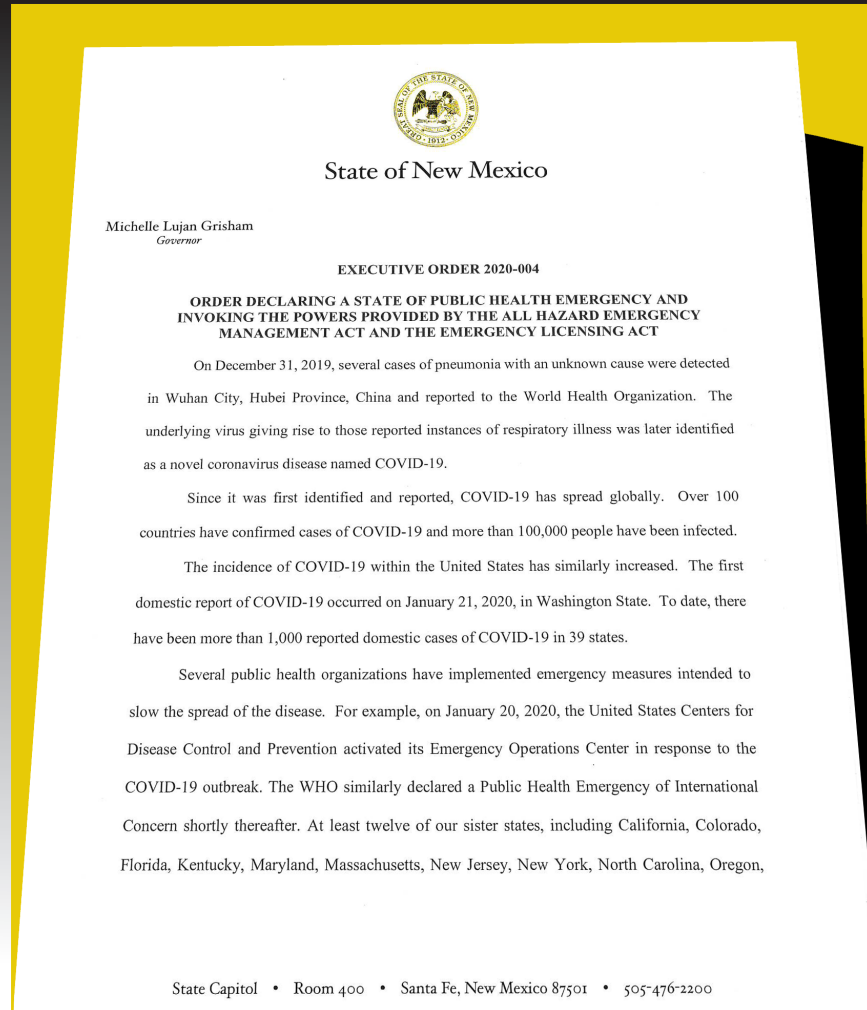


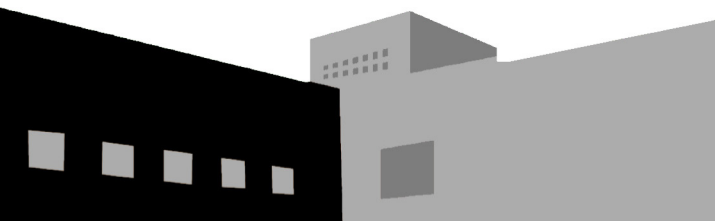
# STATE RECORDS CENTER AND ARCHIVES

## COMMISSION OF PUBLIC RECORDS



*Page One of Governor Michelle Lujan Grisham's Executive Order 2020-004  
issued March 11, 2020, the day the first Covid-19 case was reported in New Mexico*

## FY 2020 ~ ANNUAL REPORT



# Reflections on Pandemics Past and Present

One of the most misquoted lines about history comes from the Spanish philosopher Jorge Agustín Nicolás Ruiz de Santayana y Borrás: "Those who cannot remember the past are condemned to repeat it." I am mindful of the basic truth of these profound words, however they are quoted, as we reflect on a year like no other for the State Records Center and Archives. Fiscal Year 2020 began like most, but by mid-March 2020, the Novel Coronavirus drove us out of our offices and into our homes and to a new world of telework and confinement, to loneliness for some and too much togetherness for others.

Over the course of my career, I have researched, lectured, and written on the topic of epidemics and pandemics. I always concluded my lectures on the Spanish Flu pandemic by remarking that epidemiologists warned that another pandemic would sweep the globe, it was only a matter of time. They were cautioning us prepare for such an eventuality by recalling the lessons of the past and preparing for a certain and potentially deadly future. By almost any measure, it is clear by now that the alarm was not headed; we failed to remember the past thereby condemning the world to repeat it.

The parallels between the Spanish Flu and COVID-19 are rather remarkable. Among the things that stand out are how our national leaders reacted to each public health emergency. A hundred years ago, our leaders misinformed the public, fearing that widespread panic would make the US appear weak during a time of war. This decision led to greater loss of life and unimaginable suffering. That we have relived that experience is almost unbearable and certainly inexcusable. In 1918-1921, the simple and effective expedient of wearing a mask to prevent the spread of influenza caused the rise of anti-maskers, as it has today. We must embrace a willingness to learn lest we repeat this folly.

On an agency level, I believe that we have responded to the challenge COVID-19 posed to us as well as we could have. Deputy State Records Administrator Georgette L. Chávez was out in front of the problem and developed a plan to provide for a rapid move to telework, and each division director formulated effective procedures that would make it possible for us to provide a robust level of service to the public while minimizing risk to staff. Every division provided creative ways to perform the work of the agency. Through it all, the IT department was crucial in making an almost seamless transition and keeping remote work running smoothly. Because of a willingness on everyone's part to do what needed to be done without complaint, I firmly believe we are leading by example.

Initially, I tried to provide some small measure of leadership to the agency by attempting to keep everyone's spirits up. Some will recall that there was a Friday-night wine bar on Zoom and a number of attempts to keep alive the remarkable spirit of comradery that has always characterized



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## *Your Access to Public Information*

this agency. So it was that we had a number of lively online discussions about books read, meals eaten, movies watched, music appreciated, and so forth. The bar eventually closed from lack of patrons, and I ran out of things to ask.

On a more serious note, we have put into place policies and procedures to make our work more efficient and to keep our staff safe. We will continue to pursue those goals when we eventually welcome the public back into our facility, keeping what we think was an improvement, such as digital signatures and virtual meetings and trainings, and discarding what we do not want to keep. As staff has returned to the building, it is clear that we have adapted to wearing masks and smiling with our eyes, to social distancing, and to washing our hands all day long. I am heartened that a sense of humor has managed to survive and even thrive through it all.

Most of the staff for most of the second half of the fiscal year, as the building was closed to the public, remained working from home. I decided early on to "man the fort" as it were and have been in the office almost every day. I have managed to find ways to try to be useful, escorting a steady flow of workers who needed access to the building, distributing the mail, and turning on computers that managed to turn themselves off. Together we have also learned to run a state agency on the phone and by email, even though I know we would prefer to do it the old fashioned way—face to face. Revisiting a calamity from a century ago—an echo from our nation's past—is delivering a hard lesson. I trust we shall not forget it again and that there will be brighter days ahead.

**Rick Hendricks, PhD**  
**New Mexico State Records Administrator**







## Changing Challenges to Opportunities

Fiscal year 2020 was certainly a year of challenges for the State of New Mexico. The focus of the State Records Center and Archives (SRCA), however, has not been on these challenges, but on the opportunities it has presented and the subsequent triumphs.

Beginning on March 16, 2020, with the issue of the governor's executive order to declare a public health emergency, SRCA began the implementation of a plan to telework while safely continuing to provide services to patrons without interruption. In an effort to continue robust services with limited or no contact, management and staff created staggered schedules, implemented new procedures, and approved internal agency rules.

The agency's management and staff, not only adapted to this "new normal," but also excelled in the midst of it.

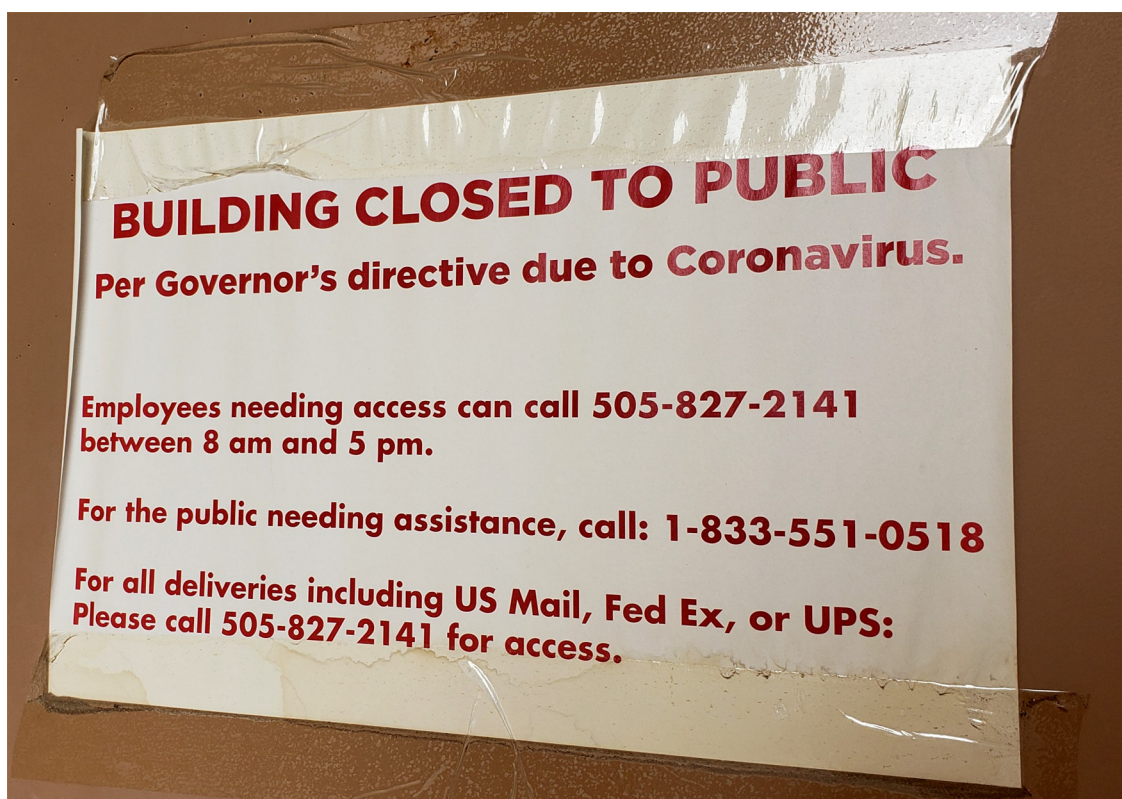
By creating new ways of offering services and doing business, SRCA has used this opportunity to improve the overall operations of the agency. The Office of the State Historian has created an entirely new lecture series on YouTube that can be viewed by students and the general public. Administrative Law Division provided informative virtual State Rules Act trainings, published 18 emergency rule filings, and now accepts digital signatures. Records Management Division has provided remote records management consultations and trainings. Santa Fe and Albuquerque records centers have implemented no contact procedures so agencies can safely pickup and drop off boxes. State Archives of New Mexico fulfilled Inspection of Public Records Act requests and provided helpful services to patrons remotely. The Information Technology Management Division efficiently provided assistance and access to the entire staff daily to ensure telework processes continued. Administrative Services Division provided outstanding support with the preparation of the FY21 Operating Budget and FY22 Appropriation Request. In addition, ASD sustained fiscally responsible practices and submitted its fourth consecutive audit with no findings.

The safety of staff and patrons continued to be management's first priority. Management worked closely with GSD to complete a radon remediation project and installed two new HVAC units that will improve air flow in the Carruthers building. Management has also obtained masks, gloves, hand sanitizer, cleansers, and plexiglass partitions to ensure the health of all.

Fiscal Year 2020 has brought many challenges but also many great opportunities. Staff has taken advantage of this to improve, and their success contributes to the overall success of the agency. Their dedication comes from a true respect and belief in the mission the State Records Center and Archives. I am truly proud to be a part of their team.

**Georgette L. Chávez**  
**Deputy State Records Administrator**





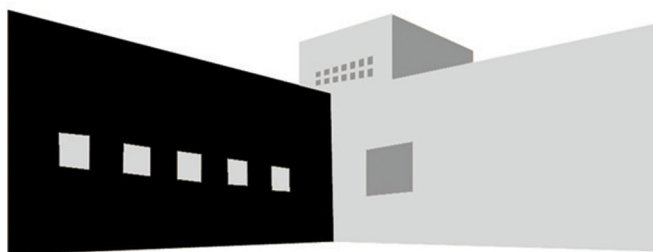
Sign of the Times, 1st Floor of the State Records Center and Archives

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**NEW MEXICO**



# Commission of Public Records

## Members of the Commission of Public Records

**State Auditor/Chair**

**The Honorable Brian S. Colón**

**Attorney General**

**The Honorable Hector Balderas**

**Secretary of State**

**The Honorable Maggie Toulouse Oliver**

**Interim Director, NM State Law Library**

**Daniel Cordova**

**General Services Department, Secretary**

**Kenneth Ortiz**

**Department of Cultural Affairs, Secretary**

**Debra Garcia y Griego**

## Members of the Management Team

**State Records Administrator**

**Dr. Rick Hendricks**

**Deputy State Records Administrator**

**Georgette L. Chávez**

**Administrative Law Division, Director**

**Matt Ortiz**

**Information Technology Management Division, Director**

**Robert Wise**

**Office of the State Historian**

**Robert Martínez**

**Records Management Division, Director**

**Leo Lucero**

**State Archives of New Mexico, Director**

**Felicia Lujan**

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# AGENCY OVERVIEW

The New Mexico Commission of Public Records (CPR) was created in 1959 by the Public Records Act [Section 14-3-3 NMSA 1978]. This seven-member commission is comprised of elected officials, members of the executive, a member of the judiciary, and a recognized, professionally trained historian in the field of New Mexico history, who is appointed by the governor. The Act charges the commission with the employment of a state records administrator (SRA) who is trained professionally as an archivist or records manager and who serves at the pleasure of the commission. It is the responsibility of the administrator to establish a records management program for the application of efficient and economical management methods related to the creation, use, maintenance, retention, preservation, and disposition of official public records [Section 14-3-6 NMSA 1978].

