State Records Center and Archives Commission of Public Records FY21 ~ ANNUAL REPORT







David Cargo & Fabian Chavez, Instrumental in Bringing the Movie Industry to New Mexico

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NEW MEXICO Commission of Public Records

Members of the Commission of Public Records

State Auditor/Chair Attorney General Secretary of State Acting Director, NM Supreme Court Law Library **General Services Department, Secretary Department of Cultural Affairs, Secretary**

The Honorable Brian S. Colón

The Honorable Hector Balderas

The Honorable Maggie Toulouse Oliver

Stephanie Wilson

Kenneth Ortiz

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

Thoughts on a Challenging Year

Last year on a similar occasion, I stated that Fiscal Year 2020 had been "a year like no other." I must confess that sentiment is just as true for this past fiscal year as it was for the previous one. Unexpectedly, we have repeated our *annus horribilis*--our horrible year--with hundreds of thousands of lives cruelly and needlessly lost to what seemed at times to be a relentless, implacable foe.

Four times during this fiscal year, I was asked to deliver a lecture on the topic "The Spanish Flu Pandemic, 1918-1920." Each time it seemed that program planners for the various organizations were anticipating that we would be through the current COVID-19 pandemic by the time of the lecture, and we would be looking on recent tragic events



with some historical perspective. Unfortunately, as I write these words, we are battling the brutal Delta variant of the Coronavirus, and the end of the pandemic is not yet clearly in sight, although there is real hope for what lies ahead.

Over the past year, the staff became familiar—really familiar—with virtual meetings of all stripes. Regular meetings of the Commission of Public Records and rule hearings, New Mexico Historical Records Advisory Board meetings, Administrative Law Division and Record Management Division trainings, and a plethora of other meetings all took place over one virtual platform or another. We experienced Go to Meeting, WebEx, and Teams. We lived the moment as Zoom became a verb, and we Zoomed until we became Zoomed out. And then we Zoomed some more.

Responses to the pandemic have taught some valuable lessons. Having sat through hours of them, we now believe that virtual meetings have value in such a large state, and we will likely retain this practice in some instances. Several of our core operations have seen the benefit of conducting business on an appointment basis, which is more efficient for our staff and our clients.

Remarkably, save for the tragic loss of our dear colleague, Albert Martinez, which occurred at the end of 2020, the staff has managed to avoid serious illness. Throughout the year, everyone diligently followed COVID-safe practices, and responded to the frequent changes in protocolshand washing, social distancing, masks, no masks, and masks again. Since vaccines became available, almost everyone opted to become fully vaccinated, and those who were not, tested regularly, which has doubtless contributed to the well being of our staff. We have had a few worrisome moments as we awaited results, but thus far we have avoided major issues.

As FY21 drew to a close, the State Records Center and Archives completed a back-to-work plan that marked a radical departure from how the agency had always operated. Set to begin in July 2021, with the onset of a new fiscal year, the work regimen for the foreseeable future will see the staff putting in forty hours on site and forty hours teleworking every two-week period. Whether such a change will be permanent remains to be seen.

Perhaps more important to our mission than how many hours we are in the building or working from home is that fact that the dedicated staff has continued to provide excellent, robust service to the public. In new and innovative ways, everyone has contributed to work of the agency during another challenging year.

Hope springs eternal. May the next year be an annus mirabilis-a wonderful year!

Rick Hendricks, PhD

New Mexico State Records Administrator





JIMMY CARTER

39th President of the United States: 1977 - 1981

Department of Commerce Nomination of Fabian Chavez,]r., To Be an Assistant Secretary.

April 14, 1997

The President today announced that he will nominate Fabian Chavez, Jr., of Santa Fe, N. Mex., to be Assistant Secretary of Commerce for Tourism. Chavez is director of the New Mexico Departartment of Development.

He was born August 31, 1924, in Santa Fe, N. Mex. He attended the College of Santa Fe and the University of New Mexico between 1947 and 1952. He served in the United States Army during World War II.

Chavez was a member of the New Mexico House of Representatives in 1951-52. He was a New Mexico State senator from 1957 to 1964, serving as majority leader from 1961 to 1964 and as chairman of the Judicial System Study Committee from 1959 to 1964.

Between 1956 and 1969, Chavez also worked for several investment securities companies. From1969 to 1971, he was manager of Santa Fe Cable Television. He served as director of the tourist division of the New Mexico Department of Development from 1971 until 1975, when he became director of the department.

Chavez is a member of the Santa Fe County Demorcratic Central Committee and a former member of the New Mexico Democratic Central Committee. Hes has been a member of the National Association of State Development Executives and the Discover America Travel Organization.

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 7- 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 interstate compacts be filed before they can become effective.

Although a small agency of only 35 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 3 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 FY21. 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 state records administrator and the deputy state records administrator. The state records administrator 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 37,966 columnar inches representing approximately 1,416 pages of text in the *New Mexico Register*. ALD staff conducted on-line trainings 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) offered remote services, including access to archival holdings. The division described and made available online nearly 14,000 private and public records to support law enforcement, attorneys, the courts, and the public. In addition, SANM established relationships and partnerships were created with KNME/NMPBS, the Public Employees Retirement Board, and the New Mexico Film office of the New Mexico Economic Development Department.

Office of the State Historian

The Office of the State Historian staff conducted history lectures on Zoom, Facebook, and YouTube. The state historian also published "History Matters" articles in the *Santa Fe New Mexican* and assisted in the update of the new nmhistory.org website. The staff provided daily assistance to researchers, state government agencies, and the public.

The New Mexico Historical Records Advisory Board awarded 8 regrants in the amount of \$39,988 to help preserve and provide public access to New Mexico historical records.

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. The division upgraded agency software to Microsoft 365, Windows 10, Adobe Acrobat Pro, and updated the Heritage research system. ITMD also continued updating the nmhistory.org and NMAC websites to provide additional accessibility and improved navigation. The staff has continued its efforts to fulfill hardware and software requirements during regular and telework hours.

Records Management Division

The Records Management Division (RMD) staff provided 31 online records and information management trainings to records liaison officers, chief records officers, and employees of state and local government entities. Despite the challenges that pandemic presented, RMD safely pulled and processed 691 boxes within 24 hours upon request. In addition, 22,575 units of public records that met their legal retention were validated and processed, and 18,423 rolls of microfilm that met their legal retention were destroyed.







Early film crew, National Archives and Records Administration (NARA)

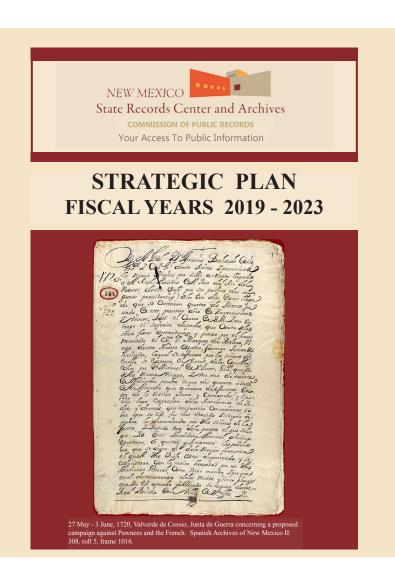
New Mexico State Records Center and Archives has the prestigious honor of being an affiliated archive of NARA since 1972. Of eight affiliated archives since 1953, only three are at stateoperated institutions.

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/.



ADMINISTRATIVE LAW DIVISION

PURPOSE

The Administrative Law Division (ALD) is the filing point for all rules promulgated by state agencies and interstate compacts. 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.

