

The Constitution
of the
State of New Mexico
Adopted by the
Constitutional Convention
Held at Santa Fe, N. M.
From October 3 to November 21, 1910

First page of the New Mexico Constitution

This annual report of the New Mexico Commission of Public Records for Fiscal Year (FY) 2011 contains copies of documents and pictures related to the period in which the State Constitution was created and is dedicated to the countless individuals who participated in the adoption of our State Constitution. On January 6, 2012 New Mexico celebrated the 100 year anniversary of President Taft signing the proclamation making New Mexico the 47th state of the union. While this was a very important day, there were many people and events that preceded this momentous event. One of the most important was the drafting and adoption of the State's Constitution.

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Secretary of State's Records, Serial No. 7042



President Taft signing the Proclamation admitting New Mexico into the Union; January 6, 1912.

Photo: Courtesy of the Palace of the Governors Photo Archives (NMHM/DCA), Negative #89760

MESSAGE FROM THE STATE RECORDS ADMINISTRATOR

Dear Honorable Governor Martinez:

The past year was an eventful year for the SRCA, which marks 52 years of preserving and managing current and historical state records pursuant to the Public Records Act [Section 14-3-1 NMSA 1978 et seq.] and 44 years of filing state rules pursuant to the State Rules Act [Section 14-4-1 NMSA 1978 et seq.].

As required by Section 14-3-4 NMSA 1978, I am honored to present the Commission of Public Records FY 2011 Annual Report. This report provides a glimpse of the agency's highlights of the past year and includes the exhibits from the Financial Audit.

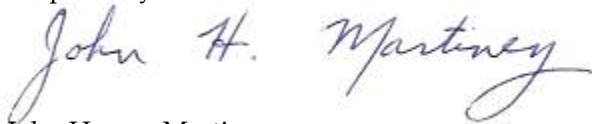
One of the most historic events for the SRCA was accepting legal custody of the records of the Office of Governor Richardson. For the first time ever, these records included electronic records and spurred an unprecedented number of requests for inspection. Processing these records and responding to inspection requests has required significant staff resources and continues to be a major project for the agency.

As is the case with all state agencies, the SRCA was faced with another year of revenue shortfalls and a reduced budget. The two areas affected most in FY 2011 were the Archives and Historical Services Division (AHSD) and the Records Management Division (RMD). It has always been the SRCA's mandated objective to fulfill its duty as the official keeper of the State's historical records and to make those records accessible to the public when they are requested. However, during fiscal year 2011, agency staff vacancies resulted in reduced services to the public. For example, the AHSD had to limit the hours it was opened to the public from 12:00 p.m. to 4:30 p.m. Unfortunately, such limited hours prevented many would-be patrons from coming to the SRCA and using the facility for research and other historical related activities. Also, the number of updated records retention and disposition schedules that were filed in FY 2011 was down compared to previous fiscal years when staffing shortages were not as severe.

Despite these challenges, the agency continues to try various methods to promote the SRCA and to educate the public regarding the historical holdings in its possession. As you will see throughout this report, the agency has taken responsibility to highlight the drafting and adoption of the state's Constitution. I encourage you to visit our website at: www.newmexicohistory.org/centennial to view the historical documents related to New Mexico's Constitutional Convention.

In closing, I want to acknowledge our dedicated staff for their continued commitment to quality customer service and agency professionalism. In the following pages you will read a more in-depth explanation of the SRCA's duties and what we accomplished during FY 2011 and some of the challenges we experienced.

Respectfully,



John Hyrum Martinez
State Records Administrator

AGENCY OVERVIEW

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Santa Fe, New Mexico 878507
www.nmcpr.state.nm.us

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

The Public Records Act provides that the 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 State Records Administrator for the time period covered by this report, FY 2011, was Sandra J. Jaramillo. The current State Records Administrator is John Hyrum Martinez, who was appointed to the position in August of 2011. 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.

VISION

The vision of the Commission of Public Records - State Records Center and Archives is to be the state's leading resource on matters pertaining to the preservation of historical documents, records, information and archival management issues, administrative law and New Mexico public history programs.

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.

Members of the Commission in Fiscal Year 2011:

Historian	Stanley M. Hordes, Ph.D., Chair
Attorney General	The Honorable Gary King
Secretary of State	The Honorable Dianna J. Duran
State Auditor	The Honorable Hector Balderas
State Law Librarian	Robert A. Mead, J.D.
Secretary General Services Department	Ed Burckle
Director Museum of New Mexico	Frances Levine, Ph.D.

Members of the management team in Fiscal Year 2011:

State Records Administrator	Sandra Jaramillo
Deputy State Records Administrator, Chief Financial Officer and Administrative Services Division Director	Judi Ross Hazlett
Archives and Historical Services Division Director	Melissa Salazar
Chief Information Officer and Information Technology Management Division Director	Pete Chacon
Records Management Division Director	
Administrative Law Division Director	John Hyrum Martinez
State Historian and Office of the State Historian Division Director	Rick Hendricks, Ph.D.

ORGANIZATIONAL STRUCTURE

For purposes of the Accountability in Government Act [Section 6-3A-1 NMSA 1978 et seq.], 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 Chief Financial Officer and Director of the Administrative Services Division.

Administrative Services Division

The Administrative Services Division (ASD) provides support services to the program divisions of the agency. Those services include budget personnel and building oversight.

Administrative Law Division

The Administrative Law Division (ALD) administers the State Rules Act that governs the official filing and publication of rules developed by executive agencies of New Mexico State government. Rules promulgated by State agencies are intended to support and implement the laws of New Mexico. For rules to be valid, they must first be filed with the SRCA and published in the *New Mexico Register*. The Administrative Law Division publishes both the *New Mexico Register* and the *New Mexico Administrative Code*. Other regulatory instruments - interstate compacts and county subdivision regulations - must also be filed with the SRCA.

Archives and Historical Services Division

The Archives and Historical Services Division (AHSD) maintains, preserves and makes available to the public the permanent and historical records of the State of New Mexico. Consultation and research assistance are provided to State agencies, businesses and the public. Archival documents are used to support the operations of governmental agencies, social services

and the judicial system. Archival records also help support scholarly studies, document citizenship and family histories, and resolve land and water issues. The State Archives is an affiliate of the National Archives and Records Administration (NARA) and, as such, holds the Spanish Archives of New Mexico, Series I. These materials are also known as the Land Grant Records of New Mexico, National Archives Record Group 49, Bureau of Land Management.

Information Technology Management Division

The Information Technology Management Division (ITMD) provides information technology-related services to the program divisions and to the ASD and the Office of the State Records Administrator. These services improve public access to the information and services of the program divisions by allowing computer access to remote users and at times other than normal business hours.

Records Management Division

Government offices maintain vast numbers of records containing information that their employees must be able to locate quickly. To continue to preserve and provide public access to these records, the Records Management Division (RMD) developed a records management program that controls these records throughout their lifecycle; including use, storage and transfer, from creation to final disposition. Records retention and disposition schedules, developed by RMD staff, serve as tools for State agencies to manage information and records. 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

The State Historian serves as the State government's leading advocate for and authority on New Mexico

history. The mission of the Office of the State Historian (OSH) is to foster and facilitate an understanding and appreciation of New Mexico's history and culture through education, research, preservation and community outreach. The State Historian also sits as the statutory member of the Cultural Properties Review Committee, the body charged with overseeing the protection and registration of historic structures and significant sites throughout New Mexico.

New Mexico Historical Records Advisory Board

The New Mexico Historical Records Advisory Board (NMHRAB) is an adjunct to the SRCA and was

established, pursuant to Federal law, to serve as the local advisory body for reviewing all New Mexico grant proposals submitted to the National Historical Publications and Records Commission. Since its establishment, the Board has developed its own strategic plan to advocate improvements in preserving and accessing New Mexico's historical records. The Governor appoints seven of the eight Board members, who include historians, records managers and archivists representing public and private interests throughout the state. The State Records Administrator serves ex officio and as the chairperson of the Board. A Grant Administrator position, located in the AHSD, provides staff support.

These newspapers announcing New Mexico's acceptance into the union are copies from the State Library's Newspaper Collection.

*Las Vegas Optic
January 6, 1912*



*Santa Fe New Mexican
January 6, 1912*



*Albuquerque Evening Herald
January 6, 1912*



EXECUTIVE SUMMARY

This report highlights accomplishments realized and challenges faced by the SRCA in FY 2011. One of the most significant accomplishments was accepting legal custody of the paper and electronic records from the Office of Governor Richardson. On the other hand, the most significant challenges were processing the requests for inspection of the public records from the Office of Governor Richardson, which was hindered by further reductions in general fund appropriations and substantial vacancies.

A comparison of the agency's FY 2009 budget appropriation and the FY 2011 budget appropriation reflects a 7% reduction. In addition to continued appropriation reductions, the agency budget was further reduced during the first quarter of FY 2011 by 6% due to state revenue shortfalls. The area most impacted by these reductions continues to be personnel. The agencies vacancy rate at the beginning of FY 2011 was 14%, which increased to 21% by June 30th, with AHSD and RMD experiencing the most impact.

While the SRCA was able to avoid a reduction in force and furloughs, the expenditure limitations did have an adverse impact on the agency's ability to meet its statutory and strategic goals. The reduction in the State Archives' public access hours, initially implemented in FY 2009, continued throughout FY 2011 and were further reduced in January 2011 after the division lost another senior archivist. Likewise, the RMD, with two vacancies, including that of senior analyst, was unable to meet performance targets in reviewing and updating record retention and disposition schedules (RRDSs) that division prepares for all State agencies. Additionally, the RMD, because of vacancies and lack of travel funds, also was unable to provide the on-site training requested by agencies and local governments. On a more positive note, the Administrative Services Division was fully

staffed throughout FY 2011 and was able to meet targeted measures. The most important measure was completing the annual audit on time with no audit findings.

A critical challenge facing governments as well as the private sector is the management and storage of electronic records, especially as more and more records are created and maintained solely in electronic format. The SRCA has been working for over a decade to educate State agencies about the often complex issues involved with electronic records, but with only limited success. In the 2008 General Appropriations Act, SRCA received a \$150,000 appropriation for expenditure in FY 2008 through 2010 to begin the process of implementing a centralized electronic records repository (CERR). The General Appropriation Act of 2010 extended the time for expenditure through the end of FY 2012. The first phase of the project - an assessment of the IT environment at the SRCA - was completed in late FY 2009. A change in project scope, approved through the Department of Information Technology, enabled the agency in FY 2010 to use the remaining phase one money to acquire a new records management application as a first step in developing the CERR. The new application replaced the aging one used to track stored paper and microfilm records. Funding for the second and third phases was requested for FY 2010 and 2011 but was not approved. However, the SRCA included funding for the CERR in the FY 2012 appropriation request.

Although many more records are now produced and maintained electronically, paper records remain – and are likely to remain - an important component of the records generated by State agencies. The SRCA, through the Records Center in Santa Fe and a leased facility in Albuquerque, offers State agencies storage, management and disposition services for inactive records at no cost to the agencies.

This service represents substantial cost avoidance for State government and greatly improves the likelihood that needed records can be retrieved and disposed of in accordance with applicable RRDSs. The agency also offers similar services for master microfilm. As of June 30, 2011, the Records Center was monitoring and tracking the lifecycle status, history, series identification and physical location of 107,975 items (cubic foot boxes of paper records), an increase of 3,036 items over the previous year's ending inventory. At the end of FY 2011, the Micrographics Bureau was monitoring and tracking the lifecycle status, history, series identification and physical location of 152,140 rolls of microfilm, a decrease of 2,026 items over the prior year.

