

# STATE RECORDS CENTER AND ARCHIVES COMMISSION OF PUBLIC RECORDS FY24 ~ ANNUAL REPORT



*ZOZOBR*

100TH ANNIVERSARY



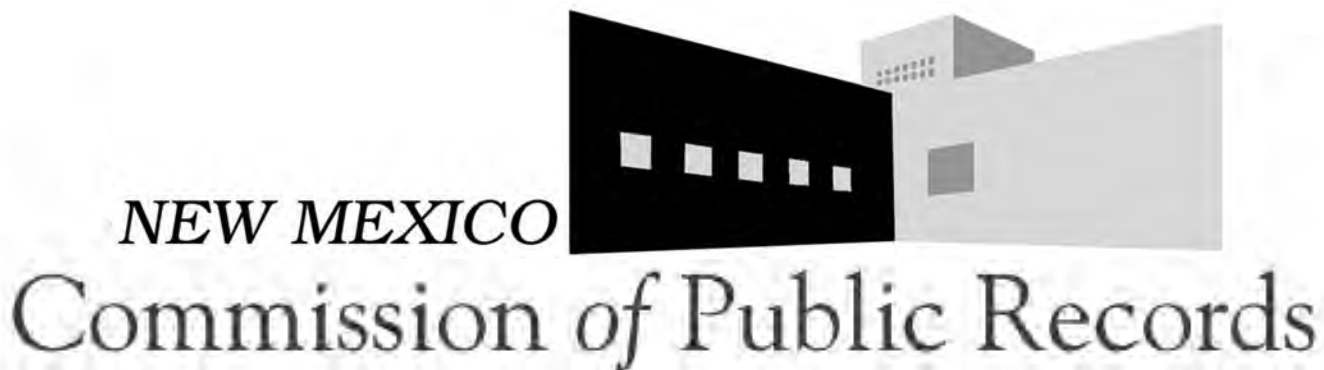
Zozobra Under Construction in Gym, from the Bullock Collection #31096, 1960,  
Courtesy of the State Archives of New Mexico

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## *Your Access to Public Information*



## **Members of the Commission of Public Records**

**General Services Department, Secretary, Chair**

**Robert E. Doucette, Jr.**

**State Auditor**

**The Honorable Joseph Maestas**

**Attorney General**

**The Honorable Raúl Torrez**

**Secretary of State**

**The Honorable Maggie Toulouse Oliver**

**Director, NM State Law Library**

**Stephanie Wilson**

**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**

**Jonathan Pringle**

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## Thoughts on Zozobra

With the FY24 Annual Report, we celebrate one hundred years of the quintessential Santa Fe celebration, Zozobra, the Burning of Old Man Gloom. With that in mind, my thoughts have turned to the meaning of the word zozobra, and how it came to be attached to this annual event that is so much a part of the lives of many New Mexicans and people from all over the world who travel here to experience it. How the name came about is easily discovered. Will Shuster stated in an interview archived in the Smithsonian Institution Archives of American Art that Dana Johnson, a former editor of the *New Mexican*, dug the word zozobra out of Spanish dictionary and that it meant “gloomy one.” I believe this be an interpretation rather than strictly a definition. As a matter of curiosity, I would like to know which dictionary Johnson consulted and have yet to find it, but perhaps one day I will. As an aside, I would note that in most Spanish-English dictionaries “gloom” is more commonly *sombrío*, but no matter. Old man gloom it is and forever shall be. Amen.



Among the ways the Real Academia de la Lengua (Spain’s authority of the language of Cervantes and company), defines zozobra, we find the following: *Inquietud, aflicción y congoja del ánimo, que no deja sosegar, o por el riesgo que amenaza, o por el mal que ya se padece*. We might loosely render this definition as restlessness, affliction, and spiritual distress that does not permit one to be at peace, either because of the risk that threatens or because of the evil already being suffered.

In his *Diccionario nuevo de las lenguas española y francesa* of 1705, Francisco Sobrino defined *zoçobra* as *dolor de corazón*--heartache. By 1739 the Real Academia defined zozobra much as it does today.

