

Call for Consultants
August 1, 2019

The New Mexico Historical Records Advisory Board (NMHRAB) is conducting a search for qualified archivists, conservators, and records managers to do consulting work with historical records repositories. NMHRAB intends to compile a list of qualified consultants for publication in conjunction with a call for grant proposals to be issued in October 2019. The purpose of the list is to provide potential applicants for NMHRAB grants with an available pool of professional archivists and records managers who might render consultant services for grant projects. Grants awarded will span the period from July 1, 2020 through June 15, 2021, although the nature of each project will determine the extent of consultation, if any, required. Not appearing on the list will not preclude a consultant from being included in a project proposal, but NMHRAB's acquaintance with consultants' qualifications will facilitate the evaluation of proposals received. To be considered for inclusion on the list, individuals must have the minimum qualifications described below. NMHRAB will determine consultants to be included based on an evaluation of applicant qualifications.

Pursuant to the Governmental Conduct Act, current public officers and employees of the state and family members of the public officer or employee are not eligible to serve as paid consultants unless the consulting fee is less than one thousand dollars (\$1,000.00). Former state officers and employees of the state are not eligible to serve as paid consultants for one year after their resignation or replacement unless the consulting fee is less than one thousand dollars (\$1,000.00). The Governmental Conduct Act defines family as an individual's spouse, parents, children or siblings, by consanguinity or affinity.

Archivist

Bachelor's degree from an accredited university with a major in History, American Studies, Anthropology or Political Science, or a Master's degree in Library Science, with an emphasis in Archival Management or relevant training in Special Collections management, supplemented by at least five (5) years of experience applying accepted principles of sound archival practice. (Describe type of activities performed.) Certified Archivist is desirable. Provide at least three professional references.

Records Manager(s)

Bachelor's degree from an accredited university in any subject area supplemented with at least five (5) years of experience (describe type of activities performed) applying accepted principles of sound records management and/or electronic records management. Additional records management experience can substitute for degree – two years per year of college. Certified Records Manager or Certified Digital Information Manager is desirable. Provide at least three professional references.

Conservator

Degree in Library Science with an emphasis in Archival Management and/or relevant training in preservation and conservation, supplemented by at least five (5) years of experience applying accepted principles of sound archival practice, including preservation/conservation assessment and treatment. (Describe type of activities performed.) Degree in conservation is preferable. Provide at least three professional references.

The following organizations are sources of information on qualifications and credentials:

Academy of Certified Archivists, Secretariat

48 Howard St.
Albany, NY 12207

Institute of Certified Records Managers

P.O. Box 8188
Prairie Village, KS 66208

New Mexico State Records Center and Archives

1205 Camino Carlos Rey
Santa Fe, NM 87507

New Mexico State Library

1209 Camino Carlos Rey Santa Fe, NM 87507

American Institute for Conservation of Historic and Artistic Works

1156 15th Street NW, Ste. 320
Washington, DC 20005

Responses to this Call for Consultants should be submitted no later than October 16, 2019 to:

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