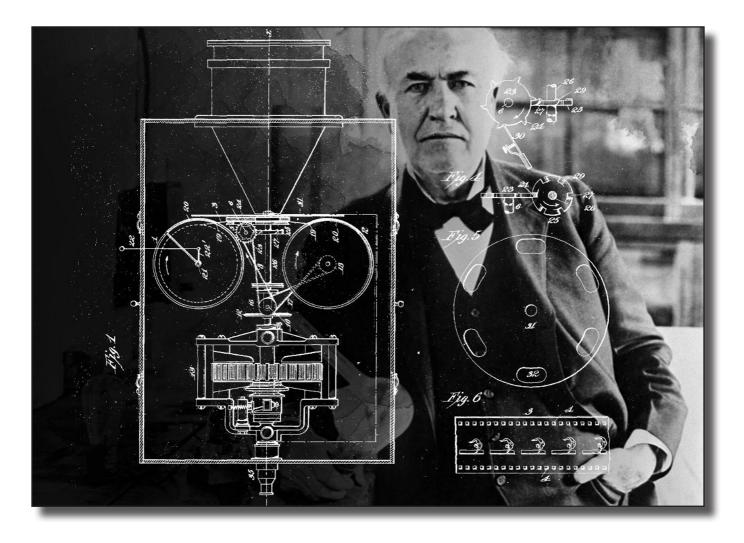
The ALD monitors compliance with statutes and rules affecting the rule-filing and publishing process. To guide state agencies, the division provides consultation regarding the requirements for filing and publishing. It also offers training in style, format, filing, and publishing requirements. In addition 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 FY21, the average maximum number of days was 7 days 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, the ALD staff began agency and in-person training. 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. Due to the containing COVID-19 pandemic that continued to close all state buildings, 3 virtual agency trainings were provided in the last quarter. Collectively, the ALD trained 36 individuals in rulemaking and rule filing. To assist agencies with rulemaking and in response to increased public exposure for obtaining rules, the 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, the 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 copy of rules, publishing notices of rulemaking, filing, and publishing adopted rules).





Thomas A. Edison and his patent diagrams for the Kinetograph Movie Camera

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. During FY20, the ALD published approximately 37,966 columnar inches and billed for approximately 1,416 pages of text in the *New Mexico Register*. For the fiscal year, approximately \$113,898.00 was billed for register publication.

The following tables further explain the publishing activity.

STATISTICAL REPORTS

New Mexico Register Activity	FY 17	FY 18	FY 19	FY 20	FY 21
Notices of rulemaking published	132	211	142	158	131
Proposed rules published	0	1	2	2	4
Adopted rule filings published	382	558	421	329	264
Synopses published in place of full text of adopted rules	0	1	0	0	0
Other material related to administrative law published	4	19	22	43	69

Notices of Rulemaking Published in the New Mexico Register FY 21 by Agency		
Agency	Notices Published	
Accountancy, Board of Public	1	
Adult Parole Board	2	
Alcohol Beverage Control Division, Regulation and Licensing Department	2	
Auditor, Office of the State	1	
Athletic Commission	1	
Cannabis Control Division, Regulation and Licensing Department	1	
Children, Youth and Families Department	2	
Colonias Infrastructure Board	1	
Dental Health Care, Board of	1	
Early Childhood Education and Care Department	2	
Economic Development Department	1	
Energy, Minerals and Natural Resources Department	5	
Environment Department	7	
Finance and Administration, Department of	1	
Game and Fish Department	7	
Gaming Board	1	
Health, Department of	8	
Higher Education Department	6	
Human Services Department	19	
Livestock Board	3	
Nursing Board	1	
Osteopathic Medicine, Board of	2	
Pharmacy, Board of	3	
Private Investigations Advisory Board	1	

Public Education Department	6
Public Records, Commission of	2
Public Regulation Commission	1
Public Safety, Department of	1
Racing Commission	1
Real Estate Commission	1
Secretary of State, Office of	2
Signed Language Interpreting Practices Board	1
State Ethics Commission	2
State Personnel Office	2
Superintendent of Insurance, Office of	12
Taxation and Revenue Department	2
Transportation, Department of	5
Veterinary Medicine, Board of	2
Workforce Solutions, Department of	7
Grand Total	131

Adopted Rule Filings Published in the New Mexico Register FY 21 by Agency			
Agency	Rule Filings Published		
Accountancy, Board of Public	5		
Administrative Hearing Office	2		
Adult Parole Board	3		
Agriculture Department	1		
Alcoholic Beverage Control Division, Regulation and Licensing Department	7		
Auditor, Office of the State	2		
Athletic Commission	1		
Children, Youth and Families Department	9		
Colonias Improvement Board	1		
Construction Industries Division, Regulation and Licensing Department	3		
Dental Health Care, Board of	12		
Early Childhood Education and Care Department	1		
Economic Development Department	2		
Educational Retirement Board	4		
Energy, Minerals and Natural Resources Department	10		
Environment Department	6		
Finance and Administration, Department of	2		

Game and Fish Department	8
Gaming Board	28
Health, Department of	9
Higher Education Department	3
Human Services Department	28
Livestock Board	3
Nursing Board	1
Osteopathic Medicine, Board of	2
Pharmacy, Board of	1
Private Investigations Advisory Board	2
Public Education Department	18
Public Lands, Commissioner of	1
Public Records, Commission of	1
Public Regulation Commission	12
Public Safety, Department of	1
Racing Commission	5
Secretary of State, Office of	1
Signed Language Interpreting Practices Board	6
State Ethics Commission	2
State Personnel Office	1
Superintendent of Insurance, Office of	38
Taxation and Revenue Department	10
Transportation, Department of	3
Veterinary Medicine, Board of	1
Workforce Solutions, Department of	8
Grand Total	264

Other Material Related to Administrative Law Published in the *New Mexico Register* FY 2020 by Agency

FY 2020 by Agency	
Agency	Notices Published
Administrative Hearing Office	1
Auditor, Office of the State	1
Construction Industries Division, Regulation and Licensing Department	1
Environment Department	1
Governor, Office of the	18
Health, Department of	37
Human Services Department	4
Public Education Department	2
Public Regulation Commission	1
Superintendent of Insurance, Office of	2
Taxation and Revenue Department	1
Grand Total	69

As a result of the continuing COVID-19 pandemic, there were approximately 6 notices of rulemaking, 8 emergency rules adopted, 18 governor's executive orders, and 34 Department of Health public health orders published in other matters related to administrative law. To further assist agencies during the COVID-19 pandemic, the SRA issued an emergency rule amendment that allowed for electronic filings with a valid, digital signature to expedite rule filings remotely. That emergency amendment was made a permanent amendment to 1.24.10 NMAC.

The ALD is the central filing point for more than rules. In accordance with Section 14-3-20 NMSA 1978, 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 currently consists of a director, bureau chief, 3 archivists, a business operations support position and an administrative support position, Despite the staffing challenges, our archivists continue to perform a full range of archival tasks to ensure that an authentic and accessible record of New Mexico state government is maintained.

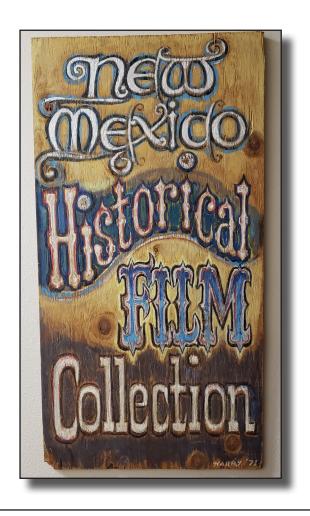
ACCOMPLISHMENTS

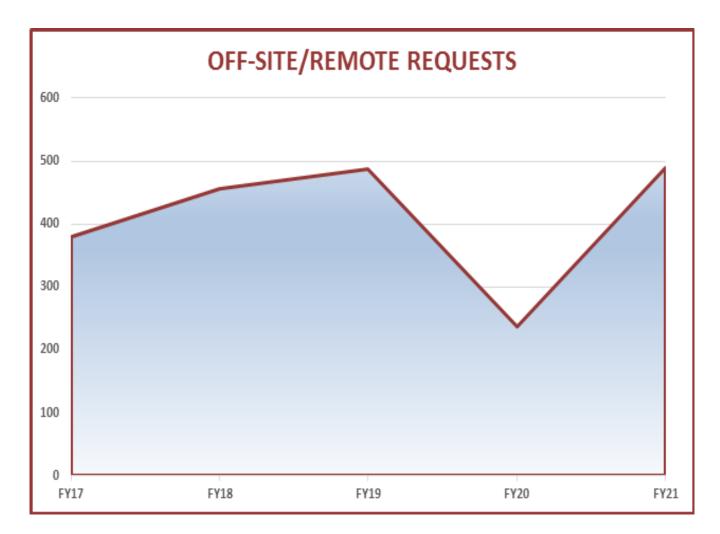
The SANM is the central repository for state government's permanent and historical records, as well as numerous collections of private papers and manuscripts. The division houses records from the executive, legislative, and judicial branches of government, including documents dating from New Mexico's Spanish (1621-1821), Mexican (1821-1846), Military Occupation (1846-1850), and Territorial (1850-1912) periods of history. There are also post-statehood records in the archives. Staff of the state archives works as a primary steward of some of New Mexico's documentary heritage.