Perhaps the most common gloss for zozobra in English is simply anxiety. French similarly has *anxiété*, and *Angst* is the German. The modern Catalan word is *sotsobra*, which brings us to the interesting etymology of zozobra. The word came into Spanish from the Old Catalan word *sotsobre*, which referred to a situation at sea when a ship flips, with the keel on top and the deck underwater. *Sots* meaning *abajo* or *debajo* comes from the Latin *sub* (below) and *sobre* (above). Speakers of Spanish will relate this to the phrase *patas arriba*, which literally mean upside down, but metaphorically refers to something bass-ackwards, a sense of confusion or disorder.

Mexican poet Ramón López Velarde (1888-1921), best known for his book of poems, *La suave patria*, chose *Zozobra* (1919) for another book of poems in which he explored the unease (hence the title) in the relationship between sensuality and spirituality. In the Mexican and US Latino intellectual communities, zozobra has long had a more complex meaning. Beginning in Mexico in the 1940s, phenomenologists (exponents of the philosophy of experience for whom direct investigation of phenomena is the object) took zozobra as a central topic for investigation. These intellectuals defined zozobra as anxiety resulting from an inability to be comfortable in the world in which one lives. Latino intellectuals in the US have also taken up the topic. To give one simplified example, a phenomenology of zozobra might examine the disorientation experienced by marginalized people within ethnic communities.

Avid readers of the press from Spain and Latin America, will see the word used frequently. “*Dolor, zozobra y soledad: el drama de los periodistas perseguidos en México*” (“Pain, anxiety and loneliness: the drama of the persecuted journalists in Mexico”), “*La esperada zozobra de Valencia*” (“The expected anxiety of Valencia,” a reference to the local soccer team’s woes), “*Zozobra en Culiacán*” (“Anxiety in Culiacán,” a report of cartel violence in Sinaloa), “*Cauca: La zozobra envuelve al suroccidente colombiano*” (“Cauca:



Anxiety engulfs the Colombian southwest,” referring to violence between rebels and the military), and “*Haiti, un país en pura zozobra*” (“Haiti, a country in pure anxiety”).

We hope you enjoy this annual report and that you are able to experience Zozobra without experiencing zozobra.

**Rick Hendricks**  
State Records Administrator



Zozobra Being Assembled at Ft. Marcy Park  
Photo, Amanda Griego 2020

## Editor's note:

Many of the staff here at SRCA are native New Mexicans. Of those, many like me are native Santa Feans who remember their parents parking their cars on Ft. Marcy field, directly under Zozobra to watch him burn. The rest of the staff, transplanted from many places (including our new State Archives Director from Canada) have quickly adopted the chile flavors and seasons of New Mexico and our unique traditions like the Santa Fe Fiestas - none more so than the annual burning of Will Shuster's Zozobra.

We celebrate the 100<sup>th</sup> Burning of Zozobra in this FY 2024 Commission of Public Records Annual Report with images from our state archives; a cover page photo and many more provided by Amanda Griego of the Records Management Division, who faithfully attends every burning of “Old Man Gloom;” and images and artwork from Stephanie Huerta-Branch who spun fire, danced and choreographed dance performers at Zozobra for several years.

As editor and Stephanie's widower, I've blatantly and unapologetically featured her throughout this report, and her beautiful creations, including my step-daughter Savannah, portrayed as the “Gloom Queen.”

I encourage you to check out the YouTube: <https://youtu.be/4tnmSEOfPw> of the Tertulia Histórica Lunchtime Presentation by the Office of the State Historian, featuring State Archives Director Jonathan Pringle (aforementioned Canadian), and Deputy State Historian Nicolasa Chávez, (14th generation New Mexican) for more on Will Shuster and the origins of Zozobra.

**Dennis Branch**  
Editor, New Mexico Register



Visiting Zozobra, from the SRCA Collection #0062, 1952,  
Courtesy of the State Archives of New Mexico

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# 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 FY24. 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

Rick Hendricks, PhD, continued his leadership as the state records administrator (SRA) through the year. Georgette L. Chávez also continued serving as the deputy state records administrator (DSRA). The division services include budget, personnel, procurement, accounting, federal grant reporting, facility management, and coordination of security services. Agency management is comprised of the SRA and the DSRA. 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, Records Management Division, and Information Technology Management Division. The DSRA serves in the absence of the SRA and oversees the State Archives of New Mexico and the Administrative Services Division, which includes direct oversight over the chief financial officer and human resources.

