineated below.

Research and Interpretation: The position of the state historian demands not simply an in-depth knowledge of New Mexico history, but the highest level of knowledge in southwestern historiography and its related fields. The scope of this knowledge spans centuries and particular historical cycles as well as momentous national periods (including Spanish, Mexican and U.S. American) and includes but is not limited to the Civil Rights Movement, the Mexican Revolution, and the Great Depression. An understanding of Tribal histories is equally critical. The ability of the OSH to provide the highest caliber of professional research and analysis is of great benefit to the public. The benefit of historical data interpretation is not easily quantifiable but is one that can be assessed as value added to historiography. Interpretation built on sound historical knowledge and sources helps to fill out the historical picture.

In FY 2005, the state historian and assistant state historian together spent 380 hours on historical research, with the total cost for providing this service equaling \$16,264 (380 hours X \$42.80 per hour). Based upon the \$50 per hour pay standard noted above, these services, if contracted out, would have cost the state \$19,000. The result of the research having been performed by the OSH was a net savings to the state of \$2,736.

Professional Consultation: Members of all three branches of State government consulted with the OSH, including the following: the Speaker of the N.M. House of Representatives; members of

the New Mexico State Legislature; two sitting Chief Justices of the New Mexico Supreme Court; the Secretary of State, the Office of the Governor; and several cabinet secretaries. Consultative services were also extended to the general public, including scholars, educators, and genealogists.

The consultation that is provided requires the same careful research and critical analysis that are expected for historical research. Consequently, the same standard is used to evaluate the cost benefit analysis. The OSH spent 1,000 hours providing professional consultation which resulted in a total cost of \$42,800. If the SRCA had hired a consultant to provide these services, the amount paid, based on the \$50 per hour rate discussed above, would have been \$50,000. Therefore, the net savings to the State was \$7,200.

Educational Programming: In FY 2005, the OSH staff worked to maximize the extent of this programming goal for the agency and division. Toward this end, the OSH staff developed grant proposals and collaborative relationships that resulted in quality educational programming. The *Camino Real* project set aside \$23,470 to hire four research consultants to write five narrative essays each on the Camino Real for the New Mexico History Web Project. Collaborations with Highlands University resulted in the design of four virtual exhibits worth \$50,000 in design and research costs. In FY 2005, the OSH staff spent 900 hours working on the History Website project, for a cost of \$38,520. If the SRCA had hired a project manager to provide these services, the cost, again based on the \$50 per hour standard, would have been \$45,000. Hence, the State saved \$6,480 as a result of the work performed by the OSH staff. However, in fact, the actual cost benefit to the State was significantly greater as a result of the funding provided through collaborative efforts and in-kind services to the project. If the \$23,470 in research services provided through the *Camino Real* project and the \$50,000 in design and research services afforded through Highlands University are added to the \$6,480, then the total savings to the State in this area was \$79,950.

Community Outreach: The OSH is committed to finding innovative ways to present history. However, as with other SRCA activities, budget availability has been limited or non-existent. Because of the budgetary restrictions, the creation and support of the Friends of New Mexico History Foundation have been instrumental in providing support to the OSH, especially in its educational and outreach initiatives. In applying the FY 2005 cost-benefit analysis to this strategy, it is important to consider the cost of community forums presented by OSH and the formal presentations made by the state historian.

The total cost of the event entitled, *Legacy of Letters: A Reading and Performance* was \$24,678. This included the cost to the agency and the work of the state historian. The state historian committed approximately 160 hours to the project for a total of \$6,848. The remaining cost was funded by the *Friends of New Mexico History Foundation*, the *McCune Foundation*, *PEN New Mexico*, the Cultural Affairs Department, and the Department of Tourism. The event generated unprecedented visibility for the SRCA and the OSH, which cannot be quantified. Because of the collaborations and fundraising work of the Friends of New Mexico History Foundation and the

support of other organizations, the cost savings realized for this project was \$17,829.76 and the event was completely free to the public.

