

**MINUTES OF THE STATE COMMISSION OF PUBLIC RECORDS**  
**REGULAR HYBRID MEETING – May 23, 2023**  
**1205 Camino Carlos Rey, Santa Fe, NM 87505**

**Members Present**

David Pardo, Esq.	Attorney General, Designee
Stephanie Wilson	State Law Librarian, Supreme Court Law Library
Erica Chambers	Secretary of the State, Designee
Max DeAzevedo, Esq.	Department of Cultural Affairs, Designee
Robert Doucette	General Services Department

**Staff Present**

Rick Hendricks, Ph.D.	State Records Administrator Georgette
L. Chávez	Deputy State Records Administrator
Samantha J. Fenrow, Esq.	Legal Counsel, SRCA
Daniel Rubin, Esq.	Counsel to Commission, Office of the Attorney General Matt
Ortiz	Director, Administrative Law Division
Dennis Branch	NM Register Editor, Administrative Law Division
Rob Martínez	State Historian
Tanya Vigil	Bureau Chief, Records Management Division
Leo Lucero	Director, Records Management Division
Felicia Lujan	Director, State Archives
Nicholas Henderson	Management Analyst, Administrative Law Division Ruben
Rivera	Chief Financial Officer, Administrative Services Division
Margarita Romero	Secretary, State Archives
Gail Packard	Business Operations, State Archives
Dena Hunt	Senior Archivist
Samantha Anaya	Analyst, Records Management Division
Elena Perez-Lizano	Bureau Chief, State Archives
Amanda Griego	Analyst, Records Management Division
Eldon Vita	End User Support, Information Technology Management Division
Lucas Iben	Network Administrator, Information Technology Management Division
Justin Herrera	Bureau Chief, Records Management

**Public Present**

Chris Mechels  
Sammy Lopez  
Tulie Wheeler Taylor Susan  
Montoya  
Don Bullis

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**Hon. Raúl Torrez**  
*Attorney General*

**Hon. Joseph Maestas**  
*State Auditor*

**Hon. Maggie Toulouse Oliver**  
*Secretary of State*

**Debra Garcia y Griego**  
*Secretary, Department of Cultural Affairs*

**Robert E. Doucette Jr.**  
*Secretary, General Services Department*

**Stephanie Wilson**  
*State Law Librarian, Supreme Court law Library*

## **I. OPENING ACTIVITIES**

### **A. Call to Order**

Stephanie Wilson called the meeting to order at 10:00 a.m.

### **B. Approval of the Agenda**

Ms. Wilson entertained a **MOTION** to approve the agenda.

Mr. Doucette **MOVED**. Mr. Pardo **SECONDED**. Mr. Rubin suggested that the agenda be re-ordered to elect a chair and a secretary before the minutes are approved. Ms. Wilson entertained a **MOTION** to re-order the agenda as such. Mr. Doucette **MOVED**. Mr. Pardo **SECONDED**. The motion to approve the re-ordered agenda **PASSED UNANIMOUSLY** by roll call vote.

### **C. Election of Chair and Secretary**

Ms. Wilson **MOVED** to appoint Secretary Doucette as chair. Mr. Pardo **SECONDED**. The motion **PASSED UNANIMOUSLY** by roll call vote. Mr. Pardo volunteered to be secretary if nominated and Mr. Doucette **MOVED** to appoint Mr. Pardo as secretary. Ms. Wilson **SECONDED** the motion. The motion **PASSED UNANIMOUSLY** by roll call vote.

### **D. Approval of the Minutes of the March 21, 2023, Regular Meeting**

Mr. Doucette entertained a **MOTION** to approve the minutes as presented. Mr. Pardo **MOVED**. Ms. Wilson **SECONDED**. The motion **PASSED UNANIMOUSLY** by roll call vote.

## **II. ACTION ITEMS**

### **A. Adoption of Fiscal Year 2024 Commission of Public Records Reasonable Meeting Notice Resolution pursuant to the Open Meeting Act, Section 10-15-1 (D) NMSA 1978.**

Mr. Rubin stated that the resolution was reviewed by the Attorney General's Office and is compliant with the Open Meetings Act. Mr. Doucette entertained a **MOTION** to approve Resolution. Ms. Wilson **MOVED**. Ms. Chambers **SECONDED**. The motion **PASSED UNANIMOUSLY** by roll call vote.

### **B. Acceptance of Deeds of Gift**

Mr. Rubin stated that the Attorney General's Office has reviewed the deeds of gift and that they are compliant with the law. Felicia Lujan presented the deeds of gift.

1. Don Bullis Collection: Mr. Doucette entertained a **MOTION** to accept the deed of gift. Ms. Wilson **MOVED** to accept the collection. Mr. Doucette **SECONDED**. The motion **PASSED UNANIMOUSLY** by roll call vote.
2. Jim Fierro Collection: Mr. Doucette entertained a **MOTION** to accept the deed of gift. Ms. Wilson **MOVED** to accept the collection. Ms. Chambers **SECONDED**. The motion **PASSED UNANIMOUSLY** by roll call vote.

### III. PRESENTATIONS

#### DIRECTOR'S REPORT

Deputy Chávez reported on a construction project to be completed soon and thanked GSD for their assistance and support.

#### EMPLOYEE RECOGNITION

Dr. Hendricks announced that Felicia Lujan, the Director of State Archives would be retiring as of June 30, 2023, and made a presentation about her many contributions to the agency over the years.

### III. PUBLIC COMMENT

Mr. Mechels expressed concerns generally about enforcement of agency compliance with rulemaking procedures and specifically about legal compliance by the Economic Development Department.

### IV. SCHEDULING OF NEXT MEETING

Mr. Doucette stated the next meeting is scheduled for August 22, 2023.

### VI. ADJOURNMENT

Mr. Doucette entertained a **MOTION** to adjourn. Ms. Wilson **MOVED**. [Inaudible] **SECONDED**. The motion **PASSED UNANIMOUSLY** by roll call vote.

Submitted by:

Rick Hendricks  
Dr. Rick Hendricks, State Records Administrator

Date

9/19/2023

Attested by:

Robert Doucette  
Robert Doucette, Commission Chair

Date

9/19/23

Minutes Approved on:

9/19/23