

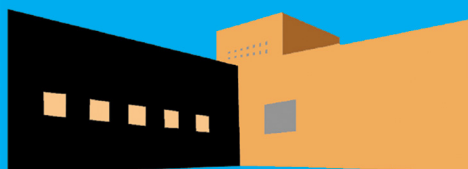
STATE RECORDS CENTER AND ARCHIVES COMMISSION OF PUBLIC RECORDS FY23 ~ ANNUAL REPORT



Taos Pueblo Matachines and Maypole, 1958

Flavia Waters Champe Dance Photograph Collection

Image: 54604, Photographer, John L. Champe





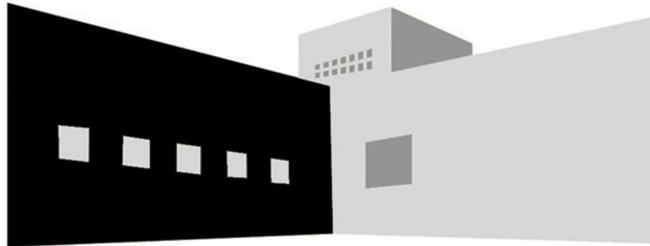
San Ildefonso Pueblo Matachines in Action; Abuelo Dancing 1953
 Photo: John L. Champe, Image 54233

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NEW MEXICO



Commission of Public Records

Members of the Commission of Public Records

State Auditor	The Honorable Brian S. Colón / Joseph Maestas
Attorney General	The Honorable Hector Balderas / Raúl Torrez
Secretary of State	The Honorable Maggie Toulouse Oliver / Brian S. Colón
Director, NM State Law Library, Supreme Court Law Librarian	Stephanie Wilson
General Services Department, Secretary	John A. Garcia / Robert E. Doucette, Jr.
Department of Cultural Affairs, Secretary	Debra Garcia y Griego

Members of the Management Team

State Records Administrator	Dr. Rick Hendricks
Deputy State Records Administrator	Georgette L. Chávez
Administrative Law Division, Director	Matt Ortiz
Information Technology Management Division, Director	Melissa True
Office of the State Historian	Robert Martínez
Records Management Division, Director	Leo Lucero
State Archives of New Mexico, Director	Felicia Lujan

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Celebrating New Mexico’s Unique Cultural Heritage: Matachines Dancers

The photographic essay that accompanies the FY23 annual report showcases images of Matachines dancers from several archival collections. Most observers agree that the Matachines dance originated in the medieval folk pageant, Moros y Cristianos, which symbolized the centuries-long struggle between Moors and Christians for the exercise of hegemony over Spain. Although Matachines dances are performed in Mexico and as far south in Latin America as Peru, their expression in New Mexico is truly unique. The Matachines dance is the only ritualized performance that is practiced in both Hispano and Pueblo communities in New Mexico. The choreography and drama represented share many characteristics in both communities, but the proximate origins, certain elements, and the meanings are different.



In Hispano towns and villages that hold the Matachines dance, it is said that early Spanish leaders, such as Juan de Oñate or Diego de Vargas, brought the tradition to New Mexico and that it represents the arrival of Christianity in the region by referencing the Reconquista of Spain and expulsion of the Moors. The belief of the Pueblo people is that the Aztec leader Montezuma brought the Matachines dance to them.

In performing the Matachines dance, ten or twelve male dancers form two rows of five or six dancers each and move in parallel. Another man who plays the part of El Monarca (Montezuma) who is accompanied by a young girl who plays the part of La Malinche (a Nahua who was the interpreter of Hernán Cortés). These characters are joined by a male dressed as a bull and two clowns. The dance consists of several sets of exchanges between the main characters. The Matachines dance is typically performed to the accompaniment of a violin and guitar.

The selected images show the costumes of the dancers. They wear headdresses from which colorful ribbons stream down. They wear masks consisting of a fringe that covers the eyes and a handkerchief covering the lower part of the face. Each dancer carries a trident and rattle. The costume also includes long scarves that hang from the shoulders like capes.

I hope you enjoy the images of the Matachines dances as you peruse this report. We spent a good part of this fiscal year, from July 2022 until January 2023, with limited hours in the office and most of the staff teleworking during that period. I think you will agree, however, that our agency remained productive and served the people of New Mexico well. Now that things are getting back to normal around the state, I encourage you to check out a performance of the Matachines dance.

Rick Hendricks, PhD
State Records Administrator

AGENCY OVERVIEW

The New Mexico Commission of Public Records (CPR) was created in 1959 by the Public Records Act [Section 14-3-3 NMSA 1978]. This 7 member commission is comprised of elected officials; members of the executive; a member of the judiciary; and a recognized, professionally trained historian in the field of New Mexico history, who is appointed by the governor. The act charges the commission with the employment of a state records administrator (SRA) who is trained professionally as an archivist or records manager and who serves at the pleasure of the commission. It is the responsibility of the administrator to establish a records management program for the application of efficient and economical management methods related to the creation, use, maintenance, retention, preservation, and disposition of official public records [Section 14-3-6 NMSA 1978].

The act also provides for the establishment of a records center in Santa Fe under the direct supervision and control of the SRA [Section 14-3-8 NMSA 1978]. The facility created to fulfill this statutory mandate is best known as the State Records Center and Archives (SRCA). The facility houses inactive and infrequently used records of present or former state agencies and the permanent, historical records of New Mexico. It is also home to the State Rules Repository. In 1967 the State Rules Act, Chapter 14, Article 4, was adopted and required that state agencies file their rules with the SRCA. Sections 47-6-10 and 14-3-20 NMSA 1978 also require that county subdivision regulations and interstate compacts be filed before they can become effective.

Although a small agency of only 35 employees, its responsibilities are far reaching and statewide in scope. The SRCA staff provides services to a wide variety of constituencies, including state agencies in all 3 branches of government; local and tribal governments; historical records repositories; the educational, legal, and regulated communities; and the public.

The agency employs a management team approach. Its activities are guided by its statutory responsibilities and a detailed strategic plan, which delineates strategic goals, objectives, and quantifiable performance measures.

VISION

The vision of the SRCA is to be the state's leading resource on matters relating to records and archives management, information governance, administrative law, and New Mexico history.

MISSION

The mission of the SRCA is to:

- Preserve, protect, and facilitate access to public records that are held in trust for the people of New Mexico;
- Ensure rules promulgated by state agencies are filed and published as prescribed in law and are accessible;
- Advocate for an understanding and appreciation of New Mexico history; and
- Develop records and information management programs for state agencies.

SRCA GOALS

- Manage, preserve, and provide access to records and information;
- Enhance the effectiveness of the agency; and
- Build positive awareness of agency resources and services.

EXECUTIVE SUMMARY

This executive summary highlights the activities of the staff of the New Mexico State Records Center and Archives in FY23. The report that follows provides a detailed look at the many and varied activities and accomplishments of the agency's program divisions.

Administrative Services Division

The state records administrator (SRA) and the deputy state records administrator continued their management and leadership of the agency throughout the year. The division services include budget, personnel, procurement, accounting, federal grant reporting, facility management, and coordination of security services. The SRA is responsible for the administration of the Public Records Act and the State Rules Act. This position also provides oversight of the Administrative Law Division, Information Technology Management Division, Records Management Division, State Archives of New Mexico, and the Office of the State Historian. The deputy state records administrator serves in the absence of the SRA and oversees the administrative services bureau chief, the chief financial officer, and serves as the liaison with the New Mexico General Services Department regarding facilities management and security.

Administrative Law Division

The Administrative Law Division (ALD) continued its efforts to have interstate compacts filed with the Commission of Public Records. The division published 40,374 columnar inches representing approximately 1,548 pages of text in the *New Mexico Register*. The ALD staff conducted 39 trainings as a result of the substantial changes to the State Rules Act, Section 14-

4-1 et seq., NMSA 1978, and the passage of House Bill 58 in the 2017 legislative session. These changes have provided baseline guidelines for agency notice of rulemaking, public notice and participation in rulemaking, recordkeeping for rulemaking, and rule filing.

State Archives of New Mexico

The State Archives of New Mexico coordinated the 2022 Archives Month Partnership with Ghost Ranch and the Lightning Boy Foundation to Honor Our Sacred Sounds. Division staff also continued to provide a variety of services, which included tours of the permanent repository; education to the public and other agency staff about agency services; consultations to all branches of government; collaborations with other agency divisions; information to potential donors, Archives Month partners, and the public about the permanent repository and our mission.

Office of the State Historian

The Office of the State Historian staff conducted history lectures and assisted in the update of the nmhistory.org website. The staff also provided daily assistance to researchers, state government agencies, and the public. The state historian served as deputy chair to support the New Mexico Historical Records Advisory Board, which awarded 6 regrants in the amount of \$29,300 to help preserve and provide public access to New Mexico historical records.

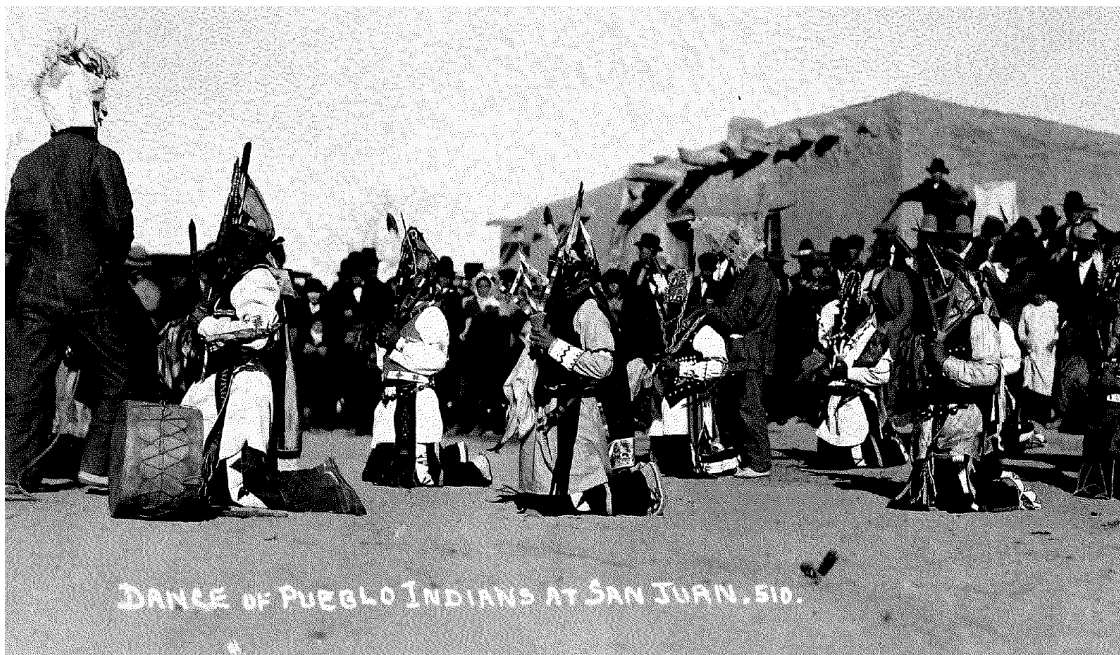
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Information Technology Management Division

The chief information officer of the Information Technology Management Division (ITMD) participated in monthly review sessions to meet DoIT's security standards and addressed known vulnerabilities. ITMD also continued to outline the agency vision for current technology needs, defined the agency's technological infrastructure, proposed current and future upgrades, and provided recommendations for removing all end-of-life equipment/software.

