

STATE RECORDS CENTER AND ARCHIVES COMMISSION OF PUBLIC RECORDS FY22 ~ ANNUAL REPORT



“Log footbridge and headgate on ditch, Acequia Madre, Santa Fe, NM”
Bergere Family Photograph Collection, Image No. 23426,
Courtesy of the New Mexico State Records Center and Archives





Bergere Family Papers, Image no. 23338
Courtesy State Archives of New Mexico

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YOUR ACCESS TO PUBLIC INFORMATION



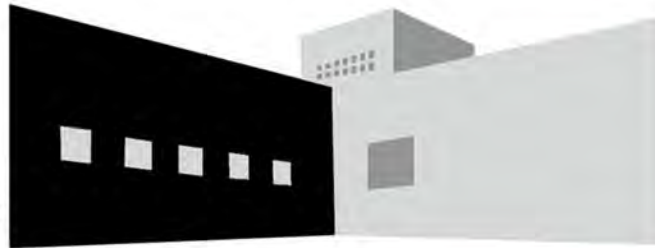
The Nina Otero-Warren Quarter is the fourth coin in the American Women Quarters™ Program. Nina Otero-Warren was a leader in New Mexico’s suffrage movement and the first woman to be superintendent of Santa Fe public schools. The image has three individual Yucca flowers, New Mexico’s state flower.

Otero-Warren emphasized the necessity of using the Spanish language in the suffrage fight in order to reach Hispanic women. She also spearheaded the lobbying effort to ratify the 19th Amendment in New Mexico. In 1921, she became the first Hispanic woman to run for Congress, although she was defeated in the general election.

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NEW MEXICO

Commission of Public Records

Members of the Commission of Public Records

State Auditor/Chair

The Honorable Brian S. Colón

Attorney General

The Honorable Hector Balderas

Secretary of State

The Honorable Maggie Toulouse Oliver

Director, NM State Law Library

Stephanie Wilson

General Services Department, Secretary

John A. Garcia

Department of Cultural Affairs, Secretary

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

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Reason for Hope

During the past fiscal year, we mastered some new vocabulary we would just as soon not have had to learn. As the deadly Delta variant gave way to the highly contagious Omicron variant, which ceded the field to the BA.4 and BA.5 subvariants, many of us got vaccinated over and over. Protective masks and vaccinations notwithstanding, the agency experienced cases of COVID-19 that knocked out whole divisions for weeks at a time. None of the five divisions was spared. Thankfully, however, everyone pulled through. Moreover, we more than persevered, we thrived. As you read the annual report that follows, I believe you will see that the State Records Center and Archives recorded another remarkably productive year.



During the entire year the agency operated on hybrid schedules that varied somewhat from to division to division but saw most of the staff combining working on site and teleworking to serve the varied clientele that relies on our services. Given our heavy reliance on technology in our work, our Information Technology Management Division (ITMD) has been the exception, being on site most of the time and always on call.

As the year comes to a close, we have begun in earnest overhauling ITMD from the ground up with new personnel, equipment, and software. Of no less importance, we have a new vision for the future of computing at this agency, a vision that will see us seek out and attain a new level of computing excellence that will in turn make the entire agency more effective.

The state archives continue to provide outstanding service. Operating on an appointment basis has allowed the small staff to serve researchers both in person and remotely in the most efficient way. We are so pleased with this procedure that we plan to continue even when our operations return to something approximating the “old normal.”

If you have not watched any of the very popular New Mexico history programming developed by the state historian and available on YouTube—*New Mexico History in 10 Minutes*--you are really missing a unique opportunity to learn about our state. Using this medium to inform the public is just another way the agency has learned from the challenges presented by the pandemic. Our outreach will never be the same.

In my message last year, I cited a favorite aphorism. Alexander Pope coined the expression “hope springs eternal” in his 1732 poem *An Essay on Man*, and its message that people are ever optimistic that better times are coming, soon became proverbial. Indications are that the COVID-19 pandemic is finally waning. So let us be thankful that we have all made it through another challenging year and embrace the rays of hope that a new day is indeed dawning.

Rick Hendricks, PhD

New Mexico State Records Administrator

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Nina Otero Warren, New Mexico Suffragette

MRS. OTERO-WARREN NOMINEE FOR CONGRESS HAS ENVIABLE RECORD

Mrs. Adelina Otero-Warren, Republican nominee for congress, was born in Los Lunas, N. M., the daughter of Manuel B. Otero and Eloisa Luna de Otero. She received her schooling at Madame's of the Sacred Heart Academy, St. Louis, Mo.

Mrs. Otero-Warren has been superintendent of schools of Santa Fe county for six years, and is chairman of the state welfare board, and chairman for the public welfare department of the New Mexico Federation of Women's Clubs.

Mrs. Otero-Warren was chairman of the legislative committee of the New Mexico Federation of Women's clubs during the campaign for woman's suffrage when child welfare legislation was successfully carried through. She has been connected with movements for the welfare and betterment of women and children, and her administration of her office of public school superintendent in Santa Fe county has been unusually successful. On retiring from this office an unexpended balance of \$30,000 was left in the school treasury.

Mrs. Warren is the first woman in New Mexico to be nominated for congress.

Mrs. Otero-Warren is a woman of means, who has, nevertheless given much of her time and energies to public work in this state. She has always been influential in politics, and an active worker for women. It was largely due to her efforts that New Mexico became one of the leaders among the states in endorsing the constitutional amendment giving women suffrage. For the past six years she has been one of the leaders in educational circles of the state, having been favorably spoken of several times for president of the New Mexico Educational association.

1922



Nina Otero Warren, New Mexico Suffragette
Image 21702, 1974-024 Bergere Family Photograph Collection,
State Archives of New Mexico

This image was on display at the "Rightfully Hers" exhibit at the US National Archives in Washington, DC from May 2019 through January 2021.

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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 county subdivision regulations and 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 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 for 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 FY22. 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, PhD, continued his leadership as the state records administrator (SRA) through the year. Georgette L. Chávez also continued serving as the deputy state records administrator (DSRA). The division services include budget, personnel, procurement, accounting, federal grant reporting, facility management, and coordination of security services. Agency management is comprised of the SRA and the DSRA. The SRA 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 Information Technology Management Division. The DSRA serves in the absence of the SRA and oversees the Office of the State Historian, the administrative services bureau chief, 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 55,675 columnar inches representing approximately 1,980 pages of text in the *New Mexico Register*. The ALD staff conducted online 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 5,785 private and public records to support law enforcement, attorneys, the courts, and the public. The SANM continued relationships and partnerships with KNME/NMPBS, and the Public Employees Retirement Board. In addition the SANM provided preservation consultations to The New Mexico Jewish Historical Society and many members of the public.

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 nmhistory.org website. The staff provided daily assistance to researchers, state government agencies, and the public.

The New Mexico Historical Records Advisory Board awarded 6 regrants in the amount of \$27,897 to help preserve and provide public access to New Mexico historical records.

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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 also made many software and hardware upgrades to improve operations and increase security. Some of the improvements include upgrading of HP Content Manager 10.1, upgrading to Windows 10 OS, enabling BitLocker for increased security, onboarding MS Defender for all computers, deploying a multifactor authentication for O365. In addition the ITMD purchased Windows 2022 licenses for the server upgrade project, and removed all end-of-life 3Com switches from the network environment.

Records Management Division

The Records Management Division (RMD) staff provided 33 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 the pandemic presented, the RMD safely pulled and processed 1536 boxes within 24 hours upon request. In addition 36,452 units of public records that met their legal retention were validated and processed.



Bergere Family Photograph Collection, image 23304. Courtesy of the New Mexico State Records Center and Archives.

NEW MEXICO

State Records Center and Archives

COMMISSION OF PUBLIC RECORDS

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Conservationist and author, Aldo Leopold with his wife, Nina's sister Estella Bergere Leopold, and possibly Aldo's mother, at home in Tres Piedras, NM c. 1913.