The Act also provides for the establishment of a records center in Santa Fe under the direct supervision and control of the SRA [Section 14-3-8 NMSA 1978]. The facility created to fulfill this statutory mandate is best known as the State Records Center and Archives (SRCA). The facility houses inactive and infrequently used records of present or former state agencies and the permanent, historical records of New Mexico. It is also home to the State Rules Repository. In 1967, the State Rules Act, Chapter 14, Article 4, was adopted and required that state agencies file their rules with the SRCA. Sections 47-6-10 and 14-3-20 NMSA 1978 also require that county subdivision regulations and interstate compacts be filed before they can become effective.

Although a small agency of only 37 employees, its responsibilities are far reaching and statewide in scope. The SRCA staff provides services to a wide variety of constituencies, including state agencies in all three branches of government; local and tribal governments; historical records repositories; the educational, legal, and regulated communities; and the general public.

The agency employs a management team approach. Its activities are guided by its statutory responsibilities and a detailed strategic plan, which delineates strategic goals, objectives, and quantifiable performance measures.

## VISION

The vision of the SRCA is to be the state's leading resource on matters relating to records and archives management, information governance, administrative law, and New Mexico history.

## MISSION

The mission of the SRCA 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 filed and published as prescribed in law and are accessible;
- Advocate an understanding and appreciation of New Mexico history; and
- Develop records and information management programs for state agencies.

## SRCA GOALS

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



# EXECUTIVE SUMMARY

This executive summary highlights the activities of the staff of the New Mexico State Records Center and Archives in Fiscal Year 2020 (FY20). The report that follows provides a detailed look at the many and varied activities and accomplishments of the agency's program divisions.

## Administrative Services Division

Rick Hendricks, Ph.D. continued his leadership as the state records administrator (SRA) through the year. Georgette L. Chávez also continued serving as the deputy state records administrator. The division services include budget, personnel, procurement, accounting, federal grant reporting, facility management, and coordination of security services. Agency management is comprised of the SRA and the deputy state records administrator. The SRA is responsible for the administration of the Public Records Act and the State Rules Act. This position also provides oversight of the Administrative Law Division, Records Management Division, State Archives of New Mexico, and the Office of the State Historian. The deputy state records administrator serves in the absence of the SRA and oversees the administrative services bureau chief, the chief information officer, and the chief financial officer.

## Administrative Law Division

The Administrative Law Division (ALD) continued its efforts to have interstate compacts filed with the Commission of Public Records. The division published 31,739 columnar inches representing approximately 1,235 pages of text in the *New Mexico Register*. The ALD staff continued its in-person training as a result of the substantial changes to the State Rules Act, Section 14-4-1 et seq., NMSA 1978 and the passage of House Bill 58 in the 2017 legislative session. These changes

have provided baseline guidelines for agency notice of rulemaking, public notice and participation in rulemaking, recordkeeping for rulemaking, and rule filing.

## State Archives of New Mexico

The State Archives of New Mexico (SANM) also continued its important work by conducting tours, offering presentations, and taking advantage of other outreach and professional networking opportunities. SANM hosted an Archives Month "Haunted History" event in October 2019 at La Fonda Hotel. In addition, an outreach activity was conducted at Buffalo Thunder Casino to increase public awareness of the division's services. The division also entered 10,854 descriptive records from public and private collections into HERITAGE for online access.

## Office of the State Historian

The Office of the State Historian (OSH) staff participated in conferences, gave public lectures, conducted webinars, and assisted in the creation of a new nmhistory.org website. The staff provided assistance to researchers, state government agencies, and the public on a daily basis. The New Mexico History Scholars Program, which encourages research in archival repositories throughout the state, received funding support from the Historical Society of New Mexico. The OSH Scholars Review Committee met and made recommendations for the 2020 awards. The agency received 12 applications and 6 grants were awarded.

The New Mexico Historical Records Advisory Board received 8 applications and awarded 4 regrants in the amount of \$28,975 to help preserve and provide public access to New Mexico historical records.

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## Information Technology Management Division

The chief information officer of the Information Technology Management Division (ITMD) completed the annual Information Technology Strategic Plan, one of the agency's most important planning and budget tools. Also, during the COVID-19 pandemic, ITMD set up laptop computers and was able to immediately implement teleworking plans without any interruption of services to staff, state agencies or the public.

## Records Management Division

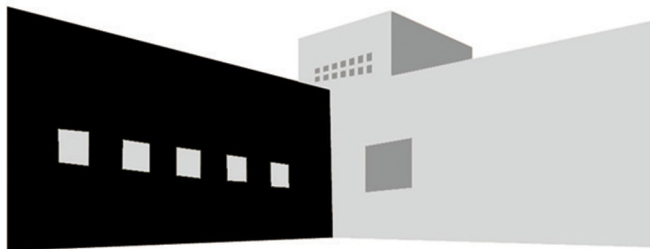
The Records Management Division staff provided 45 records and information management trainings to records liaison officers, chief records officers, and employees of state and local government entities. The division also conducted a records assessment to assist the General Service Department and Department of Finance, Local Government Division.



Covid Safe Parade Through Historic Women's Suffrage Route in Downtown Santa Fe



*NEW MEXICO*



# State Records Center and Archives

COMMISSION OF PUBLIC RECORDS

Your Access to Public Information



Brighter Days Ahead, Sunrise, Beauty and Solitude  
Through Santa Fe Aspens

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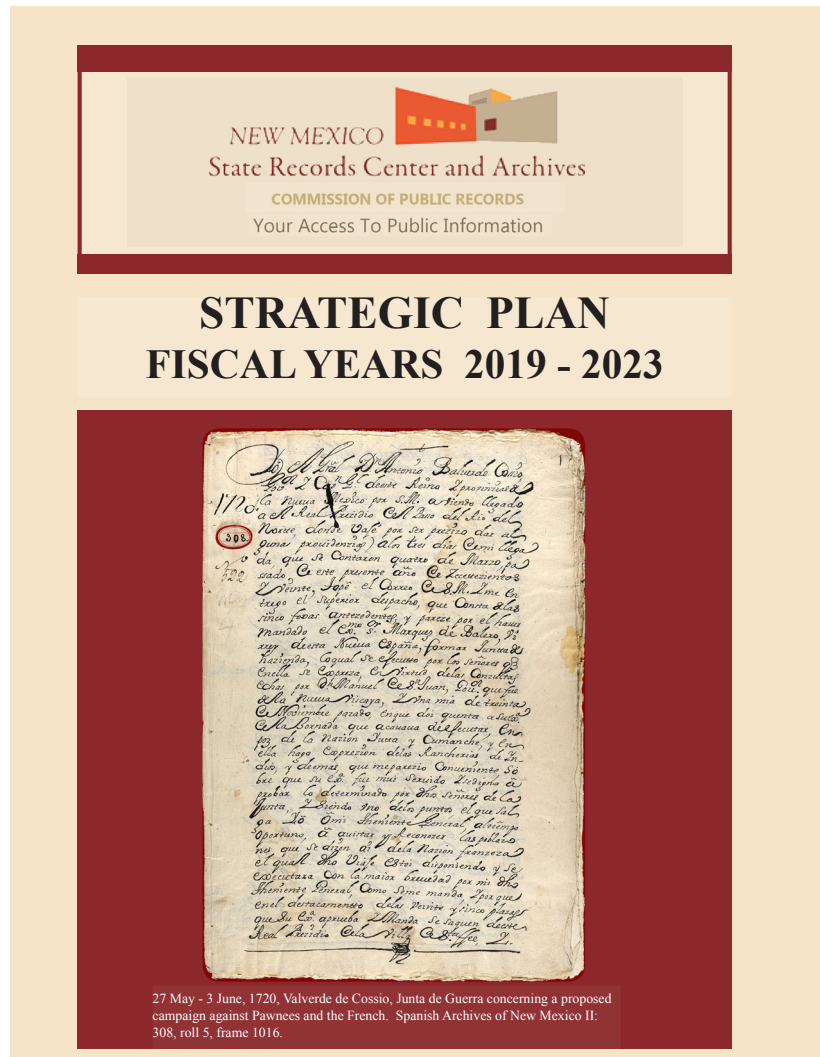


# FIVE-YEAR STRATEGIC PLAN

The State Records Center and Archives (SRCA) serves the State of New Mexico by ensuring the proper management and protection of public records. This mandate includes making the records accessible to the public for legal and historical purposes. This is a significant responsibility because our democracy relies on these important documents to protect and preserve the rights of citizens and to promote open government.

In fulfilling our statutory purpose, it is our goal to provide outstanding customer service in a judicious and professional manner. To accomplish this task, the commission and staff worked collaboratively to develop a five-year strategic plan for fiscal years 2019-2023. Strategic planning provides the agency with the direction needed to fulfill statutory responsibilities and business objectives and to address the internal needs of the SRCA. The strategic goals, objectives, and related performance measures guide both daily operations and longer-term activities and projects. Each year, annual performance measures are updated to ensure goals and objectives remain relevant and timely. Performance measures are also incorporated in employee evaluation plans.

To review the entire strategic plan for the years 2019-2023, please visit <http://www.srca.nm.gov/strategic-plans/>.



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# ADMINISTRATIVE LAW DIVISION

## PURPOSE

The Administrative Law Division (ALD) is the filing point for all 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 shall be filed with the state records administrator (SRA) and published in the New Mexico Register prior to becoming effective.

ALD monitors compliance with statutes and rules affecting the rule-filing and publishing process. To guide state agencies, the division provides consultation regarding the requirements for filing and publishing. It also 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 division maintains and preserves all filed material in the State Rules Repository until repealed or otherwise no longer valid. It is then transferred to the State Archives of New Mexico for permanent retention. Finally, the ALD provides access to the filed material in person or through the agency's website.

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. 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 30 days or less for the maximum number of days from the effective date of a rule to the online availability. During FY 2020, the average maximum number of days was six from the time a rule becomes effective to the time that a rule is accessible on NMAC.

Since the major revisions to the State Rules Act, Section 14-4-1 et seq., NMSA 1978 ("Act") took effect on July 1, 2017, ALD staff began agency and in-person trainings. In particular, training was conducted on major revisions to agency notice of rulemaking, public notice and participation in rulemaking, default procedural rule for rulemaking, recordkeeping for rulemaking, and rule filing. To that end, ALD staff held 6 large-group rulemaking trainings and 24 agency-specific trainings. Due to the COVID pandemic, all state buildings were closed, and therefore, 3 virtual agency trainings were provided in the last quarter. Collectively, ALD trained 100 individuals in rulemaking and rule filing. In order to assist agencies with rulemaking, ALD updated its *Rulemaking Guide* that provides step by step instructions to make rulemaking easier.

Finally, when asked for substantive assistance and if there is particular expertise, ALD staff will provide whatever guidance they can while continuing to carry out their primary function of consulting with agencies on all aspects of rulemaking (requests for clean copies of rules, publishing notices of rulemaking, filing and publishing adopted rules).

You can't rush the science, but when the science points you in the right direction, then you can start rushing.

~ Anthony Fauci, American Scientist



New Mexico Department of  
Transportation

Michelle Lujan Grisham, Governor  
Michael R. Sandoval, Cabinet Secretary

**FOR IMMEDIATE RELEASE**  
July 10, 2020

### **New Mexico travel restrictions in effect**

**SANTA FE** – The state of New Mexico is under a mandatory health advisory issued by Governor Michelle Lujan Grisham to protect against the spread of COVID-19.

Anyone crossing a border into the state must adhere to the New Mexico public health travel restrictions as outlined in Executive Order 2020-054, seen [here](#), until further notice.

Be aware: Businesses and law enforcement agencies are strictly enforcing the following restrictions for in and out of state travelers.

Below you will find some frequently asked questions and answers.

#### **Are the borders closed in New Mexico?**

No. The surrounding borders are not closed. State roads remain open.

#### **Will travelers with out of state plates be stopped by law enforcement or turned away at the borders?**

No. Unless law enforcement has reason to believe you are breaking the law or not adhering to the health advisory, you will not be stopped or forced to leave the state.

#### **Does everyone in New Mexico have to wear a mask?**

Yes. Mask-wearing is mandatory in public for all individuals over the age of two, except when eating or drinking. Masks are required for all activities indoor or outdoor. This includes gyms, malls, grocery stores, private businesses, public parks, golf courses, shooting ranges, walking spaces and when sitting down at restaurants prior to being served.

#### **Are restaurants open?**

Indoor seating is prohibited inside restaurants. Only patio, pick-up and curb-side service are available at this time.

#### **Is there a punishment if I choose not to wear a mask?**

Yes. If caught without a mask in public, you are subject to a \$100 fine.

#### **What if I live in New Mexico and I want to travel out of state? Do I have to self-quarantine when I return?**

The mandatory health advisory is very clear. If you cross over the borders of New Mexico, you must self-quarantine for 14 days when you return home.

COVID Travel Restrictions, NMDOT, July 2020

## **FISCAL YEAR 2020 STATISTICAL REPORTS 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*. The publication cost per columnar inch charge was \$3.00 per inch. During FY 2020, the ALD published approximately **31,739** columnar inches and billed for approximately **1,235** pages of text in the *New Mexico Register*. For the fiscal year, approximately \$95,217.00 was billed for the *New Mexico Register* publication.

The following tables further explain the publishing activity.