ACCESS

During the year, division staff created 13,985 descriptive records. These records were described and made available online via a web portal. These finding aids support and provide historical information to law enforcement, attorneys, the courts, scholars, and the public. These descriptive records help promote access and are used by all branches of government as well as the public.

This year there were very few on-site visits to the reference room due to the worldwide pandemic. Archivists assisted researchers individually and remotely in order to provide access to archival collections. Archives staff satisfied 100 percent of requests within established timelines and addressed the research needs of 490 remote requestors. These off-site requests are sent in by patrons unable to visit the archives in person. The division registered 278 new patrons during the fiscal year.





PRESERVATION

As an affiliate of the National Archives and Records Administration (NARA), during the fiscal year there were regular environmental reports associated with the inner vault submitted to NARA. These reports were associated with the particular care of records in 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). These records belong to NARA, although the records are cared for in New Mexico. A report on the environment of the archives vault system was submitted to NMSRCA leadership in June 2021.

Environmental monitoring continued in the archives vault system. 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. Environmental report data confirm that the climate of the inner vault has remained stable during FY21. Records remain in a safe environment, able to support their permanent preservation.

Additionally, work continues by the General Service Department's Facilities Management Division to set up a SAPPHIRE clean agent system in the inner vault to further protect the records within that area. The fire protection offered by SAPPHIRE, is deemed a clean agent system and is intended to "provide the right balance of fire suppression performance, end of use safety, and environmental sustainability." This fire suppression system for the inner vault has been in operation since 2018. The SAPPHIRE fire suppression system utilizes Novec 1230 fluid, which is said to evaporate 50 times faster than water. If SAPPHIRE is deployed in an emergency situation, the product "leaves no residue behind." This system will provide further preservation and protection of the inner vault records.

In August 2020 the state records administrator approved a conversion project associated with magnetic and analog films in archival holdings. The films were great candidates for digital conversion and were part of the New Mexico Historical Film Collection. Magnetic and analog films were digitized. In April 2021, more at-risk films were proposed as candidates for digitization/preservation. This included films sent for preservation via the New Mexico Film Office, which supports an industry currently thriving in our state.

OUTREACH

Throughout the fiscal year the division worked with the KNME-TV/NMPBS to digitize and incorporate films produced by KNME into the New Mexico Public Media (NMPM) Digitization Project. The project is a statewide collaboration to digitize, preserve, and provide access to via the American Archive of Public Broadcasting the collections of leading public media stations in New Mexico. This project includes New Mexico PBS, KUNM-FM, KENW, KANW-FM, and KRWG. These stations have created original programming representing diverse communities. Digital reproductions are intended to be preserved by the U.S. Library of Congress and to be made available on the American Archive of Public Broadcasting website at http://americanarchive.org.

In February 2021 the director of the state archives received an invitation to join a group organized by the New Mexico Public Employees Retirement Association (PERA). This team meets monthly in preparation for PERA's 75th anniversary celebration.

In April 2021 scans were provided at no cost in partnership with the New Mexico Department of Cultural Services for the City of Albuquerque's International Balloon Museum. Historical articles were provided on early ballooning in New Mexico. These items were to be included in an exhibit designed by Dr. Lynne Newton. Dr. Newton was curating an exhibit to be featured in the Albuquerque International Sunport and at least some portion of it was intended to highlight archival documents.

Outreach for the fiscal year included close to 50 Facebook posts. Two posts were associated with research resources available through NARA. Five posts highlighted lectures and other resources associated with the 100-year anniversary of women's suffrage. Two of the five of the related posts featured Dr. Sylvia Ramos-Cruz, a suffrage scholar. Two posts were uploaded in support of lectures by Dr. Rick Hendricks, the state records administrator and former state historian. Dr. Hendricks's lectures were associated with the history of chile in New Mexico, and one was presented in conjunction with the Bosque Chile Festival. Three posts offered Facebook followers genealogy resources to assist in conducting family history research. Close to 40 posts were uploaded in support of educational programming developed by the Office of the State Historian. These Facebook posts covered various topics and delivered to the public via the internet, many historical and genealogical resources.

Division staff also continued to provide a variety of services, which include education and outreach. Among the services were: providing a tour of the permanent repository, educating the public and other agency staff 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.

STATISTICAL REPORT

Public Records Accessioned	
All public transfers or accessions via MOU, or from other branches of government	Cubic Feet (CF)
1981-042 - New Mexico Commission on the Status of Women	1.00
Total	1.00 CF

Private Collections Accessioned	Cubic Feet (CF)
1988 - 002 - Fifteen Club Record	0.25
Total	0.25 (CF)

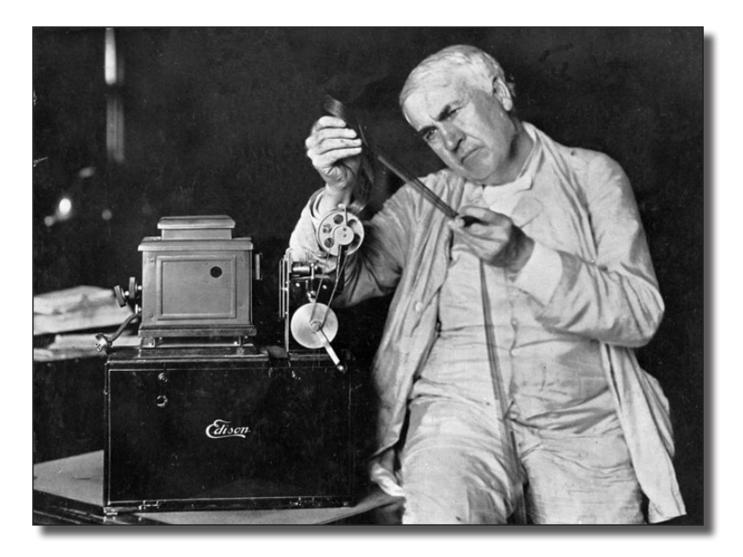
Public Records Described and Published	No. of CF described and published
1959 - 036 - New Mexico Commission of Public Records - New Mexico State Records Center and Archives	0
1959 - 126 - Records of the United States Territorial and New Mexico District Courts for Hidalgo County	0
1959 - 127 - Records of the New Mexico District Court for Lea County	0.25
1959 - 128 - Records of the United States Territorial and New Mexico District Courts for Santa Ana County	2.00
1959 - 237 - Chavez County Records	0
1959 - 250 - New Mexico State Records Center and Archives History Files	10.00
1959 - 298 - Reference Room Book Collection	0
1960 - 043 - Records of the United States Territorial and New Mexico District Courts for San Miguel County	15.00
1972 - 011 - Records of the United States Territorial and New Mexico District Courts for Santa Fe County	10.00

1973 - 025 - Colfax County Records	0
1976 - 007 - Records of the United States Territorial and New Mexico District Courts for McKinley County	5.00
1976 - 014 - Records of the United States Territorial and New Mexico District Courts for Taos County	0.25
1976 - 020 - Records of the United States Territorial and New Mexico District Courts for Mora County	0
1976 - 020 - Records of the United States Territorial and New Mexico District Courts for Sandoval County	4.00
1981 - 042 - New Mexico Commission on the Status of Women	1.00
1999 - 029 - Bernalillo County Metropolitan Court Records	20.00
2002-031 - State Records Center and Archives Photograph Collection	0
TOTAL	67.50 CF

Private Collections Described and Published	No. of CF described and published
1959 - 044 - Fairview Cemetary Records	0
1959 - 168 - Perea Family Papers	0.25
1959 - 231 - Dorothy Woodward Papers	5.00
1959 - 300 - New Mexico Orphan Records	0
1960 - 044 - Grand Army of the Republic Department of New Mexico Records	0
1971 - 029 - E. Boyd	5.00
1975 - 045 - Hubbell Family Papers	0.50
1988 - 002 - Fifteen Club Records	0.25
2013 - 015 - Willie V. Ortiz Papers	0.50
TOTAL	11.50 CF



NARA Moving Image and Sound Lab



Thomas A. Edison

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 2 - 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). The deputy state historian serves as a historian and as grants administrator for the NMHRAB regrant program.