Bergere Family Photograph Collection, image 21353,
Courtesy New Mexico State Records Center and Archives.

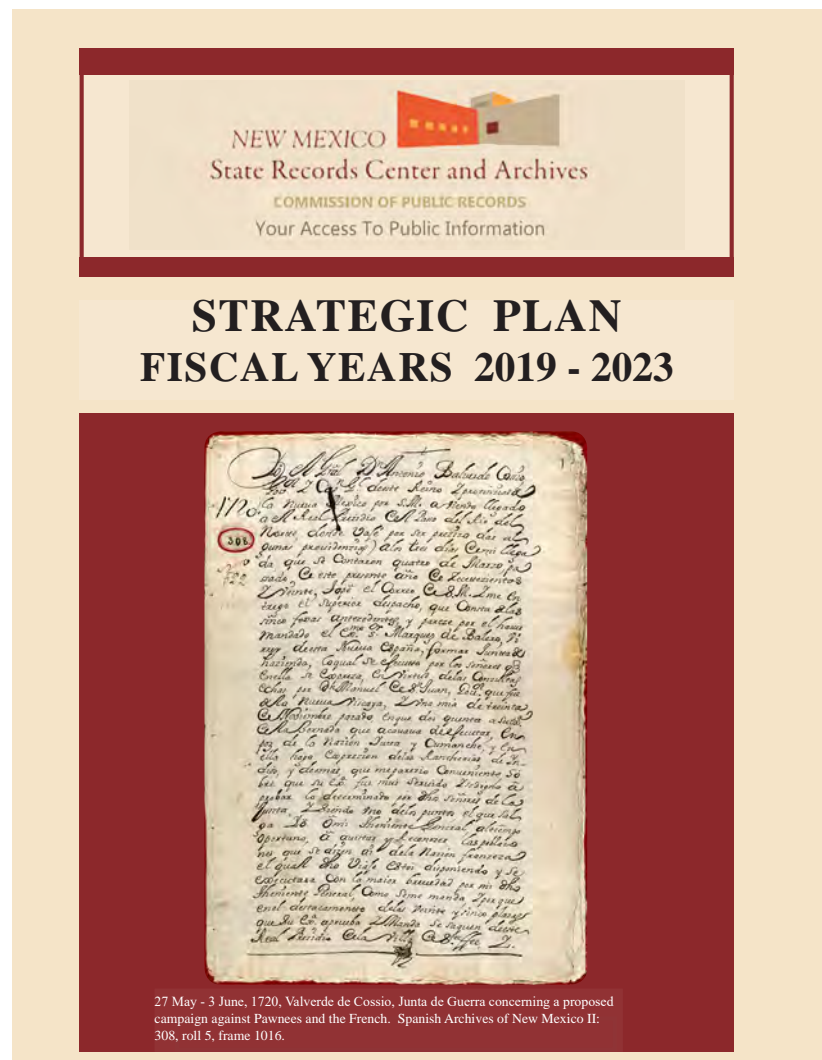
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FIVE - YEAR STRATEGIC PLAN

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/>.



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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 FY22, the average maximum number of days was 5 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, the default procedural rule for rulemaking, recordkeeping for rulemaking, and rule filing. Seven virtual agency trainings were provided in the last fiscal year that had 27 participants. In total, the ALD trained 75 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 on rules and if there is particular expertise, ALD staff will provide whatever guidance to rule-filers that 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, and updating the online NMAC as rules become effective).

FISCAL YEAR 2022 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 was \$3.00 per inch. During FY22, the ALD published approximately 55,675 columnar inches and billed for approximately 1,980 pages of text in the *New Mexico Register*. For the fiscal year, approximately \$167,528.00 was billed for register publication.

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The following tables further explain the publishing activity.

STATISTICAL REPORTS

<i>New Mexico Register</i> Activity	FY 18	FY 19	FY 20	FY 21	FY 22
Notices of rulemaking published	211	142	158	131	197
Proposed rules published	1	2	2	4	3
Adopted rule filings published	558	421	329	264	565
Synopses published in place of full text of adopted rules	1	0	0	0	0
Other material related to administrative law published	19	22	43	69	69

Notices of Rulemaking Published in the <i>New Mexico Register</i> FY 22 by Agency	
Agency	Notices Published
Acupuncture, Board of	1
Aging and Long-Term Services Department	1
Agriculture, Department of	5
Albuquerque-Bernalillo County Air Quality Control Board	1
Architects, Board of Licensure for	2
Athletic Trainers Practice Board	1
Auditor, Office of the State	1
Barbers and Cosmetologists, Board of	1
Body Art Practitioners, Board of	2
Children, Youth and Families Department	1
Chiropractic Board	1
Counseling and Therapy Practice, Board of	1
Cultural Affairs, Department of	2
Dental Health Care, Board of	2
Early Childhood Education and Care Department	3
Economic Development Department	3
Educational Retirement Board	2
Energy, Minerals and Natural Resources Department	6
Environment Department	5
Funeral Services Board	1
Game and Fish Department	10

General Services Department	1
Health Department	4
Higher Education Department	2
Home Inspectors Board	1
Homeland Security and Emergency Management, Department of	1
Human Services Department	15
Information Technology, Department of	1
Interior Design Board	2
Livestock Board	1
Massage Therapy Board	2
Medical Board	3
Mining Safety, Board of	1
Nursing Board	1
Nursing Home Administrators Board	2
Nutrition and Dietetics Practice Board	1
Occupational Therapy, Board of Examiners for	1
Optometry Board	2
Pharmacy, Board of	5
Physical Therapy Board	1
Podiatry, Board of	1
Private Investigations Advisory Board	3
Professional Engineers and Professional Surveyors, Board of Examiners for	2
Psychologist Examiners, Board of	1
Public Accountancy, Board of	1
Public Education Department	8
Public Employee Labor Relations Board	2
Public Lands, Commissioner of	1
Public Regulation Commission	9
Public Safety, Department of	2
Racing Commission	3
Real Estate Appraisers Board	1
Real Estate Commission	3
Regulation and Licensing Department	16
Respiratory Care Advisory, Board of	1
Retirement Health Care Authority	1
Secretary of State, Office of	3

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Signed Language Interpreting Practices Board	1
Social Work Examiners, Board of	1
Speech-Language Pathologists, Audiologists and Hearing Aid Dispensers Board	2
Superintendent of Insurance, Office of	16
Taxation and Revenue Department	2
Transportation, Department of	5
Veterinary Medicine, Board of	1
Workforce Solutions, Department of	7
Grand Total	197

Adopted Rule Filings Published in the <i>New Mexico Register</i> FY 22 by Agency	
Agency	Rule Filings Published
Acupuncture, Board of	20
Albuquerque-Bernalillo County Air Quality Control Board	2
Architect, Board of Examiners for	5
Athletic Trainers Practice Board	9
Auditor, Office of the State	2
Barbers and Cosmetologists, Board of	3
Body Art Practitioners, Board of	10
Children, Youth and Families Department	1
Chiropractic Board	7
Counseling and Therapy Practice, Board of	29
Cultural Affairs, Department of	2
Dental Health Care, Board of	3
Early Childhood Education and Care Department	10
Economic Development Department	3
Educational Retirement Board	1
Energy, Minerals and Natural Resources Department	8
Environment Department	11
Funeral Services Board	4
Game and Fish Department	12
General Services Department	3
Health, Department of	8
Higher Education Department	3
Home Inspectors Board	3
Homeland Security and Emergency Management, Department of	1