## Administrative Law Division

The Administrative Law Division (ALD) is the filing point for agency rules and monitors compliance with filing standards. The division published 62,130 columnar inches representing approximately 2,336 pages of text in the *New Mexico Register*. The ALD staff conducted online 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 (SANM) offered onsite and remote services, including access to archival holdings. The division described and made available online 14,213 private and public records to support law enforcement, attorneys, the courts, and the public.

In addition, SANM staff provided knowledgeable assistance while responding to 993 on/off-site requests. SANM staff also participated in multiple outreach activities to promote public access to the archives, such as organizing an "Archives Bizarre" that will take place in FY25. The division also continued to protect and preserve permanent public records by completing the environmental quality report, as well as the annual inventory at the close of the year.

## Office of the State Historian

The staff of the Office of the State Historian (OSH) collaborated with the Southwest Collection Librarian at the New Mexico State Library to produce an online guide to *Diligencias Matrimoniales* (Matrimonial Investigations) at Guadalupe del Paso from the 1700s that resulted in 10,243 views to date. Ten episodes of a series entitled "Let's Talk New Mexico History" posted to YouTube have received 31,796 views.

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The division also consulted with outside institutions and organizations on New Mexico History and provided transcription assistance for documents from the State Archives of New Mexico collections. Several articles were posted to the OSH Website. Staff also conducted interviews for several news programs, magazine and newspaper articles.

## Information Technology Management Division

The chief information officer of the Information Technology Management Division (ITMD) completed the annual Information Technology Strategic Plan, one of the agency's most important planning and budget tools. In addition to providing the agency with many software

and hardware improvements, the ITMD staff continued to correct known vulnerabilities on a timely basis and, collaborated with CSW/NMDOIT staff to report fixes or false positives to the security team at NMDOIT and CSW.

## Records Management Division

The Records Management Division (RMD) staff provided 33 online records and information management trainings to records liaison officers, chief records officers, and employees of state and local government entities. The RMD safely pulled and processed 3,720 boxes within 24 hours upon request. In addition, 689,943 units of public records that met their legal retention were validated and processed.



The Crowd Chants "Burn Him, Burn Him!"  
Photo: Amanda Griego 2023



**Zozobra 2010**

Aluminum Fire Wings Designed and Welded by Dancer Stephanie Huerta,  
(used for this performance only as they were heavy, hot, and dangerous)

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Photo: Amanda Griego 2022



# 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 FY24 the average maximum number of days was six 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 notice of rulemaking, public notice and participation in rulemaking, the default procedural rule for rulemaking, recordkeeping for rulemaking, and rule filing. Ten virtual agency trainings were provided in the last fiscal year that had 69 participants. In total the ALD trained 126 individuals in rulemaking and rule filing. 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, the 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 (requests for clean copy of rules, publishing notices of rulemaking, filing and publishing adopted rules, and updating the online NMAC as rules become effective).

## FISCAL YEAR 2024 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 inch. During FY24 the ALD published approximately 2,336 pages of text in the *New Mexico Register* and billed for approximately 62,130 columnar inches.

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The following tables further explain the publishing activity.

## STATISTICAL REPORTS

<b><i>New Mexico Register Activity</i></b>	<b>FY 20</b>	<b>FY 21</b>	<b>FY 22</b>	<b>FY 23</b>	<b>FY 24</b>
Notices of rulemaking published	158	131	197	157	147
Proposed rules published	2	4	3	1	4
Adopted rule filings published	329	264	565	353	748
Synopses published in place of full text of adopted rules	0	0	0	0	0
Other material related to administrative law published	43	69	69	32	19

The outlier number of pages and columnar inches published in FY24, as well as adopted rule filings, is due to the approximately 385 rules that were repealed, repealed and replaced, and amended in issue 12 by the Human Services Department as it transitioned to the Health Care Authority. This rule transition consumed the efforts of all the ALD staff for the months of May and June 2024. We had to enlist the help of administrative staff to physically file of all rules on the submittal deadline (June 13th). Special commendation and recognition go to *Register* Editor Dennis Branch who put together that 785-page Issue 12, on a condensed publication schedule due to holiday. That issue was the largest ever published by the agency.