Records Management Division

In FY23 the Records Management Division tracked the status, retention, and disposition of approximately 207,806 boxes of paper and rolls of microfilm. The staff also processed 2,918 cubic feet of records for new storage. Thirty-one online records and information management trainings were provided to records liaison officers, chief records officers, and employees of state and local government entities.



Dance of Pueblo Indians at San Juan Pueblo
Helen G. Blumenschein Photograph Collection
Photo: Blumenschein, Image 39750

ADMINISTRATIVE LAW DIVISION

PURPOSE

The Administrative Law Division (ALD) is the filing point for all rules promulgated by state agencies and interstate compacts. Notices of rulemaking and adopted rules are also submitted for publication in the *New Mexico Register*. State agencies promulgate rules to administer and support New Mexico statutes. Pursuant to the State Rules Act (Chapter 14, Article 4 NMSA 1978), rules shall be filed with the state records administrator (SRA) and published in the *New Mexico Register* prior to becoming effective.

The ALD monitors compliance with statutes and rules affecting the rule-filing and publishing process. To guide state agencies, the division provides consultation regarding the requirements for filing and publishing. It also offers training in style, format, filing, and publishing requirements. In addition to working with state agencies, the ALD answers questions from individuals and groups interested in the filed materials. The division maintains and preserves all filed material in the State Rules Repository until repealed or otherwise no longer valid. It is then transferred to the State Archives of New Mexico for permanent retention. Finally, the ALD provides access to the filed material in person or through the agency's website.

The New Mexico Administrative Code (NMAC) is a compilation of current rules promulgated by state agencies as required by Section 14-4-7.2 NMSA 1978. NMAC is available only in electronic format on the NMAC website, which is updated regularly and at least twice each month. The performance-based budget measure for the division sets a target of 30 days or less for the maximum number of days from the effective date of a rule to the online NMAC availability. During FY23, the average maximum number of days was 5 days from the time a rule becomes effective to the time that a rule is accessible on NMAC.

Since the major revisions to the State Rules Act, Section 14-4-1 et seq., NMSA 1978 (Act) took effect on July 1, 2017, the ALD staff began agency and in-person training. Training was conducted on major revisions to agency notices of rulemaking, public notices and participation in rulemaking, the default procedural rule for rulemaking, recordkeeping for rulemaking, and rule filing. The division conducted 39 trainings were provided in the last fiscal year that had 107 participants. To assist agencies with rulemaking and in response to increased public exposure for obtaining rules, the ALD updated its *Rulemaking Guide* that provides step-by-step instructions to make rulemaking easier.

Finally, when asked for substantive assistance on rules and if there is particular expertise, ALD staff will provide whatever guidance to rule-filers that they can while continuing to carry out their primary function of consulting with agencies on all aspects of rulemaking such as requests for clean copies of rules, publishing notices of rulemaking, filing and publishing adopted rules, and updating the online NMAC as rules become effective.

FISCAL YEAR 2023 STATISTICAL REPORTS AND FINANCIAL INFORMATION

In accordance with Section 14-4-7.1 NMSA 1978, the ALD produces the *New Mexico Register* twice a month. The *New Mexico Register* is where notices of rulemaking, adopted rules, amendments, and repeals of existing rules are officially published. Other material related to administrative law can also be published in the *New Mexico Register*. The publication cost per columnar inch charge was \$3.00 per. During FY23, the ALD published approximately 1,548 pages of text in the *New Mexico Register* and billed for approximately 40,374 columnar inches.

The following tables further explain the publishing activity.

STATISTICAL REPORTS

<i>New Mexico Register</i> Activity	FY 19	FY 20	FY 21	FY 22	FY 23
Notices of rulemaking published	142	158	131	197	157
Proposed rules published	2	2	4	3	1
Adopted rule filings published	421	329	264	565	353
Synopses published in place of full text of adopted rules	0	0	0	0	0
Other material related to administrative law published	22	43	69	69	32

Notices of Rulemaking Published in the <i>New Mexico Register</i> FY 23 by Agency	
Agency	Notices Published
Agriculture, Department of	2
Auditor, Office of the State	2
Developmental Disabilities Council, Office of Guardianship	2
Early Childhood Education and Care Department	2
Economic Development Department	2
Educational Retirement Board	2
Energy, Minerals and Natural Resources Department	4
Environment Department	6
Ethics Commission	1
Game and Fish Department	2
Health, Department of	4
Higher Education Department	7
Homeland Security and Emergency Management, Department of - State Fire Marshal	3
Human Services Department - Income Support Division	6
Human Services Department - Medical Assistance Division	4
Information Technology, Department of	1
Medical Board	4
New Mexico Finance Authority	1
Nursing Board	1
Professional Engineers and Professional Surveyors, Board of Examiners for	1
Public Education Department	10

Public Employees Retirement Association	1
Public Records, Commission of	1
Public Regulation Commission	9
Public Safety, Department of	1
Racing Commission	1
Regulation and Licensing Department (RLD)	
RLD - Acupuncture and Oriental Medicine, Board of	2
RLD - Athletic Trainers Practice Board	1
RLD - Barbers and Cosmetologists, Board of	2
RLD - Body Art Practitioners, Board of	1
RLD - Cannabis Control Division	1
RLD - Chiropractic Board	1
RLD - Construction Industries Division	3
RLD - Counseling and Therapy Practice, Board of	1
RLD - Dental Health Care, Board of	2
RLD - Financial Industries Division	2
RLD - Home Inspectors Board	3
RLD - Interior Design Board	1
RLD - Landscape Architects Board	1
RLD - Massage Therapy, Board of	1
RLD - Nursing Home Administrators, Board of	1
RLD - Occupational Therapy, Board of Examiners for	1
RLD - Optometry, Board of	1
RLD - Pharmacy, Board of	2
RLD - Physical Therapy Board	2
RLD - Podiatry Board of	1
RLD - Private Investigations Advisory Board	3
RLD - Psychologist Examiners, Board of	1
RLD - Respiratory Care Practitioners, Advisory Board of	1
RLD - Speech-Language Pathologists, Audiologists and Hearing Aid Dispensers Board	1
RLD - Signed Language Interpreting Practices Board	2
RLD - Social Work Examiners, Board of	1
Secretary of State, Office of the	9
Spaceport Authority	1
Superintendent of Insurance, Office of	14

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Taxation and Revenue Department	3
Transportation, Department of	4
Treasurer, Office of the State	1
Workers Compensation Administration	1
Workforce Solutions, Department of	5
Grand Total	157

Adopted Rule Filings Published in the <i>New Mexico Register</i> FY 23 by Agency	
Agency	Rule Filings Published
Aging and Long Term Services Department	2
Agriculture, Department of	4
Auditor, Office of the State	2
Cultural Affairs, Department of - State Library	1
Early Childhood Education and Care Department	4
Economic Development Department	3
Educational Retirement Board	1
Energy, Minerals and Natural Resources Department	8
Environment Department	9
Ethics Commission	3
Game and Fish Department	11
Health, Department of	9
Higher Education Department	7
Homeland Security and Emergency Manangement, Department of - State Fire Marshal	2
Human Services Department - Child Support Enforcement Division	2
Human Services Department - Income Support Division	12
Human Services Department - Medical Assistance Division	17
Information Technology, Department of	1
Livestock Board	1
Medical Board	2
New Mexico Finance Authority	1
Nursing Board	12
Professional Engineers and Professional Surveyors, Board of Examiners for	5
Public Education Department	13
Public Employee Labor Relations Board	4
Public Employees Retirement Association	1

Public Lands, Commissioner of	1
Public Regulation Commission	19
Public Safety, Department of	1
Regulation and Licensing Department (RLD)	
RLD - Acupuncture and Oriental Medicine, Board of	5
RLD - Athletic Trainers Practice Board	5
RLD - Barbers and Cosmetologists, Board of	9
RLD - Body Art Practitioners, Board of	8
RLD - Cannabis Control Division	7
RLD - Chiropractic Board	4
RLD - Construction Industries Division	15
RLD - Counseling and Therapy Practice, Board of	8
RLD - Dental Health Care, Board of	35
RLD - Financial Industries Division	6
RLD - Landscape Architects Board	4
RLD - Massage Therapy, Board of	6
RLD - Nursing Home Administrators, Board of	6
RLD - Occupational Therapy, Board of Examiners for	3
RLD - Optometry, Board of	6
RLD - Pharmacy, Board of	9
RLD - Physical Therapy Board	4
RLD - Podiatry, Board of	5
RLD - Psychologist Examiners, Board of	4
RLD - Respiratory Care Practitioners, Advisory Board of	7
RLD - Speech-Language Pathologists, Audiologists and Hearing Aid Dispensers Board	5
Secretary of State, Office of the	4
Superintendent of Insurance, Office of	12
Taxation and Revenue Department	6
Transportation, Department of	1
Workers Compensation Administration	9
Workforce Solutions, Department of	2
Grand Total	353