Human Services Department	75
Interior Design Board	2
Massage Therapy Board	2
Medical Board	15
Mining Safety, Board of	4
Nursing Board	3
Nursing Home Administrators Board	9
Nutrition and Dietetics Practice Board	3
Occupational Therapy, Board of Examiners for	3
Optometry Board	6
Pharmacy, Board of	9
Physical Therapy Board	4
Podiatry, Board of	2
Private Investigations Advisory Board	11
Professional Engineers and Professional Surveyors, Board of Examiners for	6
Psychologist Examiners, Board of	20
Public Accountancy, Board of	4
Public Education Department	14
Public Employee Labor Relations Board	4
Public Regulation Commission	3
Public Safety, Department of	2
Racing Commission	8
Real Estate Appraisers Board	9
Real Estate Commission	2
Regulation and Licensing Department	76
Respiratory Care Advisory, Board of	24
Retirement Health Care Authority	1
Secretary of State, Office of	4
Signed Language Interpreting Practices Board	3
Social Work Examiners, Board of	14
Speech-Language Pathologists, Audiologists and Hearing Aid Dispensers Board	3
State Ethics Commission	5
State Personnel Office	4
Superintendent of Insurance, Office of	25
Taxation and Revenue Department	18
Transportation, Department of	2

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Veterinary Medicine, Board of	1
Workforce Solutions, Department of	18
Grand Total	565

Other Material Related to Administrative Law Published in the <i>New Mexico Register</i> FY 2022 by Agency	
Agency	Notices Published
Acupuncture, Board of	1
Architects, Board of Examiners for	1
Auditor, Office of the State	1
Counseling and Therapy Practice Board	1
Early Childhood Education and Care Department	1
Governor, Office of the	18
Health, Department of	22
Human Services Department	2
Medical Board	1
Occupational Therapy, Board of Examiners for	1
Optometry Board	1
Professional Engineers and Professional Surveyors, Board of Licensure for	1
Public Education Department	1
Public Regulation Commission	2
Public Safety, Department of	1
Regulation and Licensing Department	6
Respiratory Care Advisory Board	1
Signed Language Interpreting Practices Board	1
State Ethics Commission	1
Superintendent of Insurance, Office of	3
Transportation, Department of	1
Grand Total	69

As a result of the continuing COVID-19 pandemic, there were 18 governor's executive orders, and 23 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 made permanent, an emergency rule amendment to 1.24.10 NMAC that allowed for electronic filings with a valid, digital signature to expedite rule filings remotely.

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 the 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 historical 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 use by providing excellent reference assistance and through educational programming. The division currently consists of a director, bureau chief, an archivist, a business operations support specialist, and an administrative support position. In the past, the division consisted of 9 staff members. Despite staffing shortages, the SANM team has continued offering a high - level service to provide access to public records.

ACCOMPLISHMENTS

The SANM is the central repository for state government's permanent records, as well as a vast array of both public and private collections. 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 New Mexico's documentary heritage.

ACCESS

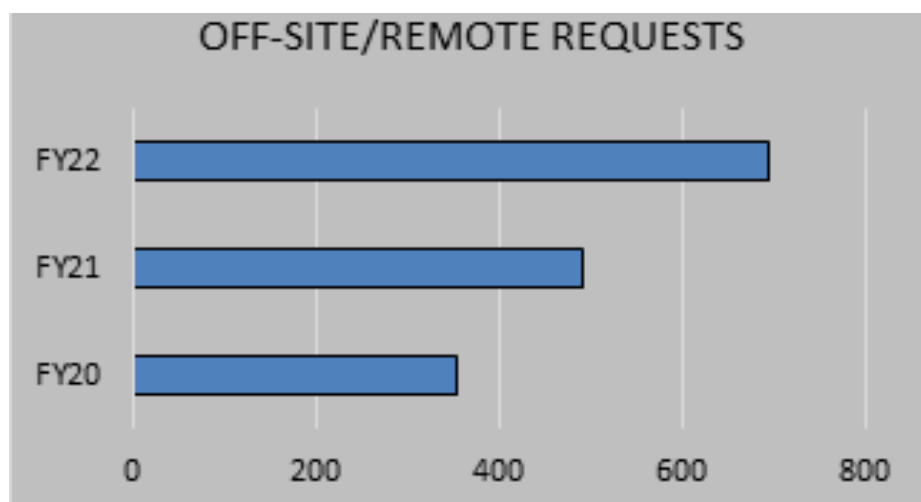
Between July 1, 2021, and June 30, 2022, division staff created 5,814 descriptive records, which were made available online via the HERITAGE web portal. The SANM team created finding aids to support and provide historical information to law enforcement, attorneys, the

courts, scholars, and the public. These descriptive records help promote access and are used by all branches of government and the public. Researchers were assisted in person and remotely to provide access to archival collections. Archives staff satisfied 100 percent of requests within established timelines. Research needs of 233 requestors were satisfied on site in the research room, and there were 694 offsite/remote requests.



Image 23232, Nina's mother, Eloisa Luna, 1876,
Bergere Family Papers
Courtesy State Archives of New Mexico

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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. 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 FY22. Records remain in a safe environment, able to support the permanent preservation of records.



Image 21768, Separating ewes and lambs, N-Bar Ranch, Bergere Family Papers
Courtesy State Archives of New Mexico

OUTREACH

From July 1, 2021, and June 30, 2022, the SANM team continued outreach efforts. In early July, an Archives Month proclamation was drafted and submitted to leadership. By the end of July, the Governor's Office returned the official proclamation. Governor Michelle Lujan Grisham and Archivist of the United States David Ferriero thanked the staff; their notes were included on the Archives Month poster featuring archives staff members as they worked to continue to provide access to public records during the pandemic and to highlight the theme of public service. Packets were provided to the SRCA staff, NARA affiliates, and patrons.

Regular meetings continued with the New Mexico Public Employees Retirement Association (PERA). This team meets monthly in preparation for PERA's 75th anniversary celebration. In March 2021 the director of SANM participated in the virtual seminar "Women in Leadership," which celebrated prominent women in New Mexico government.

Also in March 2021, the director of SANM began approaching several entities in the hopes of establishing archives month partners. Representatives of NewMexicoWomen.org and the New Mexico Military Museum were provided tours of the SANM.

During the first and second quarter of the year, archives staff put up four exhibits. Images were digitized in association with an exhibit about the Freemasons in New Mexico. This included close to 100 files. All exhibits featured new books, including *The Santa Fe Scottish Rite Temple: Freemasonry Architecture and Theatre* to which Rick Hendricks, Khristaan Villela, and Wendy Waszut Barrett contributed chapters; *Pilgrim's Progress: A Graphic Novel* by Ralph Sanders; *The Man Who Tamed Cimarron: The Wild and Unruly Life of Pete Burleson* by Jim Burleson; and *The French in New Mexico: Four Centuries of Exploration, Adventure, and Influence* by Francois-Marie Patorni.

Division staff also continued to provide a variety of services, which included tours of the permanent repository; education to the public and other agency staff about agency services; consultations to all branches of government; collaborations with other agency divisions; information to potential donors, Archives Month partners, and the public about the permanent repository and our mission.



Manuel Otero, (Nina's father) with friends,
Image 23231, Bergere Family Papers
Courtesy New Mexico State Records and Archives

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STATISTICAL REPORT

Public Records Accessioned	
All public transfers or accessions via MOU, or from other branches of government	Cubic Feet (CF)
1959-036 - New Mexico Commission of Public Records (New Mexico State Records Center and Archives)	0.50
2022-001 - COVID Collection	3.00
Total	3.50 CF
Private Collections Accessioned	
	Cubic Feet (CF)
1988 - 002 - Fifteen Club Records	0.25
Total	0.25 (CF)

Public Records Described and Published	No. of CF described and published
1959-232 - Work Projects Administration Collection	0
1959-250 - New Mexico State Records Center and Archives History Files	0
1959-298 - Reference Room Book Collection	0.25
1974-020 - Guadalupe County, N.M. Records	4.00
1976-034 - Records of the United States Territorial and New Mexico District Courts for Lincoln County	12.00
1979-011 - Records of the United States Territorial and New Mexico District Courts for Curry County	20.00
1981-022 - New Mexico State Publications	0.50
1999-029 - Bernalillo County Metropolitan Court Records	15.00
2022-001 - COVID Collection	0.50
TOTAL	52.25 CF

Your Access to Public Information

Private Collections Described and Published	No. of CF described and published
1960-024 - Jaramillo-Bent-Scheurich Family Papers	0.25
1971-027 - John Gaw Meem Papers	0.50
1971-029 - E. Boyd collection	3.00
1976-037 - Southwestern Association on Indian Affairs Records	0.75
1982-096 - Crawford R. Buell Papers	0.25
2012-001 - Records of Nuestra Señora del Rosario San Fernando y Santiago	0.25
0119-0126 - Marjorie F. Lambert photograph collection	1.00
TOTAL	6.00 CF



“Leopold Camp in Pine Forest”, date unknown, Bergere Family
Photograph Collection, image 21694,
Courtesy New Mexico State Records Center and Archives



Image 21252, Bergere Family Papers
Courtesy State Archives of New Mexico

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 public. The state historian serves as director of this two-person division. He 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, as well as on the Historic Marker sub-committee. 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 re-grant program.