<b>Notices of Rulemaking Published in the <i>New Mexico Register</i> FY 24 by Agency</b>	
<b>Agency</b>	<b>Notices Published</b>
Albuquerque-Bernalillo County Air Quality Board	4
Auditor, Office of the State	2
Architects, Board of Examiners for	1
Economic Development Department	1
Educational Retirement Board	1
Energy, Minerals and Natural Resources Department	7
Environment Department	9
Finance and Administration, Department of	1
Game and Fish Department	8
Gaming Control Board	4
Health, Department of	3
Higher Education Department	13
Human Services Department (HCA transition)	4
Human Services Department - Child Support Enforcement Division	1
Human Services Department - Income Support Division	8
Human Services Department - Medical Assistance Division	12
Information Technology, Department of	1

Livestock Board	1
Medical Board	4
New Mexico Finance Authority	2
Nursing Board	1
Public Education Department	6
Public Employee Labor Relations Board	1
Public Employees Retirement Association	2
Public Regulation Commission	3
Racing Commission	3
Regulation and Licensing Department (RLD)	
RLD - Athletic Commission	1
RLD - Cannabis Control Division	2
RLD - Construction Industries Division	3
RLD - Counseling and Therapy Practice, Board of	1
RLD - Home Inspectors Board	4
RLD - Nursing Home Administrators, Board of	1
RLD - Pharmacy, Board of	4
RLD - Real Estate Appraisers Board	2
RLD - Speech-Language Pathologists, Audiologists and Hearing Aid Dispensers Board	1
State Personnel Board	1
Superintendent of Insurance, Office of	4
Taxation and Revenue Department	4
Transportation, Department of	13
Workforce Solutions, Department of	3
<b>Grand Total</b>	<b>147</b>

<b>Adopted Rule Filings Published in the New Mexico Register FY 24 by Agency</b>	
<b>Agency</b>	<b>Rule Filings Published</b>
Albuquerque-Bernalillo County Air Quality Board	3
Architects, Board of Examiners for	8
Early Childhood Education and Care Department	1
Educational Retirement Board	4
Energy, Minerals and Natural Resources Department	1
Environment Department	11
Finance and Administration, Department of	2
Game and Fish Department	7

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Gaming Control Board	2
Health, Department of	6
Higher Education Department	15
Homeland Security and Emergency Management, Department of	1
Human Services Department - (HCA transition)	431
Human Services Department - Child Support Enforcement Division	6
Human Services Department - Income Support Division	24
Human Services Department - Medical Assistance Division	3
Information Technology, Department of	1
Medical Board	11
Nursing Board	7
Public Education Department	25
Public Employees Retirement Association	15
Public Regulation Commission	8
Public Safety, Department of	1
Racing Commission	8
Regulation and Licensing Department (RLD)	
RLD - Athletic Commission	5
RLD - Barbers and Cosmetologists, Board of	8
RLD - Cannabis Control Division	2
RLD - Construction Industries Division	8
RLD - Home Inspectors Board	6
RLD - Financial Industries Division	1
RLD - Interior Design Advisory Board	7
RLD - Pharmacy, Board of	11
RLD - Private Law Enforcement Practitioners Advisory Board	4
RLD - Real Estate Appraisers Board	23
RLD - Speech-Language Pathologists, Audiologists and Hearing Aid Dispensers Board	3
Social Work Examiners Board	2
Secretary of State, Office of the	5
Spaceport Authority	1
Superintendent of Insurance, Office of	11
Taxation and Revenue Department	9
Transportation, Department of	37
Workforce Solutions, Department of	4
<b>Grand Total</b>	<b>748</b>

**Other Material Related to Administrative Law Published in the *New Mexico Register*  
FY 2024 by Agency**

<b>Agency</b>	<b>Notices Published</b>
Health, Department of	1
Human Services Department	6
Nursing Board	1
Public Education Department	1
Racing Commission	1
Regulation and Licensing Department (RLD)	
RLD - Athletic Commission	1
RLD - Barbers and Cosmetologists, Board of	2
RLD - Boards and Commission Division	1
RLD - Pharmacy, Board of	1
RLD - Real Estate Appraisers Board	1
RLD - Signed Language Interpreting Practices Board	1
Superintendent of Insurance, Office of	1
<b>Grand Total</b>	<b>19</b>

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.