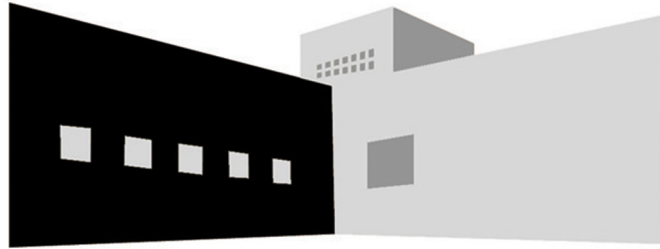
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Other Material Related to Administrative Law Published in the <i>New Mexico Register</i> FY 2023 by Agency	
Agency	Notices Published
Early Childhood Education and Care Department	1
Economic Development Department	1
Environment Department - Air Quality Division	1
Ethics Commission	1
Governor, Office of the	11
Health, Department of	3
Human Services Department - Income Support Division	1
Medical Board	1
Public Education Department	1
Public Regulation Commission	1
Regulation and Licensing Department (RLD)	
RLD - Cannabis Control Division	1
RLD - Construction Industries Division	1
RLD - Occupational Therapy, Board of Examiners for	1
RLD - Pharmacy, Board of	1
RLD - Physical Therapy Board	1
RLD - Respiratory Care Practitioners, Advisory Board of	1
Superintendent of Insurance, Office of	3
Workforce Solutions, Department of	1
Grand Total	32

As a result of the continuing COVID-19 pandemic, there were 11 governor's executive orders, and 3 Department of Health public health orders published in other matters related to administrative law. With the expiration of executive order 2023-036 on March 31, 2023, there have been no more public health orders.

The ALD is the central filing point for more than rules. In accordance with Section 14-3-20 NMSA 1978, interstate compacts shall be filed with the SRA before they can become effective. Pursuant to the governor's signature of HB 216, counties are no longer required to submit subdivision regulations with the SRA as of July 1, 2019. Accordingly, subdivision regulations, including those accreted from the state library collection, will be catalogued and made into a historical collection. ALD staff maintains databases of the filed material and makes lists of interstate compacts and subdivision regulations available online.

NEW MEXICO



State Records Center and Archives

COMMISSION OF PUBLIC RECORDS

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Guadalupe Bulto in Snow

Photo: Jacqueline Dunnington Photograph Collection

Image 55413

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STATE ARCHIVES OF NEW MEXICO

OUR PURPOSE

The State Archives of New Mexico (SANM) maintains, preserves, and provides access to the permanent public records of New Mexico state government that are entrusted to its care. The division strives to foster an appreciation of these records, their historical value, and their use by providing excellent reference assistance and through educational programming. The division currently consists of a bureau chief, an archivist, a business operations support specialist, and an administrative support position. In the past, the division consisted of 9 staff members. Despite staffing shortages, the SANM team has continued offering a high level of service to provide access to public records.

ACCOMPLISHMENTS

The SANM is the central repository for state government's permanent records, as well as a vast array of both public and private collections. The division houses records from the executive, legislative, and judicial branches of government, including documents dating from New Mexico's Spanish (1621-1821), Mexican (1821-1846), Military Occupation (1846-1850), and Territorial (1850-1912) periods of history. There are also post-statehood records in the archives. Staff of the state archives works as a primary steward of New Mexico's documentary heritage.

ACCESS

Between July 1, 2022, and June 30, 2023, division staff created 1,879 descriptive records, which were made available online via the HERITAGE web portal. In collaboration with KOAT-TV, 50 original motion films were preserved and digitized. Finding aids created by the SANM team to support and provide historical information to law enforcement, attorneys, the courts, scholars, and the public. These descriptive records help promote access and are used by all branches of government and the public. Researchers were assisted in person and remotely to provide access to archival collections. Archives staff satisfied 100 percent of requests within established timelines. Research needs of 246 requestors were satisfied on site in the research room, and there were 936 offsite/remote requests.

PRESERVATION

As an affiliate of the National Archives and Records Administration (NARA), during the fiscal year there were regular environmental reports associated with the inner vault submitted to NARA. Environmental monitoring continued in the archives vault system. The tools used for this environmental analysis were developed by the Image Permanence Institute (IPI). IPI's eClimate Notebook uses refined preservation metrics to establish environmental risk ratings. These ratings are ranked as either good, ok, or at risk. Environmental report data confirm that the climate of the inner vault has remained stable during FY23. Records remain in a safe environment, able to support their permanent preservation.

OUTREACH

From July 1, 2022, and June 30, 2023, the SANM team continued outreach efforts. In early July, an Archives Month proclamation was drafted and submitted to leadership. By the end of July, the Governor's Office returned the official proclamation. Additional outreach included the creation of the exhibit "Nina: Pieces of Me" for an event in partnership with the New Mexico History Museum, the Smithsonian (Because of Her Story), the National Women's History Museum, and the American Women Quarters Program of the United States Mint.

State Archives of New Mexico assisted Dr. Richard Melzer with research for his book that is scheduled for release in 2024.

The archives bureau chief and the director attended the HERstory Symposium with a presentation by the deputy state historian held in July 2022 at the Santa Fe Prep Auditorium.

Work also continued with the Public Employee Retirement Association's 75th Anniversary team in working to plan the October 2022 seminar. The SANM director presented four frightening stories to seminar attendees.

SANM began coordinating the 2022 Archives Month Partnership with Ghost Ranch and the Lightning Boy Foundation to Honor Our Sacred Sounds. The poster was finalized and features Hoop Dancer, ShanDien LaRance. Ghost Ranch videographers also created a special video featuring ShanDien LaRance.

Division staff also continued to provide a variety of services, which included tours of the permanent repository; education to the public and other agency staff about agency services; consultations to all branches of government; collaborations with other agency divisions; information to potential donors, Archives Month partners, and the public about the permanent repository and our mission.



**Malinches with Matachina Dancer,
Las Cruces, New Mexico 1987**
Jacqueline Dunnington Photograph Collection
Image 55860

Your Access to Public Information

STATISTICAL REPORT

Public Records Accessions/Accretions	
All public transfers or accessions via MOU, or from other branches of government	Cubic Feet (CF)
1959-036 - New Mexico Commission of Public Records (New Mexico State Records Center and Archives)	.50
1959-250 - New Mexico State Records Center and Archives History Files	.25
2022-001 - COVID Collection	12
1982-077 - New Mexico Employees Retirement Association Records	.25
1959-000 - New Mexico Historical Film Collection	.25
1981-022 - New Mexico State Publications	6
Total	19.25 CF

Private Collections Accessions/Accretions	Cubic Feet (CF)
2017-021 - Katherine Pomonis Research Collection	1
1988-002 - Fifteen Club Records	.25
2022-006 - New Mexico Suffrage Collection	.50
2022-012 - Records of the New Mexico Audubon Society	1
2022-013 - Stanley M. Hordes Collection	14
2001-043 - Geneology Publication Collection	5
1959-298 - Reference Room Book Collection	5
Collection Photo 0150; Mississippi Department of Archives and History slide collection of New Mexico	.25
1994-028; Rudy Padilla Collection of Pano Art	.25
1981-027; Bazz Owen Smaulding Papers	.25

Collection Photo 0180; William Sundt Photograph Collection	.25
Collection Photo 0088; Fort Stanton, New Mexico Photograph Collection	.25
Collection 2001-044; Unpublished Works and Dissertations Collection	.25
Collection 2023-017; Don Bullis Collection	1,600 books
Collection 2023-018; Jim Fierro Collection	1.5
Collection 2009-093; Records of the Hispanic Women's Council	2
Total	31.75 CF

Public Records Described and Published	No. of CF described and published
Collection 1959-036; New Mexico Commission of Public records; New Mexico State Records Center and Archives	.75
Collection 1959-101; Governor Richard C. Dillon Papers	.25
1959-298 - Reference Room Book Collection	.25
Collection 1959-108; Governor Edwin L. Mechem papers, 1st and 2nd terms	4
Collection 1959-114; New Mexico Bureau of Immigration Records	.25
Collection 1976-020; Records of the United States Territorial and New Mexico District Courts for Mora County	3
Collection 1976-031; Records of the United States Territorial and New Mexico District Courts for Socorro County	5.5
Collection 1976-025; Records of the United States Territorial and New Mexico District Courts for Sierra County	8
Collection 2001-031; State Records Center and Archives Photograph Collection	16
Collection 2001-044; Unpublished Works and Dissertations Collection	.25
Collection 1959-089; Governor William T. Thornton Papers	.25
2022-001 - COVID Collection	12
TOTAL	50.5 CF

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San Ildefonso Pueblo Matachines in Front of Church, 1953

Flavia Waters Champe Dance Photograph Collection

Photographer: John L. Champe, image 54249



La Malinche With Dollars Pinned to her Dress

Flavia Waters Champe Dance Photograph Collection

Photographer: Nancy Warren Hunter, image 84877

Your Access to Public Information

Private Collections Described and Published	No. of CF described and published
Collection Photo 0042-0043:01-02; Phil Cooke Photograph Collection	.75
Collection 1959-111; New Mexico Historical Celebrations and Dedications Collection	.25
Collection 1959-174; L. Bradford Prince papers	.25
Collection 1960-025; A.A. Jones Papers	.25
Collection 1971-022; William C. Ilfeld collection	.25
Collection 1972-003; Elisha V. and Boaz W. Long Papers	.25
Collection 1977-055; Katherine Dorman Photograph Collection (Previously known as 0074-0076)	.25
Collection 1978-006; Roland F. Dickey collection	.25
Collection 1982-067; Sallie R. Wagner collection	.25
Collection 1986-041; Charles and William Poe Papers	.25
Collection 2009-092; Records of the National Organization for Women/ Albuquerque Chapter	2
Collection 2009-093; Records of the Hispanic Women's Council	2
Collection 2017-021; Katherine Pomonis Research Collection	1
Collection Photo 0169:01-06; Albert H. Schroeder photograph collection	.25
Collection 1975-023; Santa Fe Symphony Orchestra records	1
Collection 1981-027; Bazz Owen Smauling Papers	.25
Collection Photo 0126: A; R.J. Lanning photograph collection	.25
Collection 1981-072; Abercrombie Family Mercantile Papers	.25

Collection 1974-052; Fermor Church Collection	.25
Collection Photo 0150; Mississippi Department of Archives and History slide collection of New Mexico	.25
Collection Photo 0180; William Sundt photograph collection	.25
Collection 1973-020; New Mexico Wildlife Federation Records	.25
TOTAL	11 CF



Matachines Dancer detail, “Happy New Year”
 Flavia Waters Champe Dance Photograph Collection
 Photo: Nancy Warren Hunter, image 54875

OFFICE OF THE STATE HISTORIAN

PURPOSE

The Office of the State Historian (OSH) promotes an understanding and appreciation of New Mexico history and culture through original research, education, public presentations, and publications. OSH staff provides consultation and research assistance to state agencies, scholars, elected officials, and the public. The state historian serves as director of this two-person division. He sits as the statutory member of the Cultural Properties Review Committee (CPRC), the primary function of which is to review proposals for the preservation of cultural properties throughout New Mexico, as well as on the Historic Marker sub-committee. He also serves as the deputy chair of the New Mexico Historical Records Advisory Board (NMHRAB). The deputy state historian also serves as grants administrator for the NMHRAB re-grant program.