Preserving and providing access to the State's documentary patrimony is a key responsibility of the SRCA. Through its Archives and Historical Services Division (AHSD), it maintains the State Archives, the repository for the State's permanent and historical records, which is also the state's largest historical records repository and a premier research center for Southwest and Borderland history. As mentioned above, and later in the AHSD report, this division was inundated with requests for inspection of public records related to the archival materials received from the outgoing Governor. With the transfer of over 1.5 million electronic documents, staff struggled to keep pace with their other duties. However, despite vacancies and the increased workload the Division did make progress toward preserving the records it holds in trust and making them more accessible to researchers and interested citizens. Digitization of records, photographs and other material provided greater access via the on-line archival management system *HERITAGE* and its availability via the world wide web.

The Historical Services Bureau of the AHSD, which has a single employee, is responsible for administering the agency's historical records

grant and scholarship programs and provides support to the New Mexico Historical Records Advisory Board (NMHRAB). In May 2010, the NMHRAB awarded \$84,405.00 in grants to 18 New Mexico organizations for preservation and access projects for FY 2011. No continuing education grants were funded by the NMHRAB in FY 2011.

Another component of the SRCA's mission is to promote an understanding and appreciation of New Mexico history. Along with the AHSD, the Office of the State Historian works toward that goal. Despite reduced funding, the OSH staff, independent scholars and volunteers added 1,229 pages of content to the New Mexico history website. This continued as the premier outreach venue for the state historian to share with the public the importance of New Mexico History. Although state funding was reduced, the New Mexico History Scholars Program supported 9 fellowships funded by the Historical Society of New Mexico and the University of New Mexico. The scholars research topics varied from "*Accidents and Injuries in Twentieth-Century Southern New Mexico Mining*" to "*Art, Tourism, and the Spectacle of the Southwest: Visually Enchanting the Land of Enchantment.*"

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). Both publications provide critical information to the public about the rule-making activities of State entities. In FY 2011, the Division published 152 notices of proposed rule-making activities and 453 adopted rules. The Division also conducts on-line training in rule-filing and publishing requirements.

In the pages that follow, more in-depth information about the activities and accomplishments of the agency's program divisions in FY 2011 is offered.

ADMINISTRATIVE LAW DIVISION

FUNCTION AND PURPOSE

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

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

FISCAL YEAR 2011 HIGHLIGHTS

In September of 2010, the ALD announced the availability of a second course of rules training

available on-line through the SRCA On-line Training Center (OTC). The course is designed specifically for rule filers and covers advanced topics of rule style and formatting. The OTC is hosted on the IDEAL NM Blackboard platform and is available 24 hours a day. IDEAL NM, which stands for Innovative Digital Education and Learning New Mexico, is a New Mexico Higher Education and Public Education program that provides eLearning services to the state. The on-line rules training increases the opportunity for state agencies and the public to learn about state rules.

In January of 2011, the state Supreme Court made a bench decision, later filed on February 17, 2011 as Opinion Number 2011-NMSC-006, which determined that the SRCA cannot delay publication of rules that have been properly filed with the ALD. Pursuant to that decision, the ALD no longer allows agencies to cancel rule filings after they have been recorded as filed.

FISCAL YEAR 2011 STATISTICAL AND FINANCIAL INFORMATION

In accordance with Section 14-4-7.1 NMSA 1978, the ALD produces the *New Mexico Register* twice a month. The *New Mexico Register* is where notices of rulemaking, adopted rules, amendments, and repeals of existing rules are officially published. Other material related to administrative law can also be published in the *New Mexico Register*. During FY 2011, the ALD published 36,948 columnar inches or approximately 1,232 pages of text in the *New Mexico Register*.



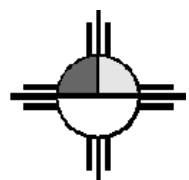
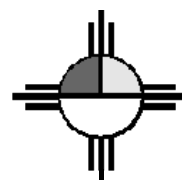
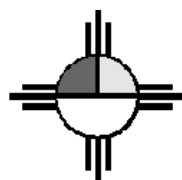
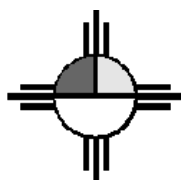
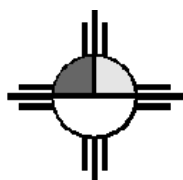
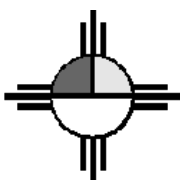
The following tables further explain ALD publishing activity.

<i>New Mexico Register Activity</i>	FY 2007	FY 2008	FY 2009	FY 2010	FY 2011
Notices of rulemaking published	174	183	187	210	152
Other material related to administrative law published	21	15	18	5	15
Adopted rule filings published	505	657	599	619	453
Proposed rules published	12	8	7	10	5
Synopses published in place of full text of adopted rules	8	8	8	10	9

Notices of Rulemaking Published in the *New Mexico Register* FY 2011 by Agency

Agency	Notices Published
Accountancy Board, Public	1
Acupuncture and Oriental Medicine, Board of	1
Aging and Long-Term Services Department	2
Agriculture, Department of	2
Albuquerque - Bernalillo Air Quality Control Board	10
Barbers and Cosmetologists, Board of	1
Children, Youth and Families Department	4
Chiropractic Examiners, Board of	1
Cultural Affairs, Department of	1
Developmental Disabilities Planning Council Office of Guardianship	1
DNA Identification System Oversight Committee and Administrative Center	1
Economic Development Department	2
Energy, Minerals and Natural Resources Department	3
Energy, Minerals and Natural Resources Department and Taxation and Revenue Department	1
Engineer, Office of the State	1
Environmental Improvement Board	16
Finance and Administration, Department of	3
Game Commission	6
Gaming Control Board	1
General Services Department	1

Agency	Notices Published
Health Policy Commission	1
Health, Department of	6
Human Services Department	27
Livestock Board	1
Medical Board	1
Mining Safety Board	1
Nursing, Board of	2
Nutrition and Dietetic Practice Board	1
Organic Commodity Commission	1
Personnel Board, State	3
Pharmacy, Board of	3
Podiatry, Board of	2
Public Education Department	3
Public Employees Retirement Association	1
Public Records, Commission of	5
Public Regulation Commission	6
Public Safety, Department of	2
Racing Commission	3
Real Estate Appraisers Board	2
Regulation and Licensing Department	6
Secretary of State	3
Signed Language Interpreting Practices Board	1
State Purchasing Council from Persons with Disabilities	1
Taxation and Revenue Department	7
Transportation, Department of	2
Water Quality Control Commission	1
Workforce Solutions, Department of	1
Grand Total	152



Rule Filings Published in the *New Mexico Register* FY 2011 by Agency

Agency	Rule Filings Published
Accountancy Board, Public	3
Acupuncture and Oriental Medicine, Board of	6
Aging and Long-Term Services Department	1
Agriculture, Department of	10
Albuquerque - Bernalillo Air Quality Control Board	11
Animal Sheltering Board	3
Attorney General, Office of the	1
Auditor, Office of the State	3
Barbers and Cosmetologists, Board of	1
Children, Youth and Families Department	5
Chiropractic Examiners, Board of	1
Coal Surface Mining Commission	8
Council for Purchasing from Persons with Disabilities	1
Cultural Affairs, Department of	1
Dental Health Care, Board of	3
DNA Identification System Oversight Committee and Administrative Center	1
Economic Development Department	3
Educational Retirement Board	1
Energy, Minerals and Natural Resources Department	5
Energy, Minerals and Natural Resources Department and Taxation and Revenue Department	1
Engineer, Office of the State	1
Environmental Improvement Board	20
Finance and Administration, Department of	2
Game and Fish, Department of	26
Gaming Control Board	8
General Services Department	2
Health Policy Commission	1
Health, Department of	13
Higher Education Department	2

Agency	Rule Filings Published
Human Services Department	88
Livestock Board	3
Mining Safety Board	2
Nursing, Board of	2
Organic Commodity Commission	1
Personnel Board, State	10
Pharmacy, Board of	9
Physical Therapy Board	8
Psychologist Examiners, Board of	8
Public Education Department	8
Public Employees Retirement Association	9
Public Records, Commission of	23
Public Records, Commission of and Cultural Affairs Department	2
Public Regulation Commission	19
Public Safety, Department of	1
Public School Capital Outlay Council	4
Racing Commission	8
Real Estate Appraisers Board	22
Regulation and Licensing Department	43
Secretary of State	7
Soil and Water Conservation Commission	1
Taxation and Revenue Department	21
Transportation, Department of	2
Water Quality Control Commission	6
Workers' Compensation Administration	1
Workforce Solutions, Department of	1
Grand Total	453

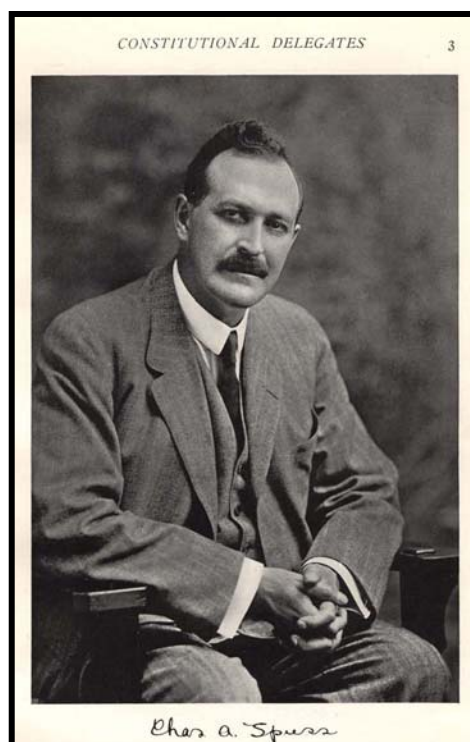


**Other Material Related to Administrative Law Published
in the New Mexico Register FY 2011 by Agency**

Agency	Other Material Published
Architects, Board of Examiners for	4
Children, Youth and Families Department	1
Environmental Improvement Board	4
Health, Department of	1
Human Services Department	1
Public Records, Commission of	3
Workers Compensation Administration	1
Grand Total	15

The *New Mexico Administrative Code (NMAC)* is a compilation of current rules promulgated by State agencies as required by Section 14-4-7.2 NMSA 1978. The NMAC is available only in electronic format on the NMAC website, which is updated once each month. The performance-based budget measure for the Division sets a target of thirty (30) days or less for the average maximum number of days from the effective date of a rule to the on-line availability. During FY 2011, the average maximum number of days was twenty-eight (28).

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



Charles A. Spiess served as President of the New Mexico Constitutional Convention. Mr. Spiess was an attorney and delegate for San Miguel County. For more information visit: www.newmexicohistory.org/constitution

Type of Instrument Filed	FY 2007	FY 2008	FY 2009	FY 2010	FY 2011
County Subdivision Regulations	1	1	0	0	1
Interstate Compacts	0	11	1	0	3

ARCHIVES AND HISTORICAL SERVICES DIVISION

FUNCTION AND PURPOSE

The Archives and Historical Services Division (AHSD) maintains, preserves and provides access to the permanent public records of New Mexico State government that are entrusted to the SRCA's care. The Division strives to foster an appreciation of these records, their historical value and their potential use by providing quality reference assistance and educational outreach programs.

Archives Bureau

The AHSD manages the State Archives, which is the central repository for State government's permanent and historical records, as well as numerous private papers and manuscript collections. This includes records from the executive, legislative and judicial branches of government, as well as documents dating from New Mexico's Spanish (1621-1821), Mexican (1821-1846), and Territorial (1846-1912) periods of history. Staffing for the Bureau comprises two administrative support positions and six professional archivists who perform a full range of archival tasks (processing, preservation, arrangement and description, reference assistance and outreach) to ensure an authentic and accessible record of New Mexico State government is maintained. Because of budget reductions and the state-wide hiring freeze, the Bureau has been unable to fill three vacant positions: one administrative support position and two senior archivists.

Historical Services Bureau

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

FISCAL YEAR 2011 HIGHLIGHTS

Archives Bureau

As the division responsible for overseeing of State Archives, the AHSD is a primary steward of New

Mexico's documentary heritage. In its stewardship of the State's documentary patrimony, the Division's activities were diverse in FY 2011.

