

**COMMISSION OF PUBLIC RECORDS  
DIRECTOR'S REPORT  
AUGUST 30, 2022**

**PERSONNEL UPDATE**

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**NEW MEXICO STATE RECORDS CENTER AND ARCHIVES STATISTICS**

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**PERSONNEL**

The agency has 7 vacancies out of 35 positions. This places our vacancy rate at 20.00 percent.

**Vacant Positions Posted/Pending**

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

**New Hires/Promotion/Transfers**

None.

**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

IT: IT Technology Officer, 7-12-22

**BUDGET**

**FY 2023 Budget**

As of August 1, 2022, our general fund balance in the 200 category was \$2,470,998; the balance in the 300 category was \$47,090; and the 400 category balance was \$66,864.

**CARRUTHERS BUILDING RADON MITIGATION**

In August 2018, the General Services Department (GSD) began radon mitigation in the Carruthers building. Their efforts included annual testing; replacement of two HVAC units; adjustment of airflow, sealing of cracks and walls; and the installation of a piping mitigation system. During the past four years, GSD was able to lower the elevated levels of radon in SRCA to industry standards. Our sincere thanks and appreciation to Secretary Garcia, Anna Silva, and the entire GSD staff for their continued support.

**DIVISION HIGHLIGHTS**

**ALD**

During the fourth 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 3 days. In addition, 63 rulemaking actions, 42 notices of rulemaking, 3 executive orders, 4 public health orders, and 13 other matters related to administrative law were filed and published by the established deadlines. ALD also provided 2 large group trainings, as well as 6 individual trainings.

## RMD

During the fourth quarter of FY22, the RMD provided 7 virtual records management and information trainings to 112 public employees. The division pulled and processed 655 boxes within 24 business hours. Also, 12,637 units of public records that met their legal retention were validated and processed. There were requests for destruction for 8,924 electronic records and 4,343 boxes.

## ITMD

During the fourth 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 53 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 provided software upgrades, and conducted the annual inventory.

## SANM

During the fourth quarter of FY22, SANM entered 1,044 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 conducted 29 outreach efforts to foster an appreciation and understanding of New Mexico culture.

## OSH

In support of the Cultural Properties Review Committee (CPRC), the state historian attended virtual meetings and historic marker subcommittee meetings in April and June. In the fourth quarter of FY22, OSH received 162 research inquiries. All received responses within 2 business days and were provided full responses within 14 business days. The OSH staff also provided 33 educational activities, which included presentations that were posted to YouTube and Facebook. The deputy state historian posted the “Chocolate in New Mexico: A Brief History” article on the OSH website. In addition, the state historian published 3 “History Matters” articles in the *Santa Fe New Mexican*.

## RECORDS CENTER ACTIVITIES – May 1, 2022 through July 31, 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
<b>Agency Name</b>							
Administrative Hearing Office	16	0	0	0	0	0	0
Aging and Long-Term Services Department	8	0	0	0	0	0	0
Children Youth and Families Department	50	12	8	0	0	0	83
Corrections Department, New Mexico	140	19	28	0	0	0	0
Cultural Affairs, New Mexico Department of	0	0	0	0	0	0	50
Energy, Minerals and Natural Resources Department	0	0	0	0	0	0	25
Finance and Administration, Department of	0	6	6	0	0	0	0
Health, New Mexico Department of	37	6	22	0	0	0	82

Livestock Board, New Mexico	0	0	0	0	0	0	98
Medical Board, New Mexico	0	5	4	0	0	0	0
Military Affairs, New Mexico Department of	0	0	0	357	0	0	0
Nursing, New Mexico Board of	0	0	3	0	0	0	0
Personnel Office, New Mexico State	0	20	33	0	0	0	0
Regulation and Licensing Department, New Mexico	48	1	6	0	0	0	0
School for the Deaf, New Mexico	0	0	1	0	0	0	0
Secretary of State, New Mexico	70	0	0	0	0	0	0
Superintendent of Insurance, Office of the	0	11	11	0	0	0	0
<b>TOTAL EXECUTIVE AGENCIES</b>	<b>369</b>	<b>80</b>	<b>122</b>	<b>357</b>	<b>0</b>	<b>0</b>	<b>338</b>
<b>NON-EXECUTIVE AGENCIES</b>							
Colleges/Universities	0	0	0	0	0	0	260
District Attorney Offices	0	21	3	0	0	0	45
Legislative Council Service, New Mexico	22	64	45	0	0	0	0
Legislative Finance Committee, New Mexico	0	29	29	0	0	0	0
Metropolitan Court, Bernalillo County	9	40	39	0	0	0	0
<b>TOTAL NON-EXECUTIVE AGENCIES</b>	<b>31</b>	<b>154</b>	<b>116</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>305</b>
<b>GRAND TOTAL</b>	<b>400</b>	<b>234</b>	<b>238</b>	<b>357</b>	<b>0</b>	<b>0</b>	<b>643</b>

On-Site Destruction Stats:

Agency	Number of Boxes
Bernalillo County Metro Court	238
Children, Youth & Families Department	187
Colleges/Universities	730
Department of Health	50
District Attorney Offices	163
District Courts	251
Division of Vocational Rehabilitation	46
Education Retirement Board	7
Gaming Control Board	52
Human Services Department	816
Office of Superintendent of Insurance	71
Public Defender	145
Public Education Department	4
Public Schools	145
School for the Blind and Visually Impaired	8
Secretary of State	74

State Land Office	2
<b>Total</b>	<b>2989</b>
<b>Agency</b>	<b>Number of E-Records</b>
Colleges/Universities	308
Department of Health	513
Division of Vocational Rehabilitation	3572
<b>Total</b>	<b>4393</b>
<b>Grand Total</b>	<b>7382</b>

**STATE ARCHIVES OF NEW MEXICO ACTIVITIES – May 1, 2022 through July 31, 2022**

**Accessions/Accretions**

**State Archives of New Mexico did not accession any collections for this time period.**