

**COMMISSION OF PUBLIC RECORDS  
DIRECTOR'S REPORT  
SEPTEMBER 19, 2023**

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**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**

SANM: A/O II (Archives Division Director) – Closed 7-24-23

ASD: Human Resources Generalist II – Closed 7-25-23

**New Hires/Promotion/Transfers**

None at this time.

**Vacant Positions**

ASD: Human Resources Generalist II, 4-15-22 (hiring in progress)

SANM: A/O II – Archives Division Director, 6-30-23 (hiring in progress)

SANM: Archivist-A, 7-24-2021

SANM: Archivist-O, 10-30-2021

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

OSH: Secretary, 2-9-2019 (Reclass to Exec Sec for ASD in progress)

**BUDGET**

**FY24 Budget**

As of August 1, 2023, our general fund balance in the 200 category was \$2,685,838; the balance in the 300 category was \$82,871; and the 400 category balance was \$48,690.

**ROOF PROJECT UPDATE**

On March 20, 2023, DKG & Associates began construction of a new roof at the Carruthers Building. The Santa Fe Records Center, the Records Management Division offices, and the small State Archives of New Mexico vault were completed at the end of June, with the exception of the installation of new skylights, which will be finished in mid-September. Work has continued on the remainder of the building, which should be completed by the end of the calendar year. 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 fourth 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, 89 rulemaking actions, 48 notices of rulemaking, and 7 other matters related to administrative law were filed and published by the established deadlines. The ALD also provided 5 large group trainings to 42 people, as well as 12 individual trainings.

## RMD

During the fourth quarter of FY23, the RMD provided 10 virtual records management and information trainings to 143 public employees. The division pulled and processed 607 boxes within 24 business hours. Also, 9,885 units of public records that met their legal retention were validated and processed. There were requests for destruction for 3,630 electronic records, and 6,255 boxes.

## ITMD

In the fourth quarter of FY23, the ITMD continued updating the SRCA and OSH websites with meeting notices, agendas, and training schedules. The division responded to approximately 55 helpdesk requests within a 2-hour timeframe. In addition, staff is also being transitioned from desktop computers to laptops and docking stations. The ITMD also provided support for content manager and researched solutions to extract specific information to assist in the fulfillment of IPRA requests.

## SANM

During the fourth quarter of FY23, SANM entered 464 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 fourth quarter of FY23, the state historian served and provided support to the Cultural Properties Review Committee on April 21st and June 2nd of 2023. OSH also received 144 research inquires. All received responses within 2 business days and were provided full responses within 14 business days. The OSH staff also provided 18 educational activities and conducted two conservation workshops.

## RECORDS CENTER ACTIVITIES: May 1, 2023 – July 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
Agency Name							
Aging and Long-Term Services Department	10	0	0	0	0	0	0
Children Youth and Families Department	45	22	21	0	0	0	96
Corrections Department, New Mexico	307	30	43	0	0	0	0
Cultural Affairs, New Mexico Department of	0	0	0	0	0	0	50
Educational Retirement Board, New Mexico	0	0	0	0	0	0	62
General Services Department, New Mexico	0	0	0	0	0	0	4
Health, New Mexico Department of	86	27	0	0	0	0	0
Medical Board, New Mexico	0	9	16	0	0	0	0
Nursing, New Mexico Board of	0	59	59	0	0	0	0
Parole Board, New Mexico	54	0	0	0	0	0	0
Personnel Office, New Mexico State	36	29	40	0	0	0	0
Public Records, Commission of	0	0	0	0	0	0	13
Regulation and Licensing Department, New Mexico	112	37	20	0	0	0	4
Secretary of State, New Mexico	63	0	0	0	0	0	0
Superintendent of Insurance, Office of the	0	12	5	0	0	0	0
Transportation, New Mexico Department of	0	0	0	0	0	0	455
<b>TOTAL EXECUTIVE AGENCIES</b>	<b>713</b>	<b>225</b>	<b>204</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>684</b>

<b>NON-EXECUTIVE AGENCIES</b>							
Administrative Office of the Courts	0	0	0	0	0	0	15
Colleges/Universities	21	0	0	0	0	0	108
District Attorney Offices	0	297	30	0	0	0	56
Judicial Standards Commission, New Mexico	0	0	0	0	0	0	7
Legislative Council Service, New Mexico	0	4	4	0	0	0	0
Metropolitan Court, Bernalillo County	143	13	34	0	0	0	0
<b>TOTAL NON-EXECUTIVE AGENCIES</b>	<b>164</b>	<b>314</b>	<b>68</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>186</b>
<b>GRAND TOTAL</b>	<b>877</b>	<b>539</b>	<b>272</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>870</b>

On-site Stats:

<b>Agency</b>	<b>Number of Boxes</b>
Aging and Long-Term Services Dept.	17
Bernalillo County Metro Court	208
Board of Medical Examiners	67
Children, Youth & Families Department	27
Colleges/Universities	959
Compilation Commission	1
Counties	10
Department of Game and Fish	1
Department of Health	12
Department of Homeland Security & Emergency Management	80
Department of Taxation and Revenue	1.080
Department of Transportation	9
District Attorney Offices	102
District Courts	656
Environment Department	62
Human Services Department	88
Pro. Engineers & Land Surveyors	40
Public Defender	1.666
Public Education Department	11
Public Schools	144
State Auditor Office	17
State Personnel Board	6
<b>Total</b>	<b>5.263</b>

<b>Agency</b>	<b>Number of E-Records</b>
Colleges/Universities	611
Department of Game and Fish	77
<b>Total</b>	<b>688</b>
<b>Grand Total</b>	<b>5,951</b>

**STATE ARCHIVES OF NEW MEXICO ACTIVITIES: May 1, 2023 – July 31, 2023**

<b>Collection Number and Title</b>	<b>Accession Number</b>	<b>Date</b>
collection 2009-093; Records of the Hispanic Women's Council	2023-012	5/5/23
collection Photo 0180; William Sundt photograph collection	2023-013	6/8/23
collection Photo 0088; Fort Stanton, New Mexico Photograph Collection	2023-014	6/8/23
collection 2001-044; Unpublished Works and Dissertations Collection	2023-015	6/9/23
collection 1959-298; Reference Room Book Collection	2023-016	6/15/23
collection 2023-017; Don Bullis Collection	2023-017	6/15/23
collection 2023-018; Jim Fierro Collection	2023-018	6/15/23
collection 1981-072; Abercrombie Family Mercantile Papers	2023-021	6/21/23