Civil War Muster Roll Digitization Project

During FY 2011, the Archives Bureau continued its work on the Civil War Muster Roll Digitization Project. The muster roll project coincides with the 150th year commemoration of the American Civil War, which began in 1861. New Mexico played a little known but significant role during the first years of the war. Union and Confederate armies engaged on four New Mexico battlefields: Mesilla, Valverde, Glorieta, and finally at Peralta. During the first phase of the project, the bureau digitized 1,303 Civil War period muster rolls from the New Mexico Adjutant General Records. Muster rolls include the names of officers and men in individual military units and provide information about payment and military service. The digital image files (TIFFs) were stored as production masters in the Digital Archives Repository and Portable Document Formats (PDFs) were created for the purpose of providing access to the public. During the second phase, which occurred in FY 2011, a descriptive record was created for each muster roll within the bureau's archival management software system. Each descriptive record was then linked to its corresponding PDF. The third and final phase will be to publish the records and images in the online catalog, HERITAGE.

Records of the Office of Governor Bill Richardson

Another major project the Archives Bureau was responsible for during FY 2011 was accepting legal custody of the records of the Office of Governor Bill Richardson. More than 750 linear feet of hard copy records and more than a million and a half electronic records were transferred to the SRCA. The materials cover both his first and second terms (2003-2010) in office and date to his election in 2002. In accordance with the State Rules Act (Chapter 14, Article 4, NMSA 1978), the records were placed under an eight-year moratorium, a routine practice by most of New Mexico's previous governors. Under the moratorium only four individuals from the former governor's staff and the archivists were allowed access to the records group. The closure, however, met with controversy as reporters from different news agencies began to submit requests under the Inspection of Public

Records Act (IPRA) (Chapter 14, Article 2, NMSA 1978). The moratorium's authority was questioned and the State Records Administrator sought direction from the New Mexico Attorney General's Office. The Attorney General advised the agency to allow the inspection of the former governor's records, unless the records were subject to an exception under IPRA or any other law. As a result, the Bureau received an unprecedented amount of IPRA requests. The majority of requests were for pardon files from private individuals; however, several other IPRA requests were broader in scope and placed an unexpected burden on the Bureau, which already had a 43 percent vacancy rate. To comply with the Act, the division director and a senior archivist were reassigned from other archival functions to fulfill the new requests.

Access

The number of offsite reference requests dropped from 597 in FY 2010 to 479 in FY 2011. The FY 2011 figure is more in line with FY 2008 and 2007. In FY 2009, the bureau experienced a spike after the implementation of its archival management software system which allowed the public to view descriptive records online. The Bureau also experienced a decrease in the number of research room visits. Two reasons are thought to be responsible for the decreases. First, access to materials via the online catalog has improved significantly. Patrons no longer have to walk in to perform research. Research is done via the online catalog and materials may be ordered instantaneously through a built in e-mail function. Additionally, many more documents have been digitized and are available on the website. The second reason is less than favorable. A hiring freeze imposed in the fall of calendar year 2008 along with budget reductions in FY 2010 led to the reduction in reference services. The Archives could not fully staff the research room as a result of two vacant positions. Consequently, the State Records Administrator reduced the research room hours by 10 hours a week for the period July through November 2010. An additional decrease in hours occurred in December when the Bureau incurred a third vacancy. The research room's hours were set from noon to 4:30 pm, a reduction of 20 hours per week which is a 28 percent reduction in the ability of the Archives to provide access to public records in its custody. Approximately 538 individuals performed their research using the online catalog. These individuals were able to access descriptive records and/or documents online.

Figure 1 (Offsite Reference Requests)

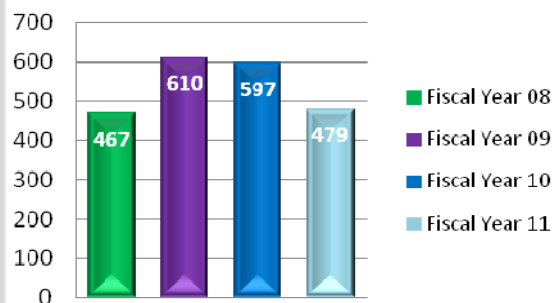
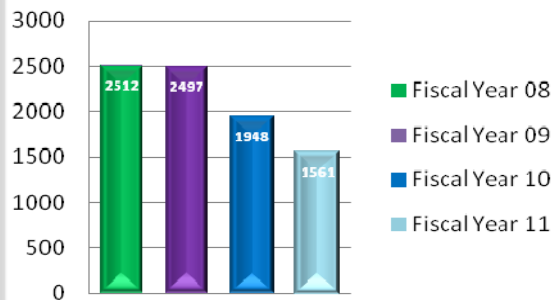


Figure 2 (Research Room Visits)



Department of Corrections' Glass Plate and Cellulose Nitrate Negative Collection of Territorial and Statehood Prisoners

In FY 2011, staff and volunteers continued to work on the New Mexico Department of Corrections' Glass Plate and Cellulose Nitrate Negative Collection of Territorial and Statehood Prisoners. The total series is comprised of 12,700 images. There are 6,450 silver gelatin glass plate negatives and 4,250 cellulose nitrate negatives. These photographic materials are an important part of the SRCA's holdings and possess state and national historical significance. They pertain to both the history of crime, punishment, and corrections in the United States and to the history and development of photography. The earliest inmate photograph is dated 1893.

Given the physical characteristics of each negative type, both are especially at-risk and require special handling and storage. Some of the glass plates have chipped edges, peeling emulsion, cracks, and some silver mirroring. Each time a glass plate is pulled for access, we risk irreparable damage and complete loss of the record. In FY 2011, staff and volunteers completed the re-housing phases of the project. Each glass plate was placed into a four-flap, acid-free, and lignin-free enclosure and then stored upright resting

along its edge into an acid-free box. During rehousing, descriptive and technical metadata was also captured for each image. Thus far, volunteers have created more than 2,400 descriptive records and linked each record to its corresponding image. The images and corresponding descriptive records will be published on HERITAGE for easy public access. During FY 2011, 606 were published and are available.

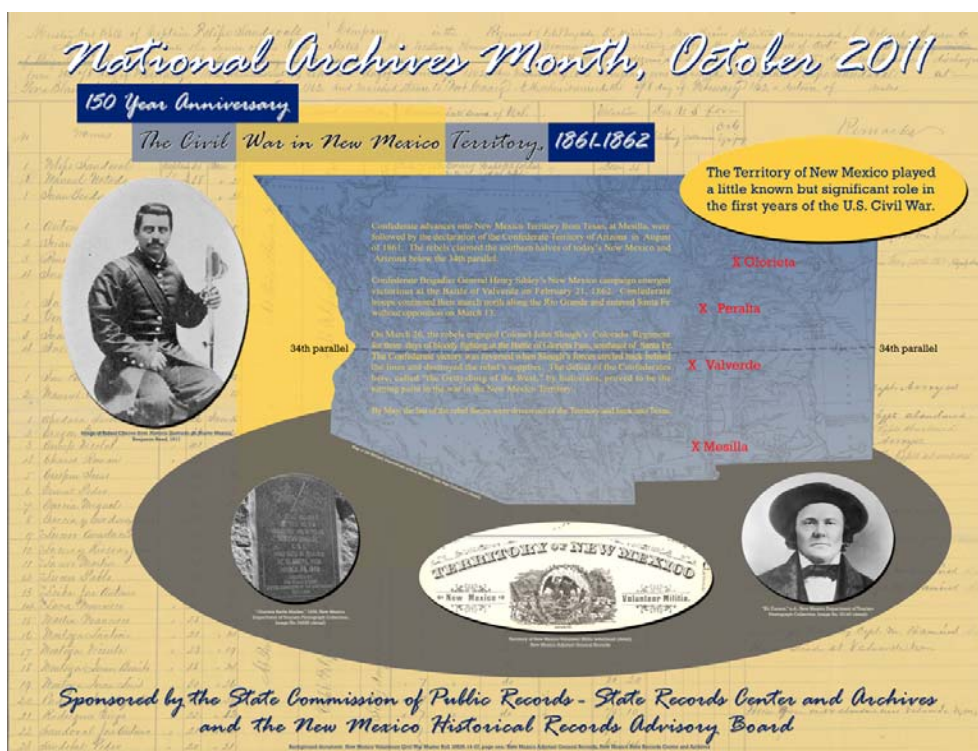
Nitrate negatives also have unique physical characteristics and require special handling and storage requirements. In FY 2011, staff surveyed all of the nitrate negatives and noticed the off-gassing of nitric acid and noted that some negatives were already in stage five of deterioration and were no longer salvageable. The lack of adequate exhaust and ventilation facilities in the NMSRCA building, combined with nitrate negatives in various stages of decay, will most likely necessitate outsourcing the digitization of the nitrate negatives to an external vendor or the purchase of additional equipment and supplies to perform the preservation and digitization work.

Outreach

Vacancies, IPRA requests, budget reductions, and other statutory responsibilities affected the bureau's ability to maintain the same level of outreach as in

previous years. Staff, for example, gave only one offsite educational presentation in FY 2011. The bureau chief presented at the New Mexico Genealogical Society Conference in September 2010. Archives Month programming was also curtailed. The bureau focused its efforts on organizing a reception commemorating the agency's 50th Year Anniversary and designed a poster entitled "50 Years of Service: Commission of Public Records (1960-2010)." An exhibit, *Tejiendo El Hilo: Weaving People, Place, and Time*, was also curated in collaboration with the Office of the State Historian as part of Archives Month. In addition to the Archives Month exhibit, the bureau also collaborated with the State Library's Southwest Room to produce the *Ernest Seton Thompson Exhibit* and the *New Mexico Chile Harvest Exhibit*.

As in previous years, staff worked to develop a new researcher base by introducing high school and college students to the archives. Staff conducted tours and presentations for students from the Institute of American Indian Arts, Santa Fe Preparatory School, and Tierra Encantada Charter High School. Staff also conducted tours for other librarians and archivists. Tours were provided to staffs of the Santa Fe University of Art and Design, Rancho de las Golondrinas, and the Bataan Memorial Museum.



Poster created and sponsored by the State Commission of Public Records, the State Records Center and Archives and the New Mexico Historical Records Advisory Board to promote National Archives Month.