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# STATISTICAL REPORTS

<i>New Mexico Register Activity</i>	<b>FY 2016</b>	<b>FY2017</b>	<b>FY 2018</b>	<b>FY 2019</b>	<b>FY 2020</b>
Notices of rulemaking published	141	132	211	142	158
Proposed rules published	1	0	1	2	2
Adopted rule filings published	459	382	558	421	329
Synopses published in place of full text of adopted rules	1	0	1	0	0
Other material related to administrative law published	4	4	19	22	43

<b>Notices of Rulemaking Published in the <i>New Mexico Register</i> FY 2020 by Agency</b>	
<b>Agency</b>	<b>Notices Published</b>
Accountancy, Board of Public	1
Acupuncture and Oriental Medicine, Board of	1
Administrative Hearings, Office	2
Agriculture Department	2
Auditor, Office of the State	1
Children, Youth and Families Department	12
Construction Industries Division, Regulation and Licensing Department	1
Counseling and Therapy Practice, Board of	1
Cultural Affairs, Department of	2
Dental Health Care, Board of	1
Economic Development Department	3
Educational Retirement Board	2
Energy, Minerals and Natural Resources Department	11
Environment Department	6
Environment Improvement Board	3
Funeral Services, Board of	1
Game and Fish Department	8
Gaming Board	1
General Services Department	1
Health, Department of	6
Higher Education Department	3
Human Services Department	10
Livestock Board	2
Massage Therapy Board	1

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Medical Board	1
Nursing Board	2
Nutrition and Dietetics, Board of	3
Optometry, Board of	1
Personnel Office	1
Pharmacy, Board of	2
Public Defender Department	1
Public Education Department	10
Public Employee Labor Relations Board	2
Public Lands, Commissioner of	1
Public Records, Commission of	3
Public Regulation Commission	5
Public Safety, Department of	1
Public Schools Facilities Authority	1
Racing Commission	5
Retiree Health Care Authority	2
Secretary of State, Office of	6
Signed Language Interpreting Practices Board	1
Speech Language Pathology, Audiology and Hearing Aid Dispensing Practices Board	1
State Ethics Commission	2
Superintendent of Insurance, Office of	11
Taxation and Revenue Department	1
Transportation, Department of	1
Veterinary Medicine, Board of	1
Water Quality Control Commission	3
Workforce Solutions, Department of	9
<b>Grand Total</b>	<b>158</b>

<b>Adopted Rule Filings Published in the <i>New Mexico Register</i> FY 2020 by Agency</b>	
<b>Agency</b>	<b>Rule Filings Published</b>
Acupuncture, Board of	7
Agriculture Department	1
Auditor, Office of the State	2
Children, Youth and Families Department	8
Chiropractic Practitioners, Board of	42
Construction Industries Division, Regulation and Licensing Department	2

Dental Health Care, Board of	13
Economic Development Department	1
Educational Retirement Board	4
Energy, Minerals and Natural Resources Department	3
Environment Department	11
Funeral Services, Board of	8
Game and Fish, Department of	11
General Services Department	3
Health, Department of	23
Higher Education Department	7
Human Services Department	33
Livestock Board	1
Massage Therapy Board	23
Medical Board	10
Nursing, Board of	1
Nutrition and Dietetics, Board of	5
Personnel Office	3
Pharmacy, Board of	2
Physical Therapy, Board of	6
Public Defender Department	1
Public Education Department	21
Public Employee Labor Relations Board	8
Public Lands, Commissioner of	1
Public Records, Commission of	4
Public Regulation Commission	19
Public Safety, Department of	1
Public School Capital Outlay Council	1
Racing Commission	9
Retiree Health Care Authority	1
Secretary of State, Office of	8
Speech Language Pathology, Audiology and Hearing Aid Dispensing Practices Board	5
State Ethics Commission	3
Superintendent of Insurance, Office of	5
Transportation, Department of	1
Workforce Solutions, Department of	10
<b>Grand Total</b>	<b>329</b>

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## *Your Access to Public Information*



<b>Other Material Related to Administrative Law Published in the <i>New Mexico Register</i> FY 2020 by Agency</b>	
<b>Agency</b>	<b>Notices Published</b>
Agriculture Department	2
Children, Youth and Families Department	2
Environment Department	4
Funeral Services, Board of	1
Game and Fish, Department of	1
Governor, Office of the	8
Health, Department of	12
Higher Education Department	1
Human Services Department	3
Medical Board	1
Public Education Department	2
Public Employee Labor Relations Board	1
Public Regulation Commission	1
Secretary of State, Office of	1
State Records Administrator	2
Workforce Solutions Department	1
<b>Grand Total</b>	<b>43</b>

As a result of the COVID pandemic, there were approximately 11 notices of rulemaking, 18 emergency rules adopted, 7 governor executive orders, and 7 department of health public health orders published in other matters related to administrative law. To further assist agencies during the COVID pandemic, the SRA issued an emergency rule amendment that allows for electronic filings with a valid digital signature to expedite rule filings remotely.

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 shall be filed with the SRA before they can become effective. The ALD staff maintains databases of the filed material and makes lists of them available online. Pursuant to governor's signature of HB 216, counties are no longer required to submit subdivision regulations with the SRA as of July 1, 2019. Accordingly, subdivision regulations, including those accreted from the state library collection will be catalogued and made into a historic collection.

# STATE ARCHIVES OF NEW MEXICO

## OUR PURPOSE

The State Archives of New Mexico (SANM) maintains, preserves, and provides access to the permanent public records of New Mexico state government that are entrusted to its care. The division strives to foster an appreciation of these records, their historical value, and their potential use by providing quality reference assistance and through educational programming. The division is comprised of one administrative support position, one business operations support position, and seven professional archivists who perform a full range of archival tasks to ensure that an authentic and accessible record of New Mexico state government is maintained.

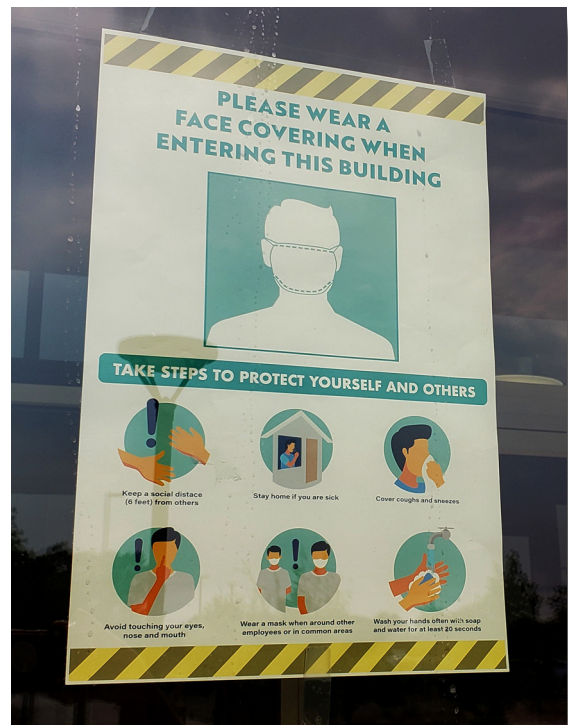
## ACCOMPLISHMENTS

The SANM is the central repository for state government's permanent and historical records, as well as numerous collections of private papers and manuscripts. The division houses records from the executive, legislative, and judicial branches of government, including documents dating from New Mexico's Spanish (1621-1821), Mexican (1821-1846), Military Occupation (1846-1850), and Territorial (1850-1912) periods of history. The SANM is the primary steward of New Mexico's documentary heritage. In its stewardship, the division's activities are outlined below.

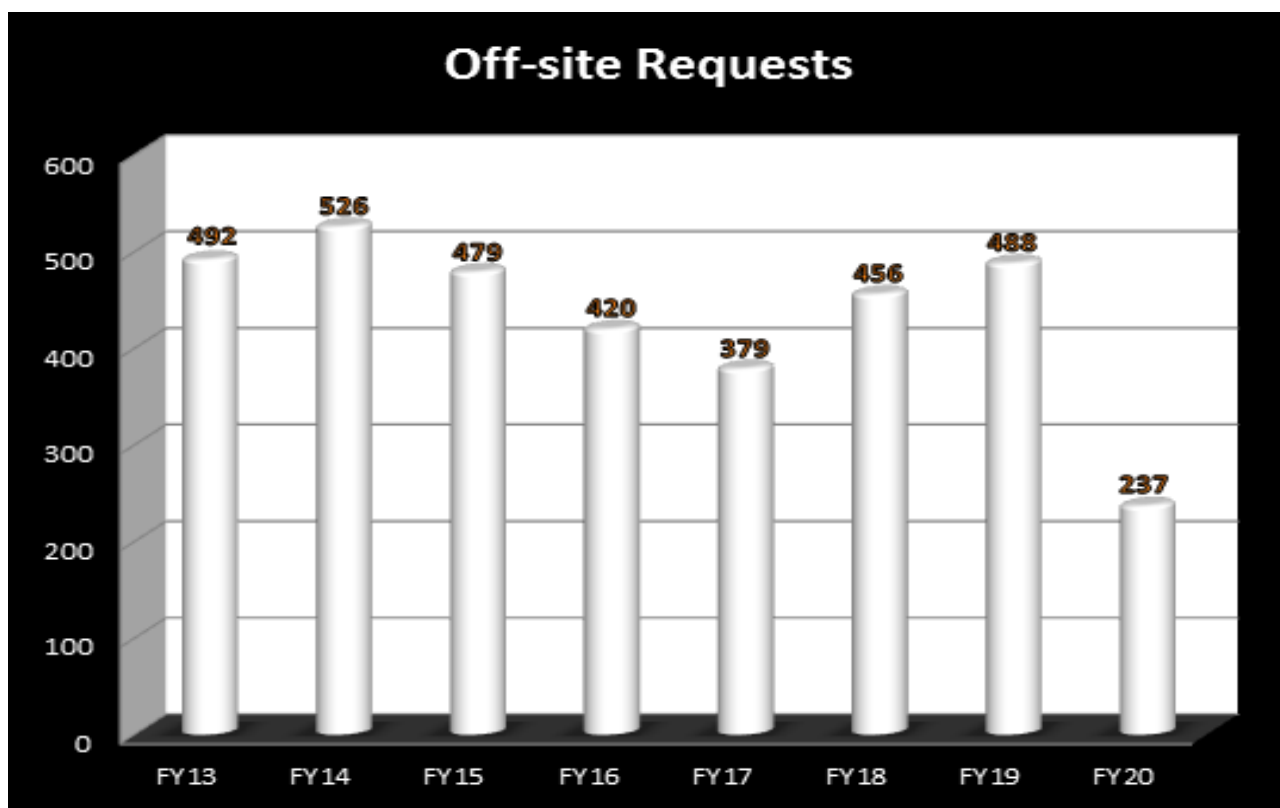
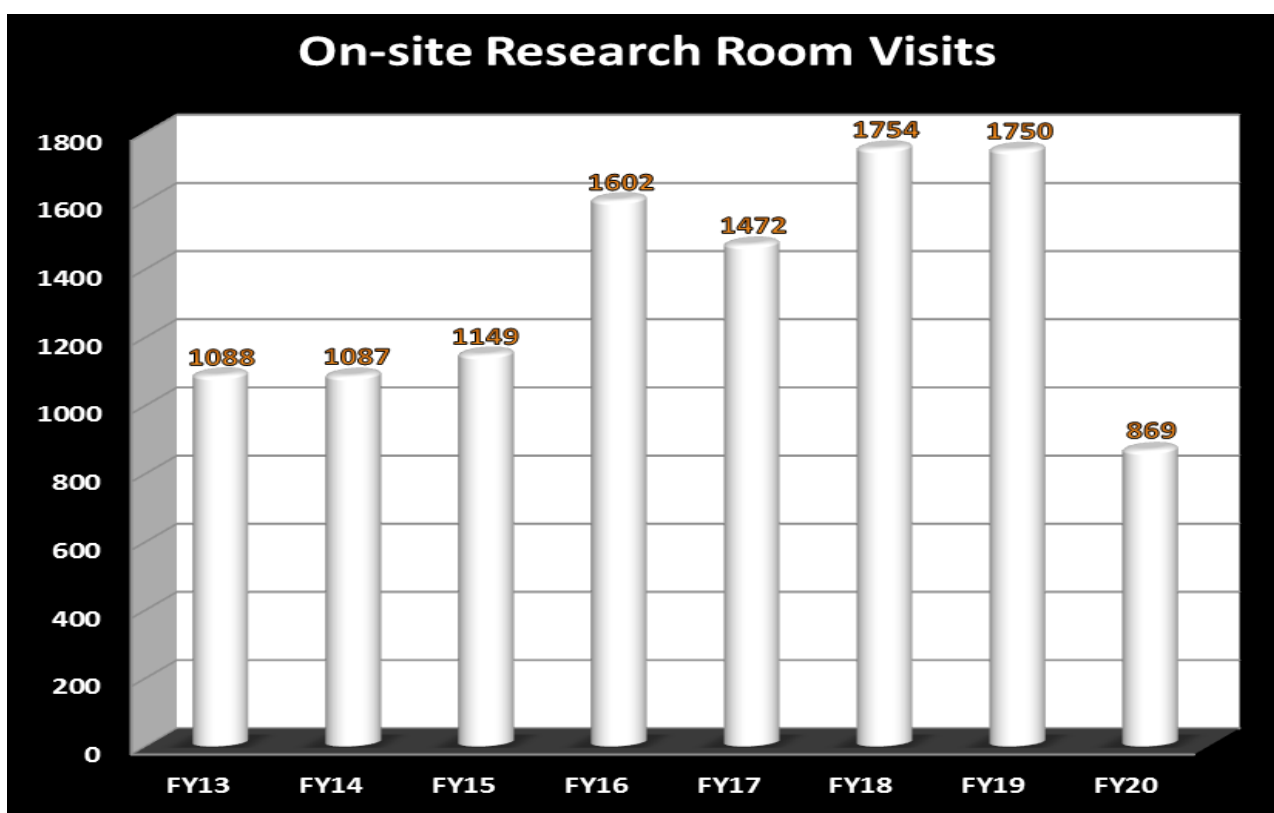
## ACCESS

Division staff described 16,444 records. Of these descriptive records, 10,854 were associated with contemporary DWI and domestic violence case files. These records are described, and the descriptions are made available online via a descriptive finding aid to support law enforcement, attorneys, the courts, and the public. This is critical with regard to access as the records are used by all branches of government and the public.

