

**COMMISSION OF PUBLIC RECORDS  
DIRECTOR'S REPORT  
FEBRUARY 20, 2024**

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**NEW MEXICO STATE RECORDS CENTER AND ARCHIVES STATISTICS**

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**PERSONNEL**

The agency has 7 vacancies out of 35 positions. This places our vacancy rate at 20 percent.

**Vacant Positions Posted/Pending**

**ASD: Human Resources Generalist IV (re-class from HR Generalist II)**

**RMD: Staff Manager**

**New Hires/Promotion/Transfers**

**ASD: Staff Manager – Justin Herrera – 01/08/24**

**Vacant Positions**

ASD: Human Resources Generalist IV, 12-23-24(hiring in progress)

SANM: Archivist-A, 7-24-2021

SANM: Archivist-O, 10-30-2021

SANM: Business Operations Specialist-B

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

RMD: Staff Manager, 01-08-24 (hiring in progress)

OSH: Secretary, 2-9-2019

**BUDGET**

**FY24 Budget**

As of February 1, 2024, our general fund balance in the 200 category was \$1,318,892; the balance in the 300 category was \$23,833; and the 400 category balance was \$37,309.

**ROOF UPDATE**

The Carruthers Building roof project is now complete, with the exception of the installation of the lightning rods and CID permit inspection. The completion of this project will ensure the protection of microfilm and paper records in the records center, as well as the State Archives of New Mexico vaults. This was a very important step for SRCA and we would like to express our sincere appreciation to Secretary Doucette, Anna Silva, and Marilyn Martinez for making this project a success.

## 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, 79 rulemaking actions, 28 notices of rulemaking, and 1 other matter related to administrative law were filed and published by the established deadlines. The ALD also provided 2 large group trainings to 10 people, as well as 9 individual trainings.

### RMD

During the second quarter of FY24, the RMD provided 8 virtual records management and information trainings to 155 public employees. The division pulled and processed 1,385 boxes within 24 business hours. Also, 591,357 units of public records that met their legal retention were validated and processed. There were requests for destruction for 578,519 electronic records, and 12,838 boxes.

### ITMD

In the second quarter of FY24, the ITMD continued updating the SRCA and OSH websites with meeting notices, agendas, and training schedules. The division responded to approximately 200 helpdesk requests within a 2-hour timeframe. In addition, the staff provided computer and software support to new employees.

### SANM

During the second quarter of FY24, SANM entered 685 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 purchased a subscription to eClimate Notebook, allowing for ease of data uploads from the monitor for quarterly reporting.

### OSH

In the second quarter of FY24, the state historian attended two Cultural Properties Review Committee meeting and three CPRC historic markers sub-committee meetings. OSH also received 203 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 and posted 4 articles to the OSH website.

## RECORDS CENTER ACTIVITIES: November 1, 2023 – January 31, 2024

### 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
<b>Agency Name</b>							
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
<b>TOTAL EXECUTIVE AGENCIES</b>	<b>789</b>	<b>700</b>	<b>463</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>494</b>
<b>NON-EXECUTIVE AGENCIES</b>							
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
<b>TOTAL NON-EXECUTIVE AGENCIES</b>	<b>199</b>	<b>61</b>	<b>48</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>82</b>
<b>GRAND TOTAL</b>	<b>988</b>	<b>761</b>	<b>511</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>576</b>

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
<b>Total</b>	<b>4,839</b>

Agency	Number of E-Records
Colleges/Universities	18,563
Department of Game and Fish	11
<b>Total</b>	<b>18,574</b>
<b>Grand Total</b>	<b>23,413</b>

**STATE ARCHIVES OF NEW MEXICO ACTIVITIES: November 1, 2024 – January 31, 2024**

<u>Collection No. and Title</u>	Accession Number	Key	Accession Date	Source
<a href="#">collection 2024-010</a> ; A Day in Santa Fe Exhibit Photos	2024-010	2024010	11/29/2023	Motion Pictures -- New Mexico
<a href="#">collection 2012-001</a> ; Records of the Nuestra Senora del Rosario San Fernando y Santiago Land Grant	2024-011	2024011	12/6/2023	Land Grants
<a href="#">collection 2007-030</a> ; Records of the New Mexico Audubon Society	2024-012	2024012	12/8/2023	New Mexico Audubon Society
<a href="#">collection 1959-298</a> ; Reference Room Book Collection	2024-013	2024013	1/29/2024	Books -- New Mexico