STATISTICAL REPORTS

Table 1.1

PUBLIC RECORDS ACCESSIONED	
Records Center Transfers	Linear Feet (LF)
Environment Department, New Mexico	50 LF
Governor, NM Office of the – Governor Bill Richardson	106 LF
Governor, NM Office of the – Governor Bill Richardson	99 LF
Governor, NM Office of the – Governor Bill Richardson	103 LF
Governor, NM Office of the – Governor Bill Richardson	96 LF
Governor, NM Office of the – Governor Bill Richardson	110 LF
Governor, NM Office of the – Governor Bill Richardson	110 LF
Governor, NM Office of the – Governor Bill Richardson	112 LF
TOTAL	786 LF

PUBLIC RECORDS ACCESSIONED	
Direct Agency Transfers or via donations	Linear Feet (LF); No. of Items
Attorney General, Office of the	32 LF
Bernalillo County	Fractional
Children, Youth, and Families Department	71 LF
Cibola County	Fractional
Colfax County	Fractional
Corrections Department, State of New Mexico	1 book
Engineer, Office of the State (257 LF stored) (18 LF deaccessioned)	275 LF
Fourth Judicial District Court – San Miguel County Office	38 LF
Governor, New Mexico Office of - Bill Richardson	Electronic files
Health, New Mexico Department of	8 LF
Human Services Department, New Mexico	3 LF
Indian Affairs Department, New Mexico	Fractional
Land Office, New Mexico State	.25
Lea County	Fractional
Legislative Council Service	5 LF; 17 VHS tapes
Lieutenant Governor, New Mexico Office of – Diane Denish	2 LF; Electronic files
New Mexico Municipal Records (via private citizen)	Fractional

PUBLIC RECORDS AACCESSIONED continued	
Otero County	Fractional
Regulation and Licensing Department, New Mexico	1 LF
Secretary of State, Office of the	3 LF; 2 PST Files
Sierra County	Fractional
State Publications (comprising 622 publications)	6.5 LF
Tourism Department, New Mexico	16 photographs
TOTAL	445 LF; 1 book; 16 photographs; 17 VHS tapes; and electronic files

Table 1.2

PRIVATE COLLECTIONS ACCESSIONED	Linear Feet (LF); No. of Items
American Association of University Women Records	1 LF
Carlos Barreras Harms-West Family Photograph Album	1 album
Fifteen Club Records	Fractional
Genealogy Publication Collection (artificial)	4 books; 1 CD
Henrietta M. Christmas Research Collection	2 books
Jesse Green Research Collection of Materials Relating to Frank Hamilton Cushing	9.75 LF
Miscellaneous Publications Collection (artificial)	2 books
New Mexico Association of Museums Records	2 LF
New Mexico Historical Film Collection (artificial)	1 DVD
New Mexico Jewish Historical Society Records	2 CDs; 1 book
New Mexico Persons Collection (artificial)	Fractional
Newspaper Collection (artificial)	3 LF
Records of the Hispanic Women's Council	19 mini-DVs; 2 folders
Reference Room Book Collection (artificial)	40 books
Santa Fe Chamber Music Festival Programs Collection	Fractional
Semos Unlimited, Inc. Collection	2 publications; 2 CD
SRCA Photograph Collection (artificial)	3 photographs
Unpublished Works and Dissertations Collection (artificial)	2 books
William K. Wooten Collection of Land Title Documents and Realty Records of Arthur Welch	10.5 LF
TOTAL	26.5 LF; 1 album; 53 books; 5 CDs; 1; DVD; 19 mini-DVs; and 3 photographs

Table 2.1

PUBLIC RECORDS PROCESSED	Linear Feet (LF); No. Items
Department of Public Safety Records	4 LF
New Mexico Commerce and Industry Department	7 LF
New Mexico Forestry Division Records	.75 LF
New Mexico Geological Society Publications Collection	4 LF
New Mexico Music Educators Association Collection	1 LF
New Mexico State Publications	33 publications
Records of the United States Territorial and New Mexico District Courts for Mora County (Criminal Case Files)	9 LF
Records of the United States Territorial and NM District Courts for Socorro County (Water Right Cases)	.50 LF
United States Congressional Documents Relating to New Mexico	.50 LF
TOTAL	26.75 LF; 33 publications

Table 2.2

PRIVATE COLLECTIONS PROCESSED	Linear Feet (LF); No. of Items
Donald R. Lavash Photograph Collection	10 images
James Lowery Photograph Collection	20 images
Maralyn Budke Papers	13.5 LF
New Mexico Historical Film Collection	2 films
Reference Room Book Collection	21 books
Total	13.5 LF; 30 images; 21 books; and 2 films

Table 3.1

FINDING AIDS CREATED FOR PUBLIC RECORDS	No. of Descriptive Records Created
Department of Public Safety Records (published online)	12
Hidalgo County Records (published online)	1,898
New Mexico Adjutant General Records (Muster Rolls) (Not published)	1,303
New Mexico Commerce and Industry Department Records (published online)	149
New Mexico Department of Corrections Records (606 published online)	2,401
New Mexico Forestry Division Records (published online)	24

Finding Aids Created for Public Records	No. of Descriptive Records Created
New Mexico Geological Society Publications Collection (published online)	59
New Mexico Music Educators Association Collection (published online)	74
New Mexico State Publications (updated and published online)	33
Records of the United States Territorial and New Mexico District Courts for Mora County (Criminal Case Files)	595
Records of the United States Territorial and New Mexico District Courts for Socorro County (published online)	7
United States Congressional Documents Relating to New Mexico (published online)	67
TOTAL	6,622

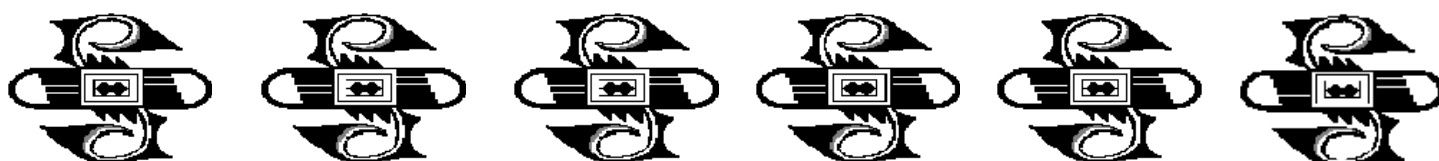
Table 3.2

Finding Aids Created for Private Collections	No. of Descriptive Records Created
Donald B. Lavash Photograph Collection (published online)	10
James Lowery Photograph Collection (published online)	20
Manuel Delgado Family Papers (published online)	59
Maralyn Budke Papers (published online)	306
New Mexico Historical Film Collection (updated and published online)	2
Reference Room Book Collection (updated and published online)	21
TOTAL	418

Historical Services Bureau Regrant Program

The New Mexico Historical Records Advisory Board (NMHRAB) awarded \$84,405.00 in grants to 18 New Mexico organizations to preserve and provide access to their historical records. The awards were made at its May 2010 meeting for expenditure in FY 2011. A total of twenty-eight proposals requesting \$183,193.30 in funding were submitted, the largest number ever received by the NMHRAB. Additional outreach to local governments by the grants administrator points to the increase. The NMHRAB

received funds from the New Mexico State Legislature and the National Historical Publications and Records Commission (NHPRC) to fund its historical records grant programs for improving the preservation of and access to New Mexico's historical records. The NMHRAB, in partnership with grant recipients, aspires to preserve, interpret and provide access to historical records that connect their communities to the past. The following is a list of the FY 2011 grants and a five-year funding overview:



GRANT RECIPIENTS	Amount Awarded
Albuquerque/Bernalillo County Library	\$6,800.00
Artesia Historical Museum and Art Center	\$1,759.50
Aztec Museum	\$8,476.00
Center for Land Grant Studies	\$5,100.00
City of Las Cruces	\$6,800.00
City of Raton, Arthur Johnson Memorial Library	\$5,017.32
Curry County	\$4,870.69
Institute for Spanish Arts	\$5,100.00
Institute of American Indian Arts	\$5,947.90
Lincoln County Clerk	\$2,362.50
Luna County Clerk's Office	\$3,721.50
Mora County Clerk	\$5,100.00
Moriarty Historical Society and Museum	\$5,526.00
Navajo Nation Records Management	\$5,038.03
Santa Fe County Clerk	\$5,950.00
The Regents of New Mexico State University	\$3,021.00
University of New Mexico Health Sciences Center	\$2,909.60
University of New Mexico Library	\$904.96
TOTAL	\$84,405.00

Fiscal Years	No. of Applicants	No. of Awards	No. of New Recipients	Funds Requested	Funds Awarded
2007	14	10	5	\$92,550.70	\$31,074.00
2008	11	8	3	\$77,958.00	\$40,594.60
2009	22	19	5	\$134,610.26	\$81,959.47
2010	18	16	6	\$115,687.37	\$78,418.57
2011	28	18	7	\$183,193.30	\$84,405.00

The FY 2011 grants varied in scope and ranged from arranging and describing the records of Ernie Pyle; transferring to CD 51 cassette tapes featuring interviews with early Artesia pioneers; preserving photographs, slides, newspaper clippings, scrapbooks and other historical documents relating to Colfax County; microfilming City of Las Cruces resolutions, ordinances, meeting minutes, payroll records and personnel files; publishing Curry County's property

records, marriage certificates, and property assessments online; to digitizing 317 books containing deeds, mortgages, marriage licenses and other documents from the period 1825 to the present for Mora County. All recipients met their deadlines for completing their projects, submitting final reports and requesting reimbursement..

The following chart lists the grantees that preserved textual material.

FY11 Award Recipients	Textual Materials (Linear Feet, Item)
Albuquerque/Bernalillo County Library	30 LF
City of Las Cruces	80.5 LF
Institute of American Indian Arts	200 LF
Navajo Nation Records Management	60 LF
UNM Health Sciences Center	10 LF
Institute for Spanish Arts	17 LF
Regents of New Mexico State University	8 LF (350 files)
Lincoln County Clerk's Office	3 ledger books
Luna County Clerk's Office	6 newspaper books
Total:	405.5 LF, 9 Books

Educational Program

In FY 2011, the NMHRAB funded one statewide training session at a reduced cost to increase participation. Twenty-six individuals from various institutions and organizations around New Mexico attended the workshop. The session, entitled "To Microfilm or to Digitize: Preservation Reformatting for Records Managers, Archives and Library Collections," was held on Thursday, April 21, 2011, in Santa Fe, New Mexico. The workshop provided an overview of preservation microfilming and digitization as used in archives and records management. Project planning, quality control and working with vendors were covered for both formats, as well as technical components of preservation microfilming, including specifications, targets and copies. An introduction to the issues surrounding digitization — file formats and sizes, hardware and software, and storing and backing up files — were also provided.

Outreach

In FY 2011, the grants administrator continued his outreach efforts to state and local governments. On Friday, October 1, 2010, he presented at the Oral History Forum in Albuquerque, specifically addressing the oral history projects that the Board had funded in the past. And on Thursday, April 21, 2011, he presented at the workshop "To Microfilm or to Digitize: Preservation Reformatting for Records Managers, Archives and Library Collections."

The grants administrator also provided technical assistance, during which he provided advice and answered questions from grant and workshop applicants on a one-on-one basis. He also updated the Historical Information Network and Tracking System, which is a directory of historical records repositories.

New Mexico Historical Records Advisory Board Members

In FY 2011, terms ended for four of the seven Board members. Of the four Board members, only Lisa Johnston elected to seek reappointment to the Board and resubmitted her name to the new governor. A list of potential candidates was compiled and sent to the governor for consideration. In the interim, both Ms. Johnston and Board member Diane Bird agreed to sit on the Board until replaced by a new appointee. Board members are allowed to serve until replaced. The following is a list of current Board members, the number of terms served, and the current term:

Board Members	Terms Served	Current Term
Diane Bird, Archivist Museum of Indian Arts & Culture	3 rd Term	September 25, 2010
Lisa Johnston, Assistant City Clerk City of Artesia	3 rd Term	September 25, 2010
Terry Ortega Legal Assistant/Historian	3 rd Term	September 25, 2011
Robin Martin, Editor/Publisher The Santa Fe New Mexican	2 nd Term	September 25, 2010
Ulysses Reid Language/Cultural Programs Coordinator, Zia Pueblo	2 nd term	September 25, 2010
Christopher Chavez, Assistant to the Director, City of Albuquerque Economic Development Department	2 nd term	September 25, 2011
Beth Silbergleit, Archivist UNM-Center for Southwest Research	2 nd term	September 25, 2011



The first state flag was designed by historian Ralph Emerson Twitchell in 1915. On a field of turquoise blue, a small United States flag was positioned in the upper left corner and the state seal in the lower right corner. The words "New Mexico" were embroidered in white in the center of the flag on a diagonal line starting in the lower left and running to the upper right. The number "47" (indicating New Mexico was the 47th state admitted into The Union) was embroidered in white in the upper right corner.

In 1920, the New Mexico Chapter of the Daughters of the American Revolution advocated for adoption of a new flag representative of New Mexico's unique character and history. The design competition began in 1923 and was won by Santa Fe physician and archeologist, Dr. Harry Mera and his wife Reba. In March 1925, Governor Arthur T. Hannett signed the legislation that proclaimed the Mera design as the current official state flag.

This current state flag prominently displays an ancient sun symbol that was found on a water jar discovered at Zia Pueblo in the late-19th Century. The symbol has become known as the Zia Symbol or just plainly the "Zia." Zia Pueblo is a Native American village between Santa Fe and Albuquerque and is thought to have been one of the Seven Golden Cities of Cibola, which explorer Vázquez de Coronado sought. The ancestors of Zia Pueblo are thought to be the Eastern Anasazi of the ancient Chaco Canyon culture.



