

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

PERSONNEL UPDATE

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

BUDGET UPDATE

- **FY24 Budget Balances**

DIVISION HIGHLIGHTS

- **ALD**
- **RMD**
- **ITMD**
- **SANM**
- **OSH**

NEW MEXICO STATE RECORDS CENTER AND ARCHIVES STATISTICS

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

PERSONNEL

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

Vacant Positions Posted/Pending

ASD: Human Resources Generalist II – Closed 8-16-23

New Hires/Promotion/Transfers

SANM: A/O II (Archives Division Director) – Jonathan Pringle, hired 10-14-23

Vacant Positions

ASD: Human Resources Generalist II, 4-15-22 (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 November 1, 2023, our general fund balance in the 200 category was \$2,063,059; the balance in the 300 category was \$49,690; and the 400 category balance was \$60,271.

DIVISION HIGHLIGHTS

ALD

During the first quarter of FY24, all rule updates to the *New Mexico Administrative Code* were published within 30 days. The rules were available online an average of 3 days after the effective date. In addition, 99 rulemaking actions, 42 notices of rulemaking, and 8 other matters related to administrative law were filed and published by the established deadlines. The ALD also provided 3 large group trainings to 138 people, as well as 6 individual trainings.

RMD

During the first quarter of FY24, the RMD provided 8 virtual records management and information trainings to 138 public employees. The division pulled and processed 600 boxes within 24 business hours. Also, 23,910 units of public records that met their legal retention were validated and processed. There were requests for destruction for 18,650 electronic records, and 5,260 boxes.

ITMD

In the first quarter of FY24, the ITMD continued updating the SRCA and OSH websites with meeting notices, agendas, and training schedules. The division responded to approximately 124 helpdesk requests within a 2-hour timeframe. In addition, the staff continued to correct issues with the Outlook plugin related to Content Manager. The FY25 Strategic Plan was prepared and submitted with FY25 appropriation request.

SANM

During the first quarter of FY24, SANM entered 472 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 collaborated with the National Hispanic Cultural Center for an upcoming exhibit. The staff also received a proclamation from the Governor Lujan Grisham designating October as New Mexico Archives Month.

OSH

In the first quarter of FY24, the state historian attended one Cultural Properties Review Committee meeting and two CPRC historic markers sub-committee meetings. OSH also received 125 research inquiries. All received responses within 2 business days and were provided full responses within 14 business days. The OSH staff also provided 15 educational activities and conducted two conservation workshops.

RECORDS CENTER ACTIVITIES: August 1, 2023 – October 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	0	0	0	0	0	0	64
Architects, New Mexico Board of Examiners for	29	1	1	0	0	0	0
Attorney General, Office of the	62	0	2	0	0	0	37
Auditor, Office of the New Mexico State	0	0	0	0	0	0	54
Children Youth and Families Department	84	62	35	0	0	0	16
Corrections Department, New Mexico	154	35	28	0	0	0	0
Crime Victims Reparation Commission	162	0	0	0	0	0	0
Cultural Affairs, New Mexico Department of	0	0	0	0	0	0	100
Energy, Minerals and Natural Resources Department	0	0	5	0	0	0	0
Environment Department, New Mexico	0	2	0	0	0	0	0
Governor, Office of the	12	0	0	0	0	0	0
Health, New Mexico Department of	97	14	16	0	0	0	24
Medical Board, New Mexico	0	18	15	0	0	0	0
Nursing, New Mexico Board of	0	92	92	0	0	0	0
Personnel Office, New Mexico State	26	10	14	0	0	0	0
Public Regulation Commission, New Mexico	0	401	204	0	0	0	0
Regulation and Licensing Department, New Mexico	99	58	44	0	0	0	45
School for the Deaf, New Mexico	0	1	0	0	0	0	0
Secretary of State, New Mexico	0	0	1	0	0	0	0
Superintendent of Insurance, Office of the	64	0	0	0	0	0	0
Taxation and Revenue Department, New Mexico	0	6	6	0	0	0	0
Transportation, New Mexico Department of	0	0	0	0	0	0	140
Youth Conservation Corps, New Mexico	0	0	0	0	0	0	14
TOTAL EXECUTIVE AGENCIES	789	700	463	0	0	0	494
NON-EXECUTIVE AGENCIES							

Colleges/Universities	9	0	0	0	0	0	0
District Attorney Offices	0	6	12	0	0	0	63
District Courts	0	0	0	0	0	0	19
Legislative Council Service, New Mexico	0	10	8	0	0	0	0
Legislative Finance Committee, New Mexico	19	0	1	0	0	0	0
Metropolitan Court, Bernalillo County	171	45	27	0	0	0	0
TOTAL NON-EXECUTIVE AGENCIES	199	61	48	0	0	0	82
GRAND TOTAL	988	761	511	0	0	0	576

Agency On-Site Destruction Stats:

Agency	Number of Boxes
Bernalillo County Metro Court	264
Children, Youth & Families Department	90
Colleges/Universities	1,717
Counties	383
Department of Game and Fish	2
Department of Health	296
District Courts	505
Division of Vocational Rehabilitation	389
Human Services Department	802
New Mexico Military Institute	1
Public Defender	199
Public Schools	128
State Land Office	6
State Personnel Board	57
Total	4,839

Agency	Number of E-Records
Colleges/Universities	18,563
Department of Game and Fish	11
Total	18,574

Grand Total	23,413
--------------------	---------------

STATE ARCHIVES OF NEW MEXICO ACTIVITIES: August 1, 2023 – October 31, 2023

<u>Collection No. and Title</u>	<u>Accession No.</u>	<u>Accession Date</u>
collection Photo 0163; G. Palmer Photograph Collection	2024-003	
collection 2002-031; State Records Center and Archives Photograph Collection	2024-004	08/21/23
collection 1974-021; Lea County, N.M. Records	2024-005	09/01/23
collection 1974-024; Rio Arriba County, N.M. Records	2024-006	09/01/23
collection 2024-007; Diane Kinderwater Papers	2024-007	09/18/23
collection 2024-008; New Mexico Board of Bar Examiners Records	2024-008	10/31/23
collection 2024-009; Agua Fria Village Collection	2024-009	10/31/23