ACCOMPLISHMENTS

Website Development

The OSH history website offers students, educators, researchers, and the public an accessible and effective tool in disseminating knowledge about New Mexico's rich history and culture. OSH staff and ITMD continued to update the website during FY22, www.newmexicohistory.org, which received approximately 328,194 visits, exceeding the goal of 200,000 per year.

State Historian Activities

During FY22, OSH and the New Mexico State Records Center and Archives teleworked and worked hybrid schedules. State Historian Robert Martínez gave 26 public on-line lectures and had 13 print articles published. He participated at regional and state National History Day

competitions. He was interviewed for a documentary film about Genízaros, 14 times for television, 18 times for newspaper (*Santa Fe New Mexican*, *Albuquerque Journal*, and *Santa Fe Reporter*), and three times for radio (KKOB Talk Radio). He answered an average of 35 patron queries a month. He is also an ex officio board member of the Historical Society of New Mexico.

During FY22, the state historian continued producing a virtual social media series titled "New Mexico History in 10 Minutes" for YouTube (YT) and Facebook (FB). During FY22, 35 episodes were produced resulting in 20,165 views. He also started a new series titled "Let's Talk NM History," resulting in five new episodes with 5,510 views.

Conference Papers

"Wrestling with Ancestors," August 28, 2021, New Mexico Genealogical Society Annual Conference, Albuquerque.

"Revolts and Revolutions in New Mexico History," October 9, 2021, Genealogy Society of Hispanic America (GSHA) Annual Conference, Pueblo, CO.

"History of Las Golondrinas," November 13, 2021, El Rancho de las Golondrinas History Conference, Santa Fe.

Lectures and Presentations

"New Mexico History and Culture," August 12, 2021, Sandia Labs Executive Manager Program, Albuquerque.

"Casta in Colonial New Mexico," August 13, 2021, GSHA, ZOOM.

"History of New Mexico Hispano Music," August 14, 2021, GSHA, ZOOM.

"New Mexico History and Culture," September 23, 2021, Leadership New Mexico, Santa Fe.

“Casta in Colonial New Mexico,” October 6, 2021, Boston Community College, ZOOM.

“Revolts and Revolutions in New Mexico History,” October 8, 2021, Santa Fe Historical Society, Santa Fe.

“Masks On! Pandemics in NM History,” October 22, 2021, NMLA Conference, Albuquerque, ZOOM.

“Issues in New Mexico History,” November 4, 2021, CHART interview, Santa Fe.

New Mexico History and Culture,” November 11, 2021, Sandia Labs Executive Manager Program, Albuquerque.

“Pandemics in NM History,” December 9, 2021, COLORES, ZOOM.

“New Mexico Hispano Music History,” December 13, Historic Santa Fe Foundation, Santa Fe.

“What OSH Does,” January 21, 2022, Department of Cultural Affairs, Santa Fe.

“History of the Catholic Church in NM,” ASF Vocations Event, Pecos, NM.

“History of Hispano Music in New Mexico,” February 19, 2022, Valencia County Historical Society.

“New Mexico History and Culture,” February 23, 2022, Leadership New Mexico, Santa Fe.

“History of the Inquisition in New Mexico,” March 18, 2022, Manzano del Sol, Albuquerque.

“History of the Inquisition in New Mexico,” April 4, 2022, Southwest Seminars, Santa Fe.

“History of Hispano Music in NM,” April 9, 2022, NM Public Education Department, ZOOM.

“New Mexico History and Culture,” April 9, 2022, Colorado College students, Bernalillo.

“New Mexico History and Culture,” April 18, 2022, Sandia Labs Executive Manager Program, Albuquerque.

“New Mexico History and Art,” May 1, 2022, Art Meets History, Albuquerque.

“New Mexico Hispano Music,” May 22, 2022, New Deal Historical Society, Santa Fe.

“New Mexico History and Culture in Music,” June 2, 2022, Idaho College students, Santa Fe.

“New Mexico History and Culture in Music,” June 11, 2022, Casa San Ysidro, Corrales.

“Casta In Colonial New Mexico,” June 25, 2022, El Rancho de las Golondrinas, Santa Fe.

Print Articles

During FY22, wrote thirteen articles for a monthly column for the Santa Fe New Mexican about New Mexico history and culture:

“Genízaros Were New Mexico’s Other Native People,” June 18, 2022.

“A New Mexican Revolt Ended in Violence and a Changed Territory,” June 4, 2022.

“New Mexicans Resisted U.S. Invaders in 1847,” May 7, 2022.

“New Mexico’s Spanish Has A Life of its Own,” April 1, 2022.

“Padre Martinez’s Influence Went Far Beyond His Role in Church,” March 5, 2022.

“Padre Martinez Saw New Mexico Through Many Changes,” February 5, 2022.

“New Mexico’s Journey to Becoming a State,” January 3, 2022.

“Enslavement of Natives is a Sad Truth of New Mexico’s Past,” December 3, 2021.

“Trails That Wind Through New Mexico Tell State’s Story,” November 5, 2021.

“When New Mexico Defeated Texas in 1841, A Territory Cheered,” October 2, 2021.

“When Mexico was Born, New Mexico Changed Forever,” September 4, 2021.

“Vestiges Of Forced Assimilation Still Echo In New Mexico,” August 9, 2021.

“Pueblo Revolt of 1680 Was Early Look At Independence,” July 2, 2021.

Videos posted to newmexicohistory.org, Facebook and YouTube

During FY22, the state historian continued producing a virtual social media series titled “New Mexico History in 10 Minutes” for YouTube (YT) and Facebook (FB). During FY22, 35 episodes were produced resulting in 20,165 views. He also started a new series titled “Let’s Talk NM History,” resulting in five new episodes with 5,510 views.

National History Day

State Competition Emcee - Albuquerque, April 10, 2022.

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 sub-committee. During FY22, the state historian attended 7 CPRC on-line ZOOM meetings, and 6 CPRC sub-committee meetings.

Historical Society of New Mexico Board (HSNM)

The state historian is an ex officio member of the Historical Society of New Mexico board. During FY22 the state historian attended four HSNM on-line ZOOM meetings.

Deputy State Historian Activities

During FY22, the deputy state historian continued fulfilling duties as both historian and grants administrator of the NMHRAB re-grant program. During the 2022 fiscal year the deputy historian conducted lectures and presentations via zoom and in person when deemed necessary. She also conducted interviews for several magazine and newspaper articles and also wrote an article for the OSH Website. The topics covered included a range of New Mexican history, art and culture some of which are included here: *A Brief History of New Mexico*, *Música Buena: Hispano Folk Music of New Mexico*,

Flamenco Mestizaje: The Multicultural Heritage of Flamenco, *Cosas Buenas: Holiday Traditions of New Mexico*, *The Lore of New Mexico (NM History Train)*, *Flamenco Pioneers: The Original Flamencos of New Mexico*, and *A History of Chocolate*. Groups and organizations that hosted lectures and presentations via ZOOM include: Leadership New Mexico, El Centro Cervantes, National Hispanic Cultural Center, Sage School, Museum of New Mexico, and the Carlsbad Public Library.