ACCOMPLISHMENTS

Website Development

The OSH history website offers students, educators, researchers, and the public an accessible and effective tool in disseminating knowledge about New Mexico's rich history and culture. OSH staff and ITMD continued to update the website during FY23, www.newmexicohistory.org.

State Historian Activities

During FY23, the State Historian gave 14 public lectures and OSH had 5 articles published to the OSH website. He participated at regional and state National History Day competitions. He was interviewed for a documentary film,

television, newspaper, and radio. He answered an average of 30 patron queries a month.

During FY23, the state historian continued producing a virtual series titled "Let's Talk NM History" for YouTube. During FY23, 5 episodes were produced.

National History Day

State Competition Emcee - Albuquerque, April 15, 2023.

Cultural Properties Review Committee (CPRC)

The state historian is a statutory member of the CPRC. He also serves as a member of the historic markers sub-committee. During FY23, the state historian attended 6 CPRC on-line ZOOM meetings, and 3 CPRC Historic Marker sub-committee meetings.

Historical Society of New Mexico Board (HSNM)

The state historian is an ex officio member of the Historical Society of New Mexico board. During FY23 the state historian attended 2 HSNM on-line ZOOM meetings.

Deputy State Historian Activities

During FY23, the deputy state historian continued fulfilling duties as both historian and grants administrator of the NMHRAB re-grant program. During the 2022 fiscal year the Deputy Historian conducted lectures and presentations via zoom and in person when deemed necessary. In April she served as a judge for the National History Day competition. She also conducted interviews for several magazine and newspaper articles and wrote articles for the Newmexicohistory.org .

New Mexico Historical Records Advisory Board

The NMHRAB was established in 1975 to serve as the central advisory body for reviewing grant proposals submitted by state and local governmental entities or private record repositories to the National Historical Publications and Records Commission (NHPRC). The board has since become one of the leading advocates for the preservation of New Mexico's historical records, stimulating public access to those records, and promoting a broad range of training. These efforts have been made possible through grants from the NHPRC and funding from New Mexico's general fund.

The SRCA received an NHPRC grant (RC-100008-18) in the amount of \$80,000 to be divided between FY22 and FY23. The grant provided funding for the NMHRAB re-grant program, as well as funding to pay for a travelling archivist in the amount of \$6,000 each year. The total NHPRC grant award is 63 percent of the budgeted project cost of \$102,500. The remaining 37 percent is being provided by the state of New Mexico.



San Ildefonso Pueblo, Abuelo Matachin, 1953

Flavia Waters Champe Dance Photograph Collection

Photo: John L. Champe, image 54248

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Re-grant Program FY23

The board received 14 grant applications requesting totaling \$94,953.00 for the FY23 grant cycle. The board awarded \$29,300.00 in federal funds to 6 grant applicants at its July 2022 meeting. The interim grants administrator prepared notification letters, together with all corresponding documentation for the FY23 grant awards. The five-year funding overview is as follows:

Fiscal Years	No. of Applicants	No. of Awards	No. of New Recipients	Funds Requested	Funds Awarded
2019	8	7	2	52,797.00	28,873.00
2020	8	4	2	32,000.00	28,974.00
2021	19	8	3	49,285.00	39,988.34
2022	12	6	2	64,851.00	27,896.71
2023	14	6	3	4,953.00	29,300.00

The following is a list of FY 2023 award recipients and funding amounts:

NM Holocaust Museum	\$3,306.00
New Mexico History Museum	\$6,375.00
Spanish Colonial Arts Society	\$6,375.00
Couse Sharp Historic Site	\$4,485.00
New Mexico Museum of Art	\$4,675.00
National Atomic Museum	\$4,250.00

FY 23 Re-grant Summaries

Couse Foundation 23-04

Virginia Couse Leavitt Papers Preservation and Access Project

The goal of the project was to arrange, rehouse, and describe the collected papers of Virginia Couse Leavitt, art historian and recognized authority on E. I. Couse, a founding member of the Taos Society of Artists. Photographs, negatives, and slides were housed in archival sleeves and nearly the entire collection of papers and documents was re-folded and interleaved with acid-free paper as needed. Several items flagged for digitization include a photo album and obsolete audiovisual formats, including reel-to-reel audio, cassettes, and VHS tapes. The collection finding aid has been entered into ArchivesSpace and will be available via the Lunder Research Center's repository on New Mexico Archives online: <https://nmarchives.unm.edu/repositories/13/resources/> The contents of the collection have already proven useful to staff and patrons, providing details on everything from specific Couse paintings from Leavitt's catalogue raisonné research to extensive notes on Couse's Taos Pueblo models. The collection includes original correspondence from one of Couse's Taos Pueblo models, Eliseo Lujan, written to Leavitt describing his memories and reflections on modeling for Couse and the familial relationship he and her father, Ben Lujan, had with the Couse family. The finished collection comprises 50 linear feet. Making this collection available, will allow future scholars to continue work related to Couse, the Taos Society of Artists, and the other early artists of Taos.

Spanish Colonial Arts Society 23-08

Preservation of Spanish Colonial Arts Society Archives and Increased Awareness to Archives and Library

This project was to build an archive from scratch out of all the materials that have accumulated throughout the nearly 100 years of existence of the Spanish Colonial Arts Society. A contract archivist was hired to describe, define, and break down the collection into subcategories. These include the Samuel Larcombe Papers (research on the New Deal in New Mexico), Alan and Ann Vedder

Papers (early collecting history), Beltran Kropp Papers (pertaining to a special gifted collection), Robin Farwell Gavin Papers (museum history and New Mexico research), and Small Publications (a collection of small books, exhibit catalogs, informative pamphlets dating back to 1888). The collection has been reboxed and finding aids were created for the 6 collections, resulting in 29 linear feet of re-housed and described archival materials. The paper collection has been housed in acid-free, archival materials including extra protection for photographs and delicate materials. The finding aid has already proven to be an invaluable resource for staff, volunteers, and scholars. Examples of findings include early records of New Deal projects, research for early Spanish Colonial publications, artist files on the santeros from the 18th century to living New Mexico artists, and a number of documents and publications containing important pieces of Santa Fe and New Mexico history.

National Atomic Museum 23-09

Nuclear Museum VHS Transfer and Digitization for Long-term Preservation

The historically significant VHS tapes in possession of the museum date from approximately 1960 through 2001 and capture archival history of the atomic age. The museum's collection of VHS tapes with high priority have been converted to a MP4 format and are now available to the public. The total number of VHS tapes converted to a digital format is 232 resulting in 323 MP4 files. Topics include nuclear accidents, nuclear testing in the Pacific, civilian life, medical effects of radiation, Trinity Sites, Navajo Code Talkers, Enola Gay, Los Alamos, nuclear power, Oppenheimer, Groves, Los Alamos National Labs, and Sandia National Labs, among many others, and range in duration from as little as 5 minutes to several hours. Additionally, a large portion of this collection features documentaries, oral histories, and interviews from individuals who served during the Manhattan Project and Cold War Era. Numerous videos have outlived the individuals featured or interviewed in them. These oral histories, interviews, and documentaries are invaluable resources for historians and other humanities scholars, providing a unique lens for understanding the cultural and social relevance of the past. They also provide a sense of both commonality and diversity of Manhattan Project and Cold War experiences. All VHS tapes that

have been digitally converted are available to the public. Currently there are 87 videos available on YouTube (the link will be included below) and as of 6/19/2023 have received a total of 8,569 views. Videos that are subject to external copyright are available upon request in person at the museum or digitally for research purposes. The entire collection (both videos that the museum holds copyright for and those that it does not) have been compiled on the Atomic Heritage Foundation's website. The collection can also be found on the museum's website under online resources.

<https://ahf.nuclearmuseum.org/nmnsh-vhs-conservation-project/>

<https://www.nuclearmuseum.org/educate/online-educational-resources>

https://www.youtube.com/playlist?list=PLYkp_fje-oMUuq3thgIWwVIfVBsiPDPJq

New Mexico History Museum 23-10

Let's Put it Up: Increasing Public Discoverability of Photo Collection Records

The project's goal was to increase public access to records for hundreds of thousands of images that currently are only discoverable internally by archives staff. Photo Archives needed a strategic intervention in remediating legacy description, collection management, and public discoverability. This project is an important "jump start" in that direction. This project crossed all photo archives legacy accessions, and it focused on transforming information in paper records into a summarized database format that is compatible with both public access and collections management needs. The portions completed during the project included records dating from before 1970 through 1991. As of June 15, 2023, contractors have created, edited, and/or published more than 1200 records, providing much greater public access and keyword searchability to legacy Photo Archives holdings. Of the approximately 3000 records targeted for the project, 1547 records are now in the database backend. Even without active promotion, the archives have already had reference requests based on the records that have been published. Archives staff anticipate they will get more and more research interest and more focused queries for undigitized material. They plan to use some of the inquiries to prioritize future processing, description, and digitization initiatives. This will help to bring more records in line with principles of aggregate and

user-centered description articulated in *Describing Archives: A Content Standard*. One adjustment (and an unplanned advantage) is that the project director was able to troubleshoot directly uploading draft records into ArchivesSpace. That means the project isn't waiting for UNM to troubleshoot and publish final records, and records are going live as contractors approve them. Outcomes are searchable by staff and the public now, not after the whole project is complete.

