

**COMMISSION OF PUBLIC RECORDS
DIRECTOR'S REPORT
MAY 23, 2023**

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NEW MEXICO STATE RECORDS CENTER AND ARCHIVES STATISTICS

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PERSONNEL

The agency has 5 vacancies out of 35 positions. This places our vacancy rate at 14.28 percent.

Vacant Positions Posted/Pending

None at this time.

New Hires/Promotion/Transfers

IT End User Support III – Eldon Vita 4-15-23

RMD: Management Analyst-A – Amanda Griego 4-15-23

Vacant Positions

ASD: Exec Sec & Adm Asst-A, 4-15-22

SANM: Archivist-A, 7-24-2021

SANM: Archivist-O, 10-30-2021

RMD: Management Analyst-O, 4-16-22

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

BUDGET

FY23 Budget

As of April 1, 2023, our general fund balance in the 200 category was \$547,685; the balance in the 300 category was \$5,644; and the 400 category balance was \$42,572.

ROOF PROJECT

On March 20, 2023, DKG & Associates began construction of a new roof at the Carruthers Building. Construction began at the north side, which includes the Santa Fe Records Center, the Records Management Division offices, and the small State Archives of New Mexico vault. Work is anticipated to be completed in this area on June 2nd. Roof construction will then commence on the remainder of the building, which should be completed by the end of the calendar year. State Records Center and Archives and the General Services Department have worked together for quite sometime in making this project a reality. We would like to thank Secretary Doucette, Anna Silva, Marilyn Martinez, and the entire GSD staff for their assistance and continued support.

DIVISION HIGHLIGHTS

ALD

During the third quarter of FY23, all rule updates to the *New Mexico Administrative Code* were published within 30 days. The rules were available online an average of 4 days after the effective date. In addition, 68 rulemaking actions, 30 notices of rulemaking, and 3 other matters related to administrative law were filed and published by the established deadlines. The ALD also provided 3 large group training, as well as 6 individual trainings.

RMD

During the third quarter of FY23, the RMD provided 5 virtual records management and information trainings to 82 public employees. The division pulled and processed 246 boxes within 24 business hours. Also, 28,361 units of public records that met their legal retention were validated and processed. There were requests for destruction for 11,221 electronic records, 957 magnetic cases, and 16,183 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 58 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 3,873,178 records. In addition, equipment and software were provided in support of all HP Records Manager installations. The division also completed work to develop a customizable search engine for the New Mexico Administrative Code on the agency website with Real Time Solutions.

SANM

During the third quarter of FY23, SANM entered 928 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 continued work with KOAT-TV to preserve and digitize 50 original motion picture films.

OSH

In the third quarter of FY23, the state historian served and provided support to the Cultural Properties Review Committee on February 4th and February 10th of 2023. OSH also received 136 research inquiries. All received responses within 2 business days and were provided full responses within 14 business days. The OSH staff also provided 12 educational activities, which included 2 articles posted by the state historian about New Mexico history and culture to the OSH web site.

RECORDS CENTER ACTIVITIES: February 1, 2023 – April 30, 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
Agency Name							
Children Youth and Families Department	127	42	34	0	0	0	104
Corrections Department, New Mexico	342	46	47	0	0	0	0
Cultural Affairs, New Mexico Department of	0	0	0	0	0	0	100
Education Department, Public	0	0	3	0	0	0	0
Energy, Minerals and Natural Resources Department	16	0	0	0	0	0	0
Gaming Control Board, New Mexico	0	0	0	0	0	0	5
General Services Department, New Mexico	0	0	0	0	0	0	237
Health, New Mexico Department of	239	7	9	0	0	0	591
Medical Board, New Mexico	0	5	21	0	0	0	0
Nursing, New Mexico Board of	0	17	10	0	0	0	0
Personnel Office, New Mexico State	8	5	5	0	0	0	0
Public Regulation Commission, New Mexico	0	7	7	0	0	0	0

Regulation and Licensing Department, New Mexico	25	28	32	0	0	0	15
School for the Deaf, New Mexico	0	3	2	0	0	0	0
Secretary of State, New Mexico	0	4	0	0	0	0	0
Superintendent of Insurance, Office of the	0	3	0	0	0	0	0
Taxation and Revenue Department, New Mexico	31	0	0	0	0	0	33
Transportation, New Mexico Department of	0	0	0	0	0	0	241
TOTAL EXECUTIVE AGENCIES	788	167	170	0	0	0	1326

NON-EXECUTIVE AGENCIES							
Colleges/Universities	0	0	0	0	0	0	84
District Attorney Offices	0	0	0	0	0	0	44
District Courts	0	0	0	0	0	0	90
Legislative Council Service, New Mexico	5	27	27	0	0	0	0
Metropolitan Court, Bernalillo County	84	37	35	0	0	0	0
TOTAL NON-EXECUTIVE AGENCIES	89	64	62	0	0	0	218

GRAND TOTAL	877	231	232	0	0	0	1544
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On-Site Destruction Stats:

Agency	Number of Boxes
Aging and Long-Term Services Dept.	146
Bernalillo County Metro Court	354
Children, Youth & Families Department	24
Colleges/Universities	5721
Corrections Department	421
Department of Health	11
Department of Transportation	61
Department of Veterans' Services	55
District Courts	215
Human Services Department	2893
New Mexico Military Institute	416
Public Defender	4345
Public Schools	9
School for the Blind and Visually Impaired	9
Total	14680

Agency	Number of E-Records
Colleges/Universities	13493
Department of Health	318
District Courts	125
Total	13936
Grand Total	28616

STATE ARCHIVES OF NEW MEXICO ACTIVITIES: February 1, 2023 – April 30, 2023

Collection Number and Title	Accession Number	Accession Date
collection 2022-001; COVID Collection	2023-009	2/28/2023
collection 1959-036; New Mexico Commission of Public Records; New Mexico State Records Center and Archives	2023-010	3/28/2023
collection 2017-021; Katherine Pomonis Research Collection	2023-011	3/30/2023