**COMMISSION OF PUBLIC RECORDS**

**DIRECTOR’S REPORT**

**november 22, 2022**

**PERSONNEL UPDATE**

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* **Hires**

**BUDGET UPDATE**

* **FY23 Budget Balances**

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

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

**COMMISSION OF PUBLIC RECORDS**

**DIRECTOR’S REPORT**

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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, Pending

IT Network Administrator I, Adv 10-6-22

**New Hires/Promotion/Transfers**

IT: IT Technology Officer, Melissa True, 10-1-22

**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, 4-16-22

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

ALD: Management Analyst-A, 4-16-22

IT Network Administrator I, 9-30-22

**BUDGET**

**FY23 Budget**

As of November 1, 2022, our general fund balance in the 200 category was $1,906,264; the balance in the 300 category was $46,892; and the 400 category balance was $49,931.

**DIVISION HIGHLIGHTS**

**ALD**

During the first quarter of FY23, 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. In addition, 59 rulemaking actions, 40 notices of rulemaking, and 9 other matters related to administrative law were filed and published by the established deadlines. The ALD also provided 1 large group training, as well as 5 individual trainings. The staff also gave an administrative law presentation to approximately 40 attorneys at the annual New Mexico State Bar convention.

**RMD**

During the first quarter of FY23, the RMD provided 10 virtual records management and information trainings to 254 public employees. The division pulled and processed 707 boxes within 24 business hours. Also, 95,715 units of public records that met their legal retention were validated and processed. There were requests for destruction for 89,214 electronic records and 6,501 boxes.

**ITMD**

In the first quarter of FY23, the ITMD continued updating the SRCA and OSH websites. Meeting notices and video uploads were posted to the agency websites. The ITMD responded to 35 helpdesk requests within a 2-hour timeframe and provided support for employees working from home. The ITMD provided back-up storage of 3.6 TB of data consisting of 3,138,015 files. In addition, the ITMD created back-up storage for the Albuquerque Records Center.

**SANM**During the first quarter of FY23, SANM entered 343 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 several outreach efforts pertaining to the 2022 Archives Month events.

**OSH**

In the first quarter of FY23, the state historian served and provided support to the Cultural Properties Review Committee and the Historic Markers subcommittee. OSH also received 205 research inquires. All received responses within 2 business days and were provided full responses within 14 business days. The OSH staff also provided 20 educational activities, which included presentations that were posted to YouTube and Facebook. In addition, the state historian published 3 “History Matters” articles in the *Santa Fe New Mexican*.