ACCOMPLISHMENTS

Website Development

The OSH history website 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 during FY21, www.newmexicohistory.org, which received 346,296 visits, exceeding its goal of 200,000.

State Historian Activities

During FY21, OSH and the New Mexico State Records Center and Archives teleworked because of the COVID-19 pandemic. State Historian Robert Martínez gave 25 public on-line lectures, had 9 print articles published, and posted 4 articles to newmexicohistory.org. He participated at regional and state National History Day competitions. He was interviewed for a documentary film for Al Roker Productions, 8 times for television, 12 times for newspaper (*Santa Fe New Mexican, Albuquerque Journal* 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 also serves on the board of the New Mexico History Museum Strategic Planning Committee.

With the continuation of the COVID-19 pandemic during FY21, and because of teleworking and quarantine, the state historian continued producing a virtual social media series titled "New Mexico History in 10 Minutes" for YouTube (YT) and Facebook (FB). During FY21, 35 episodes were produced resulting in over 16,000 views. The Tertulia Histórica series and presentations resumed as a virtual on-line ZOOM series in collaboration with the National Hispanic Cultural Center, resulting in 10 presentations about New Mexico history and culture, averaging 100 attendees per lecture. During the COVID-19 pandemic, the state historian explored new and creative avenues to fulfill OSH's mission, such as the on-line history series and the ZOOM Tertulia Histórica series.

Conference Papers

OSH did not deliver any conference papers during FY21 due to the COVID-19 pandemic and mandate to telework.

Lectures

OSH did not participate in any in-person lectures during FY21 due to the COVID-19 pandemic and mandate to telework.

Virtual Presentations

Because of COVID-19, effective March 16, 2020, all history presentations were done virtually via ZOOM, Facebook, and YouTube during FY21.

Between July 1, 2020, and June 30, 2021, the state historian presented 25 ZOOM lectures about New Mexico history and culture.

"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 Angélico Chávez Library (sponsored).

"Nuestras Madrecitas: Women in Our History," video/ lecture power point (Facebook, YouTube, OSH website).

"Making Sense of the Census in Genealogy," September 16, 2020, Northern New Mexico College (sponsored).

"On-line Interview with the NHCC Director about New Mexico Culture and History," September 17, 2020 (sponsored).

"Researching Crypto-Jews in New Mexico, Mexico, Spain and Cuba," November 11, 2020, Resilencia Conference (sponsored).

"Mariachi Music as a New Mexican Tradition," November 23, 2020, Música del Corazón (sponsored).

"Weird History," December 4, 2020, New Mexico History Museum (sponsored).

"Canciones de Amor," February 14, 2021, Museum of International Folk Art (sponsored). "New Mexico's U.S. Territorial History and Puerto Rico," April 3, 2021, On-line discussion with Senator Martin Heinrich (sponsored).

"Música de la Tierra: A History of New Mexico Through Music," April 26, 2021, New Mexico Music Commission (sponsored).

"Cultura e Historia de Nuevo México" and "Música de Nuevo México" May 31, 2021, international symposium, Primer Encuentro Virtual de Asentimientos en España y América (sponsored).

TERTULIA HISTÓRICA ABQ 2020-21

"Revolts and Revolutions: Resistance Movements in New Mexico History," September 19, 2020.

"Famous Suffragists and Hidden Figures in New Mexico History," Sylvia Ramos Cruz, October 24, 2020.

"Masks On! Pandemics and Epidemics in New Mexico History," November 21, 2020.

"Illuminating New Mexico: A History of Luminarias and Farolitos," December 19, 2020.

"Where Blood Was Spilled: The U.S.-Mexican War of 1846," January 30, 2021.

"My Grandfather and Pancho Villa," Stacey Ravel Abarbanel, February 20, 2021.

"From Sea to Sand: Holy Week Traditions in New Mexico, Spain and the Philippines," Nicolasa Chávez, March 20, 2021.

"The Pen and The Sword: Literary Works of Colonial New Mexico," April 24, 2021.

"Roosevelt's New Deal in New Mexico," Jana Gottshalk, May 22, 2021.

"No One Expects the Spanish Inquisition in New Mexico: A History," June 19, 2021.

Tour of Archives

OSH did not participate in any in-person archives tours during FY21 due to the COVID-19 pandemic and mandate to telework.

Print Articles

During FY21, the state historian was asked to write a monthly column for the Santa Fe New Mexican about New Mexico history and culture.

October 2020, "History is Alive, We are Active Players" November 2020, "The Witch Craze of Abiquiu"

December 2020,"New Mexico is No Stranger to Pandemics"

January 2021, "All monuments have their Time; Some see their Time Slip Away"

February 2021, "New Mexico's Black History Runs Deep" March 2021, "Puebloan Canes of Power"

April 2021, "In the 1950s A Man Stood Tall, and a Government Backed Away"

May 2021, "Cinco de Mayo has Significance for México and New Mexico"

June 2021, "Education in New Mexico has Long, Tenuous History"

Press articles about the state historian during FY21:

July 25, 2020, *Santa Fe New Mexican*, "A Historian, Teaching Day By Day" February 14, 2021, *New Mexico Magazine*, "New Mexico's

State Historian Looks To The Past"

June 13, 2021, *ABQ Journal*, "Online Lecture by State Historian to Examine the Spanish Inquisition"

Videos posted to newmexicohistory.org, FB and YT

As a response to the COVID-19 pandemic, the state historian continued researching, producing, and posting an on-line series of presentations for Facebook and YouTube called "New Mexico History in 10 Minutes." For FY21, 35 episodes were posted to Facebook, YouTube and the OSH web site during FY21 with approximately 16,500 views to date.

National History Day

State Emcee - Albuquerque, May 2, 2021

Cultural Properties Review Committee (CPRC)

The state historian is a statutory member of the CPRC. He also serves as a member of the historic markers subcommittee. During FY21, the state historian attended 7 CPRC on-line ZOOM meetings, and 4 CPRC subcommittee meetings.

Deputy State Historian Activities

The position of deputy state historian was filled May 27, 2021, by Nicolasa Chávez. During FY21, the deputy state historian began training as grants administrator of the NMHRAB re-grant program.

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 have been made possible through grants from the NHPRC and funding from New Mexico's general fund.

The SRCA received an NHPRC grant (RC-100008-18) in the amount of \$80,000 to be divided between FY22 and FY23. The grant provides funding for the NMHRAB re-grant program, as well as pay for a travelling archivist in the amount of \$6,000 each year. The award is 63 percent of the budgeted project cost of \$102,500. The remaining 37% is being provided by the state of New Mexico.

Re-grant Program

The board received grant applications requesting totaling \$49,285.00 for the FY21 grant cycle. The board awarded \$39,988.34 in federal funds to 8 grant applicants at its 2021 meeting. The interim grants administrator prepared notification letters, together with all corresponding documentation for the FY21 grant awards. All agreements were executed in a timely fashion, given the constraints of COVID-19 lockdowns. The five-year funding overview is as follows:

Fiscal Years	No. of Applicants	No. of Awards	No. of New Recipients	Funds Requested	Funds Awarded
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	\$35,003.45
2020	8	4	2	\$32,000.00	\$28,873.00
2021	19	8	3	\$49,285.00	\$39,988.34

The following is a list of FY 2021 award recipients and funding amounts:

Grant Recipient	Amount Awarded
Roswell Symphony Orchestra	\$6,241.00
New Mexico State Library	\$4,381.34
New Mexico History Museum	\$7,650.00
New Mexico Jewish Historical Society	\$2,121.00
Institute of Historical Survey	\$5,681.00
Southeastern New Mexico Historical Society	\$6,000.00
Acequia Madre House - Women's International Study Center	\$2,388.40
Ernie Mills Project	\$5,525.00

FY 2020 Re-grant Summaries

21-03: ROSWELL SYMPHONY ORCHESTRA (RSO)

The RSO received preservation masters of digitized performance videos from George Blood LP on May 25. Files were uploaded onto two cloud drives, volunteers and staff continued reviewing the digitized performances and updated the finding aid. Archival storage containers were purchased to rehouse original media. The transfer engineer for the project noted that there were some technical issues with the original recordings. In addition, some tapes were in poor condition resulting in skips and loss of sound in the records. The project was also affected by the hospitalization of their lead volunteer.