OFFICE OF THE STATE HISTORIAN

FUNCTION AND PURPOSE

The Office of the State Historian (OSH) is a division of the SRCA. Once a bureau under the Archives and Historical Services Division (AHSD), it was elevated to divisional status by the previous State Records Administrator, Sandra Jaramillo, who wished to provide greater emphasis on the agency's New Mexico history activity.

The State Historian serves as director of the three-person division, the overall purpose of which is to promote an understanding and appreciation of New Mexico history. That purpose has been further defined as *fostering and facilitating an understanding and appreciation of New Mexico history and culture through education, research, preservation and community outreach*. Staff of the OSH provides consultation and research assistance to State agencies, scholars, elected officials and the general public. The State Historian also sits as the statutory member of the Cultural Properties Review Committee, the primary function of which is to review proposals for the preservation of cultural properties throughout New Mexico. He is currently chairman of the committee.

FISCAL YEAR 2011 HIGHLIGHTS

New Mexico Digital History Website

The New Mexico history website continues to offer students, educators, researchers and the general public an accessible and effective tool in disseminating knowledge about New Mexico's rich historical past. In FY 2011, OSH staff, independent scholars, and volunteers added 1,229 pages of content to the website, www.newmexicohistory.org, including documents, images, oral histories, essays, and original video work. Improvements in search function and indexing were implemented. Work was completed on a major project, the creation of an electronic version of J. J. Bowden's six-volume Master's Thesis, an indispensable resource for the study of New Mexico land grants. Financial support for the digital website project comes from the agency's base budget.

New Mexico History Scholars Program

In FY 2011, the scholars program was supported through the Historical Society of New Mexico, and the

University of New Mexico. The program is designed to encourage research in archival repositories throughout the state. In FY 2011, nine fellowships funded by the Historical Society of New Mexico, and two fellowships funded by the Center for Regional Studies at the University of New Mexico were awarded. The recipients and their research topics are listed below.

- *Nader Ayadi, Masters Student, Anthropology, NMSU - The Representation of Muslims in the Spanish Folk Dances Moros y Cristianos, Matachines and Matamoros* (project funded by the Historical Society of New Mexico);
- *Jamie Lara Bronstein, PhD, Professor of History, NMSU - Accidents and Injuries in Twentieth-Century Southern New Mexico Mining* (project funded by the Historical Society of New Mexico);
- *Aimee Villarreal Garza, PhD Candidate, Anthropology, University of California, Santa Cruz - Places of Sanctuary: Mediating Secular and Sacred Values in New Mexico* (project funded by the Historical Society of New Mexico);
- *Sam Markwell, Masters Degree Student, American Studies, UNM - Transformations in Agricultural Water Governance in New Mexico: From Acequias to Conservancy* (project funded by the Center for Regional Studies, University of New Mexico);
- *Brandon Morgan, PhD Candidate, History, UNM - Columbus, New Mexico: The History of the Rural Border* (project funded by the Historical Society of New Mexico);
- *Katherine Massoth, PhD Candidate, History, University of Iowa - "Oh Yes, She had Worked very Hard When she was Young:" Women's Labor in the New Mexico Territory* (project funded by the Historical Society of New Mexico);
- *Sandra K. Mathews, PhD, Professor of History, Nebraska Wesleyan University - The 1689 Cruzate Grants and Subsequent Struggles by Pueblo Indians to Defend and Maintain Ownership of their Traditional Lands* (project funded by the Historical Society of New Mexico);
- *Federico A. Reade Jr., Independent Scholar, Albuquerque, NM - Insights Regarding the Tierra Amarilla Courthouse Raid, the Demise of the Alianza, and the Current Land Grant Movement* (project funded by the Historical Society of New Mexico);

- Ashley Sherry, *Masters Degree Student, Anthropology, UNM - "I interact, therefore, I am:" LaDonna Harris and Taos Blue Lake* (project funded by the Center for Regional Studies, University of New Mexico);
- David Snow, *Historian/Independent Scholar, Albuquerque, NM - The Life and Times of Doña María de Jesús Trujillo* (project funded by the Historical Society of New Mexico); and
- Joy Sperling, *PhD, Professor of Art History, Denison University, Ohio - Art, Tourism, and the Spectacle of the Southwest: Visually Enchanting the Land of Enchantment* (project funded by the Historical Society of New Mexico).

Internship Program

The OSH continued its agreement with Bulldogs Across America, a student internship program sponsored by the Yale University Alumni Association to place Yale students with the OSH as summer interns. This program provides an opportunity for qualified Yale students and recent graduates to gain hands-on experience in various aspects of New Mexico history. The program is funded by Bulldogs Across America. In FY 2011, the OSH did not accept an intern from this program.

The OSH initiated an agreement with the English Department at the University of New Mexico to place interns with our office. Interns will receive course credit based on the number of hours they devote to their internship.

It should also be noted that the Division benefitted greatly from the efforts of a number of volunteers who provided much needed assistance on any number of projects. The efforts of volunteers in the OSH – as well as in the AHSD – are always appreciated but especially when reduced funding (please see the Executive Summary, above) limits the ability to meet operational and strategic goals.

State Historian

The State Historian delivered papers at six conferences, collaborated with AHSD on an exhibit, gave 27 lectures, published one article and one timeline, and had one article and one book chapter accepted for publication. One book manuscript was submitted for consideration for publication. He spoke to classes at three schools and gave a workshop on Spanish paleography to the docents of the New

Mexico History Museum. The State Historian answered an average of 50 patron queries a month. He serves on the New Mexico Statehood Centennial Steering Committee, the board of the Northern Rio Grande National Heritage Area, and the board of the Historical Society of New Mexico (ex officio).

Conference Papers

- "New Mexico and Texas after the Louisiana Purchase," Seminar on the Relationship Between Spain and the United States in the Wake of the Independence of Latin America, Santa Fe, 19 October 2010
- "John L. Thomas Jr.'s Visit to Fort Davis in 1885," Center for Big Bend Studies, 17th Annual Conference, Sul Ross State University, Alpine, Texas, 12 November 2010
- "The Diocese of Durango and the Rise of the Mexican Church: The Last Decade of Spanish El Paso, 1811–1821," 115th Annual Meeting, Texas State Historical Association, El Paso, Texas, 5 March 2011
- "Church-State Relations in Anza's New Mexico, 1777-1778," 16th Annual Conference of the Anza Society Conference, Albuquerque, 11 March 2011
- "The Texans are Coming: The 1841 Texan Santa Fe Expedition," Resolana, National Hispanic Cultural Center, Albuquerque, 19 March 2011
- "Traduttore, Traditore?: A Tale of Two Translators: David V. Whiting and David J. Miller," New Mexico History Conference, Ruidoso, 6 May 2011

Exhibits

- Samuel Sisneros and Rick Hendricks, Curators, "Tejiendo el Hilo," New Mexico State Records Center and Archives, 2010-2011

Lectures

- "Spain's Contributions to the United States," García Renunion, National Hispanic Cultural Center, Albuquerque, 4 July 2010
- "Cultures in Conflict: Mexican New Mexico v. the United States," Civitan International, Santa Fe, 7 July 2010
- "Cultures in Conflict: Mexican New Mexico v. the United States," Southwest Seminars, Voices from the Past: 2010, A History Lecture Series, Santa Fe, 26 July 2010
- "New Mexico, 1772-1783," New Mexico Society of Sons of the American Revolution, Santa Fe Chapter, 8 August 2010

- "The Magoffin Family and the Santa Fe and Chihuahua Trails," Santa Fe Trail Monument Preview, Studio of John Sherrill Houser and Ethan Taliesin Houser, Santa Fe, 11 September 2010
- "Mexico's Declarations of Independence," New Mexico State Bar Association History Committee, Albuquerque, 15 September 2010
- "History and Culture of New Mexico," Leadership New Mexico/New Mexico Connect Program, Los Alamos, 24 September 2010
- "Cultures in Conflict: Mexican New Mexico v. the United States," Sandia Civitan International, Albuquerque, 15 October 2010
- "Research Opportunities in Durango and Parral Mexico," New Mexico Genealogical Society, Albuquerque, 16 October 2010
- "Tejiendo el Hilo," Commission of Public Records, State Records Center and Archives 50th Anniversary, SRCA, Santa Fe, 29 October 2010
- "The Office of the State Historian," New Mexico Depository Librarians Webinar, SRCA, Santa Fe, 5 November 2010
- "Foreign Threats to New Mexico: France and the United States," Docents Lecture, New Mexico History Museum, Santa Fe, 8 November 2010
- "Cultures in Conflict: Mexican New Mexico v. the United States," Taos County Historical Society, Taos, 5 December 2010
- "Tejiendo el Hilo," New Mexico History Museum, Santa Fe, 9 January 2011
- "The Treaty of Guadalupe Hidalgo," Glimpses of the Past, Las Vegas, New Mexico, 17 February 2011
- "What We Still Don't Know About the Early Years of Santa Fe," 1610 Pueblo Colloquium, Santa Fe, 24 February 2011
- "The Casads: History of a Pioneer Family of the Mesilla Valley," Mesa Branch Public Library, Los Alamos, 24 March 2011
- "Some Thoughts on the Domínguez-Escalante Expedition," Greg Mac Gregor and Siegfried Halus Book Launch for *In Search of Dominguez & Escalante: Photographing the 1776 Spanish Expedition through the Southwest*, New Mexico History Museum, Santa Fe, 13 April 2011
- "The Cruzate Grants: A Question of Authenticity," NMARMA Chapter 2011 Spring Seminar, Keynote Address, Santa Fe, 13 April 2011
- "The Office of the State Historian," The Westerners Central New Mexico Corral, Albuquerque, 21 April, 2011
- "The Economy of Spanish Colonial New Mexico," New Mexico Hispanic Cultural Preservation League, Albuquerque, 30 April 2011
- "Lunch with Rick: Sights and Sounds Observed from the Palace of the Governors," Los Compadres del Palacio, Santa Fe, 1 May 2011
- "Mexican and Early US History in Central New Mexico: La Salina Grant," Torrance County Archaeological Society, 2 May 2011
- "Oakah Jones, Thomas J. Steele, S.J., and David Weber," In Memoriam, New Mexico History Conference, Ruidoso, 6 May 2011
- Rick Hendricks and Malcolm Ebright, "The Witches of Abiquiu," Corrales Historical Society, Santa Fe, 12 May 2011
- "The Treaty of Guadalupe Hidalgo," Cultural Encounters, Ft. Union, New Mexico, 25 June 2011
- "The Treaty of Guadalupe Hidalgo," Cultural Encounters, Ft. Union, New Mexico, 26 June 2011
- "New Mexico Immigration," Diversity Day, United States Department of Agriculture, Natural Resources Conservation Service, Albuquerque, 29 June 2011

Publications

Articles and Book Chapters

- "Sofio Henkel and the Early History of the Hanover Mine," *The Mining History Journal* (in press)
- "Local History: New Mexico," *Encyclopedia of Local History*, Carol Kammen and Amy H. Wilson, eds. (Lanham, Maryland: Alta Mira Press/Rowman and Littlefield, in press)
- "John Lewis Thomas, Jr.'s Visit to Fort Wingate in 1885," *Southern New Mexico Historical Review*, 18 (January 2011): 1-7
- Rick Hendricks, Michael Stevenson, and Dennis P. Trujillo, "New Mexico's Path to Statehood Timeline, 1846-1912," in *Sunshine and Shadows in New Mexico's Past: The U.S. Territorial Period, 1848-1912*, ed., Richard Melzer, Historical Society of New Mexico Centennial Series (Albuquerque: Rio Grande Press, 2011), 293-302

Book

- The Casads: History of a Pioneer Mesilla Valley Family (Albuquerque: Rio Grande Books, in press)