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 \$64,851.00 for the FY23 grant cycle. The board awarded \$27,896.71 in federal funds to 6 grant applicants at its July 2021 meeting. The interim grants administrator prepared notification letters, together with all corresponding documentation for the FY22 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
2018	8	6	2	\$46,040.95	\$24,999.69
2019	8	7	2	\$52,797.00	\$28,873.00
2020	8	4	2	\$32,000.00	\$28,974.00
2021	19	8	3	\$49,285.00	\$39,988.34
2022	12	6	2	\$64,851.00	\$27,896.71

The following is a list of FY 2022 award recipients and funding amounts:

Grant Recipient	Amount Awarded
Couse Foundation	\$6,750.00
El Museo Cultural	\$4,800.00
New Mexico Museum of Art	\$4,250.00
New Mexico Jewish Historical Society	\$3,052.00
Menaul Historical Library	\$3,231.00
New Mexico Museum of Space History	\$5,813.71

Your Access to Public Information

FY 22 Re-grant Summaries

NMJHS 22-01

The Preservation of Rabbi Leonard A. Helman's Papers Phase II

The New Mexico Jewish Historical Society arranged Rabbi Helman's papers into four categories: 1) in alphabetical order for sermons and vital/life records; and 2) in date order for prayers and correspondence because they have no discrete titles (all are titled prayer, dedication, or invocation). They also purged the collection of duplicates. Photocopies were made of at least half of the documents before custody was transferred to the Society. Approximately 75 sermons were re-classified as lectures. Where dates were not provided (50% of the collection), they researched content for corresponding dates so they could be estimated. They researched various yearly Hebrew calendars to assign dates where none provided (example, "Sermon, Yom Kippur, 5767"). They added proper spelling for quoted authors' names and associated literary titles, Hebrew references, etc. They segregated fragile, torn, stained, and non-archival media for special handling and photocopying onto acid-free paper. They reboxed everything into various-sized acid-free folders depending on the length of the original paper. Per instructions from SRCA, they kept the folder size to less than 1 inch and sequentially numbered and labelled each folder. In almost all cases, documents fit into individual alpha-lettered or date-range folders. A goal to make the collection accessible was met for members presenting at the Society (NMJHS) annual conference in October. The Society will expand access to the general public once Phase III is completed

New Mexico Museum of Art 22-02

Strengthening the Archival Records Program at the New Mexico Museum of Art

With the support from NMHRAB the New Mexico Museum of Art undertook a project to process 26 linear feet of unprocessed archival materials and 9 linear feet of semi-processed materials. This work included surveying, arranging, and describing materials, rehousing, preservation work, and creating an archival finding aid. Once completed, the Museum's archival collections will be properly and thoroughly inventoried, organized, housed, and cataloged, which is crucial for both preservation and research purposes. The archivists completed all the tasks outlined in the workplan for this grant including surveying, arranging, and describing the entire Linda Durham Contemporary Art Gallery Collection, consisting of approximately 37 linear feet (25 banker boxes and 15 other boxes) of original material.

Complete physical arrangement and processing and intellectual arrangement and description were completed in May, 2022. All materials were reboxed as needed for long-term preservation in archival folders, protective sleeves, and appropriate archival boxes. All boxes were labeled according to the final intellectual arrangement of records and their locations recorded. The finding aid and container list for this collection was completed on May 24, 2022, in PDF form and made publicly accessible online on May 26, 2022. An ArchivesSpace resource recorded was also completed in May, 2022 and published for public access online May 26, 2022.

Couse Foundation 22-05

The Lunder Research Center Archival Processing Project

The goal of this project was to rehouse, arrange, describe, and make accessible the following archival collections that were recently donated to the Lunder Research Center (LRC): the Berninghaus Family Papers, the Michael Grauer (and Julie Schimmel) Papers, and the Teresa Hayes Ebie Papers comprising a total of 75 linear feet that has now been processed. *Berninghaus Family Papers* comprises extensive correspondence, newspaper clippings, photographs, audio-visual materials and memorabilia related to O.E. Berninghaus, a founding member of the Taos Society of Artists, and was originally compiled, arranged, and then donated by his granddaughter, Barbara Brenner. The Michael Grauer Papers provide scholarly context and research materials related to members of the Taos Society of Artists (TSA), most notably Grauer's extensive work related to Herbert "Buck" Dunton. The collection comprises original photographs and correspondence as well as photocopies of original materials and compiled writings and publications relating to Dunton, Phillips, and the Taos Society of Artists. The Teresa Hayes Ebie Papers provide a wealth of information on the Taos Society of Artists. The collection includes a great deal of original audio of interviews with artists, relatives, and scholars including Dean Porter, Forrest Fenn, Ted Egri, Charles Berninghaus, Beatrice Mandelman, Gene Kloss, and others. The papers also include Helen Blumenschein's Apodaca Trail field journal which she kept from 1964-1966 which contains handwritten notes and sketches, as well as original photographs and correspondence. Finding aids have been published for these three collections and the research center has already received several inquiries from local and out-of-state researchers who are interested in material.

Menaul Historical Library 22-06 **Digitization and Preservation of Class Annuals** **(Sandstorms)**

Established in 1904, Menaul School maintains a long tradition of providing a high level of education and is steeped in tradition. The *Sandstorm* is the Menaul School annual for each school year (ex. August 2021-May 2022). It captures special school-life events, both educational and social, and class and faculty photos. The school began producing the annuals in 1907. All class annuals (*Sandstorms*) have been digitized and the paper volumes have been returned to the library bookshelves for visitor, in-person viewing. 112 CD/DVDs of original Menaul Yearbook/Sandstorm were created. Copies of each volume are stored in both compact disc and flash drive formats. In cases where visitors may want a copy of a particular annual, and a hardcopy is no longer available, this will allow us to provide a copy to them. Additionally, it is our intention to add the recordings to our online archive this summer and we are participating with the Manitos Community Memory Project to add copies to their digital archive when it becomes available. A portable hard drive will be stored off campus.

El Museo Cultural 22-07 **Preservation of the New Mexico Land Grant** **Entho-History Collection**

The curator inventoried hundreds video tapes that tell the story of the Alianza Federal de Mercedes/ Alianza Federal de Pueblos Libres. He cataloged collection the videos audio tapes, and other documentation of the land-grant movement of the 1960s. The catalog consists some of some three hundred video tape in a number of formats from VHS, SVHS, ¾ Tapes, Bata, High-8, and MII and duplicates are included. The curator selected and produced one-hour rough-cut documentary of principle interviews telling the story of the of the Alianza Land-grant Movement which lead to the Tierra Amarilla Courthouse Raid of June 5, 1967. These interviews include the surviving principals of the 1980 and 90s that were crucial players of the storming of the courthouse: Reies Tijerina, Baltazar Martínez, Juna Valdez, Moisés Morales that escaped into the Canjilón Mountains to escape from the police, Adelita Valdez was among those that escorted Knowlton and journalist Peter Nabokov to interview

the Aliancistas, while in hiding Cruz and Gregorita Aguilar, and Señor y Señora Nicolas López were rounded-up by police. The principal state officials included in the collection are State Patrolman Nick Sais the officer that was shot the ignited the frenzy, Lead Detective Freddy Martinez, State Patrolman Alex Quintana, Sheriff Benny Naranjo, Consultant Clark Knowlton PhD, Governor David Cargo, and State District Attorney Alfonso Sanchez. Journalists Dick Knifing and reporter that was taken hostage Larry Calloway, among others.