Formal presentations were also part of the benefit provided to the public by the state historian. The average honorarium given to scholarly-community presentations varies from \$250 paid by the New Mexico Humanities Council to \$1500 paid by other entities throughout the state. The SRCA paid for one formal presentation during the Land Grant Forum held in conjunction with ceremony at Highlands University launching the land grant virtual exhibits. The presenter received \$500. The state historian made a total of 15 formal presentations, which may be averaged out to five hours per presentation (75 hours), including research, writing, power-point production, and presentation, for a total cost of \$3,210. Using an average \$500 honorarium, the State would have paid \$7,500. Therefore the formal presentations made by the state historian resulted in a net savings to the state of \$4,290.

Heritage Preservation: The breadth of knowledge needed in preservation work requires an understanding of public policy. The expectation is that the OSH staff will possess an in-depth knowledge of the often complex organization of state, local and Tribal government in New Mexico. Given the statutory charge held by the state historian as a member of the Cultural Properties Review Committee, this knowledge is critical to the problem solving and accountability expected of this individual.

While the goals of the OSH include expanding the work in this strategy, the bulk of the work remains as part of the state historian's statutory obligation to serve as a member of the CPRC. The work accomplished by the members of the CPRC is critically important in protecting the state's cultural properties and in advising the Historic Preservation Division of the Cultural Affairs Division. Other than the state historian, members of the CPRC are appointed by the Governor; however, all but two must meet specific professional qualifications defined in statute (Section 18-6-4 NMSA 1978). Of the remaining two, one must be a New Mexico resident and represent the public and the other must be a member of a New Mexican Indian nation, tribe or pueblo. In FY 2005, the state historian spent 25 percent of his time or 520 hours in fulfilling this statutory responsibility, which resulted in a cost of \$22,256. Based upon the \$50 per hour pay standard noted above for research, consultation and presentation, had the State contracted for the services rendered by the state historian, the cost to the CPRC would have been \$26,000. Thus, the participation of the state historian on the CPRC saved \$3,744.

It is possible to analyze the costs of services provided by the OSH relative to those that would have been incurred had the same services been provided by an independent contractor, as has been done above. However, such an analysis does not do justice to the value that New Mexicans can derive from the ready availability of trustworthy information about their state's complex and fascinating history - whether that information comes directly, through consultations, presentations, or lectures, from qualified professionals such as the state and assistant state historians or is reached through an imaginative and informative web site.

In a 2002 poll commissioned by the New Mexico Office of Cultural Affairs, seven out of the nine polling questions directly relate to New Mexico history. The results of the poll reflected the value placed upon history by the State's citizens.

- Sixty-eight percent of New Mexico residents believed that the preservation of art, history, and culture were important.
- Eighty-three percent of business leaders rate the preservation of art, history, and culture important.
- Sixty-five percent of residents and 79 percent of business leaders were interested in New Mexico history.
- Seventy-three percent of residents and 82 percent of business leaders were interested in state historical sites.
- Sixty percent of residents and 69 percent of business leaders were interested in Indian history and culture.
- Forty-nine percent of residents and 62 percent of business leaders are interested in Hispanic history and culture.
- Fifty percent of residents and business leaders were interested in fine arts, farming and ranching history, space exploration, and performing arts.

FY 2005 PERFORMANCE MEASURE SUMMARY

For the purposes of performance-based budgeting, the Commission of Public Records has identified one program, “**records, information and archival management**” and reports to the State Budget Division on six key performance measures that encompass all agency functions. The symbol ⇄ denotes a key budget performance measure.

Division/Other Organization Unit

AHSD	Archives and Historical Services Division
AL	Administrative Law Division
ASD	Administrative Services Division
HRAB	Historical Records Advisory Board
RMD	Records Management Division
OSH	Office of the State Historian

Strategic Initiative #1: Enhance the Effectiveness of the Agency

Strategy 1.1. Manage public records efficiently and effectively in accordance with statutory requirements.