This year there were 869 on-site visits to the reference room. Archivists assisted each researcher individually to provide access to archival collections. Archives staff satisfied 100 percent of walk-in requests within 24 hours. In addition to on-site visits, archivists addressed the research needs of 353 remote requests for information. These off-site requests are sent in by patrons unable to visit the archives in person on their initial contact with the agency. The division also registered 398 new patrons during the fiscal year.



Early Advice, Still the Best Advice  
Sign Posted at State Records Center and Archives



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## PRESERVATION

The FY 2020 Environmental Monitoring Report for the archival vaults was submitted. The tools used for this environmental analysis were developed by the Image Permanence Institute (IPI). IPI's eClimate Notebook uses refined preservation metrics to establish environmental risk ratings. These ratings are ranked as either good, ok, or at risk. The temperature and relative humidity readings have improved this year, and environmental report data confirms that the climate of the inner vault is now stable following much needed system upgrades, which were completed with the assistance of leadership during the year. This ensures that Collection No. 1972-007 the Spanish Archives of New Mexico- Series I (also known as the Land Grant Records of New Mexico, National Archives Record Group 49, Bureau of Land Management)- remain in a stable and safe environment, able to support the long term preservation of records.

## OUTREACH

Division staff offered a variety of services. These services included providing tours of the permanent repository, educating the public about agency services, providing information and consultation to all branches of government, requesting a proclamation from the governor of New Mexico in honor of Archives Month, collaborating with other agency divisions, and educating potential donors and the public about the permanent repository and our mission through publicity and promotion. The archives staff organized and made presentations at activities to increase public awareness, including an Archives Month event at Buffalo Thunder and a Halloween event at La Fonda Hotel.

Staff gave tours of the permanent repository to state, federal, and county officials.

## CONSULTATIONS AND TRAINING

Division staff participated in more than 80 presentations, trainings, and consultations. These were provided to state, county and municipal officials as well as to other institutions and private individuals. The topics included preservation and records retention of records.

## LEGAL AND RESEARCH

Archivists created 10,854 records associated with contemporary DWI and domestic violence case files. These records are described, and the descriptions are made available online via a descriptive finding aid to support law enforcement, attorneys, the courts, and public safety.



Santa Fe New Mexican article 8/12/2020,  
Live Virus found in Hospital Air

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# STATISTICAL REPORT

Public Records Accessioned	
All public transfers or accessions via MOU, or from other branches of government	Cubic Feet (CF)
2004 - 017 New Mexico Department of Health Records	11.0
<b>Total</b>	<b>11.0 CF</b>

Private Collections Accessioned	Cubic Feet (CF)
2019 - 006 - Robert John Stahl Collection	2.50
2019 - 007 - John P. Wilson Collection	3.00
<b>Total</b>	<b>5.50 (CF)</b>

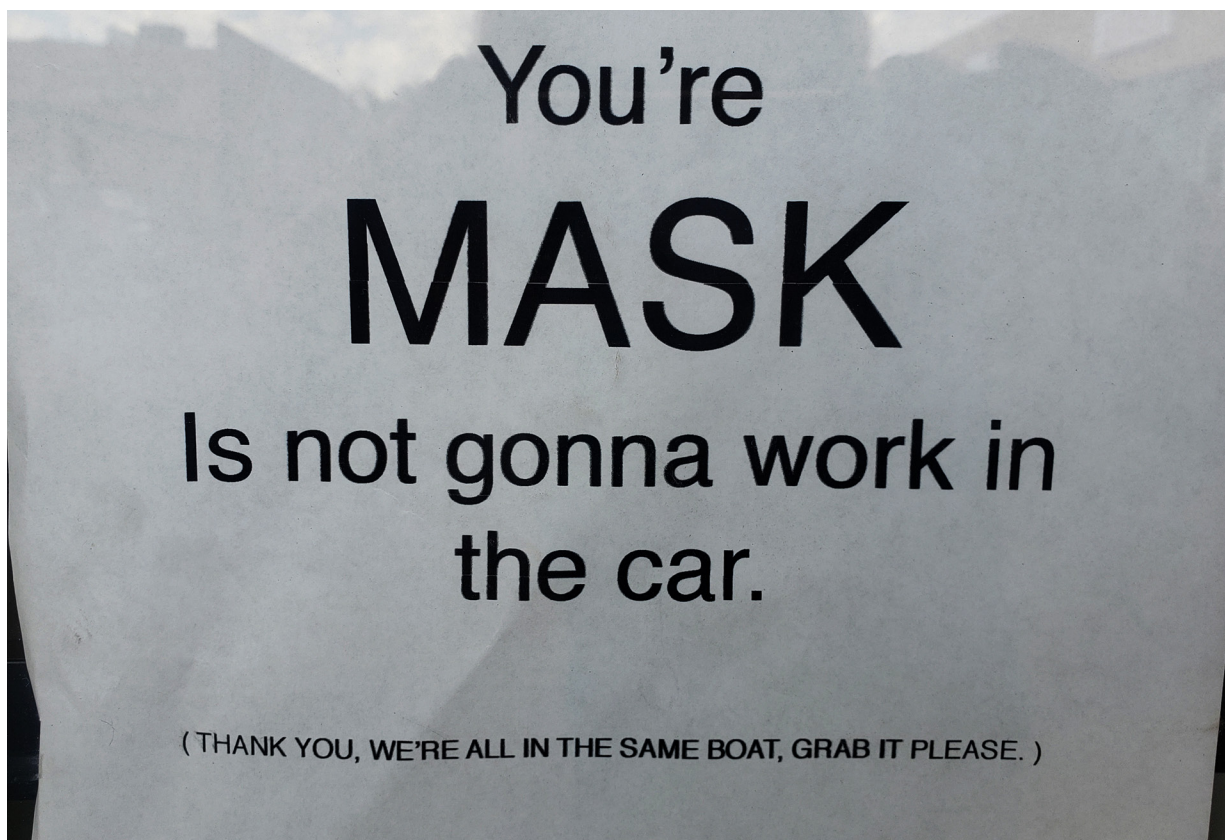
Public Records Described and Published	No. of CF described and published
1959 - 250 - New Mexico State Records Center and Archives History Files	18.00
1959 - 298 - Reference Room Book Collection	2.00
1960 - 043 - Records of the United States Territorial and New Mexico District Courts for San Miguel County	21.00
1972 - 011 - Records of the United States Territorial and New Mexico District Courts for Santa Fe County	0
1973 - 002 - Santa Fe County Records	0

1976 - 014 - Records of the United States Territorial and New Mexico District Courts for Taos County	0
1976 - 015 - Records of the United States Territorial and New Mexico District Courts for Dona Aña County	0.25
1977 - 030 - New Mexico American Revolution Bicentennial Commission	0
1999 - 029 - Bernalillo County Metropolitan Court Records	100.00
<b>TOTAL</b>	<b>141.25 CF</b>

<b>Private Collections Described and Published</b>	<b>No. of CF described and published</b>
1963 - 001 - Amando Chaves Papers	0
1971 - 029 - E. Boyd Collection	5.00 CF
1984 - 080 - Arthur Loy Collection	0.50 CF
1987 - 045 - Dorothy Woodward Memorial Penitente Collection	0
1988 - 044 - Gormley's Store Records	0.50 CF
2007 - 024 - James P. McNulty Business Papers	0.50 CF
2019 - 006 - Robert John Stahl Collection	0
<b>TOTAL</b>	<b>6.50 CF</b>

Public Records Preserved	Cubic Feet (CF)
1960 - 043 - Records of the United States Territorial and New Mexico District Courts for San Miguel County	21.00
<b>Total</b>	<b>21.00 CF</b>

Private Collections Preserved	Cubic Feet (CF)
1971 - 029 - E. Boyd Collection	5.00
<b>Total</b>	<b>5.00 CF</b>



Sign at a Locally Owned Santa Fe Business

STATE OF NEW MEXICO EXECUTIVE OFFICE SANTA FE, NEW MEXICO

## Proclamation

WHEREAS, in December 2019, several cases of pneumonia with an unknown cause were detected in Wuhan City, Hubei Province, China and the underlying virus giving rise to those reported instances of respiratory illness was later identified as a novel coronavirus disease: COVID-19;

WHEREAS, soon thereafter, COVID-19 became a pandemic as it rapidly spread across Asia, Europe, and North America;

WHEREAS, the COVID-19 virus is highly contagious and is most easily spread through person-to-person contact, some individuals who are infected can remain asymptomatic or have mild symptoms for a week or longer after infection, and COVID-19 poses a significant risk of pneumonia, organ failure, and even death for certain vulnerable populations such as the elderly and those with pre-existing conditions;

WHEREAS, a large enough spike in COVID-19 infections would likely have devastating effects on our State's health care system and could cause New Mexicans to lose their lives for conditions that might otherwise be alleviated with proper access to treatment;

WHEREAS, COVID-19's contagiousness, its ability to spread through asymptomatic or mildly symptomatic individuals, and the lack of a proven vaccine or treatment, combine to make social distancing and other measures designed to minimize person-to-person contact the most effective means to combat its spread and to mitigate its effects on the health care system and patients;

WHEREAS, COVID-19 has been nationally and globally recognized as a health emergency unprecedented in modern times. In late January 2020, the World Health Organization declared COVID-19 a Public Health Emergency of International Concern. Similarly, on March 13, 2020, the President of the United States declared a national state of emergency related to COVID-19;

WHEREAS, after less than six months, there are now nearly 8 million cases of COVID-19 and over 400,000 deaths worldwide, with more than 2 million cases and well over 100,000 deaths in the United States alone;

WHEREAS, a statewide public health emergency was declared in New Mexico on March 11, 2020 when the State's first cases were confirmed and continues through today, and the President approved a federal Major Disaster Declaration for the State of New Mexico on April 5, 2020;

WHEREAS, during the approximately three-month period in which COVID-19 has been in New Mexico, the number of confirmed cases has risen to more than 10,000 and more than 450 COVID-related deaths have been recorded by the Department of Health;

WHEREAS, COVID-19 has caused significant economic and social disruption in our State by affecting supply chains, altering consumer behavior, and generally slowing economic activity;

WHEREAS, the spread of COVID-19, and the resulting economic and social disruption, requires the State to take necessary measures to slow and mitigate the spread of COVID-19, and to prioritize extended learning time programs to account for lost instruction in the 2019-2020 school year;

7. An act that requires the State Personnel Office, in consultation with the Governor's Council on Racial Equity, to develop policies to decrease institutional racism;

8. An act that creates the New Mexico Civil Rights Commission, which will provide recommendations regarding the creation of a cause of action for violations of state constitutional rights, potential defenses to such claims, damages and other remedies, and the termination or limitation of forms of immunity that shield state actors from liability; and

9. An act that requires certain law enforcement agencies to use body-worn cameras; adopts certain policies and procedures; classifies recordings as public records; and prohibits the use of certain

ate Legislature to convene at the State Capitol  
ts of the continuing public health crisis.

Governor of the State of New Mexico, by virtue  
New Mexico Constitution, do hereby call the  
cial Session at twelve o'clock p.m. (noon) on  
ta Fe. In accordance with Article IV, Section  
ing and enacting legislation concerning the

for conducting the 2020 general election in

ed powers during the pendency of a public  
under the Liquor Control Act to deliver  
suspending in-person requirements for the  
ating in-person shareholder meetings;

t of gross receipts taxes distributed to  
ts and interest for income tax, corporate

'Small Business Recovery Act of 2020"  
rative terms of those loans; provides for  
loans to small businesses and local  
ermanent fund in State equity funds or

le for certain projects; authorizes the  
ntial severance tax bonds and state  
eneral fund and to the appropriation  
of Laws 2020, Chapter 64;

'year 2021 that were made from the  
Act of 2020; transfers money from  
igations for public school support;  
tain monetary transfers to reduce  
reductions; appropriates legislative

Fourth Legislature, First Special Session, 2020; extends the  
to prioritize extended learning time programs to account for lost instruction in the 2019-2020 school year;

Done at the Executive Office this  
18<sup>th</sup> day of June 2020.

Witness my hand and the Great Seal  
of the State of New Mexico.

Michelle Lujan Grisham  
Governor

2020 Special Session Proclamation

# Your Access to Public Information



# OFFICE OF THE STATE HISTORIAN

## PURPOSE

The Office of the State Historian (OSH) promotes an understanding and appreciation of New Mexico history and culture through original research, education, public presentations, and publications. OSH staff provides consultation and research assistance to state agencies, scholars, elected officials, and the general public. The state historian serves as director of this three-person division. He 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 also serves as the deputy chair of the New Mexico Historical Records Advisory Board (NMHRAB).

## ACCOMPLISHMENTS

### Website Development

The new OSH history website made its debut in FY 20 and offers students, educators, researchers, and the general public an accessible and effective tool in disseminating knowledge about New Mexico's rich history and culture. OSH staff and IT continued to redesign and update the website, [www.newmexicohistory.org](http://www.newmexicohistory.org), which received 260,869 visits, exceeding its goal of 200,000.

### New Mexico History Scholars Program

In FY 20, the scholars program received funding support from the Historical Society of New Mexico and the Center for Regional Studies at the University of New Mexico. The program encourages research in archival repositories throughout the state. In January, 2020, the OSH Scholars Review Committee met and made recommendations for CY 2020 awards. The agency received 12 applications, and 6 grants were awarded. The recipients and their research topics are listed below:

**Susan Boyle:** *The Santa Fe Trade Merchants and Their Merchandise: Going Down to Mexico 1825-1846.*

**Ramona Caplan:** *The Blue-Eyed Indian: The Life and Legacy of Lee Marmon.*

**Larry Larrichio:** *The Peace Corps Collection: 1963-67.*

**Nick Pappas:** *The Second Deadliest Mine Disaster in U.S. History, 1913.*

**Sylvia Ramos Cruz:** *Woman Suffrage and Suffragists in New Mexico.*

**Jason Strykowski:** *Guide to Historical New Mexico Cinematography.*

As of the third quarter of FY 2020, the OSH transferred New Mexico History Scholars Program to the Historical Society of New Mexico because the program no longer receives state funding.