New Mexico Holocaust Museum 23-11

New Mexico Holocaust Survivors Digitization, Preservation and Access Project

This Project included evaluating storage and preservation needs, identifying records to be included, research on the provenance and history of the materials, and forming discrete collections, where warranted, within the New Mexico Holocaust Survivors materials. Supplies were also ordered in preparation for physically organizing the collection. Once identified, relevant records were sorted, labeled, scanned (if selected for digitization), and the digital images and metadata entered into collections management software, PastPerfect. NMHM used regrant funds to purchase an additional scanner. Not only did this increase digitization abilities, but the larger scanning bed allowed for the digitization of oversized materials for the first time. Seven collections have been rehoused from the archival supplies purchased with funds from the NMHRAB regrant funding. This includes the following: Kubie Family Collection, Werner Gellert Collection, Dr. Carl B. Blake & Lita Reiber Blake Collection, Peter J. Josselson Collection, Lawrence Rhee Collection and the New Mexico Holocaust Survivors Collection. NMHRAB regrant enabled the launch of online digital collections and finding aids for archival collections (link included below). The online collections have created additional paths to gather community knowledge and accumulate feedback, and sharing materials with the public has increased significantly since expanding the digital collections. Exhibit and program designers researching in-house are now able to browse and locate materials for development due to this project's organization and cataloging. Furthermore, digitization of materials from the project has created new avenues for interactive exhibits and dynamic education tools that safely utilize fragile historical and archival materials.

<https://nmholocaustmuseum.catalogaccess.com/home>

New Mexico Museum of Art 23-13

Strengthening the Archival Records Program at the New Mexico Museum of Art

With the support from NMHRAB, the New Mexico Museum of Art undertook a project to process 24 linear feet of unprocessed archival materials and review 12 linear feet of previously processed materials. This work included surveying, arranging, and describing materials, rehousing and preservation work, and creating an archival finding aid. Complete physical arrangement and processing and intellectual arrangement and description were completed in May 2023. All materials were reboxed as needed for long-term preservation in archival folders, protective sleeves, and appropriate archival boxes. Types of records identified included building plans and assessments, annual reports, acquisitions proposals, meeting minutes, catalogs of the collection, correspondence, news clippings, community artwork, photo negatives and photo slides, and awards. This project created intellectual control and public access to approximately 15 linear feet of original records created by the museum staff. It appeared that this collection, although the cornerstone of the archive's mission, had not been updated since 2000. The new intellectual arrangement will allow future records to be added more easily into the existing arrangement. Materials added and described in the records management collection includes a significant amount of director's files, building reports and photographs, and records related to the museum's soon to open second location, the Vlodem Contemporary. The finding aid for these materials is searchable in PDF on the museum website and also printed and kept in a binder in the library with the other finding aids for physical access by visiting researchers.

Educational Programming and Outreach

Technical assistance was provided on approximately 120 occasions by Deputy State Historian and Grants Administrator Nicolasa Chávez. Assistance consisted

of providing advice, answering questions regarding NMHRAB grant guidelines and reporting requirements, and assisting with grant applications.

NMHRAB educational programs resumed after the opening of state buildings and the return to full-time, in office work for state employees. Two Disaster Planning and Recovery Workshops were held in conjunction with the Northeastern Document Conservation Center. The first was held May 9, 2023, at the State Records Center and Archives. The second was held on June 7, 2023, at the University of New Mexico Health Sciences Library. The workshops welcomed more than forty attendees from all corners of the state. Attendees joined from as far away as Cimarron, Las Cruces, Zuni Pueblo and Taos.

NMHRAB Members

The following are the FY 2023 board members, the number of terms served, and their term expirations:

Board Members	Terms Served	Term Expires
Lisa Johnston, Assistant City Clerk City of Artesia	6th Term	September 25, 2026
Ryan Flahive, Archivist Institute of American Indian Arts	3rd Term	September 25, 2026
Elizabeth Ehrnst, Head of Research Collections and Services, Georgia O’Keeffe Museum	2nd Term	June 20, 2024
Jonathan Pringle, MAS, archivist, Health Science Library and Informatics Center, University of New Mexico	1st Term	March 31, 2024
Mr. Robert Martínez, State Historian and Deputy Chair	Ex officio	Ex officio
Rick Hendricks, State Records Administrator & Chair	Ex officio	Ex officio



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NATIONAL HISTORICAL
PUBLICATIONS
& RECORDS COMMISSION

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INFORMATION TECHNOLOGY MANAGEMENT DIVISION

PURPOSE

The Information Technology Management Division (ITMD) provides a broad range of technical services and support to the New Mexico State Records Center and Archives (SRCA) staff; supports the agency's strategic goals and technical initiatives; maintains a secure and reliable local and wide area networks; and ensures business continuity through building a secure network infrastructure. This includes the technical research, acquisition, installation, maintenance for all network hardware/software and staff computers.

The division comprises of three technical staff members that include: IT End User Support III, IT Network Administrator I, and the division director who also serves as the Chief Information Officer (CIO). The CIO provides leadership, direction, and strategic planning related to the agency's current and future use of technology. The ITMD staff provides expertise and knowledge in support of the commission's stated mission and statutory mandates.

ACCOMPLISHMENTS

Annual IT Plan

The annual Information Technology Strategic Plan is one of the agency's most important administrative and budget tools. The plan outlines the vision for current technology needs, defines the agency's technological infrastructure, proposes current and future upgrades, while providing recommendations for removing all end-of-life (EOL) equipment/software. In addition, the annual plan summarizes agency goals, objectives, describes future projects, provides budget information, and establishes

replacement schedules for hardware and software. The ITMD also recommends upgrades to safeguard against cybersecurity threats. Each vulnerability is addressed contingent upon the budget appropriated to SRCA.

Agency Website Support

The State Records Center and Archives and Office of the State Historian websites were continually updated throughout the year to improve navigation and accessibility and to remain current with all aspects of agency business.

newmexicohistory.org:

ITMD continued its support and updates to the website links for the *Video of the Month* and the *New Mexico History in 10 Minutes* video series.

srca.nm.gov:

ITMD continued its support and almost daily updates to the website to provide an up-to-date site and timely announcement of commission and rulemaking hearings.

Teleworking and Virtual Meetings

IT facilitated successful teleworking needs moving into FY23. Cisco VPN solution implemented to secure connection to our internal network. IT staff also provided technical assistance to the New Mexico Commission of Public Records and the New Mexico Historical Records Advisory Board when hosting virtual and on-site hybrid meetings.

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Hardware and Software Improvements

ITMD made the following improvements to hardware and software in FY23.

- Upgraded of the Central Electronic Records Repository system to HP Content Manager 10.1;
- Upgraded of all Windows 7/10 OS computers to Windows Version 11 OS 22H2;
- Enabled BitLocker for increased security;
- Implementation of the MS Defender antivirus for all staff computers and data center servers;
- Deployed MFA for O365 and YubiKeys for users,
- Replaced EOL core network switch and firewalls at the Santa Fe and Albuquerque Records Center;
- and replaced Google remote with Cisco VPN solution.

Security Improvements

Participated in monthly review sessions to review CSW|Ivanti monthly scan results, findings, and recommendations to mitigate vulnerabilities. ITMD staff continued to correct known vulnerabilities on a timely basis, collaborated with CSW/NMDOIT staff to report fixes or false positives to the security team at NMDOIT. ITMD utilized MS Defender portal to monitor each host on the network to assist in the mitigation and correction of any issues.

Centralized Electronic Records Repository

The ITMD staff provided a supporting role in management of hardware that includes real-time duplication of the production database and backup of the production server.

Other Accomplishments

The ITMD staff conducted an annual inventory of the agency's fixed assets and IT equipment. Additionally, the division continued to work to refresh the program and replace older desktop computers with new notebooks/docking stations, monitors, soundbars, and full-size keyboards, and mice.



San Ildefonso Pueblo Matachines

Lampert Photo 27256



San Ildefonso Pueblo Matachines, Monarca and Abuelo, 1954

Flavia Waters Champe Dance Photograph Collection

Photographer: John L. Champe, image 54869

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RECORDS MANAGEMENT DIVISION

PURPOSE

The Records Management Division (RMD) is responsible for providing guidance and assistance to state and local governmental agencies on the development of efficient and effective records and information management programs. This includes retention, storage, and disposition of records to ensure that information is available when and where it is needed in an organized and efficient manner and in the appropriate environment. In addition, the RMD staff guides agencies in the establishment of policies and recordkeeping requirements that allow the organization to establish and maintain control over their information workflow and administrative operations.

ACCOMPLISHMENTS

Agency Analysis Bureau

The Agency Analysis Bureau is responsible for the development of records retention and disposition schedules (RRDS) that identify, describe, and establish retention periods for records of state and local governmental agencies. The bureau also provides training on records and information management. During FY23 the functional RRDS (1.21.2 NMAC, Retention and Disposition of Public Records) amended retentions and clarified some classifications. The bureau conducted records surveys with the Secretary of State; State Personnel Office; Division of Vocational Rehabilitation; Livestock Board; and Children, Youth, and Families Department to assist in creating records management policies.

Records Management Program Development

To satisfy its statutory mandate to create a records management program for state agencies, the agency analysis bureau continues development and implementation of a comprehensive program at the Commission of Public Records in FY23. Program development included the creation of a management structure, records management policies, file plans, and procedures for implementation. Records and information management trainings are offered to state, judicial, and local government bodies on current records management laws and best practices. In addition, the Agency Analysis Bureau conducted 31 records and information management trainings. There were 563 record liaison officers, chief records officers, and government employees attending these trainings.