The RSO conserved the material and completed the transfer from analog to digital, however, the continued review of the material is ongoing. The RSO will not be able to allow visitors into their offices for viewing digital materials until they are given the go ahead from the government to open.

The RSO requested \$6,241.00 and completed this project with reimbursement of \$6,116.60.

21-07: NEW MEXICO STATE LIBRARY (NMSL)

The NMSL completed the microfilming of its print holdings of the *Silver City Enterprise*. Microfilming was completed in accordance with the New Mexico microfilm standards. The microfilms are available for use in the NMSL by researchers, genealogists, state agencies, and the general public. They are also available nationally via interlibrary loan.

The NMSL requested \$4,381.34 and completed this project with reimbursement of \$4,381.34.

21-12: NEW MEXICO HISTORY MUSEUM (NMHM)

NMHM used grant funds to purchase archival quality boxes and rehouse 308 linear feet of Photo Archives' collections (dating 1870s-2008) and 900 items of magnetic and optical media from Chávez Library's core audio collections. for rehousing audio and photographic collections held in the Palace of the (Governors' Photo Archives and the Fray Angélico Chávez History Library). The Photo Archives and the Chávez Library are moving finding aids to the ArchivesSpace platform. The pandemic limited the rehousing of the collections, but increasing digital access moved to the forefront. The platform is publicly available at https://nmculture. libraryhost.com/repositories. NMHM staff have been learning and documenting the new processes, including creating acquisition records, creating collections, creating archival objects and series within collections, and importing Library of Congress names and subjects and attaching them to collection records. Photo Archives published two new finding aids, one of material from Douglas Kent Hall's estate and one consisting of German World War I photographs. To make the new platform as robust as possible, NMHM invited othr New Mexico institutions to join.

The NMHM requested \$7,650.00 and completed this project with reimbursement of \$7,650.00.

21-01: NEW MEXICO JEWISH HISTORICAL SOCIETY (NMJHS)- RABBI HELMAN PROJECT

The NMJHS and their professional consultant rehoused and completed the processing of 7 cubic feet of the papers of Rabbi Leonard Helman, following an MPLP approach. The collection is now ready to be transferred to the New Mexico State Archives as an accretion to the NMJHS Collection.

The New Mexico Jewish Historical Society requested \$2,121.60 and completed this project with reimbursement of \$2,121.60.

21-17: INSTITUTE FOR HISTORICAL SURVEY FOUNDATION (IHS)

The IHS completed its project, during which 493 of the Wanzer Photographic slides were digitized into uploadable files and stored in the IHSF server in high resolution and uploadable file formats, totaling 1,019 digitized slides. The digitized Wanzer slides have been organized and stored in Adobe Lightroom with their finding aid numbers and all metadata. In addition, 440 of the curated slides were uploaded to the New Mexico Digital Collections with their finding aid numbers and metadata (https://econtent.unm.edu/ digital/search/searchterm/Wanzer). The quality and content of Teddy Gregory's 35mm film reel was determined to be a rare distribution copy of Wanzer's

film *The Devil's Mistress*. It was donated to the Wanzer Collection in the Special Collections Department of New Mexico State University Library.

The IHS requested \$5,678.75 and completed this project with reimbursement of \$5,678.75.

21-16: SOUTHEASTERN NEW MEXICO HISTORICAL SOCIETY (SENMHS)

The SENMHS proposed relocating the Jed Howard Collection to a new facility with the aim of making the collection accessible to the public for viewing and research. The project included organization and creation of a finding aid. In addition, the collection was to be rehoused in archival quality boxes. The society website was to be updated. During the grant period, the society built a new website, improving access to archival holdings, including more than 20,000 photographs. This work was accomplished by volunteers. Two attempts to acquire a suitable location for the Jed Howard Collection failed, and for that reason, most of the granted funds were not used. By the time the second attempt collapsed, the NMHRAB was unable to reallocate the funds. The new website is https://www.senmhs.org/.

The SENMHS was awarded \$6,000.00, but did not complete this project and only requested a reimbursement of \$530.00.

21-08: WOMEN'S INTERNATIONAL STUDY CENTER (WISC)

The WISC completed the project's goal, of digitizing material objects and documents of the collection, consisted of research examining documents, including paintings, ledger books, letters, photographs, and ethnographic materials. Curator Martin Schultz created biographical entries for 165 prominent artists and intellectuals whose relationships with the women of Acequia Madre House enriched the cultural life of the region as well as created networks that reached as far as Europe. Working remotely during the pandemic, he uploaded the information to the organization's PastPerfect database. He was assisted by two staff members working physically in the archives, whose tasks included scanning over 1600 documents and images, then entering that metadata into the database

The WISC requested \$2,388.40 and completed this project with reimbursement of \$2,388.40.

21-12: AGUA FRIA MULTIMEDIA- ERNIE MILLS PROJECT

During the grant period, the Ernie Mills Project assembled a team that includes an archival consultant, a web developer, and a digitizer. They researched internship possibilities at Santa Fe Community College and the University of New Mexico for future phases of the project. Project staff learned about preservation, creation of finding aids, and online archival conventions. They completed a survey/ inventory of 80 boxes of paper materials, assessing both content and condition. They digitized more than 10,000 pages. They initiated some preservation measures.

The Agua Fria Multimedia-Ernie Mills Project requested \$5,525.00 and completed this project with reimbursement of \$5,525.00.



Educational Programming and Outreach

Due to the COVID-19 pandemic and the closing of public facilities, there were no NMHRAB educational workshops during FY21.

Technical assistance was provided on approximately 120 occasions by the interim grants administrator. Assistance consisted of providing advice, answering questions regarding NMHRAB grant guidelines and reporting requirements, and assisting with grant applications.

State Historian Robert Martínez was interim grants administrator for most of FY21 until the hiring of Nicolasa Chávez to fill that position in May 2021.

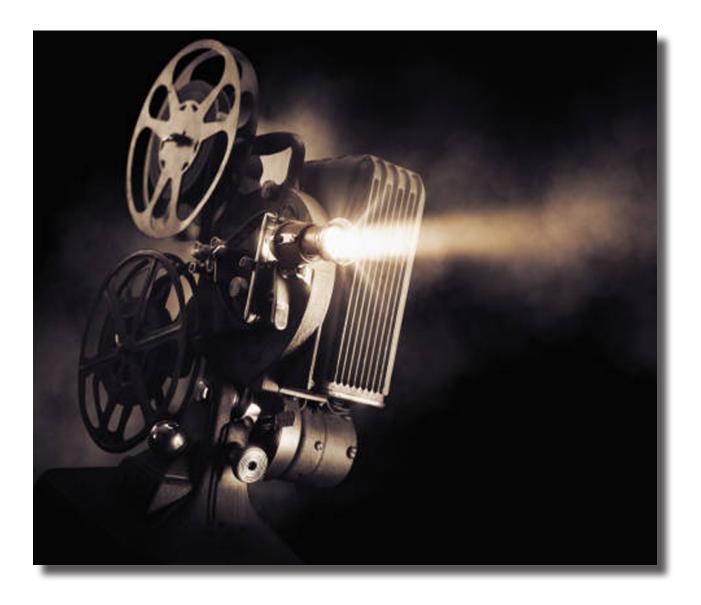
NMHRAB Members

The following are the FY 2021 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	September 25, 2021
Elizabeth Ehrnst, Head of Research Collections and Services, Georgia O'Keeffe Museum	2nd Term	June 20, 2024
Jonathan Pringle, MAS, archivist, Health Science Library and Informatics Center, University of New Mexico	1st Term	March 31, 2024
Mr. Robert Martínez, State Historian and Deputy Chair	Ex officio	Ex officio
Rick Hendricks, State Records Administrator & Chair	Ex officio	Ex officio



NATIONAL HISTORICAL Publications & Records commission



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 3 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.

During FY21 the ITMD staff operated with only 2 positions, the IT network administrator I remained vacant due to the governor's mandated hiring freeze.