Visiting Zozobra, from the SRCA Collection #0953,  
1945 ca., Courtesy of the State Archives of New Mexico

# *State Archives of New Mexico*

## **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 new division director, a bureau chief, a senior archivist, and a secretary. A business operations specialist retired in December after 25 years of service.

## **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, 2023, and June 30, 2024, division staff created 14,211 descriptive records, which were made available online via the HERITAGE web portal. Most notable was the cataloging of index cards from David's Studio, a Santa Fe-based portrait studio that operated from 1946-1992. Finding aids created by the SANM team supported and provided 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 323 requestors were satisfied on site in the research room, and there were 541 offsite/remote requests.



Fire Dance Performer Dress Rehearsal 2009

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# 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 was enhanced throughout the entire division by repairing an additional three monitors and upgrading the license for eClimateNotebook. The tools used for this environmental analysis were developed by the Image Permanence Institute (IPI). IPI's eClimateNotebook 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, main vault (three locations), and the reference room has remained stable during FY24. Records remain in a safe environment, able to support the permanent preservation of records.



Gloom Queen Portrayed by Savannah Huerta, 2011



# OUTREACH

From July 1, 2023, and June 30, 2024, the SANM team continued outreach efforts. In July the bureau chief coordinated an Archives Month proclamation with the Governor's office; this was publicly displayed soon thereafter, and in October was re-stated at an Archives Month gathering at SRCA. Planning for a 2024 Archives Month "Archives Bizarre" event at Meow Wolf commenced shortly thereafter.

In August the bureau chief partnered with the Old Santa Fe Association and Historic Santa Fe Foundation for a film screening at the Violet Crown. This well-received event saw the donation of \$400 to SANM (by the Old Santa Fe Association) for future film digitization projects. These funds were used to digitize a historic State Land Office film, "For the Future (1957)" that was screened in the SANM genealogy room in May.

In October the then brand-new division director attended the New Mexico Library Association meeting and represented both SANM and SRCA among his professional statewide colleagues. He also provided a presentation on resources available at SANM. He attended the April Historical Society of New Mexico meeting and made several key contacts with historians across the state.

In November the division director provided a tour of SANM and the vaults to members of the Commission of Public Records. In January the division director and bureau chief welcomed approximately thirty division heads from the Department of Cultural Affairs and conducted a tour as part of their visit.

SANM staff attended regular workshops coordinated by the New Mexico Library Association's Archives & Archivists' Special Interest Group on topics related to the preservation of digital records and the management of information pertaining to Indigenous populations. In May the team enjoyed attending virtual sessions for the Society of Southwest Archivists annual meeting.

Division staff continued to provide a variety of services, including tours of the permanent repository; educating the public and other agency staff about agency services; consulting with all branches of government; collaborating with other agency divisions; providing information to potential donors, Archives Month partners, and the public about the permanent repository and our mission.



Zozobra Closeup, from the SRCA Collection #3557, 1964 ca., Courtesy of the State Archives of New Mexico



# STATISTICAL REPORT

Public Records Accessions/Accretions	
All public transfers or accessions via MOU, or from other branches of government	Cubic Feet (CF)
1974-021: Lea County, N.M. Records	0.10
1974-024: Rio Arriba County, N.M. Records	0.25
2024-008: New Mexico Board of Bar Examiners Records	3.5
1959-036: New Mexico Commissio of Public Records, New Mexico State Records Center and Archives	0.25
1971-012: Otero County, N.M. Records	0.25
1959-040: Los Alamos County, N.M. Records	0.25
1959-237: Chaves County, N.M. Records	0.10
<b>Total</b>	<b>5.7 CF</b>