Records Center Bureau

The Record Center Bureau provides storage for inactive or infrequently used paper records of state agencies. Staff tracks the status, retention, and disposition of approximately 207,806 boxes of paper and rolls of microfilm. Additionally, secure and controlled facilities in Albuquerque and Santa Fe are available to state agencies and public entities to dispose of their public records that have met their legal retention. These services are a cost savings benefit to those they serve and allow confidential and sensitive information to be protected and disposed of properly.

During FY23 the 2 facilities processed 2,918 cubic feet of records for new storage. The FY23 ending inventory reflected 72,951 cubic feet of records in storage, an increase of 2,174 cubic feet over the FY22 ending inventory.



Santa Clara Pueblo Matachines Dancer and Drummers

Flavia Waters Champe Dance Photograph Collection

Photographer: Nancy Warren Hunter, image 54878

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Alcalde, New Mexico, Abuela and Abuelos Matachines, 1954

Flavia Waters Chaampe Dance Photograph Collection

Photographer: John L. Champe, images 54580 & 54582

Storage and disposition activity for the records centers:

Executive Agency	Starting Inventory 7/1/2022	Boxes Brought in for Storage	Boxes Withdrawn	Boxes Returned	Boxes Perm Withdrawn	Boxes Transferred To Archives	Boxes Destroyed in the Records Center	Boxes brought in for Destruction	Ending Inventory 6/30/2023
Administrative Hearing Office	126	16	0	0	0	0	0	0	142
Aging and Long-Term Services Department	368	10	0	9	0	0	0	20	387
Architects, New Mexico Board of Examiners for	78	0	0	0	0	0	0	0	78
Attorney General, Office of the	2,866	0	0	0	0	0	0	0	2,866
Auditor, Office of the New Mexico State	75	0	0	0	0	0	0	0	75
Blind & Visually Impaired, New Mexico School for the	62	0	0	0	0	0	0	0	62
Blind, New Mexico Commission for	0	0	0	0	0	0	0	0	0
Children Youth and Families Department	6,848	560	108	133	0	0	0	715	7,433
Corrections Department, New Mexico	17,552	824	171	181	0	0	0	0	18,386
Crime Victims Reparation Commission	1,125	0	0	0	0	0	0	0	1,125
Cultural Affairs, New Mexico Department of	54	0	0	0	0	0	0	300	54
Deaf and Hard of Hearing, Commission of	0	0	0	0	0	0	0	0	0

Developmental Disabilities Planning Council	18	0	0	0	0	0	0	0	18
Early Childhood Education & Care Department	0	0	0	0	0	0	0	190	0
Economic Development Department	15	0	0	0	0	0	0	0	15
Education Department, Public	498	0	3	3	0	0	0	0	498
Educational Retirement Board, New Mexico	433	0	107	0	0	0	0	218	326
Energy, Minerals and Natural Resources Department	558	16	16	0	0	0	0	0	558
Engineer, Office of the State	328	5	2	2	0	0	0	0	333
Engineers and Professional Surveyors, Board of Licensure for	26	0	0	0	0	0	0	0	26
Environment Department, New Mexico	2,648	0	0	0	0	0	0	0	2,648
Finance and Administration, Department of	649	0	6	8	0	0	0	0	651
Finance Authority, New Mexico	0	0	0	0	0	0	0	0	0
Game and Fish, New Mexico Department of	1	0	0	0	0	0	0	88	1
Gaming Control Board, New Mexico	10	0	0	0	0	0	0	51	10

General Services Department, New Mexico	1,398	0	0	0	0	0	0	256	1,398
Governor, Office of the	18	7	0	0	0	0	0	0	25
Health Policy Commission, New Mexico	33	0	0	0	0	0	0	0	33
Health, New Mexico Department of	3,900	364	343	233	0	0	0	591	3,744
Higher Education Department	46	0	0	1	0	0	0	0	47
Homeland Security and Emergency Management, New Mexico	0	0	0	0	0	0	0	0	0
Human Services Department, New Mexico	674	0	0	0	0	0	0	0	674
Indian Affairs Department, New Mexico	2	0	0	0	0	0	0	0	2
Information Technology, New Mexico Department of	25	0	0	0	0	0	0	0	25
Investment Council, New Mexico State	70	0	0	0	0	0	0	0	70
Juvenile Public Safety Advisory Board	19	0	0	0	0	0	0	0	19
Land Office, State of New Mexico	269	0	0	4	0	0	0	38	273
Lieutenant Governor's Office	23	0	0	0	0	0	0	0	23
Livestock Board, New Mexico	19	0	0	0	0	0	0	0	19
Martin Luther King Jr. Commission	0	0	0	0	0	0	0	0	0

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Medical Board, New Mexico	663	0	32	59	0	0	0	0	690
Military Affairs, New Mexico Department of	404	0	0	0	404	0	0	0	0
Natural Resources Trustee, Office of the	0	0	0	0	0	0	0	0	0
Nursing, New Mexico Board of	512	0	88	91	0	0	0	0	515
Parole Board, New Mexico	1,985	233	0	0	0	0	0	0	2,218
Personnel Office, New Mexico State	1,512	79	71	76	0	0	0	0	1,596
Public Defender Department, New Mexico	1,098	0	4	0	0	0	0	0	1,094
Public Employees Labor Relations Board	9	0	0	0	0	0	0	0	9
Public Employees Retirement Association of New Mexico	1,292	0	0	6	0	0	0	0	1,292
Public Records, Commission of	63	0	2	0	0	0	0	13	61
Public Regulation Commission, New Mexico	2,264	0	7	8	0	0	0	0	2,265
Public Safety, New Mexico Department of	247	0	0	0	0	0	0	0	247
Public School Facilities Authority, New Mexico	146	0	0	0	0	0	0	0	146
Public School Insurance Authority, New Mexico	80	0	0	0	0	0	0	0	80
Racing Commission, New Mexico	0	0	0	0	0	0	0	0	0

Regulation and Licensing Department, New Mexico	2,923	205	85	93	0	0	0	54	3,136
Retiree Health Care Authority	15	0	0	0	0	0	0	0	15
School for the Deaf, New Mexico	81	0	4	5	0	0	0	0	82
Secretary of State, New Mexico	1,235	215	11	0	0	0	0	84	1,439
State Fair Commission	0	0	0	0	0	0	0	0	0
Status of Women, New Mexico Commission of	67	0	0	0	0	0	0	0	67
Superintendent of Insurance, Office of the	1,704	45	35	35	0	0	0	0	1,749
Taxation and Revenue Department, New Mexico	359	31	1	1	0	0	0	33	390
Tourism Department, New Mexico	0	0	0	0	0	0	0	0	0
Transportation, New Mexico Department of	219	0	0	0	0	0	0	1732	219
Treasurer, New Mexico State	7	0	0	0	0	0	0	0	7
Veterans' Services, New Mexico	0	0	0	0	0	0	0	0	0
Veterinary Medicine, New Mexico Board of	5	0	0	0	0	0	0	0	5
Vocational Rehabilitation, New Mexico Division of	22	0	0	0	0	0	0	0	22
Workers' Compensation Administration	107	0	0	0	0	0	0	0	107

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Workforce Solutions, New Mexico Department of	932	0	0	0	0	0	0	0	932
Youth Conservation Corps, New Mexico	13	0	0	16	0	0	0	0	29
TOTAL EXECUTIVE AGENCIES	58,388	2,610	1,096	958	404	0	0	4,383	60,456

NON-EXECUTIVE AGENCIES	Starting Inventory 07/01/2022	Boxes Brought In for Storage	Boxes Withdrawn	Boxes Returned	Boxes Perm Withdrawn	Boxes Transferred to Archives	Boxes Destroyed in the Records Center	Boxes brought in for Destruction	Ending Inventory 6/30/2023
Administrative Office of the Courts	0	0	0	0	0	0	0	15	0
Colleges/ Universities	113	21	0	0	0	0	0	419	134
Compilation Commission, New Mexico	0	0	0	0	0	0	0	0	0
Congress of the United States	31	0	0	0	0	0	0	0	31
Counties	0	0	0	0	0	0	0	40	0
Court of Appeals, New Mexico	79	0	0	0	0	0	0	0	79
District Attorney Offices	5,778	0	299	53	0	0	0	256	5,532
District Attorneys, Administrative Office of the	7	0	0	0	0	0	0	0	7
District Courts	48	0	0	0	0	0	0	92	48
Judicial Standards Commission, New Mexico	1	0	0	0	0	0	0	0	1
Legislative Council Service, New Mexico	3,723	6	70	97	0	0	0	0	3,766
Legislative Education Study Committee, New Mexico	7	0	0	0	0	0	0	0	7

Legislative Finance Committee, New Mexico	583	0	69	69	0	0	0	0	583
Legislative House/ Senate	22	0	0	0	0	0	0	0	22
Legislative Maintenance	9	0	0	0	0	0	0	0	9
Magistrate Courts	36	0	0	0	0	0	0	0	36
Metropolitan Court, Bernalillo County	1,648	271	125	142	0	0	0	0	1936
Municipalities	0	0	0	0	0	0	0	0	0
School Districts	0	0	0	0	0	0	0	0	0
Silver City Consolidated	0	0	0	0	0	0	0	0	0
Supreme Court, New Mexico	304	0	0	0	0	0	0	0	304
Supreme Court Law Library, State of New Mexico	0	0	0	0	0	0	0	0	0
TOTAL NON-EXECUTIVE AGENCIES	12,389	308	563	361	0	0	0	813	12,495
GRAND TOTAL	70,777	2,918	1,659	1,319	404	0	0	5,196	72,951

The Record Center Bureau is tasked with providing guidance and assistance in the creation and approval of microphotography plans that allow agencies to convert paper public records to a microfilm or digital format as well as provide safe and secure environments for the storage of microfilm, electronic media and paper records. Through its film inspection program, it monitored the microform (microfilm and microfiche), computer output microfilm (COM), and electronic-imaging production by state agencies and the district courts for adherence to standards promulgated as rules by the CPR. The records center bureau also provides guidance to state agencies, courts, and local governmental offices on the management of electronic records.

During FY23, the record center processed 891 rolls of microfilm for new storage. The ending inventory reflected 134,855 rolls/fiche of records in storage, an increase of 896 rolls over the FY22 ending inventory.