Space Museum 22-09 **Digitization of Archived Rare and Vintage Photographs** **of the development of the United States Space Program**

The Museum of Space History completed the project by digitizing and putting onto an external hard drive 6,450 photos from a recent acquisition of approximately 10,000 original rare and vintage images of Apollo Command Module Assembly and from the Jet Propulsion Lab Photograph Archive, and NASA, JPL and North American Aviation/ North American Rockwell (Downey) photographic documents which date from the 1960s to early 1970s. This collection also contains a visual history of Apollo gear and spacecraft for missions 1,7,8,9 and 10. 6450 historic photos of NASA programs of the 1960's and 1970's, in color and black and white (including reverse-sides of those photos with printed information on their back) were scanned as jpeg files at 600 dpi and saved to a hard drive. Many of the photos had been stored improperly and were folded, bent, or creased. Preservation through digitization is the best method to ensure the historical information in them is not lost or further degraded. The archiving procedure provides administrative personnel, researchers, educators, students and the public with the ability to access the records with relative ease. Additionally, it eliminates the current backlog experienced in the curatorial department of only two people.

Educational Programming and Outreach

Due to the COVID-19 pandemic and the closing of public facilities, there were no NMHRAB educational workshops during FY22. Technical assistance was provided on approximately 120 occasions by the deputy state historian and grants administrator. Assistance consisted of providing advice, answering questions regarding NMHRAB grant guidelines and reporting requirements, and assisting with grant applications.

Nicolasa Chávez was hired in May of 2021 and served as the grants administrator.

NMHRAB Members

The following are the FY 2022 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





Image 21611, Bergere Family Photograph Collection
Courtesy State Archives of New Mexico

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 comprises three 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 strategic planning related to the agency's current and future use of technology. The ITMD staff provides expertise and knowledge in support of the commission's stated mission and statutory mandates.

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 document outlines the vision for technology use 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 tool allows the agency to address its current and future IT needs and highlights the importance of IT in the agency's day-to-day operations.

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 and 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.

srca.nm.gov:

ITMD continued its support and almost daily updates to the website to provide an up-to-date site and timely announcement of commission and rulemaking hearings.

Teleworking and Virtual Meetings

The ITMD facilitated successful teleworking as the pandemic continued in FY22. Staff also provided assistance for the New Mexico Commission of Public Records and the New Mexico Historical Records Advisory Board virtual meetings.

Hardware and Software Improvements

Among the accomplishments were: upgrading to HP Content Manager 10.1, moving all Windows 7 computers to Windows 10 OS, enabling BitLocker for increased security, onboarding MS Defender for all computers, deploying MFA for O365 and YubiKeys for users, purchasing Windows 2022 licenses for server upgrade project, moving from a 192.X.X.X/25 subnet to a 10.10.X.X/24 subnet, and moving all end-of-life 3Com switches out of network environment.

Centralized Electronic Records Repository

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 Content Manager software on new staff computers is also done by ITMD staff.

Other Accomplishments

The ITMD staff conducted the annual fixed assets and IT inventories. Additionally, the division continued to set up new computers for new employees and replaced others identified on the maintenance schedule. Using its internal helpdesk application, the ITMD also responded promptly to all helpdesk tickets.



Jina Otero-Warren
Bergere Family Photograph Collection, image 21717
Courtesy of the New Mexico State Records Center
and Archives

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 FY22 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 Regulation and Licensing, Livestock Board, Aging and Long-term Services, and Department of Transportation 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 FY22. 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 FY22 the Agency Analysis Bureau conducted 33 records and information management trainings. There were 540 record liaison officers, chief records officers, and government employees who attended these trainings.

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 204,736 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 FY22 the two facilities processed 5,187 cubic feet of records for new storage and destroyed 6,161 boxes to complete the annual destruction. The FY2 ending inventory reflected 70,777 cubic feet of records in storage, a decrease of 1,747 cubic feet over the FY21 ending inventory.

Storage and disposition activity for the records centers:

Executive Agency	Starting Inventory 7/1/2021	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 6/30/2022
Administrative Hearing Office	94	32	0	0	0	0	0	0	126
Aging and Long-Term Services Department	374	8	0	0	0	0	14	14	368
Architects, New Mexico Board of Examiners for	78	0	0	0	0	0	0	0	78
Attorney General, Office of the	2,891	0	0	0	0	0	27	0	2,866
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	6,411	443	72	147	0	0	81	394	6,848
Corrections Department, New Mexico	14,859	2705	143	144	0	0	13	108	17,552
Crime Victims Reparation Commission	1,125	0	0	0	0	0	0	0	1,125
Cultural Affairs, New Mexico Department of	60	0	0	0	0	0	6	376	54
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	52	0
Economic Development Department	16	0	0	0	0	0	1	0	15
Education Department, Public	602	33	0	0	0	0	137	38	498
Educational Retirement Board, New Mexico	467	0	0	1	0	0	35	805	433
Energy, Minerals and Natural Resources Department	556	6	1	1	0	0	4	25	558
Engineer, Office of the State	330	0	0	0	0	0	2	0	328
Engineers and Professional Surveyors, Board of Licensure for	26	0	0	0	0	0	0	0	26
Environment Department, New Mexico	2,692	0	8	8	0	0	44	13	2,648
Finance and Administration, Department of	777	23	5	13	0	0	159	0	649
Finance Authority, New Mexico	0	0	0	0	0	0	0	0	0
Game and Fish, New Mexico Department of	1	0	0	0	0	0	0	0	1
Gaming Control Board, New Mexico	10	0	0	0	0	0	0	0	10

General Services Department, New Mexico	1,347	105	0	0	0	0	54	47	1,398
Governor, Office of the	162	12	0	0	0	156	0	0	18
Health Policy Commission, New Mexico	33	0	0	0	0	0	0	0	33
Health, New Mexico Department of	3,651	360	75	81	0	0	527	168	3,490
Higher Education Department	65	0	2	1	0	0	18	0	46
Homeland Security and Emergency Management, New Mexico	0	0	0	0	0	0	0	0	0
Human Services Department, New Mexico	3,818	0	0	0	0	0	3,144	0	674
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	19	0	0	0	0	0	0	0	19
Land Office, State of New Mexico	269	0	0	0	0	0	0	340	269
Lieutenant Governor's Office	23	0	0	0	0	0	0	0	23
Livestock Board, New Mexico	65	0	0	0	0	0	46	98	19
Martin Luther King Jr. Commission	0	0	0	0	0	0	0	0	0

Medical Board, New Mexico	666	0	21	18	0	0	0	0	663
Military Affairs, New Mexico Department of	1,105	0	0	0	701	0	0	0	404
Natural Resources Trustee, Office of the	0	0	0	0	0	0	0	0	0
Nursing, New Mexico Board of	504	0	70	78	0	0	0	0	512
Parole Board, New Mexico	1,521	464	14	14	0	0	0	0	1,985
Personnel Office, New Mexico State	1,538	0	83	79	0	0	22	33	1,512
Public Defender Department, New Mexico	1,157	0	2	1	0	0	58	0	1,098
Public Employees Labor Relations Board	9	0	0	0	0	0	0	0	9
Public Employees Retirement Association of New Mexico	1,471	0	0	6	0	0	179	0	1,292
Public Records, Commission of	66	0	2	2	0	0	3	6	63
Public Regulation Commission, New Mexico	2,272	0	6	0	0	0	2	0	2,264
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	136	0	0	0	0	0	56	0	80
Racing Commission, New Mexico	0	0	0	0	0	0	0	0	0

Regulation and Licensing Department, New Mexico	2,742	434	18	17	0	0	252	22	2,923
Retiree Health Care Authority	15	0	0	0	0	0	0	0	15
School for the Deaf, New Mexico	82	0	2	1	0	0	0	0	81
Secretary of State, New Mexico	1,043	244	44	18	0	0	26	0	1,235
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	1,635	181	21	17	0	0	108	0	1,704
Taxation and Revenue Department, New Mexico	758	45	51	5	0	0	398	72	359
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	7	0	0	0	0	0	0	41	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	38	0	0	0	0	0	16	0	22
Workers' Compensation Administration	108	0	1	0	0	0	0	100	107

Workforce Solutions, New Mexico Department of	839	0	0	114	0	0	21	0	932
Youth Conservation Corps, New Mexico	16	0	2	0	0	0	1	0	13
TOTAL EXECUTIVE AGENCIES	59,485	5,097	643	760	701	156	5,454	2,752	53,388