**RECORDS CENTER ACTIVITIES – August 1, 2022 through October 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** |
| **Agency Name** |  |  | |  |  |  |  |  | |
| Aging and Long-Term Services Department | 0 | 0 | | 1 | 0 | 0 | 0 | 18 | |
| Children Youth and Families Department | 24 | 25 | | 15 | 0 | 0 | 0 | 214 | |
| Corrections Department, New Mexico | 375 | 52 | | 23 | 0 | 0 | 0 | 0 | |
| Cultural Affairs, New Mexico Department of | 0 | 0 | | 0 | 0 | 0 | 0 | 50 | |
| Educational Retirement Board, New Mexico | 0 | 0 | | 0 | 0 | 0 | 0 | 107 | |
| Engineer, Office of the State | 0 | 2 | | 2 | 0 | 0 | 0 | 0 | |
| Finance and Administration, Department of | 0 | 0 | | 2 | 0 | 0 | 0 | 0 | |
| General Services Department, New Mexico | 0 | 0 | | 0 | 0 | 0 | 0 | 15 | |
| Governor, Office of the | 7 | 0 | | 0 | 0 | 0 | 0 | 0 | |
| Health, New Mexico Department of | 13 | 37 | | 35 | 0 | 0 | 0 | 0 | |
| Land Office, State of New Mexico | 0 | 0 | | 0 | 0 | 0 | 0 | 13 | |
| Military Affairs, New Mexico Department of | 0 | 0 | | 0 | 330 | 0 | 0 | 0 | |
| Nursing, New Mexico Board of | 0 | 11 | | 11 | 0 | 0 | 0 | 0 | |
| Parole Board, New Mexico | 179 | 0 | | 0 | 0 | 0 | 0 | 0 | |
| Personnel Office, New Mexico State | 18 | 7 | | 8 | 0 | 0 | 0 | 0 | |
| Regulation and Licensing Department, New Mexico | 68 | 6 | | 6 | 0 | 0 | 0 | 23 | |
| Secretary of State, New Mexico | 128 | 1 | | 0 | 0 | 0 | 0 | 84 | |
| Superintendent of Insurance, Office of the | 0 | 7 | | 7 | 0 | 0 | 0 | 0 | |
| Taxation and Revenue Department, New Mexico | 0 | 0 | | 1 | 0 | 0 | 0 | 0 | |
| Transportation, New Mexico Department of | 0 | 0 | | 0 | 0 | 0 | 0 | 832 | |
| **TOTAL EXECUTIVE AGENCIES** | **812** | **148** | | **111** | **330** | **0** | **0** | **1,356** | |
|  |  |  | |  |  |  |  |  | |
| **NON-EXECUTIVE AGENCIES** |  |  | |  |  |  |  |  | |
| District Attorney Offices | 0 | 0 | | 0 | 0 | 0 | 0 | 77 | |
| District Courts | 0 | 0 | | 0 | 0 | 0 | 0 | 25 | |
| Judicial Standards Commission, New Mexico | 0 | 0 | | 0 | 0 | 0 | 0 | 16 | |
| Legislative Council Service, New Mexico | 0 | 2 | | 29 | 0 | 0 | 0 | 0 | |
| Legislative Finance Committee, New Mexico | 0 | 38 | | 39 | 0 | 0 | 0 | 0 | |
| Metropolitan Court, Bernalillo County | 33 | 38 | | 12 | 0 | 0 | 0 | 0 | |
| **TOTAL NON-EXECUTIVE AGENCIES** | **33** | **78** | | **80** | **0** | **0** | **0** | **118** | |
|  |  |  | |  |  |  |  |  | |
| **GRAND TOTAL** | **845** | **226** | | **191** | **330** | **0** | **0** | **1,474** | |

On-Site Destruction Stats:

|  |  |
| --- | --- |
| **Agency** | **Number of Boxes** |
| Aging and Long-Term Services Department | 68 |
| Metropolitan Court, Bernalillo County | 256 |
| Board of Nursing | 32 |
| Children, Youth & Families Department | 11 |
| Colleges/Universities | 784 |
| Cultural Affairs Department of | 116 |
| Department of Game and Fish | 18 |
| Department of Health | 75 |
| Department of Homeland Security & Emergency Management | 14 |
| Department of Transportation | 171 |
| District Courts | 563 |
| Division of Vocational Rehabilitation | 107 |
| Education Retirement Board | 13 |
| Environment Department | 60 |
| Human Services Department | 2,085 |
| Legislative Finance Committee | 1 |
| Local Public Body | 2 |
| Public Schools | 25 |
| Regulation and Licensing Department | 2 |
| School for the Blind and Visually Impaired | 4 |
| **Total** | **4,407** |
|  |  |
| **Agency** | **Number of E-Records** |
| Board of Nursing | 162 |
| Colleges/Universities | 88,529 |
| **Total** | **88,691** |
|  |  |
| **Grand Total** | **93,098** |

**STATE ARCHIVES OF NEW MEXICO ACTIVITIES – August 1, 2022 – October 31, 2022**

**Accessions/Accretions**

|  |  |  |
| --- | --- | --- |
| **Collection Number** | **Collection Title** | **Date** |
| **1959-250** | **New Mexico State Records Center and Archives History Files** | **8/17/2022** |
| **2022-006** | **New Mexico Suffrage Collection** | **8/19/2022** |
| **1988-002** | **Fifteen Club Records** | **9/13/2022** |
| **1982-077** | **New Mexico Public Employees Retirement Association Records** | **10/10/2022** |