## State Historian Activities

State Historian Robert Martínez delivered a paper at a conference, gave 27 public lectures, had 2 print articles published, and posted 4 articles to [newmexicohistory.org](http://newmexicohistory.org). He participated at regional and state National History Day competitions. He was interviewed once for a documentary film, once for PBS television (Colores!), 4 times for television, 5 times for newspaper (*Santa Fe New Mexican* and *Santa Fe Reporter*), and twice for podcasts (National Public Radio and *The Economist*). He answered an average of 30 patron queries a month. He serves on the board of the New Mexico History Museum Strategic Planning Committee.

With the onset of the COVID-19 pandemic, teleworking, and quarantine, the state historian developed a virtual social media series titled "New Mexico History in 10 Minutes" for YouTube (YT) and Facebook (FB). Because of the cancellation of the Tertulia Histórica presentations and all public appearances, this new series is a way of serving the public through historical research, educational outreach, and presentations. Until the COVID-19 pandemic is under control, the state historian will be exploring new and creative avenues to fulfill OSH's mission.

## Conference Papers

“Alabados, Alabanzas, Inditas, and Corridos: Enduring Music of New Mexico,” August 17, 2019, Genealogical Society of Hispanic America Annual Conference, Pueblo, CO.

## Lectures

“New Mexico and the U.S. Mexican War,” July 3, 2019, Highland High School, Albuquerque, NM.

“A History of the Catholic Church in Late Spanish Colonial New Mexico” July 17, 2019, Tertulia Histórica, State Records Center and Archives (SRCA), Santa Fe, NM.

“Early Albuquerque,” July 24, 2019, Del Norte Rotary Club, Albuquerque, NM.

“Brujería: A History of Witchcraft in New Mexico,” August 14, 2019, OASIS, Albuquerque, NM.

“Alabados, Alabanzas, Inditas and Corridos: Enduring Music of New Mexico,” September 4, 2019, Historic Santa Fe-New Mexico History Museum, Santa Fe, NM.

“Mulattos of Cochiti: Caste in Spanish New Mexico,” September 7, 2019, Hispanic Genealogical Research Center (HGRC), Albuquerque, NM.

“Albuquerque History,” September 10, 2019, Rio Grande Rotary Club, Albuquerque, NM.

“Mulattos of Cochiti: Caste in Spanish New Mexico,” September 30, 2019, Southwest Seminars, Santa Fe, NM.

“Brujería: A History of Witchcraft in New Mexico,” October 5, 2019, Las Vegas Museum, Las Vegas, NM.

“History of Hispanic Music of New Mexico,” October 6, 2019, Museum of International Folk Art (MOIFA), Santa Fe, NM.

“Sacramental Lives of Indios, Castas, and Españoles in Spanish Colonial New Mexico,” October 16, 2019, Tertulia Histórica, SRCA, Santa Fe, NM.

“New Mexico Music and Dia de los Muertos,” October 27, 2019, MOIFA, Santa Fe, NM.

“Weird New Mexico History,” October 31, 2019, Archives Month Event, La Fonda Hotel, Santa Fe, NM.

“Brujería: A History of Witchcraft in New Mexico,” November 4, 2019, Santa Fe Baptist Church, Santa Fe, NM.

“Alabados, Alabanzas, Inditas, and Corridos: Enduring Hispanic Musical Traditions of New Mexico,” November 13, 2019, Tertulia Histórica, SRCA, Santa Fe, NM.

“Fray Juan José Toledo and The Devil in New Mexico: The Outbreak of Witchcraft and Sorcery at Abiquiú In The 18th Century,” November 15, 2019, Museo Cultural de Santa Fe, Santa Fe, NM.

“New Mexico History through Music,” December 5, 2019, student tour of the New Mexico State Records Center and Archives, Santa Fe, NM.

“Alabados, Alabanzas, Inditas, and Corridos: The Enduring Hispanic Music Traditions of New Mexico,” February 1, 2020, HGRC, Albuquerque, NM.

“Catholic Church History of New Mexico,” February 2, 2020, Archdiocese of Santa Fe, Seminarian Retreat, Albuquerque, NM.

“Nuestras Madrecitas: Women in Our History,” February 12, 2020, Tertulia Histórica, SRCA, Santa Fe, NM.

“History of Hispanic Music in New Mexico,” February 26, 2020, Westerners Association, Hilton Hotel, Albuquerque, NM.

## Virtual Presentations

Because of COVID-19, effective March 16, 2020, all history presentations were done virtually via ZOOM, FB, and YT.

“New Mexico Hispano Music through History,” April 10, 2020, Our Fair New Mexico: A Virtual Concert Series, Department of Cultural Affairs (sponsored).

“Alabados, Alabanzas, Inditas, and Corridos: The Enduring Music Traditions of Hispanic New Mexico,” May 6, 2020, Starting Conversations Series, New Mexico Humanities Council (sponsored).

“Mulattos of Cochiti: Caste and Race in Colonial New Mexico,” May 27, 2020, Friends of New Mexico History (sponsored).

“State Historian’s Top 5 History Books,” May 29, 2020, Fray Angelico Chavez Library (sponsored).

“Nuestras Madrecitas: Women in Our History,” video/lecture power point (FB, YT, OSH website).

## Tour of Archives

Educational Tour of State Archives, December 5, 2019

## Print Articles

“Corridos My Father Sang To Me,” *El Palacio* 125, no.2 (Summer 2020): 30-33.

“Vicente Fernández Ginzo Ron y Tovar: 18<sup>th</sup> Century Spanish Settler of New Mexico,” *New Mexico Genealogist* 59, no. 2 (June 2020): 67-72.

## Videos posted to newmexicohistory.org, FB and YT

As a response to the COVID-19 pandemic, the state historian created an on-line series of presentations for FB and YT called “New Mexico History in 10 Minutes.” For FY20, 23 episodes were posted to FB, YT and the OSH web site with approximately 10,500 views to date.

## National History Day

Albuquerque, February 14, 2020  
State Emcee - Albuquerque, April 4, 2020

## Deputy State Historian Activities

The position of deputy state historian was vacant during FY 2020.



A Regular at Santa Fe Grub Hub

# New Mexico Historical Records Advisory Board

The NMHRAB was established in 1975 to serve as the central advisory body for reviewing grant proposals submitted by state and local governmental entities or private record repositories to the National Historical Publications and Records Commission (NHPRC). The board has since become one of the leading advocates for the preservation of New Mexico's historical records, stimulating public access to those records, and promoting a broad range of training. These efforts are made possible through grants from the NHPRC.

The SRCA received an NHPRC grant (RC-100008-17) in the amount of \$65,000 to be divided between FY 2020 and FY 2021. The grant provides funding for the NMHRAB re-grant program. The award is 63 percent of the budgeted project cost of \$102,500. The remaining 37 percent is being provided by the state of New Mexico.

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## Re-grant Program

The board received grant applications requesting totaling \$42,726.00 for the FY 2020 grant cycle. The board awarded \$28,974.80 in federal funds to 4 grant applicants at its 2019 meeting. The grants administrator prepared notification letters, together with all corresponding documentation for the FY 2020 grant awards. All agreements were executed in a timely fashion. The five-year funding overview is as follows:

Fiscal Years	No. of Applicants	No. of Awards	No. of New Recipients	Funds Requested	Funds Awarded
2015	17	9	5	\$103,229.93	\$44,786.16
2016	19	8	8	\$125,937.16	\$37,021.23
2017	6	6	6	\$43,724.60	\$35,003.45
2018	8	6	2	\$46,040.95	\$24,999.69
2019	8	7	2	\$52,797.00	\$28,873.00

The following is a list of FY 2020 award recipients and funding amounts:

Grant Recipient	Amount Awarded
Pueblo of Zuni	\$3,929.09
New Mexico Farm and Ranch Heritage Museum	\$2,913.00
The School for Advanced Research	\$7,650.00
Pueblo of Pojoaque - Poeh Cultural Center	\$2,550.00

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## **FY 2020 Re-grant Summaries**

### **20-02 Pueblo of Zuni**

The Zuni tribal archives requested NMHRAB funds to augment the pueblo's oral history tradition with archival material documenting early tribal governance and federal interactions. The archives are of regional and national significance but were at risk because of a lack of funding and from neglect. As an initiative of the tribal archivist and Pueblo of Zuni government, the Zuni Tribal Archives, Part II: Rescuing, Reviving, and Reclaiming Tribal History (ZTAII) project aimed at recovering and make usable this archival material. The FY2020 NMHRAB grant supported the first stage of the work: obtaining a preservation assessment and processing the most vulnerable historical materials. The preservation assessment sought to provide a treatment plan for rescuing and caring for this community resource in the immediate future and the long-term. The balance of the grant and tribal funds were to be used to allow the tribal archivist to process and rehouse many of the most important documents. The collection consists of approximately 100 linear feet of the most important documents. ZTAII is a multi-year project to rehabilitate the collections and provide a secure and accessible archival facility.

Zuni was able to complete the survey of its holdings before the onset of the pandemic. The pueblo requested \$7,979.05 in reimbursement of the \$8,500 awarded.

### **20-01 New Mexico Farm and Ranch Heritage Museum**

The New Mexico Farm and Ranch Heritage Museum (NMFRHM) sought funds to transfer more than 900 cassette tapes including 569 cassette tapes specific to the museum's Oral History Program to electronic format, back up the data, and capture the descriptive metadata. The vendor converted cassette tapes to a digital file. The museum also acquired a high-quality duplicate of the original recording (preservation copy) and an access copy. The project includes 715 oral history tapes. With sufficient funding, the project digitized up to 965 tapes, including minutes from board meetings and taped lectures. The work followed the Professional Guidelines for Digitizing Archival Materials for Electronic Access from the National Archives and Records Administration as the standard.

NMFRHM completed its project and requested reimbursement of \$7,990.00.

### **20-04 The School for Advanced Research**

The School for Advanced Research (SAR) in Santa Fe, New Mexico, sought funds to improve the preservation and access to six collections: the Indian Arts Fund records; the Martha and Amelia White papers; the Edgar Lee Hewett papers; the Alice Cunningham Fletcher and Edgar Lee Hewett correspondence; Southwest Indian Fair records; and the Daniel T. Kelly files. The project's goal was to increase access to our collections by creating records for inclusion on the Rocky Mountain Online Archive (RMOA); five SAR collections are already on RMOA. The records will also be included in the SAR library collections database, accessible to the public free of charge. SAR's long-term goal is to develop records for all 34 of its collections for RMOA and institutional library database.

SAR was unable to complete its project due to the COVID-19 pandemic and requested reimbursement of \$3,043.80 of the \$5,855.40 awarded.

### **20-05 Pueblo of Pojoaque-Poeh Cultural Center**

The Pueblo of Pojoaque-Poeh Cultural Center requested NMHRAB funds to initiate a preservation and access project that would follow archival storage materials, policies, and procedures utilized by institutions such as the National Archives. The project planned to purchase storage supplies and to facilitate public access to the collection of original documents, photos, culturally significant video and audio tapes, maps, local architectural blueprints. The tribal government collection consists of approximately 84 linear feet of a variety of media.

The Poeh Cultural Center ordered the supplies needed to rehouse archival material, but the Pueblo of Pojoaque closed the facility completely with the onset of the COVID-19 pandemic. The pueblo requested reimbursement of \$2,503.30 of the \$6,629.40.

Unexpended funds in the amount of \$7,458.65 from FY2020 grants were rolled over into FY2021

## Educational Programming and Outreach

The grants administrator and state historian traveled to several cities around the state to hold informational workshops. The purpose of the workshops was to inform potential applicants about the program, discuss changes to the FY 2020 application, answer questions, and promote the re-grant program. The grants administrator gave two public in person trainings at the SRCA on October 25, 2019 and November 13, 2019.

Due to the COVID-19 pandemic and the closing of public facilities, there were no NMHRAB educational workshops during the third and fourth quarters of FY 2020.

The grants administrator drafted public service announcements regarding the re-grant program and sent them to KUNM (Albuquerque), KSFR (Santa Fe), KENW (Portales), and KRWG (Las Cruces).

Technical assistance was provided on approximately 320 occasions by the grants administrator. Assistance consisted of providing advice, answering questions regarding NMHRAB grant guidelines and reporting requirements, and assisting with grant applications.

Because of a job opportunity in California, grants administrator Thomas Shumaker left the OSH Division on June 12, 2020. State Historian Robert Martínez is interim grants administrator for the foreseeable future.

The Historical Information Network and Tracking System (HINTS), a directory of historical records repositories, was also updated. Ten updates were made for the following HINTS repositories:

CALL FOR UPDATES	6/4/2019
SFTA, End of the Trail Chapter	6/4/2019
Pecos National Historical Park	6/4/2019
NMJHS	6/4/2019
Moriarty Historical Museum	6/4/2019
Corrales Historical Society Archives	6/18/2019
Las Vegas Museum and Rough Rider	6/18/2019
Artesia Historical Museum	6/18/2019
Las Vegas Library	6/26/2019
Los Alamos County Administrator	6/26/2019
Los Alamos County Clerk	6/26/2019

The HINTS directory ceased to be operational when the SRCA website was updated recently.

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Covid Safe Parade,  
Woman Decorating Car



Covid Safe  
Practicing

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# NMHRAB Members

The following are the FY 2020 board members, the number of terms served, and their term expirations:

Board Members	Terms Served	Term Expires
Lisa Johnston, Assistant City Clerk City of Artesia	6th Term	September 25, 2021
Ryan Flahive, Archivist Institute of American Indian Arts	3rd Term	March 10, 2021
Elizabeth Ehrnst, The Georgia O'Keeffe Museum	1st Term	September 25, 2021
Mr. Robert Martínez, State Historian and Deputy Chair	N/A	Ex officio
Rick Hendricks, State Records Administrator & Chair	N/A	Ex officio



NATIONAL  
ARCHIVES

NATIONAL HISTORICAL  
PUBLICATIONS  
& RECORDS COMMISSION



**US National Archives** @USNatArchives · 28m

Archivist of the United States @dferriero recognizes and thanks the mission-essential staff of the National Personnel Records Center (NPRC).