Book Reviews

- *Open Range: The Life of Agnes Morley Cleveland* by Darlis A. Miller *Southern New Mexico Historical Review* 18 (January 2011): 76

School Visits/Lectures

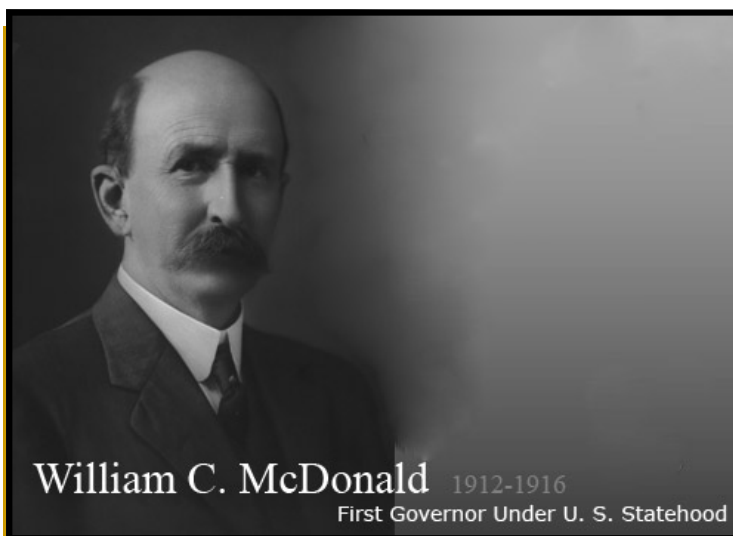
- "The Office of the State Historian," Santa Fe Community College, Santa Fe, 27 April 2011
- "The Office of the State Historian," Institute of American Indian Arts, Santa Fe, 13 July 2010
- "Who were the Genízaros?" Salazar Elementary School, Santa Fe, 17 September 2010 (two bilingual classes)

Workshop

- Rick Hendricks and Meredith D. Dodge, Spanish Paleography Workshop, New Mexico History Museum Docents, 21 September 2010

Assistant State Historian

The Assistant State Historian managed the OSH Scholars Program and answered 300 to 400 patron queries each month. He serves on the board of the Historical Society of New Mexico, the New Mexico Statehood Centennial Steering Committee, and the Museum of Natural History and Science Board of Trustees. He is a Core Team Content Consultant for the Friends of the Cumbres & Toltec Scenic Railroad, Inc.



New Mexico's Capitol at the time of the New Mexico Constitutional Convention

In his inaugural speech delivered on 15 January 1912, Governor McDonald spoke of the state's recent victory in becoming a member of the union. "Now, we, the free, independent citizens of New Mexico, have at last come victorious from the battle, waged for full citizenship in a sovereign state, in that union established by their wisdom. As we look into the future, bright hopes of promise appear to some, and dark forebodings may dim the horizon of others. The past is history; the present is the dawn of the future. It is to the future we look and that future will be what we make it." The governor also spoke of guarding the voter from election fraud, of fair taxation, and of the importance of developing irrigation to be put to beneficial use. Moreover, he spoke about preserving and conserving the public lands so "that the proceeds and revenues coming there from may go to our children as a vast heritage, resulting from the wise management of those who hold them in trust." To read more visit: www.newmexicohistory.org

INFORMATION TECHNOLOGY MANAGEMENT DIVISION

FUNCTION AND PURPOSE

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

FISCAL YEAR 2011 HIGHLIGHTS

PeDALS: Persistent Digital Archives and Library System

PeDALS is a project funded by the Library of Congress, National Digital Information Infrastructure and Preservation Program as part of its Preserving State Government Information initiative. This initiative focuses on capturing, preserving and providing access to a rich variety of state and local government digital information. The SRCA's participation in this project allows New Mexico to learn about current best practices in this emerging area of records and archival preservation and management.

The ITMD participated on the SRCA PeDALS team by providing technical support in the areas of hardware and software configuration of all servers defined in the PeDALS Architecture below. Working with lead IT staff from the State of Arizona, all servers were installed in a rack and the appropriate software was installed and configured on each server. A network configuration was designed and implemented connecting all servers in an isolated segment of the

agency's LAN. The ITMD staff members were present during telephone conferences held to discuss the status of the project with other member states.

A Database Administrator from ITMD provided software development support using the Microsoft BizTalk programming language to build a project for a set of seven unique record series. Each record series consisted of a set of documents which then had metadata assembled describing each file. The files and metadata went through a pre-processing stage in PeDALS, resulting in the files being ingested into the system. By the end of FY 2011 the following records series had been ingested successfully: Fish Stocking Reports, Governor Richardson's Speeches, LFC Newsletters, and attempts were made to ingest Governor's Press Releases and Governor Richardson's Photos.

The PeDALS project was part of ITMD's ongoing support of electronic records management initiatives and will end in December 2011.

PeDALS Architecture

The PeDALS system consists of 12 servers configured in the following manner:

- one Microsoft BizTalk server;
- one Microsoft SQL server;
- one Microsoft Server 2008 Manifest server used to prepare files for ingest into the system;
- one Microsoft Web server running Internet Information Services to be used as a public catalog server;
- seven LOCKSS (Lots of Copies Keep Stuff Safe) servers for secure storage; and
- one LOCKSS Controller server.

Electronic Records Retrieval from Elected Officials

In FY 2011, the agency began planning to address a major challenge of its own – the transfer to the State Archives of the records of out-going elected officials whose terms would end in December of 2010. For the first time, large numbers of those records were expected to be electronic, particularly those being transferred from the Governor's Office.

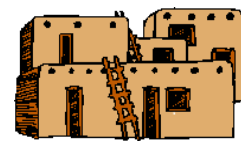
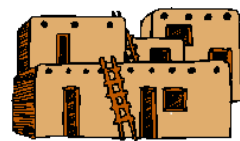
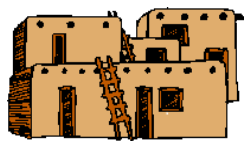
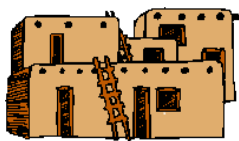
During the first half of FY 2011 ITMD staff worked with IT staff from the Governor's Office to start identifying and isolating all electronic records from the Governor and Lt. Governor's staff. This staffing period covered 2 terms in office or 8 years. A plan was put into place to isolate all the electronic records in a central server repository as staff left. The deadline for transferring all the records was December 31, 2010. The records were then loaded onto external hard disk drives, indexed as to the number of files and size of the data, and transferred to the SRCA.

A major obstacle was presented to the ITMD during the planning stages related to the migration of the electronic records from the Governor's office. A proprietary constituent database from Lockheed Martin called NMIQ was being used to track requests. This database contained a large number of records with a tracking history related to a constituent making a request via e-mail, letter, phone call, etc. Once the request was made it was entered into the database and tracked to resolution. The proprietary and costly nature of this database made it impossible for the SRCA to purchase a license and host this database. Software support was provided by the Department of Information Technology to migrate the data from the constituent database into a Microsoft Access database. This migration provided less than desirable results as most of the tracking information was lost. In the end the NM IQ server and the Lockheed Martin database were transferred to the SRCA with 1 license. ITMD staff trained themselves on the use of NMIQ and can now retrieve requested records. With no support for the server hardware or NMIQ software available due to cost considerations, a large risk exists that if the server hardware fails, retrieval of the data will be expensive.

Smaller numbers of records were also transferred in the same manner from the Office of the Secretary of State and the Indian Affairs Department.

ITMD Staff FY 2011 Accomplishments

- The IT Database Administrator position was filled in the second half of FY 2011.
- A Microsoft Access Database was designed and programmed by ITMD staff in FY 2011 that significantly reduced the amount of time and manpower that was needed to inventory the agency IT assets. Barcodes were printed and installed on each device allowing for quicker identification of the item and updating of the database.
- ITMD staff worked with the Office of the State Historian to procure contractual services for upgrades to the New History Website and worked with the contractor to identify the changes and to validate these changes for accuracy. Internal modifications were also made to the website.
- All agency desktop computers were upgraded to Microsoft Office 2007 and new anti-virus software was installed.
- Following the IT Plan replacement schedule for desktop computers, 25% of the agency computers (8) were replaced in FY 2011.
- ITMD uses an internal helpdesk application to allow staff to request help with a variety of IT problems. During FY 2011 agency users entered 175 requests that were worked on and resolved.



RECORDS MANAGEMENT DIVISION

FUNCTION AND PURPOSE

The Records Management Division is responsible for providing guidance and assistance to State and local governmental agencies on the development of efficient and effective records and information management programs. Proper records management ensures that information is available when and where it is needed, in an organized and efficient manner and in the appropriate environment.

Records management is more than retention, storage and disposition of records. It entails all recordkeeping requirements and policies that allow an organization to establish and maintain control over information flow and administrative operations.

FISCAL YEAR 2011 HIGHLIGHTS

Central Electronic Records Repository

As noted in the previous annual reports, a continuing goal of the SRCA is to obtain an electronic records management system (ERMS) that will function as a centralized electronic records repository (CERR) for the inactive electronic records of State agencies. The SRCA received \$150,000 in the 2008 General Appropriations Act for phase one of the project, which included an assessment of the SRCA operations and business processes, including the infrastructure required to support the CERR. In FY 2009, Vincent and Associates was selected to conduct the needs assessment. The needs assessment, completed on June 10, 2009, included: an as-is analysis of current SRCA business processes; a to-be-analysis of SRCA business processes; an information technology (IT) infrastructure analysis; a report on current enterprise content management (ECM) solutions available; an ECM implementation strategy; an SRCA staffing analysis; and CERR needs analysis recommendations.

The agency developed a business case requesting funding to complete the project and included it in its FY 2011 Information Technology Plan and Funding Request, submitted in September 2010. The funding request was approved by the Department of Information Technology. The CERR project was placed under the Data Processing Appropriations in House Bill 2. The bill was passed by both the Senate and the

House. The CERR project funding was line item vetoed. The agency plans to resubmit the request with its FY 2013 Information Technology Plan, due September 1, 2011.

Agency Analysis Bureau

The Agency Analysis Bureau is responsible for the development of records retention and disposition schedules (RRDSs) that identify, describe, and establish retention periods for the general and agency-specific records of State and local governmental agencies.

This Bureau also provides extensive training on records and information management.

The continuing inability to fill the two vacant analyst positions diminished the Bureau's ability to meet performance targets with respect to updating RRDSs; however, work, though slower than desired, proceeded. Schedules developed, filed, and issued in FY 2011 are listed below.

Amended

- 1.15.4 NMAC: GRRDS, General Financial
- 1.15.5 NMAC: GRRDS, General Financial Schedule (Interpretive)
- 1.17.230 NMAC: JRRDS, New Mexico District Courts
- 1.18.369 NMAC: ERRDS, Commission Of Public Records
- 1.18.420 NMAC: ERRDS, Regulation And Licensing Department
- 1.18.516 NMAC: ERRDS, Department Of Game And Fish
- 1.18.630 NMAC: ERRDS, Human Services Department
- 1.18.665 NMAC: ERRDS, Department of Health
- 1.18.790 NMAC: ERRDS, Department Of Public Safety
- 1.18.924 NMAC: ERRDS, Public Education Department
- 1.18.954 NMAC: ERRDS, New Mexico Department Of Agriculture
- 1.19.4 NMAC: LGRRDS, Board of County Commissioners, County Managers

Repealed and Replaced

- 1.18.449 NMAC: ERRDS, Board of Nursing

- 1.18.601 NMAC: ERRDS, Commission on the Status of Women

Repealed

- 1.18.569 NMAC: ERRDS, NM Organic Commodity Commission

New

- 1.18.647 NMAC: ERRDS, Developmental Disabilities Planning Council

Electronic Records/Micrographics Bureau

The Electronic Records/Micrographics Bureau provides guidance to State agencies, courts and local governmental offices on the management of electronic records. Through its film inspection program, it also monitors the microform (microfilm and microfiche), computer output microfilm (COM) and electronic-imaging production of State agencies and the district courts for adherence to standards that have been promulgated as administrative laws (rules) by the State Records Center and Archives. Following is a table that displays the number of microforms inspected, destroyed, etc.

