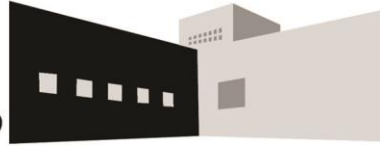


NEW MEXICO



State Records Center and Archives

COMMISSION OF PUBLIC RECORDS

Your Access to Public Information

MINUTES OF THE STATE COMMISSION OF PUBLIC RECORDS REGULAR MEETING AND RULE HEARING – December 10, 2019 1205 Camino Carlos Rey, Santa Fe, NM 87505

Members Present

Tania Maestas, Esq.	Attorney General, Designee
Brian Colón, Esq.	Chairman and State Auditor, Office of State Auditor
Paul Kippert, Esq.	Designee, General Services Department
Dan Cordova, Esq.	Interim Director, State Law Librarian
Anita Tellez, Esq.	Designee, Department of Cultural Affairs
John Kreienkamp, Esq.	Attorney General Council, Office of the Attorney General
Dylan Lange, Esq.	Designee, Secretary of the State

Staff Present

Georgette L. Chavez	Deputy State Records Administrator
Rick Hendricks, Ph. D	State Records Administrator
Justin Herrera	Financial Specialist, Administrative Services Division (ASD)
Amanda Griego	Executive Secretary (ASD)
Leo Lucero	Director, Records Management Division (RMD)
Robert Wise	Information Technology Management Division (ITMD)
James Kirby	Information Technology End User Support, ITMD
Thomas Shumaker, Ph.D.	Grants Administrator, Office of the State Historian (OSH)
Felicia Lujan	Director, State Archives of New Mexico (SANM)
Albert Martinez	Bureau Chief, RMD
Cassandra Baca	Records Management Analyst, RMD
Jonathan Roybal	Records Management Analyst, RMD
Rob Martinez	State Historian, OSH
Pamela Lujan y Vigil	Management Analyst, Administrative Law Division (ALD)

Public Present

Jim A. Mariner	Department of Health
Leonore Baca	Department of Health
MaryAnn Roybal	Department of Health
Mariah Solano	Department of Public Safety
Sophia Padilla	Department of Public Safety

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Hon. Hector Balderas
Attorney General

Hon. Brian S. Colón
Chairman/State Auditor

Hon. Maggie Toulouse Oliver
Secretary of State

Debra Garcia y Griego
Department of Cultural Affairs

Kenneth Ortiz
General Services Department

Daniel Cordova
Interim Director, NM State Law Library

I. OPENING ACTIVITIES

A. Call to Order

Chairman Colón called the meeting to order at 10:01 a.m.

B. Approval of the Agenda

Chairman Colón entertained a **MOTION** to approve the agenda. Mr. Lange **MOVED**. Ms. Maestas **SECONDED**. The motion **PASSED UNANIMOUSLY**.

C. Approval of the Minutes of the August 27, 2019, Regular Meeting

Chairman Colón entertained a **MOTION** to approve the minutes. Ms. Tellez. **MOVED**. Mr. Kippert **SECONDED**. The motion **PASSED UNANIMOUSLY**.

II. ACTION ITEMS

A. Vote on Proposed Commission Rules

1. 1.13.30 NMAC, Disposition of Public Records and Non-Records (CPR and SRA Rule)

The chair entertained a **MOTION** to approve as presented, Ms. Maestas **MOVED**, Ms. Tellez **SECONDED**. The motion **PASSED UNANIMOUSLY**.

2. 1.21.2 NMAC- Retention and Disposition of Public Records (CPR Rule)

The chair entertained a **MOTION** to **Table**, Mr. Lange **MOVED**, Ms. Tellez **SECONDED**.

The motion **PASSED UNANIMOUSLY**

B. Acceptance of Deed of Gift

Dr. Hendricks presented the Deed of Gift for the John P. Wilson Collection. Chairman Colón entertained a **MOTION** for the Deed of Gift. Ms. Maestas **MOVED**. Ms. Tellez **SECONDED**. The motion **PASSED UNANIMOUSLY**.

III. NEW BUSINESS

A. "How We Do What We Do," Dr. Hendricks.

Dr. Hendricks presented a PowerPoint presentation, which is available upon request.

B. Possibility for Meeting Archives and Record Center Expansion Needs

Ms. Chavez reported the following.

Over 5 years ago, SRCA received funding for architectural designs for the expansion of the Carruthers building in order to resolve its space issues in the records center and archival vaults. Since that time, SRCA has unsuccessfully submitted requests for this expansion.

Currently, the State Archives of New Mexico, which houses records with a permanent retention, is full, however, SRCA has devised creative methods to maximize the current space as much as possible. During the 2019 legislative session, this agency was appropriated close to a million dollars in CBRF funding. A portion of these funds was earmarked for mobile shelving and shelving extensions to add spaces for 7,000 boxes. Unfortunately, these funds were re-purposed.

Due to this setback, SRCA is moving forward with other options as a temporary solution. These include evaluating the current storage space to determine if it can be used more efficiently, giving away large archival boxes that are currently stored in the vault to state agencies, and evaluating and removing books received as part of private collections that are not crucial to the mission of the agency. In addition, SRCA is exploring options for grant funding to digitize certain collections.

Since we are unable to maximize the current space and are unable to obtain funding for expansion, SRCA is currently seeking assistance and support from GSD to pursue other options. These options include GSD providing an existing state owned building, GSD obtaining funding for the purchase of an existing building, and GSD obtaining funding to build an expansion on the current property.

We hope that with GSD's assistance, SRCA can resolve its space issues to continue the long-term care of the state's documentary heritage.

IV. DIRECTORS REPORT

Ms. Chavez reported that the agency had 7 vacancies out of 37 positions placing our vacancy rate at 18.9 percent. She provided a list of the all the vacant positions and reported information regarding fiscal year 2020 budget and then provided the divisions highlights

Ms. Chavez presented a status summary of building projects for the last quarter. This included update of Sapphire Fire Suppression System, HVAC System, re-roofing of the Santa Fe Records Center, and shelving for State Archives of New Mexico. Ms. Chavez also reported on the destruction of nitrate film and on the reduction of the fine arts insurance premium that will save SRCA \$19,323 in FY20 and \$25,833 in FY21.

V. SCHEDULING OF NEXT MEETING

Chairman Colón stated the next meeting is scheduled for February 26, 2020.

VI. ADJOURNMENT

Chairman Colon entertained a **MOTION** to adjourn. The motion **PASSED UNANIMOUSLY**.

Submitted by: _____
Dr. Rick Hendricks, State Records Administrator Date

Attested by: _____
Brian S. Colón, Esq., Commission Chair Date

Minutes Approved on: _____