

**COMMISSION OF PUBLIC RECORDS  
DIRECTOR'S REPORT  
MARCH 21, 2023**

**PERSONNEL UPDATE**

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

**BUDGET UPDATE**

- **FY23 Budget Balances**

**DIVISION HIGHLIGHTS**

- **ALD**
- **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**

IT End User Support III – Adv 1-17-23

**New Hires/Promotion/Transfers**

ALD: Management Analyst-A Hired Nicholas Henderson 11-12-22

IT Network Administrator I – Promoted Lucas Iben, 12-24-22

**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

IT End User Support III, 12-24-22

**BUDGET**

**FY23 Budget**

As of February 1, 2023, our general fund balance in the 200 category was \$1,166,194; the balance in the 300 category was \$39,042; and the 400 category balance was \$35,181.

**DIVISION HIGHLIGHTS**

**ALD**

During the second 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 6. In addition, 147 rulemaking actions, 39 notices of rulemaking, and 10 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 11 individual trainings.

**RMD**

During the second quarter of FY23, the RMD provided 6 virtual records management and information trainings to 84 public employees. The division pulled and processed 377 boxes within 24 business hours. Also, 303,620 units of public records that met their legal retention were validated and processed. There were requests for destruction for 304,467 electronic records, 156 magnetic cases, and 2,997 boxes.

**ITMD**

In the first quarter of FY23, the ITMD continued updating the SRCA and OSH websites with meeting notices, links, and videos. IT also reorganized portions of the SRCA website to remove clutter and improve legibility. The ITMD responded to 30 helpdesk requests within a 2-hour timeframe and provided support for employees working from home. The ITMD provided back-up storage of 121.6 GB of data consisting of 3,149,469 records and 3,864,445 metadata records. In addition, equipment and software were provided in support of all HP Records Manager installations.

**SANM**

During the first quarter of FY23, SANM entered 144 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 on October 14, 2022, and December 9, 2022. OSH also received 128 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 wrote 3 columns for the *Santa Fe New Mexican*, and the deputy state historian wrote and posted 2 articles to [newmexicohistory.org](http://newmexicohistory.org).

**RECORDS CENTER ACTIVITIES: November 1, 2022 – January 31, 2023****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>							
Aging and Long-Term Services Department	0	0	0	0	0	0	2
Children Youth and Families Department	312	13	8	0	0	0	232
Corrections Department, New Mexico	0	36	34	0	0	0	0
Cultural Affairs, New Mexico Department of	0	0	0	0	0	0	100
Education Department, Public	0	3	0	0	0	0	0
Educational Retirement Board, New Mexico	0	0	0	0	0	0	36
Engineer, Office of the State	5	0	0	0	0	0	0
Game and Fish, New Mexico Department of	0	0	0	0	0	0	88
Health, New Mexico Department of	26	268	161	0	0	0	0
Land Office, State of New Mexico	0	0	0	0	0	0	25
Medical Board, New Mexico	0	17	15	0	0	0	0
Nursing, New Mexico Board of	0	1	1	0	0	0	0
Personnel Office, New Mexico State	17	9	10	0	0	0	0
Regulation and Licensing Department, New Mexico	0	12	5	0	0	0	12
School for the Deaf, New Mexico	0	1	1	0	0	0	0
Secretary of State, New Mexico	0	2	0	0	0	0	0
Superintendent of Insurance, Office of the	45	2	12	0	0	0	0
Transportation, New Mexico Department of	0	0	0	0	0	0	338

<b>TOTAL EXECUTIVE AGENCIES</b>	<b>405</b>	<b>364</b>	<b>247</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>833</b>
<b>NON-EXECUTIVE AGENCIES</b>							
Colleges/Universities	0	0	0	0	0	0	100
District Attorney Offices	0	2	3	0	0	0	52
Judicial Standards Commission, New Mexico	0	0	0	0	0	0	8
Legislative Council Service, New Mexico	0	6	6	0	0	0	0
Legislative Finance Committee, New Mexico	0	1	1	0	0	0	0
Metropolitan Court, Bernalillo County	18	28	11	0	0	0	0
<b>TOTAL NON-EXECUTIVE AGENCIES</b>	<b>18</b>	<b>37</b>	<b>21</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>160</b>
<b>GRAND TOTAL</b>	<b>423</b>	<b>401</b>	<b>268</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>993</b>

On-Site Destruction Stats:

<b>Agency</b>	<b>Number of Boxes</b>
Aging and Long-Term Services Dept.	13
Bernalillo County Metro Court	204
Children, Youth & Families Department	136
Colleges/Universities	758
Crime Victims Reparation Commission	24
Cultural Affairs Department of	21
Department of Game and Fish	7
Department of Health	91
Department of Public Safety	40
District Courts	228
Energy, Minerals and Natural Resources Department	46
Environment Department	30
Human Services Department	130
Public Defender	447
Public Education Department	7
Regulation and Licensing Department	6
School for the Blind and Visually Impaired	10
<b>Total</b>	<b>2,198</b>

<b>Agency</b>	<b>Number of E-Records</b>
Colleges/Universities	29,6304
Division of Vocational Rehabilitation	5,263
Department of Game and Fish	286
<b>Total</b>	<b>301,853</b>
<b>Grand Total</b>	<b>304,051</b>

**STATE ARCHIVES OF NEW MEXICO ACTIVITIES: November 1, 2022 – January 31, 2023****Accessions/Accretions**

<b><u>Collection No. and Title</u></b>	<b><u>Accession Number</u></b>	<b><u>Accession Date</u></b>
Collection 2007-030; Records of the New Mexico Audubon Society	2022-012	12/12/2022
Collection 2022-013; Stanley M. Hordes Collection	2022-013	12/30/2022
Collection 1959-036; New Mexico Commission of Public Records; New Mexico State Records Center and Archives	2022-014	1/20/2023
Collection 1959-250; New Mexico State Records Center and Archives History Files	2023-001	1/24/2023
Collection 1959-250; New Mexico State Records Center and Archives History Files	2023-002	1/24/2023
Collection 1959-250; New Mexico State Records Center and Archives History Files	2023-003	1/24/2023
Collection 1959-250; New Mexico State Records Center and Archives History Files	2023-004	1/25/2023
Collection 1981-022; New Mexico State Publications	2023-005	1/25/2023
Collection 1959-250; New Mexico State Records Center and Archives History Files	2023-006	1/25/2023
Collection 2001-043; Genealogy Publication Collection	2023-007	1/25/2023
Collection 1959-298; Reference Room Book Collection	2023-008	1/26/2023