The members-elect of the legislature shall meet on the day specified, take the oath required by this Constitution and within ten days after organization shall proceed to the election of two Senators of the United States for the State of New Mexico, in the manner prescribed by the Constitution and Laws of the United States; and the Governor and Secretary of the State of New Mexico shall certify the election of the Senators and Representatives in Congress in the manner required by law.

Sec. 21. The legislature shall pass all necessary laws to carry into effect the provisions of this Constitution.

Sec. 22. The term of office of all officers elected at the election aforesaid shall commence on the date of their qualification and shall expire at the same time as if they had been elected on the Tuesday next after the first Monday of November in the year nineteen hundred and twelve.

Done in open convention at the City of Santa Fe, in the Territory of New Mexico, this twenty-first day of November, in the year of our Lord, one thousand nine hundred and ten.

Charles A. Spiess

President of the Constitutional Convention.

Geo. W. Armijo

Secretary.

Agency Name	Beginning Inventory 7/1/10	Microforms Inspected	Microforms Accepted into Storage	Microforms Destroyed	Microfilm Transferred to Archives	Rolls of Film Withdrawn	Ending Inventory for FY 2011 6/30/2011
Corrections Department	401	0	0	0	0	0	401
Cultural Affairs Department	831	35	35	0	0	0	866
Education Department, Public	125	0	0	0	0	0	125
Educational Retirement Board	709	0	0	0	0	709	0
Energy, Minerals, and Natural Resources Department	1,045	0	0	0	0	0	1,045
Engineer, Office of the State	10,459	0	0	0	0	0	10,459
Environment, Department of	97	0	0	4	0	0	93
Finance and Administration, Department of	727	0	0	0	0	14	713
Game and Fish, Department of	17	0	0	0	0	0	17
General Services Department	87	0	0	0	0	0	87
Health, Department of	995	0	0	0	0	0	995
Human Services Department	986	0	0	45	0	78	863
Investment Council, State	6	0	0	0	0	0	6
Land Office, State	1,947	0	0	0	0	0	1,947
Livestock Board	2	0	0	0	0	0	2
New Mexico State University	0	0	0	0	0	0	0
Nursing, Board of	1	0	0	0	0	0	1
Personnel Office, State	1,057	0	0	0	0	0	1,057
Professional Engineers and Professional Surveyors, State Board of Licensure	346	0	0	0	0	0	346

Agency Name	Beginning Inventory 7/1/10	Microforms Inspected	Microforms Accepted into Storage	Microforms Destroyed	Microfilm Transferred to Archives	Rolls of Film Withdrawn	Ending Inventory for FY 2011 6/30/2011
Public Employees' Retirement Association	0	0	0	0	0	0	0
Public Regulation Commission	18,001	0	0	0	0	0	18,001
Public Safety, Department of	17	0	0	0	0	0	17
Records, Commission of Public	12,398	0	190	0	0	0	12,588
Regulation and Licensing Department	239	0	0	0	0	0	239
Secretary of State, Office of the	175	0	0	0	0	0	175
Taxation and Revenue Department	56,209	0	3,992	2,801	0	0	57,400
Transportation, Department of	5,370	0	0	535	0	271	4,564
Treasurer, Office of the State	1,939	0	0	1,910	0	0	29
Veteran's Service Department	66	0	0	0	0	0	66
Worker's Compensation Administration	1,011	0	0	131	0	23	857
Workforce Solutions Department	8	0	0	1	0	0	7
TOTAL EXECUTIVE AGENCIES	115,271	35	4,217	5,427	0	1,095	112,966
NON-EXECUTIVE AGENCIES							
Colleges/Universities	154	0	0	0	0	0	154
Counties	10,515	0	0	468	0	102	9,945
Court of Appeals	1	0	0	0	0	0	1
District Courts	24,522	601	601	0	0	0	25,123

Agency Name	Beginning Inventory 7/1/10	Microforms Inspected	Microforms Accepted into Storage	Microforms Destroyed	Microfilm Transferred to Archives	Rolls of Film Withdrawn	Ending Inventory for FY 2011 6/30/2011
Judicial Standards Commission	156	11	11	0	0	0	167
Municipalities	2,007	316	316	79	0	0	2,244
School Districts	1,028	0	0	0	0	0	1,028
Silver City Consolidated	176	0	0	0	0	0	176
Supreme Court	336	0	0	0	0	0	336
TOTAL NON-EXECUTIVE AGENCIES	38,895	928	928	547	0	102	39,174
GRAND TOTAL	154,166	963	5,145	5,974	0	1,197	152,140

Records Center Services Bureau

The Records Center Services Bureau provides storage facilities for inactive or infrequently used paper records of State agencies. This service is offered without charge, provided the records still have legal retention requirements; if agencies wish to store records beyond set retention periods, the SRCA has the authority to charge for that storage. These inactive and infrequently used paper records are stored in warehouse facilities specially designed for compact and economical storage of records. These warehouse facilities are in two geographical locations, Santa Fe and Albuquerque. As discussed earlier, during FY 2011, space availability in

both Records Centers tightened, with the Albuquerque Center reaching capacity.

During FY 2011, the two facilities processed 13,157 cubic feet of records for storage and 9,050 cubic feet of records for destruction. The FY 2011 ending inventory reflected 107,975 cubic feet of records in storage, an increase of 3,036 cubic feet over the FY 2010 ending inventory. One thousand seventy-one boxes were transferred to Archives. The Santa Fe Records Center also provides secure, vault storage for the off-site storage of disaster recovery backup files and electronic media. Below is a table that displays the storage and disposition activity for the Records Centers.

Agency Name	Beginning Inventory 7/01/2010	Boxes Brought in for Storage	Boxes Permanently Withdrawn	Boxes Transferred to Archives	Boxes Destroyed in the Records Center (zapped)	Ending Inventory for FY 2011 6/30/11
Aging and Long-Term Services Department	512	243	0	0	42	713
Architects, Board of Examiners for	85	0	0	0	0	85
Attorney General, Office of the	2,914	114	0	0	182	2,846
Auditor, Office of the State	57	0	0	0	0	57
Blind, Commission for	4	0	0	0	0	4

Agency Name	Beginning Inventory 7/01/2010	Boxes Brought in for Storage	Boxes Permanently Withdrawn	Boxes Transferred to Archives	Boxes Destroyed in the Records Center (zapped)	Ending Inventory for FY 2011 6/30/11
Status of Women, Commission on the	286	86	0	0	0	372
Children Youth and Families Department	4,904	588	0	0	273	5,219
Corrections Department, State of New Mexico	13,203	1,426	0	0	264	14,365
Crime Victims Reparation Commission	670	0	0	0	31	639
Cultural Affairs Department	338	8	0	0	36	310
Economic Development Department	6	18	0	0	0	24
Developmental Disabilities Planning Council	9	14	0	0	0	23
Educational Retirement Board	1,417	0	0	0	0	1,417
Energy Minerals and Natural Resources Department	648	175	0	285	50	488
Engineer, Office of the State	351	18	0	0	34	335
Environment, Department of	2,285	431	0	50	98	2,568
Finance & Administration, Department of	1,040	190	0	0	88	1,142
Finance Authority, New Mexico	32	0	0	0	0	32
Game and Fish, Department of	4	0	0	0	0	4
Gaming Control Board	11	0	0	0	0	11
General Services Department	1,401	242	0	0	175	1,468
Governor, Office of the	447	293	0	736		4
Health, Department of	10,756	1,293	0	0	1,236	10,813
Health Policy Commission	26	7	0	0	0	33
Higher Education Department	453	6	0	0	33	426
Human Services Department	8,920	1,656	0	0	1,147	9,429
Indian Affairs Department	2	0	0	0	0	2
Information Technology, Department of	31	0	0	0	0	31
Investment Council, State	128	0	0	0	0	128
Juvenile Parole Board	31	0	0	0	0	31

Agency Name	Beginning Inventory 7/01/2010	Boxes Brought in for Storage	Boxes Permanently Withdrawn	Boxes Transferred to Archives	Boxes Destroyed in the Records Center (zapped)	Ending Inventory for FY 2011 6/30/11
Land Office, State	426	23	0	0	0	449
Livestock Board	884	65	0	0	0	949
Medical Examiners Board, New Mexico	679	37	0	0	0	716
Military Affairs, Department of	2,133	53	0	0	154	2,032
School for the Deaf, New Mexico	71	67	0	0	0	138
New Mexico State University	10	0	0	0	0	10
Nursing, Board of	494	0	0	0	0	494
Parole Board	980	90	0	0	0	1,070
Personnel Office, State	196	9	0	0	0	205
Professional Engineers and Professional Surveyors, Board of Licensure for	45	0	0	0	0	45
Public Defender Department	4,659	388	0	0	519	4,528
Public Education Department	1,953	231	0	0	237	1,947
Public Employees' Retirement Association	2,253	149	0	0	0	2,402
Public Records, Commission of	71	7	0	0	0	78
Public Regulation Commission	5,782	279	0	0	275	5,786
Public Safety, Department of	2,421	74	0	0		2,495
Public School Facilities Authority	103	0	0	0	25	78
Public School Insurance Authority	375	46	0	0	95	326
Racing Commission, State	26	0	0	0	26	0

Agency Name	Beginning Inventory 7/01/2010	Boxes Brought in for Storage	Boxes Permanently Withdrawn	Boxes Transferred to Archives	Boxes Destroyed in the Records Center (zapped)	Ending Inventory for FY 2011 6/30/11
Regulation and Licensing Department	4,229	688	0	0	354	4,563
Secretary of State, Office of the	787	146	0	0	111	822
Taxation and Revenue Department	2,761	238	0	0	318	2,681
Transportation, Department of	236	0	0	0	49	187
Treasurer, Office of the State	1,466	72	0	0	936	602
Veterans' Services Department	167	0	0	0	40	127
Veterinary Medicine, Board of	8	0	0	0		8
Vocational Rehabilitation Division	1,068	253	0	0	244	1,077
Workers' Compensation Administration	154	0	0	0	26	128
Work Force Solutions Department	2,990	848	0	0	830	3,008
Youth Conservation Corps Commission	45	7	0	0	0	52
TOTAL EXECUTIVE AGENCIES	87,931	10,578	0	1,071	7,928	90,022
NON-EXECUTIVE AGENCIES	Beginning Inventory 7/01/2010	Boxes Brought in for Storage	Boxes Permanently Withdrawn	Boxes Transferred to Archives	Boxes Destroyed in the Records Center (zapped)	Ending Inventory for FY 2011 6/30/11
Administrative Office of the Courts	449	91	0	0	42	498
Congress of the United States (Tom Udall)	31	0	0	0	0	31
Counties	1	0	0	0	0	1
Court of Appeals	459	55	0	0	0	514

NON-EXECUTIVE AGENCIES	Beginning Inventory 7/01/2010	Boxes Brought in for Storage	Boxes Permanently Withdrawn	Boxes Transferred to Archives	Boxes Destroyed in the Records Center (zapped)	Ending Inventory for FY 2011 6/30/11
District Attorneys, Administrative Office of the	3,821	0	0	0	25	3,796
District Attorney Office	4,524	1,057	0	0	815	4,766
District Courts	924	220	0	0	0	1,144
Judicial Standards Commission	61	0	0	0	0	61
Legislative Council Service	2,654	173	0	0	0	2,827
Legislative Education Study Committee	7	0	0	0	0	7
Legislative Finance Committee	465	13	0	0	0	478
Legislative House/ Senate	23	0	0	0	0	23
Legislative Maintenance	12	0	0	0	0	12
Magistrate Courts	56	0	0	0	0	56
Metropolitan Court, Bernalillo County	2,574	853	0	0	240	3,187
Silver City Consolidated	120	0	0	0	0	120
Supreme Court	315	117	0	0	0	432
TOTAL NON-EXECUTIVE AGENCIES	16,496	2,579	0	0	1,122	17,953
GRAND TOTAL	104,427	13,157	0	1,071	9,050	107,975

FISCAL YEAR 2011 AUDIT - FINANCIAL STATEMENTS

The Commission's FY 2011 audit was conducted by Robert Rivera, CPA. It was completed on time and there were no findings. Copies of the financial statements follow.