Heroes Work Here

The National Archives is home to an abundance of remarkable records that chronicle and celebrate the rich history of our nation. It is a privileg...

[aotus.blogs.archives.gov](https://aotus.blogs.archives.gov)

NARA Tweet From the Achivist of the US

## Your Access to Public Information



# INFORMATION TECHNOLOGY MANAGEMENT DIVISION

## PURPOSE

The Information Technology Management Division (ITMD) provides a broad range of technical services and support to the New Mexico State Records Center and Archives (SRCA) staff; supports the agency's strategic goals and initiatives; maintains secure and reliable local and wide area networks; and ensures business continuity through a robust information infrastructure that includes the acquisition, installation, maintenance, and upgrade of hardware and software.

The division is comprised of three staff members: an IT End User Support III, an IT Network Administrator I, and the Division Director who also serves as the Chief Information Officer (CIO). The CIO provides leadership, direction, and tactical planning related to the agency's current and future use of technology. The ITMD staff provides its expertise and knowledge in support of the commission's stated mission and statutory mandates.

In November of 2019, long time CIO Pete Chacon retired and was replaced in January 2020 by Robert Wise. Robert had 19 years of IT experience at the State Records Center and Archives before accepting the position of division director and title of CIO. During the remainder of FY 2020, the ITMD staff operated with only two positions due to the governor mandated hiring freeze brought on by the worldwide coronavirus pandemic.

## ACCOMPLISHMENTS

### Annual IT Plan

The annual Information Technology Plan is one of the agency's most important administrative and budgetary tools. Developed by CIO Pete Chacon, with input from staff, this blueprint outlines the vision for the

use of technology at the agency, defines the agency's technological infrastructure and environment, sets forth goals and objectives, describes and justifies future IT-dependent projects, provides critical budgetary information, and establishes replacement schedules for hardware and software. This three to five-year planning document allows the agency to address its current and future IT needs, and highlights the importance of IT in the day-to-day operations of the agency.

### Centralized Electronic Records Repository Project

The ITMD staff continues to provide a supporting role as the project has gone into production. Management of the production hardware includes real-time duplication of the data entered into the production database to a secondary database. Backup of the production server is done on a nightly basis. Installation and configuration of the HPE Content Manager software on new computers is also done by ITMD staff. One pilot agency is currently using the production system and connected to our network, which is frequently monitored.

### Agency Website Support

After the FY 2019 redesign of *newmexicohistory.org* and the *nmcpr.state.nm.us* websites, in FY 2020, ITMD worked tirelessly to update these sites and confirm data integrity after the websites were transferred into another content management system. As the agency's public face, the websites were continually updated throughout the year to be current with all aspects of agency business.

*newmexicohistory.org*:

ITMD continued its support and updates to the website links for the *Video of the Month* and the *Tertulia Histórica*

*Lecture Series.* During telework, State Historian Rob Martínez's video series, *New Mexico History in 10 Minutes* link was published on the website and the agency's YouTube channel.

[srca.nm.gov](http://srca.nm.gov):

To provide separation and direct navigation to the website and avoid confusion with the agency's active directory name, the agency's website was renamed to [www.srca.nm.gov](http://www.srca.nm.gov) to follow the state's protocol convention of naming websites.

The ITMD did a comprehensive evaluation during FY 2020 of all files in both the *New Mexico Register* and New Mexico Administrative Code (NMAC) websites to verify that the new websites were completely up to date and ready to be the official website for current rules for the State of New Mexico. It became the official website for current rules the last day of FY 2020.

## Digital Archives Repository and Other Digital Initiatives

The ITMD staff continued to provide necessary disk storage and backup capabilities. At the end of FY 2020, the total number of assets residing in the Digital Archives Repository was at 1,543,408 files resulting in the need for 78 terabytes of disk storage and backup capacity.

## Other Accomplishments

*Agency upgrades for telework:*

During the latter part of FY2020, The ITMD working with the guidance of State Records Administrator, Dr. Rick Hendricks and Deputy State Records Administrator, Georgette Chávez, started to develop an agency-wide plan to equip SRCA staff members the ability to work at home (telework) during the early stages of the coronavirus pandemic. When the announcement came from Governor Michelle Lujan Grisham in March 2020 that all state agencies buildings must close and state workers had to continue their duties while teleworking, SRCA was immediately able to implement teleworking plans without any interruption of services to staff, state agencies, and private citizens. Successful teleworking continued throughout FY 2020.

The ITMD staff also assisted with the development of the annual IT budget request, the approval of IT related request for proposals, contracts, and purchase requests, as well as completion of the annual IT inventory. Additionally, the division continued to set up new desktop computers for new employees and replaced others identified on the maintenance schedule. Using its internal helpdesk application, the ITMD also responded to 368 help desk tickets for various IT related requests.



Acknowledging America's Heroes

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# RECORDS MANAGEMENT DIVISION

## PURPOSE

The Records Management Division (RMD) 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. This includes retention, storage, and disposition of records to ensure that information is available when and where it is needed in an organized and efficient manner and in the appropriate environment. In addition, the RMD staff guides agencies in the establishment of policies and recordkeeping requirements that allow the organization to establish and maintain control over their information workflow and administrative operations.

## ACCOMPLISHMENTS

### Agency Analysis Bureau

The Agency Analysis Bureau is responsible for the development of records retention and disposition schedules (RRDS) that identify, describe, and establish retention periods for records of state and local governmental agencies. The bureau also provides training on records and information management. During FY 2020, the functional RRDS (1.21.2 NMAC, Retention and Disposition of Public Records) amended retentions and clarified some classifications. The bureau conducted records survey with the Gaming Control Board and Nursing Board to assist in creating records management policies. The bureau also conducted a records assessment to assist the General Service Department and Department of Finance, Local Government Division. This included an on-site determination of records classification, records disposition, and implementation of processes to partially index legacy records that were in an environment that was not ideal for the storage of records. The bureau reviewed and prepared 867 boxes for destruction and 489 boxes for storage for General

Service Department and reviewed and prepared 403 boxes for destruction and 283 boxes for storage for the Local Government Division with Department of Finance.

### Records Management Program Development

In an effort to satisfy its statutory mandate to create a records management program for state agencies, the agency analysis bureau continues development and implementation of a comprehensive program at the Commission of Public Records (CPR) in FY 2020. Program development has included the creation of a management structure, records management policies, file plans, and procedures for implementation. Records and information management trainings are being offered to state, judicial, and local government bodies on current records management laws and best practices. In FY 2020 the Agency Analysis Bureau conducted 45 records and information management trainings. There were 558 record liaison officers, chief records officers, and government employees that attended these trainings.

### Centralized Electronic Records Repository

A key component of the comprehensive records management program has been developing an approach to managing electronic records, particularly e-mail messages. A continuing goal of the agency has been to obtain an electronic records management system (ERMS) that will function as a Centralized Electronic Records repository (CERR) for state agencies. As reported in the previous annual report, the CPR initially received \$150,000 in the 2008 General Appropriations Act for phase one of the project and \$1,272,400 (\$450.0, Laws 2012, Chapter 19, Section 7 and \$822.4, Laws 2013, Chapter 227, Section 7) to continue through deployment. In FY 2009 Vincent and Associates was selected to conduct a needs assessment. The needs assessment provided the information required to select and acquire software, hardware, and



integration services. Hewlett Packard's (HP) TRIM application was chosen, and the CERR team used the information to analyze implementation models, develop planning documentation to move the project from the initiation phase to the planning phase, and to select an implementation model.

In conjunction with the CERR integrators, Information First, the team deployed the CERR solution design to the CPR as the model agency for the project. Selection of the first pilot agency was also completed, and an MOU was signed between the Pilot and the CPR. Funding for the project expired at the end of FY 2017, and the decision was made to complete the deployment of the two pilot agencies with in-house resources.

In FY 2017 the CERR team had participated in, reviewed, and approved the following:

- CERR deliverables:
- Project Management and Reporting;
- HP Records Manager End User Training;
- Prep for Model Agency Deployment to Procuring Agency;
- Deployment of Model Agency Solution; and
- User Acceptance Testing.

In FY 2018 the CERR team continued to meet regularly. It identified the Economic Development Department as the first pilot agency for deployment. Deployment work in FY 2018 with Pilot Agency 1 included the following:

- Project Management and Reporting;
- Assessment of existing records management environment;
- Records and information management training;
- Records surveys; and
- Development of policies, procedures, and file plans.

In FY 2019 the CERR team continued working with the New Mexico Economic Development Department. Implementation work in FY 2019 included the following:

- Records and information management training;
- Records surveys;
- Development of policies, procedures, and file plans;
- Adding and removing employees from the CERR system; and

- Ingesting Economic Development Department email records into the CERR repository.

In FY 2020 the CERR team continued working with the New Mexico Economic Development Department. During FY 2020 the project has accomplished the following:

- State Records Center and Archives:
  - o Records and information management training;
  - o Adding and removing employees from the CERR system; and
  - o Ingested 21,813 email records into the CERR repository.
- Economic Development Department:
  - o Records and information management training;
  - o Adding and removing employees from the CERR system; and
- Ingested 77,726 email records into the CERR repository..

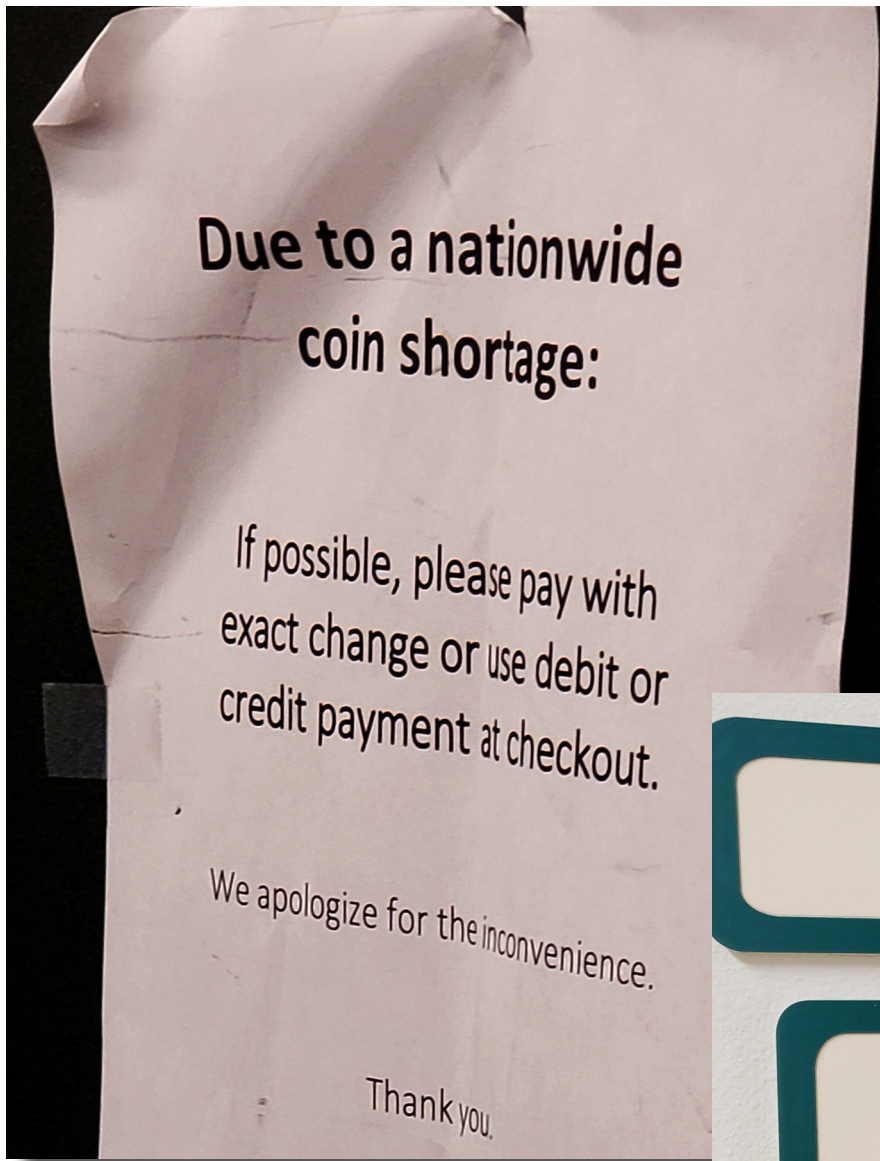
## Records Center Bureau

The Record Center Bureau provides storage for inactive or infrequently used paper records of state agencies. Staff tracks the status, retention, and disposition of approximately 245,821 boxes of paper and rolls of microfilm. Additionally, secure and controlled facilities in Albuquerque and Santa Fe are available to state agencies and public entities to dispose of their public records that have met their legal retention. These services are a cost savings benefit to those it serves and allows confidential and sensitive information to be protected and disposed of properly.