- Action Step 1.1.1. Establish and update records management programs and records retention and disposition schedules for State agencies.
- Action Step 1.1.2. Develop and implement a plan to help State agencies manage, store, preserve and access electronic records that must be maintained for longer than ten years.
- Action Step 1.1.3. Process agency requests for records storage and disposition.
- Action Step 1.1.4. Transfer eligible, inactive records in the Records Center to the Archives.
- Action Step 1.1.5. Arrange, describe and preserve permanent public records in the custody of the SRCA.
- Action Step 1.1.6. Review and revise the existing SRCA rule on the storage of public records.
- Action Step 1.1.7. Inventory records stored in the Records Centers and microfilm and archival vaults to improve efficiency in managing and securing the records.

PM#	Div	Performance Measure	FY 03	FY 04	FY 05 Target	FY 05 Actual
⇄ 1.1.1	RMD	Percentage of current State agency records retention and disposition schedules (with "current" meaning reviewed and amended or repealed and replaced within five years.)	42%	52%	66%	51.5%
1.1.2	RMD	Develop and implement pilot project for transferring electronic records to SRCA by target date.	n/a	n/a	6/30/05	6/30/05
	RMD AHSD	Percentage of permanent electronic records transferred to the SRCA	n/a	n/a	0.01%	0%
1.1.3	RMD	Percentage of records fully processed within five days of request.	100%	100%	100%	100%
	RMD	Volume of records reviewed and processed for storage in cubic feet.	10,722	12,732	12,500	10,960

	RMD	Volume of records reviewed and processed for destruction in cubic feet.			25,800	23,960
1.1.4	RMD	Percentage of 6/30/04 permanent records in storage transferred to Archives by June 30, 2005.	.05%	.03%	10%	.02%
1.1.5	AHSD	Percentage of public records arranged, described and available for public use.	68%	65%	70%	58%
1.1.6.	RMD	Review and revise rule 1.13.10 NMAC by target date.	N/A	N/A	6/30/05	6/15/05
1.1.7.	AHSD RMD	Inventory of records stored in the vault and records center completed and report issued by target date.	6/30/03	6/30/04	6/30/05	6/30/05

Strategy 1.2. Increase knowledge of records, information, and archival management (RIAM) practices, rulemaking requirements and New Mexico history.

- Action Step 1.2.1. Develop and provide educational programs and training for different audiences.
- Action Step 1.2.2. Develop and publish RIAM materials.
- Action Step 1.2.3. Survey issuing agencies on desirability of electronic records filing and compile and evaluate results.
- Action Step 1.2.4. Develop plan, if recommended, to allow for electronic rule filings.
- Action Step 1.2.5. Provide financial assistance to archival repositories statewide to improve preservation of historical records and to attend RIAM training.
- Action Step 1.2.6. Maintain the Historical Information Network Tracking System (HINTS) by updating information annually.

PM#	Div	Performance Measure	FY 03	FY 04	FY 05 TARGET	FY 05 ACTUAL
1.2.1.	ADM	Number of people trained in for-fee workshops.	235	244	250	352
1.2.1.	AHSD	Number of educational presentations.	14	17	15	24
1.2.1.	AL	Percentage of rules submitted for filing accepted on initial filing.	95%	97%	97%	93%
1.2.1.	OSH	Number of history forums held.	N/A	N/A	2	2
1.2.1.	RMD	Number of educational presentations.	5	13	5	19
1.2.2.	RMD	Publish records and information management manual by target date.	N/A	N/A	6/30/05	Not completed
1.2.3.	AL	Report on electronic rule-filing survey results issued by target date.	N/A	N/A	12/31/04	1/28/05
1.2.4.	AL	Electronic rule-filing plan developed by target date.	N/A	N/A	6/30/05	Not completed
1.2.5	HRAB	Number of HRAB scholarships awarded.	41	10	15	31
1.2.6.	HRAB	Update HINTS database by target date.	3/31/03	3/31/04	3/31/05	3/31/05

Strategy 1.3: Create and foster supportive relationships.