ACCOMPLISHMENTS Annual IT Plan

The annual Information Technology Plan is one of the agency's most important administrative and budgetary tools. Developed by the CIO, 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 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 provides a supporting role in management of the production hardware that includes real-time duplication of the production database and backup of the production server. Installation and configuration of the HPE Content Manager software on new staff computers is also done by ITMD staff. One outside agency is currently using the production system.

Agency Website Support

The State Records Center and Archives and Office of the State Historian websites were continually updated throughout the year to improve navigation, accessibility and to remain 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 "New Mexico History in 10 Minutes" video series. During telework, the CIO completely redesigned the Bowden and Centennial special projects pages.

<u>srca.nm.gov</u>:

ITMD continued its support and almost daily updates to the website for an up-to-date site and timely announcement of commission and rulemaking hearings. A new and improved Google search engine was deployed in FY21 for staff, outside agencies and the general public to search the New Mexico Administrative Code online.

Digital Archives Repository (DAR) and Other Digital Initiatives

ITMD staff continued to provide necessary disk storage and backup capabilities. At the end of FY21, the total number of assets residing in the DAR and all backup devices at all locations was at 2,120,540 files resulting in the need for 102.7 terabytes of disk storage and backup capacity.

Other Accomplishments

Agency support for telework:

IT contributed to the successful telework schedule during the pandemic in FY21. Assistance was also provided with the New Mexico Commission of Public Records virtual meetings.

Office 365 rollout:

ITMD assisted the Department of Information Technology with their statewide rollout of Office 365 by upgrading all users of the software to Outlook 2016 for email box migration.

The ITMD staff also assisted with the development of the annual IT budget request, the review of IT related contracts, 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.



Scopeopsm Camera



Isleta Indian School Early Edison Film

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 FY21 the functional RRDS (1.21.2 NMAC, Retention and Disposition of Public Records) amended retentions and clarified some classifications. The bureau conducted records surveys with the Depart of Veterans Services, School for the Blind and Visually Impaired, Workers Compensation Administration, General Services Department, and Public Education Department to assist in creating records management policies.

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 in FY21. 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 FY21 the Agency Analysis Bureau conducted 31 records and information management trainings. There were 287 record liaison officers, chief records officers, and government employees who attended these trainings.

Centralized Electronic Records Repository (CERR)

A key component of the comprehensive records management program has been developing an approach to managing electronic records, particularly email messages. A continuing goal of the agency has been to obtain an electronic records management system (ERMS) that will function as a CERR for state agencies. As reported in the previous annual report, the Commission of Public Records 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 FY09 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 Commission of Public Records 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 Commission of Public Records. Funding for the project expired at the end of FY17, and the decision was made to complete the deployment of the 2 pilot agencies with in-house resources.

In FY17 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 FY18 the CERR team continued to meet regularly. It identified the Economic Development Department as the first pilot agency for deployment. Deployment work in FY18 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 FY19 the CERR team continued working with the New Mexico Economic Development Department. Implementation work in FY19 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 FY20 the CERR team continued working with the New Mexico Economic Development Department. During FY20 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 278,216 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 they serve and allow confidential and sensitive information to be protected and disposed of properly.

During FY21 the two facilities processed 581 cubic feet of records for new storage. The FY21 ending inventory reflected 89,959 cubic feet of records in storage, a decrease of 17,435 cubic feet over the FY20 ending inventory.





National Archives and Records Administration image (NARA)

Storage and disposition activity for the records centers:

Executive Agency	Starting Inventory 7/1/2020	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 6/30/2021
Administrative	94	0	0	0			0		94
Hearing Office Aging and Long-Term Services Department	572	0	0	0	0	0	198	0	374
Architects, New Mexico Board of Examiners for	78	0	0	0	0	0	0	0	78
Attorney General, Office of the	2,944	0	0	0	0	0	53	0	2,891
Auditor, Office of the New Mexico State	75	0	0	0	0	0	0	0	75
Blind & Visually Impaired, New Mexico School for the	62	0	0	0	0	0	0	0	62
Blind, New Mexico Commission for	0	0	0	0	0	0	0	0	0
Children Youth and Families Department	6,675	40	49	25	0	0	280	0	6,411
Corrections Department, New Mexico	16,063	94	88	20	0	0	1230	0	14,859
Crime Victims Reparation Commission	1,125	0	0	0	0	0	0	0	1,125
Cultural Affairs, New Mexico Department of	98	0	0	0	0	0	38	0	60
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	0	18
Early Childhood Education & Care Department	0	0	0	0	0	0	0	0	0
Economic Development Department	18	0	0	0	0	0	2	0	16
Education Department, Public	683	0	0	0	0	0	81	0	602
Educational Retirement Board, New Mexico	493	0	0	0	0	0	26	0	467
Energy, Minerals and Natural Resources Department	598	0	0	0	0	0	42	0	556
Engineer, Office of the State	329	0	0	0	0	0	4	0	330
Engineers and Professional Surveyors, Board of Licensure for	26	0	0	0	0	0	0	0	26
Environment Department, New Mexico	2,810	15	15	0	0	0	118	0	2,692
Finance and Administration, Department of	828	2	0	0	0	0	53	0	777
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	2	0	1
Gaming Control Board, New Mexico	10	0	0	0	0	0	0	0	10

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General Services Department, New Mexico	1,388	28	1	0	0	0	68	0	1,347
Governor, Office of the	162	0	0	0	0	0	0	0	162
Health Policy Commission, New Mexico	33	0	0	0	0	0	0	0	33
Health, New Mexico Department of	7,062	39	71	8	0	0	3387	0	3,651
Higher Education Department	77	0	0	0	0	0	12	0	65
Homeland Security and Emergency Management, New Mexico	0	0	0	0	0	0	0	0	0
Human Services Department, New Mexico	9,376	0	0	0	0	0	5558	0	3,818
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	12	0	19
Land Office, State of New Mexico	269	0	0	0	0	0	0	0	269
Lieutenant Governor's Office	23	0	0	0	0	0	0	0	23
Livestock Board, New Mexico	942	0		0	0	0	877	0	65
Martin Luther King Jr. Commission	0	0	0	0	0	0	0	0	0

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Medical Board, New Mexico	673	32	39	0	0	0	0	0	666
Military Affairs, New Mexico Department of	1,027	54	0	32	8	0	0	0	1,105
Natural Resources Trustee, Office of the	0	0	0	0	0	0	0	0	0
Nursing, New Mexico Board of	493	11	0	0	0	0	0	0	504
Parole Board, New Mexico	1,521	0	0	0	0	0	0	0	1,521
Personnel Office, New Mexico State	1,553	42	54	1	0	0	4	0	1,538
Public Defender Department, New Mexico	2,808	0	1	0	0	0	1646	0	1157
Public Employees Labor Relations Board	9	0	0	0	0	0	0	0	9
Public Employees Retirement Association of New Mexico	1,473	0	0	6	0	0	8	0	1,471
Public Records, Commission of	69	0	0	0	0	0	3	0	66
Public Regulation Commission, New Mexico	2,361	1	21	0	0	0	69	0	2,272
Public Safety, New Mexico Department of	247	0	0	0	0	0	0	0	247
Public School Facilities Authority, New Mexico	146	0	0	0	0	0	0	0	146
Public School Insurance Authority, New Mexico	190	0	0	0	0	0	54	0	136
Racing Commission, New Mexico	0	0	0	0	0	0	0	0	0

Regulation and Licensing Department, New Mexico	3,432	1	2	0	0	0	689	0	2,742
Retiree Health Care Authority	15	0	0	0	0	0	0	0	15
School for the Deaf, New Mexico	80	4	3	1	0	0	0	0	82
Secretary of State, New Mexico	1,096	2	7	1	0	0	49	0	1,043
State Fair Commission	0	0	0	0	0	0	0	0	0
Status of Women, New Mexico Commission of	67	0	0	0	0	0	0	0	67
Superintendent of Insurance, Office of the	2,001	4	0	0	0	0	370	0	1635
Taxation and Revenue Department, New Mexico	1,097	0	0	0	0	0	339	0	758
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	0	219
Treasurer, New Mexico State	32	0	0	0	0	0	25	0	7
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	83	5	0	0	0	0	50	0	38
Workers' Compensation Administration	105	3	0	0	0	0	0	0	108