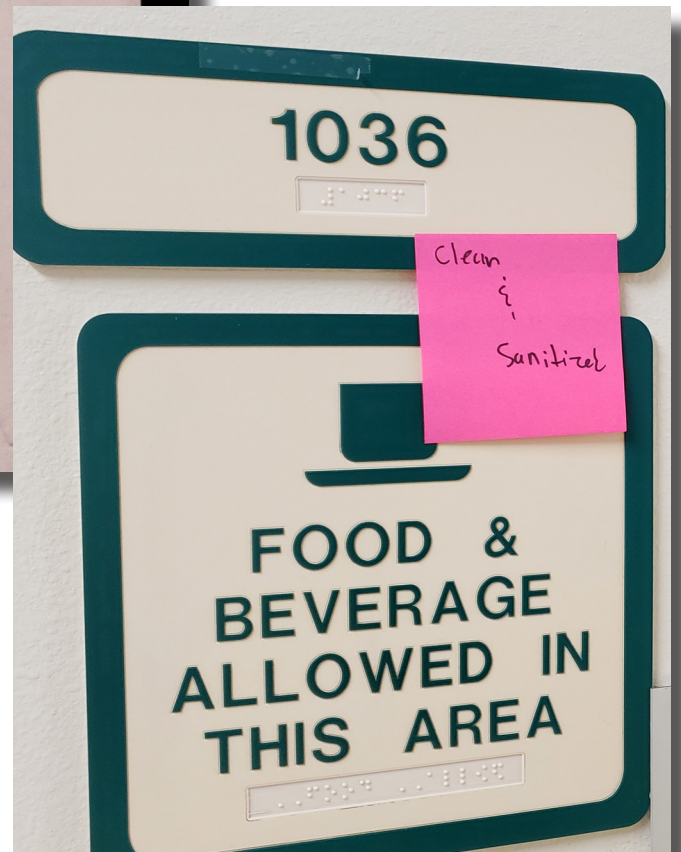
Records center staff sold 8,575 boxes in FY 2020, invoiced agencies a total of \$17,150. Records center staff invoiced approximately \$40,000 for services provided including: active records, records excluded from destruction, box storage (beyond retention), and monthly destruction

During FY 2020 the two facilities processed 3,785 cubic feet of records for new storage. The FY 2020 ending inventory reflected 92,336 cubic feet of records in storage, an increase of 2,436 cubic feet over the FY 2019 ending inventory.





Changing Signs for Changing Times



## Storage and disposition activity for the records centers:

Executive Agency	Starting Inventory 7/1/2019	Boxes Brought in for Storage	Boxes Withdrawn	Boxes Returned	Boxes Perm Withdrawn	Boxes Transferred To Archives	Boxes Destroyed in the Records Center	Boxes brought in for Destruction	Ending Inventory 6/30/2020
Administrative Hearing Office	80	0	0	14	0	0	0	0	94
Aging and Long-Term Services Department	529	44	14	0	0	0	0	24	559
Architects, New Mexico Board of Examiners for	92	0	15	1	0	0	0	0	78
Attorney General, Office of the	2,921	28	3	0	0	0	0	0	2,946
Auditor, Office of the New Mexico State	75	0	0	0	0	0	0	0	75
Blind & Visually Impaired, New Mexico School for the	60	0	2	0	0	0	0	0	58
Blind, New Mexico Commission for	0	0	0	0	0	0	0	0	0
Children Youth and Families Department	5,572	603	73	41	0	0	0	165	6,443
Corrections Department, New Mexico	15,204	581	136	203	0	0	0	98	15,852
Crime Victims Reparation Commission	1,177	0	22	20	0	0	0	0	1,175
Cultural Affairs, New Mexico Department of	98	0	0	0	0	0	0	64	98
Deaf and Hard of Hearing, Commission of	0	0	0	0	0	0	0	0	0

Developmental Disabilities Planning Council	18	0	0	0	0	0	0	33	18
Economic Development Department	18	0	0	0	0	0	0	0	18
Education Department, Public	594	128	1	11	0	0	0	28	732
Educational Retirement Board, New Mexico	446	50	1	1	0	0	0	0	496
Energy, Minerals and Natural Resources Department	598	0	0	0	0	0	0	0	598
Engineer, Office of the State	332	2	0	0	0	0	0	0	334
Engineers and Professional Surveyors, Board of Licensure for	26	0	0	0	0	0	0	0	26
Environment Department, New Mexico	2,639	212	25	12	28	0	0	0	2,810
Finance and Administration, Department of	554	283	2	5	0	0	0	61	840
Finance Authority, New Mexico	0	0	0	0	0	0	0	0	0
Game and Fish, New Mexico Department of	3	0	0	0	0	0	0	0	3
Gaming Control Board, New Mexico	10	0	0	0	0	0	0	0	10
General Services Department, New Mexico	775	640	0	0	0	0	0	1094	1,415
Governor, Office of the	373	22	0	0	0	0	0	0	395

Health Policy Commission, New Mexico	33	0	0	0	0	0	0	0	33
Health, New Mexico Department of	9,468	330	157	169	0	0	68088	253	9,130
Higher Education Department	78	0	2	0	0	0	0	0	76
Homeland Security and Emergency Management, New Mexico	0	0	0	0	0	0	0	0	0
Human Services Department, New Mexico	9,441	72	1	1	0	0	0	0	9,513
Indian Affairs Department, New Mexico	2	0	0	0	0	0	0	0	2
Information Technology, New Mexico Department of	25	0	0	0	0	0	0	0	25
Investment Council, New Mexico State	70	0	0	0	0	0	0	0	70
Juvenile Public Safety Advisory Board	31	0	0	0	0	0	0	0	31
Land Office, State of New Mexico	269	0	0	0	0	0	0	23	269
Lieutenant Governor's Office	23	0	0	0	0	0	0	0	23
Livestock Board, New Mexico	838	0	16	0	0	0	0	0	822
Martin Luther King Jr. Commission	0	0	0	0	0	0	0	0	0
Medical Board, New Mexico	764	0	48	27	0	0	0	0	743
Military Affairs, New Mexico Department of	1,277	0	0	2	52	0	0	0	1,227

## *Your Access to Public Information*



Natural Resources Trustee, Office of the	0	0	0	0	0	0	0	0	0
Nursing, New Mexico Board of	934	0	140	185	0	0	0	0	979
Parole Board, New Mexico	1,723	0	8	9	0	0	0	0	1,724
Personnel Office, New Mexico State	1,644	58	179	154	0	0	0	0	1,677
Public Defender Department, New Mexico	2,808	0	8	4	0	0	0	0	2,804
Public Employees Retirement Association of New Mexico	1,585	0	20	0	80	0	0	0	1,485
Public Records, Commission of	234	6	44	45	0	0	0	2	241
Public Regulation Commission, New Mexico	2,300	0	46	6	0	0	0	0	2,260
Public Safety, New Mexico Department of	247	0	0	0	0	0	0	0	247
Public School Facilities Authority, New Mexico	147	0	1	0	0	0	0	0	146
Public School Insurance Authority, New Mexico	191	0	1	0	0	0	0	0	190
Racing Commission, New Mexico	0	0	0	0	0	0	0	48	0
Regulation and Licensing Department, New Mexico	3,396	251	330	10	0	0	0	297	3,327
Retiree Health Care Authority	0	0	0	0	0	0	0	0	0
School for the Deaf, New Mexico	100	0	22	4	0	0	0	0	82

Secretary of State, New Mexico	1,011	0	6	2	0	0	0	0	1,007
State Fair Commission	0	0	0	0	0	0	0	0	0
Status of Women, New Mexico Commission of	64	0	0	3	0	0	0	0	67
Superintendent of Insurance, Office of the	1,668	282	112	46	0	0	0	0	1,884
Taxation and Revenue Department, New Mexico	1,008	45	1	0	0	0	0	52	1,052
Tourism Department, New Mexico	0	0	0	0	0	0	0	0	0
Transportation, New Mexico Department of	219	0	0	0	0	0	0	89	219
Treasurer, New Mexico State	32	0	0	0	0	0	0	21	32
Veterans' Services, New Mexico	0	0	0	0	0	0	0	0	0
Veterinary Medicine, New Mexico Board of	5	0	0	0	0	0	0	0	5
Vocational Rehabilitation, New Mexico Division of	93	0	0	0	0	0	0	0	93
Workers' Compensation Administration	89	0	0	22	0	0	0	16	111
Workforce Solutions, New Mexico Department of	1,058	22	32	0	0	0	0	0	1,048
Youth Conservation Corps, New Mexico	36	0	0	0	0	0	0	0	36
<b>TOTAL EXECUTIVE AGENCIES</b>	<b>75,405</b>	<b>3,659</b>	<b>1,469</b>	<b>998</b>	<b>160</b>	<b>0</b>	<b>680</b>	<b>2,356</b>	<b>77,753</b>

# *Your Access to Public Information*

<b>NON-EXECUTIVE AGENCIES</b>	<b>Starting Inventory 07/01/19</b>	<b>Boxes Brought In for Storage</b>	<b>Boxes Withdrawn</b>	<b>Boxes Returned</b>	<b>Boxes Perm Withdrawn</b>	<b>Boxes Transferred to Archives</b>	<b>Boxes Destroyed in the Records Center</b>	<b>Boxes brought in for Destruction</b>	<b>Ending Inventory 6/30/2020</b>
Administrative Office of the Courts	77	0	0	0	0	0	0	0	77
Colleges/ Universities	115	0	0	0	0	0	0	438	115
Compilation Commission, New Mexico	0	0	0	0	0	0	0	0	0
Congress of the United States	31	0	0	0	0	0	0	0	31
Counties	0	0	0	0	0	0	0	40	0
Court of Appeals, New Mexico	79	0	0	0	0	0	0	0	79
District Attorney Offices	7,860	0	92	48	0	0	0	440	7,816
District Attorneys, Administrative Office of the	7	0	0	0	0	0	0	0	7
District Courts	0	0	4	52	0	0	0	7	48
Judicial Standards Commission, New Mexico	0	0	0	1	0	0	0	0	1
Legislative Council Service, New Mexico	3,570	117	55	16	0	0	0	0	3,648
Legislative Education Study Committee, New Mexico	7	0	0	0	0	0	0	0	7
Legislative Finance Committee, New Mexico	573	0	17	14	0	0	0	0	570
Legislative House/ Senate	13	0	0	0	0	0	0	0	22
Legislative Maintenance	9	0	0	0	0	0	0	0	9
Magistrate Courts	6	0	0	0	0	0	0	270	6

Metropolitan Court, Bernalillo County	1,842	0	198	206	7	0	0	0	1,843
Municipalities	0	0	0	0	0	0	0	0	0
School Districts	0	0	0	0	0	0	0	0	0
Silver City Consolidated	0	0	0	0	0	0	0	0	0
Supreme Court, New Mexico	306	0	2	0	0	0	0	0	304
Supreme Court Law Library, State of New Mexico	0	0	0	0	0	0	0	0	0
<b>TOTAL NON- EXECUTIVE AGENCIES</b>	<b>14,495</b>	<b>126</b>	<b>368</b>	<b>337</b>	<b>7</b>	<b>0</b>	<b>0</b>	<b>1,195</b>	<b>14,583</b>
<b>GRAND TOTAL</b>	<b>89,900</b>	<b>3,785</b>	<b>1,837</b>	<b>1,335</b>	<b>167</b>	<b>0</b>	<b>680</b>	<b>3,551</b>	<b>92,336</b>

The Record Center Bureau is tasked with providing guidance and assistance in the creation and approval of microphotography plans that allow agencies to convert paper public records to a microfilm or digital format as well as provide safe and secure environments for the storage of microfilm, electronic media and paper records. Through its film inspection program, it monitored the microform (microfilm and microfiche), computer output microfilm (COM), and electronic-imaging production by state agencies and the district courts for adherence to standards promulgated as rules by the CPR. The records center bureau also provides guidance to state agencies, courts, and local governmental offices on the management of electronic records.

### Number of microforms inspected, stored, transferred, withdrawn, and destroyed:

Executive Agency	Beginning Inventory 7/1/2019	Microform Inspected	Microform Accepted into Storage	Microform Destroyed	Microfilm Transferred to Archives	Rolls of Film Permanently Withdrawn	Rolls of Film Withdrawn	Rolls of Film Returned	Ending Inventory 6/30/2020
Attorney General Office	31	0	0	0	0	0	0	0	31
Corrections Department	401	0	0	0	0	0	0	0	401
Cultural Affairs Department	972	0	0	0	0	0	0	0	972
Division of Vocational Rehabilitation	1	0	0	0	0	0	0	0	1
Education Department, Public	125	0	0	0	0	0	0	0	125
Educational Retirement Board	713	0	0	0	0	0	0	0	713



Energy, Minerals, and Natural Resources Department	1,045	0	0	0	0	0	0	0	1,045
Engineer, Office of the State	10,458	0	0	0	0	0	0	0	10,458
Environment, Department of	115	0	0	0	0	0	0	0	115
Finance and Administration, Department of	711	0	0	0	0	0	0	0	711
Game and Fish, Department of	17	0	0	0	0	0	0	0	17
General Services Department	87	0	0	0	0	0	0	0	87
Governor, Office of the	33	0	0	0	0	0	0	0	33
Health, Department of	999	0	0	0	0	0	0	0	999
Human Services, Department of	286	0	0	0	0	0	0	0	286
Investment Council, State	6	0	0	0	0	0	0	0	6
Land Office, New Mexico State	2,016	0	0	0	0	0	0	0	2,016
Livestock Board	2	0	0	0	0	0	0	0	2
Nursing, Board of	1	0	0	0	0	0	0	0	1
Personnel Office, State	1,071	0	0	0	0	0	0	0	1,071
Professional Engineers and Professional Surveyors, State Board of Licensure for	304	0	0	0	0	0	0	0	304
Public Regulation Commission	9,486	0	0	0	0	0	0	0	9,486
Public Safety, Department of	17	0	0	0	0	0	0	0	17
Records, Commission of Public	38,327	0	0	0	0	0	2	4	38,321
Regulation and Licensing Department	239	0	0	0	0	0	0	0	239
Secretary of State, Office of the	8,700	0	0	0	0	0	0	0	8,700

Superintendent of Insurance, Office of	19	0	0	0	0	0	0	0	19
Taxation and Revenue Department	60,381	0	2,878	0	0	0	13	8	63,238
Transportation, Department of	4,523	0	0	0	0	0	0	0	4,523
Veteran's Service Department of	0	0	0	0	0	0	0	0	0
Worker's Compensation Administration	456	0	0	0	0	0	0	0	456
Workforce Solutions Department	7	0	0	0	0	0	0	0	7
<b>TOTAL EXECUTIVE AGENCIES</b>	<b>141,549</b>	<b>0</b>	<b>2,878</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>15</b>	<b>12</b>	<b>144,400</b>