- Action Step 1.3.1. Identify agency management-level contacts and develop supportive relationships.
- Action Step 1.3.2. Work with members of the Commission of Public Records to develop supportive relationships with other State agencies to promote compliance with record-keeping and rule-making requirements.
- Action Step 1.3.3. Continue collaboration with the Taxation and Revenue and Human Services Departments to develop an electronic document-management system.
- Action Step 1.3.4. Implement the NMHRAB strategic plan.
- Action Step 1.3.5. Submit NM History Task Force report to the legislature.

PM#	Div	Performance Measure	FY 03	FY 04	FY 05 TARGET	FY 05 ACTUAL
1.3.1	ADM	Management level contact for each State agency established by target date.	N/A	N/A	3/31/05	Not completed
1.3.2	RMD	Evaluation process to determine State agency compliance with SRCA records-management requirements developed by target date.	N/A	N/A	3/31/05	Not completed
1.3.2.	AL	Evaluation process to determine State agency compliance with rule-making requirements developed by target date.	N/A	N/A	3/31/05	3/30/05
1.3.3.	RMD	Report with recommendations on electronic records environment completed by target date.	N/A	N/A	1/31/05	6/1/05
1.3.4.	HRAB	Percentage of 2005 annual work plan completed.	75%	92%	90%	89%
1.3.5.	OSH	Submit the NM History Task Force report by target date.	N/A	N/A	10/1/04	8/16/04

Strategy 1.4: Develop an effective legislative program.

- Action Step 1.4.1. Determine legislative priorities for 2005 (including special and operating appropriations and substantive legislation).
- Action Step 1.4.2. Identify content of legislative information package.
- Action Step 1.4.3. Develop request for funding consistent with planned levels of service.

PM#	Div	Performance Measure	FY 03	FY 04	FY 05 TARGET	FY 05 ACTUAL
1.4.1.	ADM	2005 Legislative priorities established by target date.	8/31/02	8/31/03	8/31/04	8/31/05
1.4.2.	ADM	Legislative information package developed by target date.	N/A	N/A	12/31/04	12/31/04
1.4.3.	ADM	Percentage of annual action steps for which funding is included in annual appropriation request.	100%	100%	100%	100%

Strategy 1.5: Develop alternative sources of support

- Action Step 1.5.1. Identify additional funding sources.
- Action Step 1.5.2. Develop and put in place marketing plan for re-sale of digital archival collections.
- Action Step 1.5.3. Establish a “Friends of the Archives.”

PM#	Div	Performance Measure	FY 03	FY 04	FY 05 TARGET	FY 05 ACTUAL
1.5.1.	HRAB	Number of grant proposals submitted.	3	0	1	1
	OSH	Number of grant proposals submitted.	3	1	1	1
	AHSD	Number of grant proposals submitted.	4	1	1	1
1.5.2.	RMD AHSD	Implement marketing plan for re-sale of digitized archival collections by target date.	N/A	N/A	1/1/05	Not completed
1.5.3	AHSD	Friends of the Archives established by target date.	N/A	N/A	9/1/04	Not completed

Strategic Initiative #2: Expand Awareness of Agency Resources and Services

PM#	Div	Performance Measure	FY 03	FY 04	FY 05 Target	FY 05 Actual
<p>Strategy 2.1: Improve online access to agency resources and services.</p> <ul style="list-style-type: none"> • Action Step 2.1.1. Ensure rules issued by State agencies are available on-line. • Action Step 2.1.2. Publish <i>NM Register</i> on-line. • Action Step 2.1.3. Describe SRCA holdings in on-line catalog. • Action Step 2.1.4. Expand and enhance NM history website. • Action Step 2.1.5. Provide State agencies with on-line access to information about records stored in both Santa Fe and Albuquerque Records Centers. • Action Step 2.1.6. Replace GenCat, the existing archival management software, to ensure appropriate management of archival records and public access are continued and enhanced (replacement originally scheduled in FY05). 						
2.1.1.	AL	Maximum number of days (yearly average) from effective date of the rule to on-line availability in the New Mexico Administrative Code.	34.5	32	36	31
2.1.2.	AL	Percentage of NM Register issues available online by scheduled publication date.	100%	100%	100%	100%
2.1.3	AHSD	Percentage of finding aids available online.	56.6%	57%	70%	58%
2.1.4.	OSH	History website available online by target date.	N/A	N/A	9/30/04	6/30/05
2.1.5.	RMD	State agencies able to view holdings online by target date.	N/A	N/A	6/30/04	Not completed