Number of microforms inspected, stored, transferred, withdrawn, and destroyed:

Executive Agency	Beginning Inventory 7/1/2022	Microform Inspected	Microform Accepted into	Microform Destroyed	Microfilm Transferred to Archives	Rolls of Film	Rolls of Film Withdrawn	Rolls of Film Returned	Ending Inventory 6/30/2023
Attorney General	32	0	0	0	0	0	0	0	32
Children, Youth and Families Department	11	0	0	0	0	0	0	0	11

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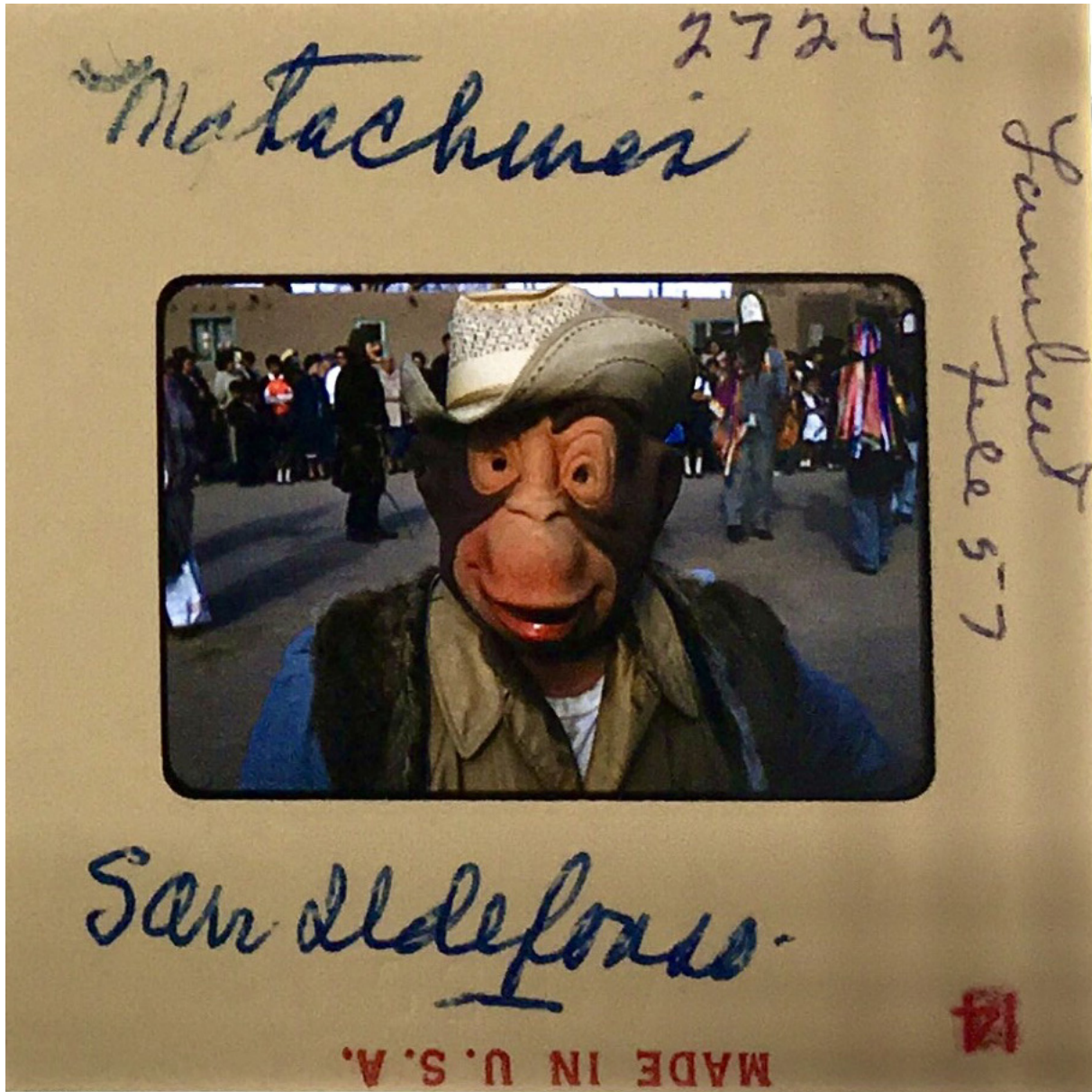
Corrections Department	401	0	0	0	0	0	0	0	401
Cultural Affairs Department	973	0	0	0	0	0	0	0	973
Education Department, Public	125	0	0	0	0	0	0	0	125
Energy, Minerals, and Natural Resources Department	1,045	0	0	0	0	0	0	0	1,045
Engineer, Office of the State	10,458	0	0	0	0	0	0	0	10,458
Environment, Department of	115	0	0	0	0	0	0	0	115
Finance and Administration, Department of	711	0	0	0	0	0	0	0	711
Game and Fish, Department of	17	0	0	0	0	0	0	0	17
General Services Department	99	0	0	0	0	0	0	0	99
Health, Department of	948	0	0	0	0	0	0	0	948
Human Services, Department of	13	0	0	0	0	0	0	0	13
Investment Council, State	6	0	0	0	0	0	0	0	6
Land Office, New Mexico State	2,016	0	0	0	0	0	0	0	2,016
Livestock Board	2	0	0	0	0	0	0	0	2
Nursing, Board of	1	0	0	0	0	0	0	0	1
Personnel Office, State	1,027	0	0	0	0	0	0	17	1,044

Professional Engineers and Professional Surveyors, State Board of Licensure for	304	0	0	0	0	0	0	0	304
Public Regulation Commission	9,486	0	0	0	0	0	0	0	9,486
Public Safety, Department of	17	0	0	0	0	0	0	0	17

Records, Commission of Public	39,354	0	0	0	0	0	0	9	39,363
Regulation and Licensing Department	34	0	0	0	0	0	0	0	34
Secretary of State, Office of the	8,663	0	0	0	0	0	0	0	8,663
Taxation and Revenue Department	43,153	0	0	0	0	0	0	0	43,153
Transportation, Department of	4,523	182	182	0	0	0	0	0	4,705
Worker's Compensation Administration	456	0	0	0	0	0	0	0	456
Workforce Solutions Department	7	0	0	0	0	0	0	0	7
TOTAL EXECUTIVE AGENCIES	124,014	182	182	0	0	0	0	9	124,205

Non-executive Agency	Beginning Inventory 7/1/2022	Microforms Inspected	Microforms Accepted into Storage	Microforms Destroyed	Microfilm Transferred to Archives	Rolls of Film Permanently Withdrawn	Rolls of Film Withdrawn	Rolls of Film Returned	Ending Inventory 6/30/2023
Colleges/Universities	154	0	0	0	0	0	0	0	154
Counties	2,586	0	0	0	0	0	0	0	2,568
District Attorneys	527	0	0	0	0	0	4	0	523
District Courts	3,398	709	709	0	0	0	0	0	4,107
Judicial Standards Commission	133	0	0	0	0	0	0	0	133
Municipalities	2,085	0	0	0	0	0	0	0	2,085
School Districts	887	0	0	0	0	0	0	0	887
Silver City Consolidated	176	0	0	0	0	0	0	0	176
Supreme Court	17	0	0	0	0	0	0	0	17
TOTAL NON-EXECUTIVE AGENCIES	9,945	709	709	0	0	0	4	0	10,650
GRAND TOTAL	133,959	891	891	0	0	0	4	9	133,885

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San Ildefonso Pueblo Matachines,
Lambert Slides, image 27242
Courtesy of the New Mexico State Records Center and Archives

FY2023 AUDIT STATEMENTS

STATE OF NEW MEXICO
Commission of Public Records
Statement of Net Position
June 30, 2023

Exhibit A-1

Assets	Governmental Activities
Current assets	
State general fund investment pool	\$ 417,279
Petty cash	150
Receivables, net	15,920
Due from federal government	20,933
Total current assets	<u>454,282</u>
Noncurrent assets	
Capital assets	1,111,465
Less: Accumulative depreciation	(1,010,644)
Intangible right-to-use lease asset	1,822,948
Less: Accumulative amortization - lease asset	(254,690)
Total noncurrent assets	<u>1,669,079</u>
Total assets	<u>\$ 2,123,361</u>
Liabilities	
Current liabilities	
Accounts payable	\$ 18,158
Accrued salaries and benefits	50,378
Accrued compensated absences	85,792
Overdrawn cash	15,788
Lease liability	124,558
Total current liabilities	<u>294,674</u>
Noncurrent liabilities	
Accrued compensated absences	78,963
Lease liability	1,443,700
Total noncurrent liabilities	<u>1,522,663</u>
Total liabilities	<u>1,817,337</u>
Net position	
Net investment in capital assets	100,821
Restricted for:	
General Fund	92,297
Special Revenue	6,008
Unrestricted	106,898
Total net position	<u>306,024</u>
Total liabilities and net position	<u>\$ 2,123,361</u>

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STATE OF NEW MEXICO
Commission of Public Records
Statement of Activities
For the Year Ended June 30, 2023

Exhibit A-2

	Governmental Activities
Program expenses	
Personal services and employee benefits	\$ 2,536,575
Contractual services	43,831
Other costs	218,954
Interest expense - lease	20,610
Amortization expense - Lease	126,538
Depreciation expense	20,889
Total program expenses	2,967,397
Program revenues	
Sales	157,560
Capital grants and contributions	33,027
Total program revenues	190,587
Net program expense	(2,776,810)
General revenues (expenses)	
Transfers in-state appropriations	253,300
Transfers in-state general fund appropriations	2,581,800
Reversions to the state general fund (Note 10)	(14,733)
Total general revenues	2,820,367
Change in net position	43,557
Net position, beginning of year	262,467
Net position - end of the year	\$ 306,024

STATE OF NEW MEXICO
Commission of Public Records
Balance Sheet
Governmental Funds
For the Year Ended June 30, 2023

