

**COMMISSION OF PUBLIC RECORDS
DIRECTOR'S REPORT
MAY 24, 2022**

PERSONNEL UPDATE

- **Vacancies**
- **Hires**

BUDGET UPDATE

- **FY 2022 Budget Balances**

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- **RMD**
- **ITMD**
- **SANM**
- **OSH**

NEW MEXICO STATE RECORDS CENTER AND ARCHIVES STATISTICS

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PERSONNEL

The agency has 6 vacancies out of 35 positions. This places our vacancy rate at 17.14 percent.

Vacant Positions Posted/Pending

OSH: Secretary, 2-9-2019

ALD: Management Analyst-A, 4-15-22

New Hires/Promotion/Transfers

IT: IT End User Support III, Lucas Iben New hire 4-2-22

RMD: Management Analyst-A, Cassandra Baca Promotion 4-16-22

Vacant Positions

SANM: Archivist-A, 7-24-2021

SANM: Archivist-O, 10-30-2021

RMD: Management Analyst-O, 2-22-2020

RMD: Management Analyst-O, 4-15-22

OSH: Secretary, 2-9-2019 Reclassed from RMD

ALD: Management Analyst-A, 4-15-22

BUDGET

FY 2022 Budget

As of May 1, 2022, our general fund balance in the 200 category was \$588,014; the balance in the 300 category was \$290; and the 400 category balance was \$22,270.

DIVISION HIGHLIGHTS

ALD

During the third quarter of FY22, all rule updates to the *New Mexico Administrative Code* were published within 30 days. The average number of days between the rule effective date and its online availability was 4 days. In addition, 238 rulemaking actions, 25 notices of rulemaking, and 19 other matters related to administrative law were filed and published by the established deadlines. ALD also provided 3 large group trainings, as well as 3 individual trainings.

RMD

During the third quarter of FY22, the RMD provided 8 virtual records management and information trainings. The division pulled and processed 290 boxes within 24 business hours. Also, 11,089 units of public records that met their legal retention were validated and processed. There were requests for destruction for 5,217 electronic records and 5,872 boxes.

ITMD

During the third quarter of FY22, ITMD continued updating the NMAC, SRCA, and OSH websites. Also, meeting notices and video uploads were posted to the agency websites. ITMD responded to 85 helpdesk requests within a 2-hour timeframe and provided support for employees working from home. ITMD provided back-up storage of 102.9 TB of data consisting of 2,123,995 files. In addition, IT supplied 4 desktops and 2 laptops to staff.

SANM

During the third quarter of FY22, SANM entered 1,337 descriptive records into HERITAGE. Included were records

pertaining to driving while intoxicated and domestic violence cases in the Bernalillo Metropolitan Court Records (Collection No. 1999-029). In addition, SANM has continued outreach efforts with the New Mexico Public Retirement Association and the New Mexico Jewish Historical Society.

OSH

In support of the Cultural Properties Review Committee (CPRC), the state historian attended a virtual meeting in February. He also attended virtual historic marker CPRC subcommittee meetings in February and March. In the third quarter of FY22, OSH received 150 research inquiries. All received responses within 2 business days and were provided full responses within 14 business days. The OSH staff also provided 17 educational activities, which included presentations that were posted to YouTube, Facebook, and the OSH website. In addition, the state historian published 3 “History Matters” articles in the *Santa Fe New Mexican*.

RECORDS CENTER ACTIVITIES – February 1, 2022 through April 30, 2022

Record Center Stats:

Type of record transaction	Boxes brought in for Storage	Boxes withdrawn	Withdrawn Boxes Returned	Boxes Perm Withdrawn	Boxes transferred to Archives	Boxes destroyed in the Records Center (zapped).	Boxes brought in for Destruction
Agency Name							
Administrative Hearing Office	32	0	0	0	0	0	0
Aging and Long-Term Services Department	0	0	0	0	0	0	14
Children Youth and Families Department	100	19	20	0	0	0	146
Corrections Department, New Mexico	383	43	42	0	0	0	108
Cultural Affairs, New Mexico Department of	0	0	0	0	0	0	200
Educational Retirement Board, New Mexico	0	0	0	0	0	0	805
Environment Department, New Mexico	0	0	5	0	0	0	0
General Services Department, New Mexico	0	0	0	0	0	0	35
Health, New Mexico Department of	76	28	28	0	0	0	28
Medical Board, New Mexico	0	5	0	0	0	0	0
Military Affairs, New Mexico Department of	0	0	0	221	0	0	0
Nursing, New Mexico Board of	0	24	23	0	0	0	0
Parole Board, New Mexico	0	2	2	0	0	0	0
Personnel Office, New Mexico State	0	15	19	0	0	0	33
Public Regulation Commission, New Mexico	0	2	0	0	0	0	0
Regulation and Licensing Department, New Mexico	216	7	12	0	0	0	22
Secretary of State, New Mexico	169	2	0	0	0	0	0
Superintendent of Insurance, Office of the	92	1	0	0	0	0	0
Taxation and Revenue Department, New Mexico	0	0	5	0	0	0	48
Treasurer, New Mexico State	0	0	0	0	0	0	41
TOTAL EXECUTIVE AGENCIES	1068	148	156	221	0	0	1480
NON-EXECUTIVE AGENCIES							
Colleges/Universities	0	0	0	0	0	0	468
District Attorney Offices	0	2	12	0	0	0	42
District Courts	0	0	0	0	0	0	69

Legislative Council Service, New Mexico	26	18	21	0	0	0	0
Legislative Finance Committee, New Mexico	0	44	28	0	0	0	0
Magistrate Courts	0	0	0	0	0	0	24
Metropolitan Court, Bernalillo County	0	23	33	0	0	0	0
TOTAL NON-EXECUTIVE AGENCIES	26	87	94	0	0	0	603
GRAND TOTAL	1094	235	250	221	0	0	2083

On-Site Destruction Stats:

Agency	Number of Boxes
Administrative Office of the Courts	74
Bernalillo County Metro Court	101
Children, Youth & Families Department	19
Colleges/Universities	348
Corrections Department	36
Department of Game and Fish	4
Department of General Services	53
Department of Health	1615
District Courts	320
Division of Vocational Rehabilitation	46
Gaming Control Board	48
Human Services Department	185
Legislative Finance Committee	3
New Mexico Military Institute	1
Office of Superintendent of Insurance	28
Public Defender Department	70
Public Education Department	6
School for the Blind and Visually Impaired	1
Total	2958
Agency	Number of E-Records
Colleges/Universities	3769
Public Education Department	4128
Total	7897
Grand Total	10855

STATE ARCHIVES OF NEW MEXICO ACTIVITIES – February 1, 2022 through April 30, 2022

Accessions/Accretions

Accession Number	Collection	Size of Collection
2022-001	COVID Collection	3.0 CF
2022-002	NM SRCA Collection	.25 CF
2022-003	Fifteen Club Records	1 Folder