Workforce Solutions, New Mexico Department of	1,	048	0	0	0	0	0		209	0	839
Youth Conservation Corps, New Mexico		37	0	0	0	0	0		21	0	16
TOTAL EXECUTIVE AGENCIES	74	,945	377	351	99	8	0	1:	5,577	0	59,485
NON- EXECUTIVE AGENCIES		Starting Inventory	07/01/2020	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 6/30/2021
Administrative Office of the Cou	rts		0	0	0	0	0	0	0	0	0
Colleges/ Universities		1	13	0	0	1	0	0	1	0	113
Compilation Commission, New Mexico	N		0	0	0	0	0	0	0	0	0
Congress of the United States			31	0	1	1	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		8,	087	21	6	0	0	0	1,597	0	6,505
District Attorneys Administrative Office of the	5,		7	0	0	0	0	0	0	0	7
District Courts		1	.03	1	0	0	0	0	56	0	48
Judicial Standard Commission, Nev Mexico			1	0	0	0	0	0	0	0	1
Legislative Counc Service, New Mexico	cil	3,	649	5	4	0	0	0	0	0	3,650
Legislative Education Study Committee, New Mexico			7	0	0	0	0	0	0	0	7

Legislative Finance Committee, New Mexico	570	10	10	0	0	0	0	0	570
Legislative House/ Senate	22	0	0	0	0	0	0	0	22
Legislative Maintenance	9	0	0	0	0	0	0	0	9
Magistrate Courts	83	0	0	0	0	0	47	0	36
Metropolitan Court, Bernalillo County	1,949	167	265	0	0	0	194	0	1,657
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	304	0	0	0	0	0	0	0	304
Supreme Court Law Library, State of New Mexico	0	0	0	0	0	0	0	0	0
TOTAL NON- EXECUTIVE AGENCIES	15,014	204	286	2	0	0	1,895	0	13,039
GRAND TOTAL	89,959	581	637	101	8	0	17,472	0	72,524

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, transfered, withdrawn, and destroyed:

Executive Agency	Beginning Inventory 7/1/2020	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 6/30/2021
Corrections Department	401	0	0	0	0	0	0	0	401
Cultural Affairs Department	973	0	0	0	0	0	0	0	973

Education Department, Public	125	0	0	0	0	0	0	0	125
Educational Retirement Board	713	0	0	713	0	0	0	0	0
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	90	0	0	0	0	0	0	0	90
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	51	0	0	0	0	948
Human Services, Department of	286	0	0	276	0	0	0	0	10
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	1,058	0	0	31	0	0	0	0	1,027
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	39,376	0	0	0	0	7	8	0	39,358

Regulation and Licensing Department	238	0	0	205	0	0	0	0	33
Secretary of State, Office of the	8,663	0	0	0	0	0	0	0	8,663
Superintendent of Insurance, Office of	19	0	0	18	0	0	0	0	1
Taxation and Revenue Department	60,338	0	0	17,186	0	0	0	0	43,152
Transportation, Department of	4,523	0	0	0	0	0	0	0	4,523
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
TOTAL EXECUTIVE AGENCIES	142,448	0	0	18,480	0	7	8	0	123,950

Non-executive Agency	Beginning Inventory 7/1/2020	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 6/30/2021
Colleges/Universities	154	0	0	0	0	0	0	0	154
Counties	2,586	0	0	0	0	0	0	0	2,586
District Courts	2,200	0	0	0	0	1	0	0	2,199
Judicial Standards Commission	133	0	0	0	0	0	0	0	133
Municipalities	2,085	0	0	0	0	0	0	0	2,085
School Districts	1,029	0	0	142	0	0	0	0	887
Silver City Consolidated	176	0	0	0	0	0	0	0	176
Supreme Court	17	0	0	0	0	0	0	0	17
TOTAL NON- EXECUTIVE AGENCIES	8,380	0	0	142	0	1	0	0	8,237
GRAND TOTAL	150,828	0	0	18,622	0	8	8	8	132,187



NARA Image From the Past

5, 2021

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Aug. 9 to Sept. 5, 2021 Round the Roundhouse New Mexico Film Office Reveals an Estimated \$623 Million in Direct Page 19 Spend for Fiscal Year 2021, Breaking All Previous Records

The New Mexico Film Office (NMFO) announced on July 19th that in fiscal year 2021, despite the global shutdown of production due to the COVID-19 pandemic, it has recorded an estimated \$623 million in direct spend by film and television productions in New Mexico, breaking all previous records for the state. New Mexico is generating substantial economic activity, with \$623 million of outside money being injected into the state's economy in FY2021. These are productions that would otherwise have been shot in other states if not for our worldclass crew, stunning locations, and competitive film incentive program," Governor Michelle Lujan Grisham said. "As New Mexico opens this summer and production ramps up, now is the time to ensure we remain invested in the New Mexico film and television industry, as it is key to our state's recovery and to diversifying New Mexico's economy." An estimated 9,000 New Mexcans work in the industry with average wage of over \$56,000

who list their property as a film location are discovering the in-dustry can provide an additional revenue stream.

"The direct spend figures for FY2021 are impressive. \$623 million in production spend, despite the shutdown, indicates resiliency and proves that the industry can quickly recover in the face of an economic storm," New Mexico Economic Development Cabinet Secretary, Alicia J. Keyes, said. "The film and television industry has an important role to play in New Mexico's economy. We know other states have their eyes on what is going on in New Mexico, so it's critical that we continue to support this thriving industry as thousands of quality jobs, millions of dollars in revenue, and support for local businesses is at stake.

Although production was halted for approximately one quarter of the fiscal year due to the COVID-19 pandemic, the state still saw 69 productions, 26 film, 24 television, and 19 additional m



of Better Call Sa Santa Domingo, Zuni Pueblos, and

others "We are thrilled to finally share the news that New Mexico has smashed all previous records in production spend for fiscal year 2021. We have many more film and television productions on the way that will keep the pipeline stacked for the remainder of the 2021 calendar year and well into 2022. We expect this growth to continue as we work to expand the ecosystem to include a larger crew base, expanded sound stage infrastructure, and increased post-production, visual effects, and

multimedia production. We are thankful for our governor, legislators, state leadership, film offices, crew, cast, unions, guilds, businesses, and communities that support this industry - it is a collective effort, and we should all be proud to reach this new high." Amber Dodson, Director, New Mexico Film Office, said.

Notable New Mexico productions include NBCUniversal's MacGruber, Netflix's The Harder They Fall, Sony's, Better Call Saul, Warner Bros.', Roswell, New Mexico, Amazon Studios and Plan B Entertainment's Outer Range, and dozens more

New Mexico Film Industry, Embracing the Future

FY2021 AUDIT STATEMENTS

STATE OF NEW MEXICO Commission of Public Records Statement of Net Position

June 30, 2021

Exhibit A-1

		ernmental ctivities
Assets		
Current assets		
State general fund investment pool	s	334,777
Petty cash		200
Receivables, net		13,989
Due from federal government		34,865
Total current assets		383,831
Noncurrent assets		
Capital assets, net		154,949
Total noncurrent assets		154,949
Total assets	S	538,780
Liabilities		
Current liabilities		
Accounts payable	S	35,306
Accrued salaries and benefits		67,639
Due to state general fund		65
Accrued compensated absences (due within one year)		76,426
Total current liabilities		179,436
Noncurrent liabilities		
Accrued compensated absences		53,095
Total noncurrent liabilities		53,095
Total liabilities		232,531
Net position		
Net investment in capital assets		154,949
Restricted for:		
General Fund		25,699
Special Revenue		5,978
Unrestricted		119,623
Total net position		306,249
Total liabilities and net position	\$	538,780

STATE OF NEW MEXICO Commission of Public Records Statement of Activities For the Year Ended June 30, 2021

Exhibit A-2

	Governmental	
Program expenses	Activities	
Personal services and employee benefits	\$	2,167,010
Contractual services		70,611
Other costs		277,610
Depreciation expense		36,724
Change in compensated Absence		26,300
Total program expenses		2,578,255
Program revenues		
Intergovernmental Revenues-federal		34,391
Sales	·	160,065
Total program revenues	<u> </u>	194,456
Net program expense		(2,383,799)
General revenues (expenses)		
State general fund appropriations		2,542,200
Other financing sources		11,750
Reversions to the state general fund FY 2021		(213,430)
Total general revenues		2,340,520
Change in net position		(43,279)
Net position, beginning of year		349,528
Net position - end of the year	\$	306,249