Strategy 2.2. Promote open access to public records.						
<ul style="list-style-type: none"> Action Step 2.2.1. Provide the public assistance in accessing records in the custody of the agency. Action Step 2.2.2. Prepare legislation setting limits on the length of time that access to permanent confidential records may be restricted. 						
PM#	DIV	Performance Measure	FY 03	FY 04	FY 05 TARGET	FY 05 ACTUAL
2.2.1.	AHSD	Percentage of requests for access to public records that the agency is able to satisfy.	98%	99.9%	98%	99%
2.2.2.	ADM	Prepare legislation setting limits on the length of time that access to permanent confidential records may be accessed and Identify Sponsor for legislation by target date.	11/1/02	10/30/03	9/30/04	8/31/04
Strategy 2.3. Support the preservation of historical resources and historical records.						
<ul style="list-style-type: none"> Action Step 2.3.1. Provide financial assistance to archival repositories statewide to improve preservation of historical records. Action Step 2.3.2. Provide support to the Cultural Properties Review Committee (CPRC) in accordance with statutory requirements. 						
PM#	DIV	Performance Measure	FY 03	FY 04	FY 05 TARGET	FY 05 ACTUAL
2.3.1.	HRAB	Percentage of all projects for the New Mexico Historical Records Grant Program projects achieving stated objectives.	N/A	89%	92%	96%
2.3.2	OSH	Percentage of time spent by State Historian providing support to Cultural Properties Review Committee.	25%	25%	15%	25%
	OSH	Number of New Mexico Historical Register nominations reviewed.	41	34	20	19
Strategy 2.4. Increase use of agency resources and services.						
<ul style="list-style-type: none"> Action Step 2.4.1. Provide consultations, presentations, lectures and exhibits. Action Step 2.4.2. Develop public relations materials. Action Step 2.4.3. Publish the agency newsletter. Action Step 2.4.4. Identify strategies for promoting agency services and name recognition. Action Step 2.4.5. Develop and implement strategies for promoting agency services. Action Step 2.4.6. Develop and implement history lecture series. 						
PM#	DIV	Performance Measure	FY 03	FY 04	FY 05 TARGET	FY 05 ACTUAL
2.4.1.	OSH	Number of consultations, research reports and educational activities provided by the State Historian.	94	N/A	150	322
2.4.2	AHSD	Number of agency brochures published.	2	1	1	1
2.4.2	RMD	Number of agency brochures published.	1	0	1	0

2.4.3	ADM AL	Percentage of agency newsletters published within 12 working days of the end of the quarter.	N/A	100%	100%	67%
2.4.4.	ADM	Identify strategies for promoting agency services by target date.	N/A	N/A	6/30/05	6/30/05
2.4.6.	OSH	Number of guest lectures presented.	N/A	N/A	3	6