NON-EXECUTIVE AGENCIES	Starting Inventory 07/01/2021	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 6/30/2022
Administrative Office of the Courts	0	0	0	0	0	0	0	0	0
Colleges/ Universities	113	0	0	0	0	0	0	1,411	113
Compilation Commission, New Mexico	0	0	0	0	0	0	0	0	0
Congress of the United States	31	0	0	0	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	6,505	0	67	45	0	0	705	238	5,778
District Attorneys, Administrative Office of the	7	0	0	0	0	0	0	2	7
District Courts	48	0	0	0	0	0	0	69	48
Judicial Standards Commission, New Mexico	1	0	0	0	0	0	0	0	1
Legislative Council Service, New Mexico	3,650	70	102	105	0	0	0	0	3,723
Legislative Education Study Committee, New Mexico	7	0	0	0	0	0	0	0	7

Legislative Finance Committee, New Mexico	570	11	63	65	0	0	0	0	583
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	36	0	0	0	0	0	0	24	36
Metropolitan Court, Bernalillo County	1,657	9	170	154	0	0	2	0	1,648
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	13,039	290	402	369	0	0	707	1,749	12,389
GRAND TOTAL	75,524	5,187	1,045	1,129	701	156	6,161	4,501	70,777

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 commission of public records. 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, transferred, withdrawn, and destroyed:

Executive Agency	Beginning Inventory 7/1/2021	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 6/30/2022
Attorney General	32	0	0	0	0	0	0	0	32
Children, Youth and Families Department	11	0	0	0	0	0	0	0	11

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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
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	25	115
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	12	99
Health, Department of	948	0	0	0	0	0	0	0	948
Human Services, Department of	10	0	0	0	0	0	0	3	13
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	1,027	0	0	0	0	0	0	17	1,044
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	39,358	0	0	0	0	0	26	22	39,358

Regulation and Licensing Department	33	0	0	0	0	0	0	1	34
Secretary of State, Office of the	8,663	0	0	0	0	0	0	0	8,663
Taxation and Revenue Department	43,152	0	0	0	0	0	0	1	43,153
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	123,948	0	0	0	0	0	26	81	124,014

Non-executive Agency	Beginning Inventory 7/1/2021	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 6/30/2022
Colleges/Universities	154	0	0	0	0	0	0	0	154
Counties	2,586	0	0	0	0	0	31	13	2,568
District Attorneys	527	0	0	0	0	0	0	0	527
District Courts	2,199	1,199	1,199	0	0	0	0	0	3,398
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	887	0	0	0	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	8,764	1,199	1,199	0	0	0	31	13	9,945
GRAND TOTAL	132,712	1,199	1,199	0	0	0	57	94	133,959

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“Nina Otero Warren at costume ball, dressed as Dona Tules”, c. 1949,
Image 24617, Bergere Family Photograph Collection
Courtesy of the New Mexico State Records Center and Archives

FY2022 AUDIT STATEMENTS

**STATE OF NEW MEXICO
Commission of Public Records
Statement of Net Position
June 30, 2022**

Exhibit A-1

	Governmental Activities
Assets	
Current assets	
State general fund investment pool	\$ 351,866
Petty cash	200
Receivables, net	44,909
Due from federal government	470
Total current assets	<u>397,445</u>
Noncurrent assets	
Capital assets	1,111,465
Less: Accumulative depreciation	(989,755)
Intangible right-to-use lease asset	1,822,948
Less: Accumulative amortization - lease asset	(128,152)
Total noncurrent assets	<u>1,816,506</u>
Total assets	<u><u>\$ 2,213,951</u></u>
Liabilities	
Current liabilities	
Accounts payable	\$ 30,378
Accrued salaries and benefits	76,769
Accrued compensated absences (due within one year)	83,333
Lease liability	126,537
Total current liabilities	<u>317,017</u>
Noncurrent liabilities	
Accrued compensated absences	66,208
Lease liability	1,568,259
Total noncurrent liabilities	<u>1,634,467</u>
Total liabilities	<u><u>1,951,484</u></u>
Net position	
Net investment in capital assets	1,816,506
Restricted for:	
General Fund	25,646
Special Revenue	5,978
Unrestricted	(1,585,663)
Total net position	<u>262,467</u>
Total liabilities and net position	<u><u>\$ 2,213,951</u></u>

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**STATE OF NEW MEXICO
Commission of Public Records
Statement of Activities
For the Year Ended June 30, 2022**

Exhibit A-2

	Governmental Activities
Program expenses	
Personal services and employee benefits	\$ 2,252,051
Contractual services	37,540
Other costs	156,439
Interest expense - lease	17,273
Amortization expense - Lease	128,152
Depreciation expense	33,239
Total program expenses	<u>2,624,694</u>
Program revenues	
Sales	201,747
Capital grants and contributions	27,868
Total program revenues	<u>229,615</u>
Net program expense	<u>(2,395,079)</u>
General revenues (expenses)	
State general fund appropriations	2,415,100
Other financing sources	42,800
Reversions to the state general fund (Note 10)	(106,599)
Total general revenues	<u>2,351,301</u>
Change in net position	(43,778)
Net position, beginning of year	306,245
Net position - end of the year	<u><u>\$ 262,467</u></u>

STATE OF NEW MEXICO
Commission of Public Records
Balance Sheet
Governmental Funds
For the Year Ended June 30, 2022

Exhibit B-1
Page 1 of 2

	General Fund 17900	Federal Fund 20850	Non-Major Funds	Total
Assets				
State general Fund Investment pool	\$ 104,084	\$ -	\$ 5,978	\$ 110,062
Petty Cash	50	-	-	50
Receivables	-	27,868	-	27,868
Due from other funds	20,411	-	-	20,411
Due from federal government	470	-	-	470
Total assets	<u>\$ 125,015</u>	<u>\$ 27,868</u>	<u>\$ 5,978</u>	<u>\$ 158,861</u>
Liabilities and fund balance				
Liabilities				
Accounts payable	\$ 22,550	\$ 7,457	\$ -	\$ 30,007
Accrued salaries and benefits	76,769	-	-	76,769
Due to other funds	-	20,411	-	20,411
Total liabilities	<u>99,319</u>	<u>27,868</u>	<u>-</u>	<u>127,187</u>
Fund balance				
Non-spendable	50	-	-	50
Restricted for:				
General government	25,646	-	5,978	31,624
Total fund balances	<u>25,696</u>	<u>-</u>	<u>5,978</u>	<u>31,674</u>
Total liabilities and fund balances	<u>\$ 125,015</u>	<u>\$ 27,868</u>	<u>\$ 5,978</u>	<u>\$ 158,861</u>

**STATE OF NEW MEXICO
Commission of Public Records
Governmental Funds**

Exhibit B-1
Page 2 of 2

**Reconciliation of the Balance Sheet to the Statement of Net Position
June 30, 2022**

Total Fund Balance - Governmental Funds	\$	31,674
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Amounts reported for governmental activities in the Statement of Net Position are different because:

Capital assets		859,448
Accumulative depreciation		(737,738)
Lease asset		455,737
Lease accumulative amortization		(32,038)

Internal service funds are used by management to charge for the resale of records, goods, services, and publications. The assets and liabilities of the internal service funds are included in governmental activities in the government-wide statement of net position:

Total net position, ending		258,624
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Long-term and certain other liabilities, including compensated absences, are not due and 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:

Lease liability		(423,699)
Compensated absences payable		(149,541)

Total net position of governmental activities	\$	262,467
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STATE OF NEW MEXICO
Commission of Public Records
Statement of Revenues, Expenditures, and Changes in Fund Balances
Governmental Funds
For the Year Ended June 30, 2022