STATE OF NEW MEXICO Commission of Public Records Balance Sheet Governmental Funds For the Year Ended June 30, 2021

Exhibit B-1 Page 1 of 2

	General Fund	Non-Major Funds	Total
Assets			
State general Fund Investment pool	93,564	\$ 5,978	\$ 99,542
Petty Cash	50	-	50
Due from federal government	34,865	-	34,865
Total assets	\$ 128,479	\$ 5,978	\$ 134,457
Liabilities and fund balance			
Liabilities			
Accounts payable	\$ 35,076	\$-	\$ 35,076
Accrued salaries and benefits	67,639	-	67,639
Due to State general fund	65		65
Total liabilities	102,780	<u> </u>	102,780
Fund balance			
Non-spendable	50	-	50
Restricted	25,649	5,978	31,627
Total fund balances	25,699	5,978	31,677
Total liabilities and fund balances	\$ 128,479	\$ 5,978	\$ 134,457

STATE OF NEW MEXICO Commision of Public Records Govermental Funds Reconciliation of the Balance Sheet to the Statement of Net Posi June 30, 2021	Page	oit B-1 2 of 2
Total Fund Balance - Governmental Funds	s	31,677
Amounts reported for governmental activities in the Statement of Net Position are different because:		
Capital assets, net		154,949
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:		249,144
Long-term and certain other liabilities, including compensated absences, are not due 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:	and	
Compensated absences payable		(129,521)
Total net position of governmental activities	\$	306,249

STATE OF NEW MEXICO

Exhibit B-2

Commission of Public Records Page 1 of 2 Statement of Revenues, Expenditures, and Changes in Fund Balances Governmental Funds For the Year Ended June 30, 2021

	General Fund	Non-Major Funds	Total
Revenues			
Intergovernmental revenues-federal	\$ 34,391	ş -	\$ 34,391
Total revenue	34,391	-	34,391
Expenditures Administrative services			
Personal services and benefits	2,167,010	-	2,167,010
Contractual services	63,651	-	63,651
Other costs	101,209	-	101,209
Capital outlay	42,991	-	42,991
Total expenditures	2,374,861		2,374,861
Excess (deficiency) of revenues over expenditures	(2,340,470)		(2,340,470)
	(2,040,470)		(2,540,470)
Other financing sources (uses) State appropriations	11,700	50	11,750
Transfers in-general fund appropriation	2,542,200	-	2,542,200
Transfers out (Reversion FY 21)	(213,430)	-	(213,430)
Total other financing sources (uses)	2,340,470	50	2,340,520
Net change in fund balance	-	50	50
Fund balance - beginning of year	25,699	5,928	31,627
Fund balance - end of year	\$ 25,699	\$ 5,978	\$ 31,677

STATE OF NEW MEXICO Commission of Public Records Reconciliation of the Statement of Revenues, Expenses and Changes Balances - Governmental Funds to the Statement of Activities For the Year Ended June 30, 2021		2 of 2
Net Change in Fund Balance - Governmental Funds	s	50
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 Depreciation expense		42,991 (36,223)
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:		(23,797)
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		(26,300)
Change in Net Position of Governmental Activities	S	(43,279)

STATE OF NEW MEXICO

Exhibit C-1

Commission of Public Records General Fund Statement of Revenues, Expenditures and Changes in Fund Balance Budget (Non-GAAP Budgetary Basis) and Actual For the Year Ended June 30, 2021

	Budgeted	Amounts		Variance Favorable (Unfavorable)
	Original	Approved Final	Actual	Final to actual
Revenues				
Federal funds	20,800	32,500	34,391	1,891
Other Financing sources	-	11,700	11,700	-
State general fund	2,553,900	2,553,900	2,542,200	(11,700)
Total revenue	2,574,700	2,598,100	2,588,291	(9,809)
Expenditures Current				
Personal services and benefits	2,329,200	2,316,800	2,167,010	149,790
Contractual services	72,300	89,500	63,651	25,849
Other costs	91,400	147,600	101,209	46,391
Capital outlay	-	-	42,991	(42,991)
Total expenditures	2,492,900	2,553,900	2,374,861	179,039
Excess of revenue over expenditures			213,430	
Reversion to the State General Fund FY 21			(213,430)	
Net Change in fund balance (GAAP basis)			ş -	

STATE OF NEW MEXICO Commission of Public Records Statement of Net Position Proprietary Funds June 30, 2021

Assets	Internal Service Fund	
State general fund investment pool	s	235,235
Petty cash		150
Receivables, Net	·	13,989
Total current assets		249,374
Total Assets	s	249,374
Liabilities, defered inflows and net position		
Liabilities		
Accounts payable	S	230
Total current liabilities		230
Net position		
Net investment in capital asset Unrestricted		249,144
Total net position		249,144
Total liabilities and net position	S	249,374

Exhibit D-2

STATE OF NEW MEXICO E: Commission of Public Records Statement of Revenues, Expenses, and Changes in Net Position Proprietary Funds For the Year Ended June 30, 2021

	Internal			
Operating revenues:	Ser	Service Fund		
Sales	\$	160,065		
Total operating revenues		160,065		
Operating expenses:				
Contractual services		6,960		
Other costs		176,401		
Depreciation expense		501		
Total operating expense		183,862		
Operating income (loss)		(23,797)		
Change in net position	-	(23,797)		
Net Position, beginning of year		272,941		
Net Position - end of the year	\$	249,144		

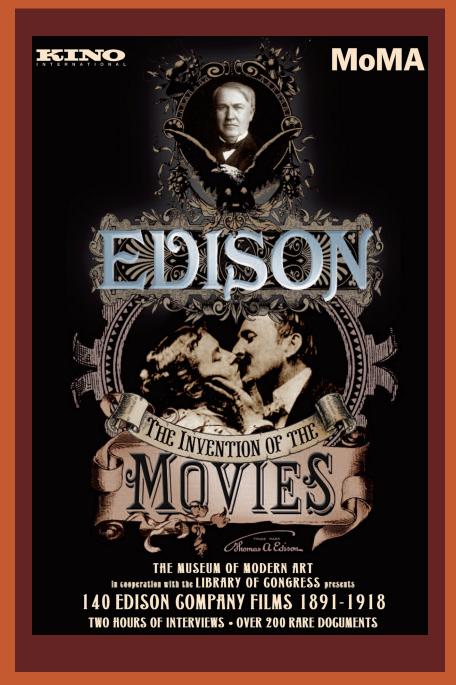
Exhibit D-3

STATE OF NEW MEXICO Commission of Public Records Statement of Cash Flows Proprietary Funds For the Year Ended June 30, 2021

Cash flow from operating activities	Internal Service Fund	
Cash received from customers	\$	177,111
Cash payments to suppliers for goods and services		(187,541)
Net cash provided from operating activities		(10,430)
Net Change in cash and Cash equivalents		(10,430)
Cash & cash equivalents - beginning of year		245,815
Cash & cash equivalents - end of year	\$	235,385
Reconciliation of operating income (loss to net cash provided (used) by operating activities		
Operating income (loss)	\$	(23,797)
Adjustments to reconcile operating income (loss) to net cash provided (used) by operating activities		
Depreciation		501
Changes in assets & liabilities :		
Receivables		17,046
Accounts payable		(4,180)
Net cash provided (used) by operating activities	\$	(10,430)

NOTES





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 and Archives

Samantha Anava Cassandra Baca **Dennis Branch** Georgette Chávez Nicolasa Chávez **Marcus Flores** Amanda Griego **John Gurule Dick Hendricks** Justin Herrera Dena Hunt **James Kirby Teddy Lopez** Leo R. Lucero Damela Luian y Vigil Felicia I uian Andrew S. Mackowski Albert Martínez **Robert Martínez Robert Medrano Cameron O'Rear** Matt Ortiz Gail A. Packard **Elena Derez-Lizano** Ruben A. Rivera Margarita Romero Jonathan Roybal Martin Sandoval Tanya Vigil **Robert D. Wise**