Strategic Initiative #3: Improve Internal Performance

PM#	Div	Performance Measure	FY 03	FY 04	FY 05 Target	FY 05 Actual
Strategy 3.1: Improve the delivery of services and goods. <ul style="list-style-type: none"> Action Step 3.1.1. Develop and conduct customer survey on agency delivery of services. Action Step 3.1.2. Report on survey results. Action Step 3.1.3. Incorporate strategic plan requirements in Employee Appraisal Development (EDA) plans. Action Step 3.1.4. Identify, set priorities for and improve, without regard to organizational boundaries, the processes that affect customers. 						
3.1.1.	AL AHSD RMD OSH	Develop and conduct customer survey by target date.	N/A	N/A	3/31/05	4/1/05 3/25/05 4/20/05 No action
3.1.2.	AL AHSD RMD OSH	Report on customer survey results.	N/A	N/A	6/30/05	6/22/05 6/30/05 6/30/05 No action
3.1.3.	ADM AL AHSD RMD OSH	Percentage of EDAs in which strategic plan requirements have been incorporated.	100%	100%	100%	100% 100% 100% 100% 100%
Strategy 3.2: Balance priorities at the program and activity levels. <ul style="list-style-type: none"> Action Step 3.2.1. Manage the agency according to the adopted strategic plan. Action Step 3.2.2. Identify and establish strategic priorities for FY 06. 						
PM#	DIV	Performance Measure	FY 03	FY 04	FY 05 TARGET	FY 05 ACTUAL
3.2.1	ALL	Percentage of annual strategic plan achieved or on schedule.	63%	63%	75%	57%
3.2.2.	ALL	Priorities established by target date.	5/31/03	5/31/04	5/31/05	7/1/05

PM#	Div	Performance Measure	FY 03	FY 04	FY 05 Target	FY 05 Actual
Strategy 3.3: Create and implement a strategy for staff retention.						
<ul style="list-style-type: none"> Action Step 3.3.1. Incorporate funding for an HR consultant to evaluate SRCA position classifications into the FY 06 appropriation request. Action Step 3.3.2. Conduct evaluation and explore implementation strategies for recommendations. Action Step 3.3.3. Include moneys for implementing HR consultant recommendations in the FY 07 appropriation request. 						
3.3.1.	ADM	Funding for HR consultant in FY 06 budget.	N/A	N/A	9/1/04	9/1/04
Strategy 3.4: Preserve all records in appropriate environment.						
<ul style="list-style-type: none"> Action Step 3.4.1. Resolve building issues. Action Step 3.4.2. Appropriately treat, or house in archival containers, magnetic tape collections. Action Step 3.4.3. Implement preservation plan for magnetic tape collections. 						
PM#	DIV	Performance Measure	FY 03	FY 04	FY 05 TARGET	FY 05 ACTUAL
3.4.1	ADM	Percentage of building issues resolved.	0%	10%	50%	20%
3.4.2...	AHSD	Develop plan for preserving magnetic tapes by target date.	N/A	N/A	6/30/05	3/31/05
Strategy 3.5: Create and foster a unified agency vision.						
<ul style="list-style-type: none"> Action Step 3.5.1. Develop strategies for team building. Action Step 3.5.2. Create opportunities for SRCA divisional collaborations. 						
3.5.1.	ADM	Strategies for team building developed by target date.	N/A	N/A	3/31/05	Not completed
3.5.3.	ADM	Number of opportunities for divisional cooperation	N/A	N/A	2	2
Strategy 3.6: Perform administrative functions in a manner that is both responsive to agency operational needs and in compliance with applicable laws, rules, policies and procedures.						
<ul style="list-style-type: none"> Action Step 3.6.1. Satisfy all budgetary and financial control and reporting requirements. Action Step 3.6.2. Provide a stable, up-to-date information technology environment, supportive of the agency's strategic and business needs. Action Step 3.6.3. Ensure employees have adequate direction to perform their jobs in compliance with their job descriptions and agency needs. 						
PM#	DIV	Performance Measure	FY 03	FY 04	FY 05 TARGET	FY 05 ACTUAL
3.6.1	ADM	Percentage of deposits made in compliance with the 24-hour rule.	100%	100%	99%	100%
		Percentage of vouchers representing payment within 30 days.	99.9%	100%	99%	100%
3.6.2	ADM	Percentage of time primary IT servers are available.	99.9%	99.3%	96%	99.9%
		Percentage of data back-ups completed as scheduled	N/A	96.3%	96%	99%

PM#	Div	Performance Measure	FY 03	FY 04	FY 05 Target	FY 05 Actual
		Percentage of time primary applications are performing as designed.	N/A	N/A	92%	90%
3.6.3	ADM	Percentage of EDA evaluations conducted on time.	66.2%	98%	95%	40%
		Percentage of EDAs established within 45 days.	97%	100%	97%	79%