Non-executive Agency	Beginning Inventory 7/1/2019	Microforms Inspected	Microforms Accepted into Storage	Microforms Destroyed	Microfilm Transferred to Archives	Rolls of Film Permanently Withdrawn	Rolls of Film Withdrawn	Rolls of Film Returned	Ending Inventory 6/30/2020
Colleges/Universities	154	0	0	0	0	0	0	0	154
Counties	2,617	0	0	0	0	16	1	0	2,616
Court of Appeals	0	0	0	0	0	0	0	0	0
District Attorneys	504	0	0	0	0	0	0	0	504
District Courts	2,313	629	99	0	0	0	10	31	2,371
Judicial Standards Commission	133	0	0	0	0	0	0	0	133
Municipalities	2,085	0	0	0	0	1	0	0	2,085
School Districts	1,029	0	0	0	0	0	0	0	1,029
Silver City Consolidated	176	0	0	0	0	0	0	0	176
Supreme Court	17	0	0	0	0	0	0	0	17
<b>TOTAL NON-EXECUTIVE AGENCIES</b>	<b>9,028</b>	<b>629</b>	<b>99</b>	<b>0</b>	<b>0</b>	<b>17</b>	<b>11</b>	<b>31</b>	<b>9,085</b>
<b>GRAND TOTAL</b>	<b>150,577</b>	<b>629</b>	<b>2,977</b>	<b>0</b>	<b>0</b>	<b>17</b>	<b>26</b>	<b>43</b>	<b>153,485</b>



# FY2020 AUDIT STATEMENTS

STATE OF NEW MEXICO  
Commission of Public Records  
Statement of Net Position  
June 30, 2020

Exhibit A-1

	<u>Governmental Activities</u>
<b>Assets</b>	
<b>Current assets</b>	
State general fund investment pool	\$ 357,366
Petty cash	200
Receivables, net	31,109
Due from federal government	22,388
<b>Total current assets</b>	<u>411,063</u>
<b>Noncurrent assets</b>	
Capital assets, net	148,682
<b>Total noncurrent assets</b>	<u>148,682</u>
<b>Total assets</b>	<u>559,745</u>
<b>Liabilities</b>	
<b>Current liabilities</b>	
Accounts payable	\$ 8,376
Accrued salaries and benefits	98,482
Due to state general fund	65
Accrued compensated absences (due within one year)	99,320
<b>Total current liabilities</b>	<u>206,243</u>
<b>Noncurrent liabilities</b>	
Accrued compensated absences	3,974
<b>Total noncurrent liabilities</b>	<u>3,974</u>
<b>Total liabilities</b>	<u>210,217</u>
<b>Net position</b>	
Net investment in capital assets	148,682
<b>Restricted for:</b>	
General Fund	25,699
Special Revenue	5,928
Unrestricted	169,219
<b>Total net position</b>	<u>349,528</u>
<b>Total liabilities and net position</b>	<u>\$ 559,745</u>



**STATE OF NEW MEXICO**  
**Commission of Public Records**  
**Statement of Activities**  
**For the Year Ended June 30, 2020**

Exhibit A-2

	<b>Governmental Activities</b>
<b>Program expenses</b>	
Personal services and employee benefits	\$ 2,310,039
Contractual services	169,976
Other costs	196,618
Depreciation expense	35,680
Change in compensated Absence	1,360
<b>Total program expenses</b>	<u>2,713,673</u>
<b>Program revenues</b>	
Charges for Service	21
Intergovernmental Revenues-federal	21,918
Sales	149,504
<b>Total program revenues</b>	<u>171,443</u>
<b>Net program expense</b>	<u>(2,542,230)</u>
<b>General revenues (expenses)</b>	
State general fund appropriations	2,513,100
Other financing sources	72,653
Reversions to the state general fund FY 2020	(116,032)
<b>Total general revenues</b>	<u>2,469,721</u>
<b>Change in net position</b>	<u>(72,509)</u>
<b>Net position, beginning of year</b>	422,037
<b>Net position - end of the year</b>	<u>\$ 349,528</u>

**STATE OF NEW MEXICO**  
**Commission of Public Records**  
**Balance Sheet**  
**Governmental Funds**  
**For the Year Ended June 30, 2020**

Exhibit B-1  
Page 1 of 2

	<u>General Fund</u>	<u>Non-Major Funds</u>	<u>Total</u>
<b>Assets</b>			
State general Fund Investment pool	\$ 105,773	\$ 5,928	\$ 111,701
Petty Cash	50	-	50
Due from federal government	22,388	-	22,388
<b>Total assets</b>	<u>\$ 128,211</u>	<u>\$ 5,928</u>	<u>\$ 134,139</u>
<b>Liabilities and fund balance</b>			
<b>Liabilities</b>			
Accounts payable	\$ 3,965	\$ -	\$ 3,965
Accrued salaries and benefits	98,482	-	98,482
Due to State general fund	65	-	65
<b>Total liabilities</b>	<u>102,512</u>	<u>-</u>	<u>102,512</u>
<b>Fund balance</b>			
Non-spendable	50	-	50
Restricted	25,649	5,928	31,577
<b>Total fund balances</b>	<u>25,699</u>	<u>5,928</u>	<u>31,627</u>
<b>Total liabilities and fund balances</b>	<u>\$ 128,211</u>	<u>\$ 5,928</u>	<u>\$ 134,139</u>

**STATE OF NEW MEXICO  
Commission of Public Records  
Governmental Funds**

Exhibit B-1  
Page 2 of 2

**Reconciliation of the Balance Sheet to the Statement of Net Position  
June 30, 2020**

<b>Total Fund Balance - Governmental Funds</b>	<b>\$</b>	<b>31,627</b>
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Amounts reported for governmental activities in the Statement of Net Position are different because:

Capital assets, net		148,682
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Internal service fund is used by commission Management to charge for resale of records, goods, services and publications. The assets and liabilities of the internal service fund is included in governmental activities in the statement of net position:

		272,513
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Long-term and certain other liabilities, including compensated absences, are not due and payable in the current period and therefore are not reported as liabilities in the funds. Long-term and other liabilities at year end consist of:

Compensated absences payable		<u>(103,294)</u>
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<b>Total net position of governmental activities</b>	<b>\$</b>	<b><u>349,528</u></b>
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**STATE OF NEW MEXICO**  
**Commission of Public Records**  
**Statement of Revenues, Expenditures, and Changes in Fund Balances**  
**Governmental Funds**  
**For the Year Ended June 30, 2020**

Exhibit B-2  
Page 1 of 2

	<u>General Fund</u>	<u>Non-Major Funds</u>	<u>Total</u>
<b>Revenues</b>			
Intergovernmental revenues-federal	\$ 21,918	\$ -	\$ 21,918
<b>Total revenue</b>	<u>21,918</u>	<u>-</u>	<u>21,918</u>
<b>Expenditures</b>			
Administrative services			
Personal services and benefits	2,310,039	-	2,310,039
Contractual services	120,003	-	120,003
Other costs	16,471	-	16,471
Capital outlay	45,126	-	45,126
<b>Total expenditures</b>	<u>2,491,639</u>	<u>-</u>	<u>2,491,639</u>
<b>Excess (deficiency) of revenues over expenditures</b>	<u>(2,469,721)</u>	<u>-</u>	<u>(2,469,721)</u>
<b>Other financing sources (uses)</b>			
Transfers in-general fund appropriation	2,513,100	-	2,513,100
Other financing sources	72,653	-	72,653
Transfers out (Reversion)	(116,032)	-	(116,032)
<b>Total other financing sources (uses)</b>	<u>2,469,721</u>	<u>-</u>	<u>2,469,721</u>
Net change in fund balance	-	-	-
Fund balance - beginning of year	<u>25,699</u>	<u>5,928</u>	<u>31,627</u>
<b>Fund balance - end of year</b>	<u>\$ 25,699</u>	<u>\$ 5,928</u>	<u>\$ 31,627</u>



**STATE OF NEW MEXICO**  
**Commission of Public Records**  
**Reconciliation of the Statement of Revenues, Expenses and Changes in Fund**  
**Balances - Governmental Funds to the Statement of Activities**  
**For the Year Ended June 30, 2020**

Exhibit B-2  
Page 2 of 2

Net Change in Fund Balance - Governmental Funds \$ -

Amounts reported for governmental activities in the statement of activities  
are different because:

Governmental funds report capital outlay as expenditures. However, in the  
statement of activities, the cost of those assets is allocated over there estimated  
useful lives and reported as depreciation expense:

Capital Expenditures recorded in capital outlay	45,126
Depreciation expense	(34,180)

Internal service fund is used by management to charge for resale of reords,  
goods, services and publications. The net (loss) revenue of the internal service  
fund is reported with governmental activities: (82,095)

Expenses reported in the statement of activities that do not require the use of  
current financial resources and therefore are not reported as expenditures in the  
governmental funds:

Increase in accrued compensated absences	(1,360)
--	---------

Change in Net Position of Governmental Activities	<u>\$ (72,509)</u>
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**STATE OF NEW MEXICO**  
**Commission of Public Records**  
**General Fund**

Exhibit C-1

**Statement of Revenues, Expenditures and Changes in Fund Balance**  
**Budget (Non-GAAP Budgetary Basis) and Actual**  
**For the Year Ended June 30, 2020**

	Budgeted Amounts			Variance Favorable (Unfavorable)
	Original	Approved Final	Actual	Final to actual
<b>Revenues</b>				
Federal funds	-	32,500	21,918	(10,582)
Other Financing sources	-	75,000	72,653	2,347
State general fund	2,600,000	2,600,000	2,513,100	(86,900)
<b>Total revenue</b>	<u>2,600,000</u>	<u>2,707,500</u>	<u>2,607,671</u>	<u>(99,829)</u>
<b>Expenditures</b>				
<b>Current</b>				
Personal services and benefits	2,500,000	2,500,000	2,310,039	189,961
Contractual services	100,000	157,292	120,003	37,289
Other costs	-	116,200	16,471	99,729
Capital outlay	-	-	45,126	(45,126)
<b>Total expenditures</b>	<u>2,600,000</u>	<u>2,773,492</u>	<u>2,491,639</u>	<u>281,853</u>
Excess of revenue over expenditures			116,032	
Reversion to the State General Fund			(116,032)	
<b>Net Change in fund balance (GAAP basis)</b>			<u>\$ -</u>	

**STATE OF NEW MEXICO**  
**Commission of Public Records**  
**Statement of Net Position**  
**Proprietary Funds**  
**June 30, 2020**

Exhibit D-1

	<b>Governmental Activities- Internal Service Fund</b>
<b>Assets</b>	
State general fund investment pool	\$ 245,665
Petty cash	150
Receivables, Net	31,109
<b>Total current assets</b>	<u>276,924</u>
<b>Noncurrent assets</b>	
Capital Assets, net	501
<b>Total noncurrent assets</b>	<u>501</u>
<b>Total Assets</b>	<u><u>\$ 277,425</u></u>
<b>Liabilities, deferred inflows and net position</b>	
<b>Liabilities</b>	
Accounts payable	\$ 4,484
Due to state general fund	-
<b>Total current liabilities</b>	<u>4,484</u>
<b>Net position</b>	
Net investment in capital asset	501
Unrestricted	272,513
<b>Total net position</b>	<u>272,941</u>
<b>Total liabilities and net position</b>	<u><u>\$ 277,425</u></u>

**STATE OF NEW MEXICO**  
**Commission of Public Records**  
**Statement of Revenues, Expenses, and Changes in Net Position**  
**Proprietary Funds**  
**For the Year Ended June 30, 2020**

Exhibit D-2

	<b>Governmental Activities-Internal Service Fund</b>
<b>Operating revenues:</b>	
Charges for services	\$ 21
Sales	149,504
<b>Total operating revenues</b>	<u>149,525</u>
<b>Operating expenses:</b>	
Contractual services	20,807
Other costs	209,386
Depreciation expense	1,500
<b>Total operating expense</b>	<u>231,693</u>
<b>Excess (deficiency) of revenues over expenditures</b>	<u>(82,168)</u>
 Net change in fund balance	 <u>(82,168)</u>
<b>Net Position, beginning of year</b>	<u>355,109</u>
<b>Net Position - end of the year</b>	<u><u>\$ 272,941</u></u>



**STATE OF NEW MEXICO**  
**Commission of Public Records**  
**Statement of Activities**  
**For the Year Ended June 30, 2020**

Exhibit A-2

	<b>Governmental Activities</b>
<b>Program expenses</b>	
Personal services and employee benefits	\$ 2,310,039
Contractual services	169,976
Other costs	196,618
Depreciation expense	35,680
Change in compensated Absence	1,360
<b>Total program expenses</b>	<u>2,713,673</u>
<b>Program revenues</b>	
Charges for Service	21
Intergovernmental Revenues-federal	21,918
Sales	149,504
<b>Total program revenues</b>	<u>171,443</u>
<b>Net program expense</b>	<u>(2,542,230)</u>
<b>General revenues (expenses)</b>	
State general fund appropriations	2,513,100
Other financing sources	72,653
Reversions to the state general fund FY 2020	(116,032)
<b>Total general revenues</b>	<u>2,469,721</u>
<b>Change in net position</b>	<u>(72,509)</u>
<b>Net position, beginning of year</b>	422,037
<b>Net position - end of the year</b>	<u><u>\$ 349,528</u></u>



*In Memoriam*  
*Albert J. Martinez, Jr.*  
*7/22/1978 ~ 12/31/2020*

*We honor all those that have lost their lives to  
the Covid-19 pandemic and send our thoughts and prayers to  
the families and friends left behind.*



*Beauty of Solitude, Sunset Over the Sandia Mountains*

*Beauty of Solitude, New Mexico Hollyhock,  
Las Varas de San Jose*



**State Records Center and Archives  
Commission of Public Records  
1205 Camino Carlos Rey  
Santa Fe, New Mexico 87507  
505.476.7902**

***We are the staff of the  
State Records Center  
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