Exhibit B-2
Page 1 of 2

	General Fund 17900	Federal Fund 20850	Non-Major Funds	Total
Revenues				
Federal capital grants	\$ -	\$ 27,868	\$ -	\$ 27,868
Total revenue	<u>-</u>	<u>27,868</u>	<u>-</u>	<u>27,868</u>
Expenditures				
Administrative services				
Personal services and benefits	2,232,031	-	-	2,232,031
Contractual services	25,643	-	-	25,643
Other costs	57,068	27,868	-	84,936
Principal	32,038	-	-	32,038
Interest	4,521	-	-	4,521
Total expenditures	<u>2,351,301</u>	<u>27,868</u>	<u>-</u>	<u>2,379,169</u>
Excess (deficiency) of revenues over expenditures	<u>(2,351,301)</u>	<u>-</u>	<u>-</u>	<u>(2,351,301)</u>
Other financing sources (uses)				
State appropriations	42,800	-	-	42,800
Transfers in-general fund appropriation	2,415,100	-	-	2,415,100
Reversions to the state general fund (Note 10)	(106,599)	-	-	(106,599)
Total other financing sources (uses)	<u>2,351,301</u>	<u>-</u>	<u>-</u>	<u>2,351,301</u>
Net change in fund balance	-	-	-	-
Fund balance - beginning of year	25,696	-	5,978	31,674
Fund balance - end of year	<u>\$ 25,696</u>	<u>\$ -</u>	<u>\$ 5,978</u>	<u>\$ 31,674</u>

STATE OF NEW MEXICO
Commission of Public Records
Reconciliation of the Statement of Revenues, Expenditures and Changes in Fund
Balances - Governmental Funds to the Statement of Activities
For the Year Ended June 30, 2022

Exhibit B-2
Page 2 of 2

Net Change in Fund Balance - Governmental Funds

\$ -

Amounts reported for governmental activities in the statement of activities
are different because:

Governmental funds report capital outlay and amortization as expenditures.
However, in the statement of activities, the cost of those assets is allocated over
their estimated useful lives and reported as depreciation expense:

Depreciation expense (33,239)

Lease amortization expense (32,038)

The internal service fund is used by management to charge for resale of
records, goods, services and publications. The Net (loss) revenue of the internal
service fund is reported with governmental activities:

Internal service fund change in net position 9,481

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 (20,020)

Lease principal payments 32,038

Change in Net Position of Governmental Activities

\$ (43,778)

STATE OF NEW MEXICO
Commission of Public Records
General Fund 17900

Exhibit C-1

Statement of Revenues, Expenditures and Changes in Fund Balance
Budget (Non-GAAP Budgetary Basis) and Actual
For the Year Ended June 30, 2022

	Budgeted Amounts			Variance Favorable (Unfavorable)
	Original	Approved Final	Actual	Final to actual
Revenues				
Federal funds	\$ -	\$ -	\$ -	\$ -
Other Financing sources	-	42,800	42,800	-
State general fund	2,415,100	2,415,100	2,415,100	-
Total revenue	<u>2,415,100</u>	<u>2,457,900</u>	<u>2,457,900</u>	<u>-</u>
Expenditures				
Current				
Personal services and benefits	2,366,500	2,329,900	2,232,031	97,869
Contractual services	15,200	28,800	62,202	(33,402)
Other costs	60,900	99,200	57,068	42,132
Capital outlay	-	-	-	-
Total expenditures	<u>2,442,600</u>	<u>2,457,900</u>	<u>2,351,301</u>	<u>106,599</u>
Excess of revenue over expenditures			106,599	
Reversion to the State General Fund			(106,599)	
Net Change in fund balance (GAAP basis)			<u>\$ -</u>	

**STATE OF NEW MEXICO
Commission of Public Records
Federal Funds 20850**

Exhibit C-2

**Statement of Revenues, Expenditures and Changes in Fund Balance
Budget (Non-GAAP Budgetary Basis) and Actual
For the Year Ended June 30, 2022**

	Budgeted Amounts			Variance Favorable (Unfavorable)
	Original	Approved Final	Actual	Final to actual
Revenues				
Federal funds	\$ 32,500	\$ 40,000	\$ 27,868	\$ (12,132)
Other Financing sources	-	-	-	-
State general fund	-	-	-	-
Total revenue	<u>32,500</u>	<u>40,000</u>	<u>27,868</u>	<u>(12,132)</u>
Expenditures				
Current				
Personal services and benefits				-
Contractual services	16,300	23,800	-	23,800
Other costs	16,200	16,200	27,868	(11,668)
Capital outlay		-	-	-
Total expenditures	<u>32,500</u>	<u>40,000</u>	<u>27,868</u>	<u>12,132</u>
Excess of revenue over expenditures			-	
Reversion to the State General Fund			-	
Net Change in fund balance (GAAP basis)			<u>\$ -</u>	

STATE OF NEW MEXICO
Commission of Public Records
Statement of Net Position
Proprietary Funds
June 30, 2022

Exhibit D-1

	Governmental Activities Internal Service Fund 37100
Assets	
State general fund investment pool	\$ 241,804
Petty cash	150
Receivables, Net	17,041
Total current assets	258,995
Noncurrent assets	
Capital assets	252,017
Less: Accumulative depreciation	(252,017)
Intangible right-to-use lease asset	1,367,211
Accumulative amortization - lease asset	(96,114)
Total noncurrent assets	1,271,097
Total Assets	\$ 1,530,092
Liabilities and net position	
Liabilities	
Accounts payable	\$ 371
Lease liability	94,903
Total current liabilities	95,274
Noncurrent liabilities	
Lease liability	1,176,194
Total Noncurrent liabilities	1,176,194
Total liabilities	1,271,468
Net position	
Net investment in capital asset	1,271,097
Unrestricted	(1,012,473)
Total net position	258,624
Total liabilities and net position	\$ 1,530,092

STATE OF NEW MEXICO
Commission of Public Records
Statement of Revenues, Expenses, and Changes in Net Position
Proprietary Funds
For the Year Ended June 30, 2022

Exhibit D-2

	Governmental Activities Internal Service Fund 37100
Operating revenues:	
Sales	\$ 201,747
Total operating revenues	201,747
Operating expenses:	
Contractual services	11,897
Other costs	71,503
Amortization expense - Lease	96,114
Total operating expense	179,514
Operating income (loss)	22,233
Non-operating revenues (expenses)	
Interest expense	(12,752)
Total non-operating revenues (expense)	(12,752)
Change in net position	9,481
Net Position, beginning of year	249,143
Net Position - end of the year	\$ 258,624

STATE OF NEW MEXICO
Commission of Public Records
Statement of Cash Flows
Proprietary Funds
For the Year Ended June 30, 2022

Exhibit D-3

	Governmental Activities
	Internal Service Fund
	37100
Cash flow from operating activities	
Cash received from customers	\$ 198,695
Cash payments to suppliers for goods and services	(83,259)
Net cash provided from operating activities	115,436
Cash flow from capital and related financing activities	
Lease interest payments	(12,752)
Lease principal payments	(96,115)
Net cash provided (used) by capital and related financing activities	(108,867)
Net Change in cash and Cash equivalents	6,569
Cash & cash equivalents - beginning of year	235,385
Cash & cash equivalents - end of year	\$ 241,954
Reconciliation of operating income (loss) to net cash provided (used) by operating activities	
Operating income (loss)	\$ 22,233
Adjustments to reconcile operating income (loss) to net cash provided (used) by operating activities	
Amortization expense	96,114
Changes in assets & liabilities:	
Receivables	(3,052)
Accounts payable	141
Net cash provided (used) by operating activities	\$ 115,436



Burn Scar of the Calf Canyon-Hermits Peak Fire in Mora County, West of Cleveland, NM, May 6, 2022.
Photo credit, Geoffrey Plant/Taos News

2022 saw the largest and most destructive forest fire in New Mexico history burn over 340,000 acres in Mora, San Miguel and Taos counties. To those that fought the fires and mobilized, supported, or helped New Mexicans that were in harm's way, we salute you.

Notes



*In Memoriam
Juanita Chavez
Rest in Peace*