Exhibit B-1
Page 1 of 2

	General Fund 17900	Federal Fund 20850	Non-Major Funds	Total
Assets				
State general Fund Investment pool	\$ 155,240	\$ -	\$ 6,008	\$ 161,248
Due from federal government	470	20,463	-	20,933
Total assets	<u>155,710</u>	<u>20,463</u>	<u>6,008</u>	<u>182,181</u>
Liabilities and fund balance				
Liabilities				
Overdrawn cash	-	15,788	-	15,788
Accounts payable	13,035	4,675	-	17,710
Accrued salaries and benefits	50,378	-	-	50,378
Total liabilities	<u>63,413</u>	<u>20,463</u>	<u>-</u>	<u>83,876</u>
Fund balance				
Restricted for:				
General government	92,297	-	6,008	98,305
Total fund balances	<u>92,297</u>	<u>-</u>	<u>6,008</u>	<u>98,305</u>
Total liabilities and fund balances	<u>\$ 155,710</u>	<u>\$ 20,463</u>	<u>\$ 6,008</u>	<u>\$ 182,181</u>

**STATE OF NEW MEXICO
Commission of Public Records
Governmental Funds**

Exhibit B-1
Page 2 of 2

**Reconciliation of the Balance Sheet to the Statement of Net Position
June 30, 2023**

Total Fund Balance - Governmental Funds	\$	98,305
--	----	--------

Amounts reported for governmental activities in the Statement of Net Position are different because:

Capital assets		859,448
Accumulative depreciation		(758,627)
Lease asset		455,737
Lease accumulative amortization		(95,698)

Internal service funds are used by management to charge for the resale of records, goods, services, and publications. The assets and liabilities of the internal service funds are included in governmental activities in the government-wide statement of net position:

Total net position, ending		271,653
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Long-term and certain other liabilities, including compensated absences, are not due and payable in the current period and therefore are not reported as liabilities in the funds. Long-term and other liabilities at year end consist of:

Lease liability		(360,039)
Compensated absences payable		(164,755)

Total net position of governmental activities	\$	306,024
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STATE OF NEW MEXICO
Commission of Public Records
Statement of Revenues, Expenditures, and Changes in Fund Balances
Governmental Funds
For the Year Ended June 30, 2023

Exhibit B-2
Page 1 of 2

	General Fund 17900	Federal Fund 20850	Non-Major Fund 75800	Total
Revenues				
Federal capital grants	\$ -	\$ 32,997	\$ -	\$ 32,997
Miscellaneous	-	-	30	30
Total revenue	<u>-</u>	<u>32,997</u>	<u>30</u>	<u>33,027</u>
Expenditures				
Administrative services				
Current				
Personal services and benefits	2,521,361	-	-	2,521,361
Contractual services	38,270	-	-	38,270
Other costs	120,106	32,997	-	153,103
Debt service				
Principal	63,660	-	-	63,660
Interest	10,369	-	-	10,369
Total expenditures	<u>2,753,766</u>	<u>32,997</u>	<u>-</u>	<u>2,786,763</u>
Excess (deficiency) of revenues over expenditures	<u>(2,753,766)</u>	<u>-</u>	<u>30</u>	<u>(2,753,736)</u>
Other financing sources (uses)				
Transfers in-other financing sources	253,300	-	-	253,300
Transfers in-general fund appropriation	2,581,800	-	-	2,581,800
Reversions to the state general fund (Note 10)	(14,733)	-	-	(14,733)
Total other financing sources (uses)	<u>2,820,367</u>	<u>-</u>	<u>-</u>	<u>2,820,367</u>
Net change in fund balance	66,601	-	30	66,631
Fund balance - beginning of year	25,696	-	5,978	31,674
Fund balance - end of year	<u>\$ 92,297</u>	<u>\$ -</u>	<u>\$ 6,008</u>	<u>\$ 98,305</u>

STATE OF NEW MEXICO
Commission of Public Records
Reconciliation of the Statement of Revenues, Expenditures and Changes in Fund
Balances - Governmental Funds to the Statement of Activities
For the Year Ended June 30, 2023

Exhibit B-2
Page 2 of 2

Net Change in Fund Balance - Governmental Funds	\$	66,631
<p>Amounts reported for governmental activities in the statement of activities are different because:</p> <p>Governmental funds report capital outlay and amortization as expenditures. However, in the statement of activities, the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense:</p>		
Depreciation expense		(20,889)
Lease amortization expense		(63,660)
<p>The internal service fund is used by management to charge for resale of records, goods, services and publications. The Net (loss) revenue of the internal service fund is reported with governmental activities:</p>		
Internal service fund change in net position		13,029
<p>Expenses reported in the statement of activities that do not require the use of current financial resources and therefore are not reported as expenditures in the governmental funds:</p>		
Increase in accrued compensated absences		(15,214)
Lease principal payments		63,660
Change in Net Position of Governmental Activities	\$	<u>43,557</u>

**STATE OF NEW MEXICO
Commission of Public Records
General Fund 17900**

Exhibit C-1

**Statement of Revenues, Expenditures and Changes in Fund Balance
Budget (Non-GAAP Budgetary Basis) and Actual
For the Year Ended June 30, 2023**

	Budgeted Amounts			Variance Favorable (Unfavorable)
	Original	Approved Final	Actual	Final to actual
Revenues				
Federal funds	\$ -	\$ -	\$ -	\$ -
Other Financing sources	253,300	253,300	253,300	-
State general fund	2,515,200	2,581,800	2,581,800	-
Total revenue	<u>2,768,500</u>	<u>2,835,100</u>	<u>2,835,100</u>	<u>-</u>
Expenditures				
Current				
Personal services and benefits	2,621,800	2,530,300	2,521,361	8,939
Contractual services	67,400	37,400	112,299	(74,899)
Other costs	79,300	200,800	119,656	81,144
Capital outlay	-	-	-	-
Total expenditures	<u>2,768,500</u>	<u>2,768,500</u>	<u>2,753,316</u>	<u>15,184</u>
Excess of revenue over expenditures			81,334	
Reversion to the State General Fund			<u>(14,733)</u>	
Net Change in fund balance (GAAP basis)			<u>\$ 66,601</u>	

**STATE OF NEW MEXICO
Commission of Public Records
Federal Funds 20850**

Exhibit C-2

**Statement of Revenues, Expenditures and Changes in Fund Balance
Budget (Non-GAAP Budgetary Basis) and Actual
For the Year Ended June 30, 2023**

	Budgeted Amounts		Actual	Variance
	Original	Approved		Final to actual
		Final		
Revenues				
Federal funds	\$ 40,000	\$ 40,000	\$ 32,997	\$ (7,003)
Other Financing sources	-	-	-	-
State general fund	-	-	-	-
Total revenue	40,000	40,000	32,997	(7,003)
Expenditures				
Current				
Personal services and benefits				-
Contractual services	16,300	-	-	-
Other costs	23,700	40,000	32,997	7,003
Capital outlay		-	-	-
Total expenditures	40,000	40,000	32,997	7,003
Excess of revenue over expenditures			-	
Reversion to the State General Fund			-	
Net Change in fund balance (GAAP basis)			\$ -	

STATE OF NEW MEXICO
 Commission of Public Records
 Statement of Net Position
 Proprietary Funds
 June 30, 2023

Exhibit D-1

	Governmental Activities
	Internal Service Fund
	37100
Assets	
State general fund investment pool	\$ 256,031
Petty cash	150
Receivables, Net	15,920
Total current assets	272,101
Noncurrent assets	
Capital assets	252,017
Less: Accumulative depreciation	(252,017)
Intangible right-to-use lease asset	1,367,211
Accumulative amortization - lease asset	(158,992)
Total noncurrent assets	1,208,219
Total Assets	\$ 1,480,320
Liabilities and net position	
Liabilities	
Accounts payable	\$ 448
Lease liability	92,924
Total current liabilities	93,372
Noncurrent liabilities	
Lease liability	1,115,295
Total Noncurrent liabilities	1,115,295
Total liabilities	1,208,667
Net position	
Net investment in capital asset	-
Unrestricted	271,653
Total net position	271,653
Total liabilities and net position	\$ 1,480,320

STATE OF NEW MEXICO
Commission of Public Records
Statement of Revenues, Expenses, and Changes in Net Position
Proprietary Funds
For the Year Ended June 30, 2023

Exhibit D-2

	Governmental Activities
	Internal Service Fund
	37100
Operating revenues:	
Charges for services	\$ 157,560
Total operating revenues	157,560
Operating expenses:	
Contractual services	5,561
Other costs	65,851
Amortization expense - lease	62,878
Total operating expense	134,290
Operating income (loss)	23,270
Non-operating revenues (expenses)	
Interest expense	(10,241)
Total non-operating revenues (expense)	(10,241)
Change in net position	13,029
Net Position, beginning of year	258,624
Net Position - end of the year	\$ 271,653

**STATE OF NEW MEXICO
Commission of Public Records
Statement of Cash Flows
Proprietary Funds
For the Year Ended June 30, 2023**

Exhibit D-3

	Governmental Activities
	Internal Service Fund
	37100
Cash flow from operating activities	
Cash received from customers	\$ 158,681
Cash payments to suppliers for goods and services	(71,335)
Net cash provided from operating activities	\$ 87,346
Cash flow from capital and related financing activities	
Lease interest payments	\$ (10,241)
Lease principal payments	(62,878)
Net cash provided (used) by capital and related financing activities	\$ (73,119)
Net Change in cash and Cash equivalents	\$ 14,227
Cash & cash equivalents - beginning of year	241,954
Cash & cash equivalents - end of year	\$ 256,181
Reconciliation of operating income (loss to net cash provided (used) by operating activities	
Operating income (loss)	\$ 23,270
Adjustments to reconcile operating income (loss) to net cash provided (used) by operating activities	
Amortization expense	62,878
Changes in assets & liabilities:	
Receivables	1,121
Accounts payable	77
Net cash provided (used) by operating activities	\$ 87,346



Matachina Dance Artwork
Photograph: Nancy Warren Hunter, image 23073

Notes



San Ildefonso Pueblo Malinche and Matachines, 1955

Flavia Waters Champe Dance Photograph Collection

Photographer: John L. Champe, image 54459

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Los Matachines Dancer
Art Postcard from the Gerald Cassidy Santa Fe Fiesta
series Farona G. Konopak Photograph Collection

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