Exhibit A

STATE OF NEW MEXICO COMMISSION OF PUBLIC RECORDS

Statement of Net Assets

June 30, 2011

	Governmental Activities
ASSETS	
Investment in the State Treasurer General Fund Investment Pool	\$ 361,972
Petty cash	200
Receivables (net)	21,113
Inventories	16,267
Due from other state agencies	6,606
Due from federal government	57,185
Prepaid postage	1,222
Capital assets (net of accumulated depreciation) (note 5)	285,673
Total assets	750,238
LIABILITIES	
Accounts payable	10,899
Accrued payroll payable	56,991
Payroll taxes payable	5,884
Payroll benefits payable	10,980
Due to other state agencies	8,073
Due to State General Fund	179,052
Compensated Absences Payable	-
Due within one year	75,552
Due after one year	30,795
Total liabilities	378,226
NET ASSETS	
Invested in capital assets	285,673
Restricted-Gift Fund	5,018
Unrestricted (deficit)	81,321
Total net assets	\$ 372,012

STATE OF NEW MEXICO
 COMMISSION OF PUBLIC RECORDS
 Statement of Activities
 For the Year Ended June 30, 2011

Expenses	Governmental Activities
General government:	
Personal services and employee benefits	\$ 2,158,666
Contractual services	94,915
Other costs	302,318
Depreciation	72,919
	<hr/>
Total expenses	2,628,818
	<hr/>
Program revenues	
Charges for services	134,865
Operating grants and contributions	82,680
	<hr/>
Program expenses	217,545
	<hr/>
Net program (expenses)	(2,411,273)
	<hr/>
General revenues	
Transfers:	
State general fund appropriations	2,505,100
Reversion to state general fund (FY 2011)	(179,220)
Miscellaneous revenue	634
	<hr/>
Total general revenues	2,326,514
	<hr/>
Increase (decrease) in net assets	(84,759)
	<hr/>
Net assets, beginning, as reported	456,504
Restatements:	
Prior-period adjustments	267
	<hr/>
Net assets, beginning (as restated)	456,771
	<hr/>
Net assets, ending	\$ 372,012
	<hr/>

**STATE OF NEW MEXICO
COMMISSION OF PUBLIC RECORDS**

**Balance Sheet
Governmental Funds**

June 30, 2011

	General Fund (17900) (Major)	Non-Major Funds	Total Governmental Funds
ASSETS			
Investment in the State Treasurer General Fund Investment Pool	210,908	5,818	216,726
Petty cash	50	-	50
Receivable from federal government	57,185	-	57,185
Pre-paid postage	1,222	-	1,222
Total assets	\$ 269,365	\$ 5,818	\$ 275,183
LIABILITIES			
Accounts payable	8,991	-	8,991
Accrued payroll payable	55,512	-	55,512
Payroll taxes payable	5,726	-	5,726
Payroll benefits payable	10,739	-	10,739
Due to other state agencies	8,073	-	8,073
Due to State General Fund	179,052	-	179,052
Total liabilities	\$ 268,093	\$ -	\$ 268,093
FUND BALANCES			
Fund balances:			
Reserved for prepaid postage	1,222	-	1,222
Reserved for petty cash	50	-	50
Unassigned	-	5,818	5,818
Total fund balances	1,272	5,818	7,090
Total liabilities and fund balance	\$ 269,365	\$ 5,818	\$ 275,183

Amounts reported for government activities in the Statement of Net assets are different because:

Total fund balance for the governmental funds (balance sheet) - Exhibit C	\$ 7,090	
Capital assets (includes Internal Service Fund of \$77,167)		285,673
Long-term liabilities are not due and payable (includes Internal Service Fund compensated absences of \$330)	(106,347)	
Internal service fund recharacterized:		
Net assets		\$ 262,433
Capital assets		(77,167)
Compensated absences		330
Net assets of governmental activities		\$ 372,012

STATE OF NEW MEXICO
 COMMISSION OF PUBLIC RECORDS
 STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

Governmental Funds

For the Year Ended June 30, 2011

	General Fund (17900) (Major)	Non-Major Funds	Total Governmental Funds
REVENUES			
Intergovernmental revenue - federal operating grants	\$ 66,370	\$ -	\$ 66,370
Other gifts and grants	15,509	800	16,309
Miscellaneous revenue	634	-	634
Total revenues	<u>\$ 82,513</u>	<u>\$ 800</u>	<u>\$ 83,313</u>
EXPENDITURES			
Current:			
Personal services & employee benefits	\$ 2,110,970	\$ -	\$ 2,110,970
Contractual services	93,940	-	93,940
Other costs	240,406	-	240,406
Capital outlay	-	-	-
Total expenditures	<u>\$ 2,445,316</u>	<u>\$ -</u>	<u>\$ 2,445,316</u>
Excess (deficiency) of revenues over expenditures	\$ (2,362,803)	\$ 800	\$ (2,362,003)
OTHER FINANCING SOURCES (USES)			
Transfers:			
State General Fund appropriation	2,505,100	-	2,505,100
Reversion - FY11	(179,220)	-	(179,220)
Total other financing sources (uses)	<u>\$ 2,325,880</u>	<u>\$ -</u>	<u>\$ 2,325,880</u>
Net change in fund balance	\$ (36,923)	\$ 800	\$ (36,123)
Fund balance - beginning, as reported	37,928	5,018	42,946
Restatements:			
Prior-period adjustment	267	-	267
Fund balance - beginning, as restated	<u>\$ 38,195</u>	<u>\$ 5,018</u>	<u>\$ 43,213</u>
Fund balance - ending	<u>\$ 1,272</u>	<u>\$ 5,818</u>	<u>\$ 7,090</u>

STATE OF NEW MEXICO
 COMMISSION OF PUBLIC RECORDS
 Reconciliation of the Statements of Revenues, Expenditures
 and Changes in Fund Balances of Governmental Funds to the
 Statements of Activities
 For the Year Ended June 30, 2011

		<u>Total</u>
Net Change in Fund Balance - Governmental Funds		\$ (36,123)
<p>Governmental funds report capital outlays as expenditures while governmental activities report depreciation expense to allocate those expenditures over the life of the assets. This is the amount by which capital outlays exceeded depreciation in the current period.</p>		
Capital outlay	\$ -	
Depreciation (includes Internal Service Fund of \$12,019)	<u>(72,919)</u>	(72,919)
<p>Some expenses (compensated absences) reported in the statement of activities do not require the use of current financial resources and therefore, are not reported as expenditures in governmental funds (includes Internal Service Fund of \$330)</p>		
		5,782
Internal service fund net change in net assets recharacterized:		
Change in net assets	\$ 6,501	
Depreciation expense	12,019	
Change in compensated absences	<u>(19)</u>	<u>18,501</u>
Changes in Net Assets of Governmental Activities		<u>\$ (84,759)</u>

STATE OF NEW MEXICO
 COMMISSION OF PUBLIC RECORDS
 Statement of Revenues and Expenditures - Budget and Actual
 (Budgetary Basis)
 General Fund (17900) – Major
 For the Year Ended June 30, 2011

	Budgeted Amounts		Actual Budgetary Basis	Variance Favorable (Unfavorable)
	Original Budget	Final Budget		
REVENUES				
Federal funds	\$ 38,600	\$ 67,748	\$ 66,370	\$ (1,378)
State General Fund	2,505,100	2,502,100	2,505,100	3,000
Other Gifts and Grants	-	41,800	15,509	(26,291)
Miscellaneous revenue	-	-	634	634
Total revenues	\$ 2,543,700	\$ 2,611,648	\$ 2,587,613	\$ (24,035)
Cash balance	35,300	35,300		
Total resources	\$ 2,579,000	\$ 2,646,948		
EXPENDITURES				
Personal services/benefits	\$ 2,301,000	\$ 2,271,000	\$ 2,110,970	\$ 160,030
Contractual services	100,400	114,302	93,940	20,362
Other costs	177,600	264,646	239,051	25,595
Total expenditures	\$ 2,579,000	\$ 2,649,948	\$ 2,443,961	\$ 205,987
Reconciliation of Budgetary Basis to GAAP Basis:			Revenue	Expenditures
Budget basis (Statements 3 through 5)			\$ 2,587,613	\$ 2,443,961
Adjustments:				
Adjustment to amount due from the federal government				
Adjustment to prepaid postage and postage expense				1,355
GAAP basis (Exhibit D)			\$ 2,587,613	\$ 2,445,316

Note:

The actual expenditures on the budgetary basis do not include any accounts payable that required a request to pay prior-year bills out of the FY 2012 budget.

STATE OF NEW MEXICO
 COMMISSION OF PUBLIC RECORDS
 Statement of Net Assets
 Proprietary Funds
 June 30, 2011

ASSETS	Governmental Activities- Internal Service Fund (37100)
Current assets:	
Investment in the State Treasurer General Fund Investment Pool	\$ 145,246
Petty cash	150
Receivables	21,113
Inventories	16,267
Due from other state agencies	6,606
Total current assets	<u>189,382</u>
Noncurrent assets:	
Capital assets:	
Furniture and equipment	\$ 327,890
Less accumulated depreciation	(250,723)
Capital assets, net	<u>\$ 77,167</u>
Total noncurrent assets	<u>\$ 77,167</u>
Total assets	<u>\$ 266,549</u>
LIABILITIES	
Current liabilities:	
Accounts payable	\$ 1,908
Accrued payroll payable	1,479
Payroll taxes payable	158
Payroll benefits payable	241
Due to other funds	-
Compensated absences payable	330
Total current liabilities	<u>\$ 4,116</u>
NET ASSETS	
Invested in capital assets	\$ 77,167
Unrestricted (deficit)	185,266
Total net assets	<u>\$ 262,433</u>

STATE OF NEW MEXICO
 COMMISSION OF PUBLIC RECORDS
 Statement of Revenues, Expenses and Changes in Net Assets
 Proprietary Funds
 For the Year Ended June 30, 2011

	Governmental Activities- Internal Service Fund (37100)
Operating revenues	
Charges for services	\$ 134,865
Operating expenses	
Current:	
Personal services/benefits	53,458
Contractual services	975
Other costs	61,912
Depreciation expense	12,019
Total operating expenses	128,364
Changes in net assets	6,501
Total net assets, beginning of year	255,932
Total net assets, end of year	\$ 262,433

STATE OF NEW MEXICO
 COMMISSION OF PUBLIC RECORDS
 Statement of Cash Flows
 Proprietary Funds
 For the Year Ended June 30, 2011

	Governmental Activities- Internal Service Fund (37100)
Cash flows from operating activities:	
Receipts from customers	\$ 133,266
Payments to employees and suppliers	(120,012)
Net cash provided (used) by operating activities	13,254
Cash flows from capital financing activities:	
Additions to equipment	(39,397)
Net increase (decrease) in cash and cash equivalents	(26,143)
Cash and cash equivalents, beginning of year	171,389
Cash and cash equivalents, end of year	\$ 145,246
Reconciliation of operating income (loss) to net cash provided (used) by operating activities:	
Operating income (loss)	\$ 6,501
Adjustments to reconcile operating income to net cash provided (used) by operating activities:	
Depreciation	12,019
Change in assets (increase) decrease:	
Receivables	-
Due from other funds	-
Inventories	(1,600)
Change in liabilities (decrease) increase:	(1,770)
Accounts and other payables	(1,896)
Net cash provided (used) by operating activities	\$ 13,254