Private Collections Accessions/Accretions	Cubic Feet (CF)
2002-031: State Records Center and Archives Photograph Collection	0.50
2024-007: Diane Kinderwater Papers	8
2012-001: Records of Nuestra Señora del Rosario San Fernando y Santiago Land Grant	1
2024-009: Agua Fria Village Collection	0.25
2024-010: A Day in Santa Fe Exhibit Photos	4
2007-030: Records of the New Mexico Audubon Society	0.5
1959-298: Reference Room Book Collection	0.75

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1988-002: Fifteen Club Records	0.10
1988-052: New Mexico Jewish Historical Society Collection	3
1980-016: New Mexico Association of Museums Records	1
1970-007: New Mexico Constitutional Convention Records	4
2024-039: Sheila Madden Land Records	0.75
<b>Total</b>	<b>22.85 CF</b>

<b>Public Records Described and Published</b>	<b>No. of CF described and published</b>
1976-031: Records of the United States Territorial and New Mexico District Courts for Socorro County	13
1959-000: New Mexico Historical Film Collection	1
1981-022: New Mexico State Publications	6
2002-031: State Records Center and Archives Photograph Collection	0.25
1989-022: New Mexico Children, Youth, and Families Department Records	0.5
1974-033: Records of the United States Territorial and New Mexico District Court Clerks	3.5
1970-006: New Mexico Department of Corrections Records	0.25
1983-071: New Mexico Law Enforcement Academy Records	0.25
1976-015: Records of the United States Territorial and New Mexico District Courts for Dona Ana County	0.5
1974-038: Records of the United States Territorial and New Mexico District Courts for Grant County	0.10
2013-029: New Mexico Land Grant Council	1.5
<b>TOTAL</b>	<b>26.85 CF</b>

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Private Collections Described and Published	No. of CF described and published
1960-023: Historical Society of New Mexico Collection	1
Photo 0163: G. Palmer photograph Collection	1
1959-298: Reference Room Book Collection	0.75
1983-049: Paul J. Bernal Collection	0.25
1981-072: Abercrombie Family Mercantile Papers	0.50
Photo 0151-0152: New Mexico Movie Stills Photograph Collection	1
1990-023: Flavia Waters Champe Dance Collection	11.5
1960-036: Shuler-Berninghaus Papers	0.5
Photo 0119-0126: Marjorie F. Lambert Photograph Collection	4
1988-002: Fifteen Club Records	0.5
Photo 0013-0017: Helen Greene Blumenschein Photograph Collection	3
2009-043: David Begelspiker Photograph Collection (David's Studio)	7
1987-005: Farona G. Konopak Collection	3
1987-048: Harriet Kofalk Kimbro Collection	0.5
Photo 0102: R. Vernon Hunter Photograph Collection	0.75
2010-005: Elvira "Tiny" Vidano Photograph Album	0.25
2007-006: Leona Kuntz Photograph Collection	0.25
1987-075: Morris Yashvin Photograph Collection	0.5
2002-062: Richard E. Ahlborn Photograph Collection	0.75

1987-063: David J. Jones Collection	0.10
1959-022: Branch Family Papers	0.5
Photo 0025:01: Lorin W. Brown Photograph Collection	0.5
<b>TOTAL</b>	<b>38.1 CF</b>



Will Shuster with Poodle "Tutu," from the Bullock Collection  
#30908, 1960, Courtesy of the State Archives of New Mexico



# 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 assists the state historian in fulfilling the mission of OSH and is the 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, [www.newmexicohistory.org](http://www.newmexicohistory.org).

### State Historian Activities

During FY24 the state historian gave 28 public lectures and published five articles to the OSH website. He participated at regional and state National History Day competitions. He was interviewed for documentary films, television reports, newspaper articles, and radio programs. He answered an average of 50 patron queries a month.

During FY24 the state historian collaborated with the Southwest Collection Librarian at the New Mexico State Library to produce an online guide to *Diligencias Matrimoniales* (marriage investigations) at Guadalupe del Paso from the 1700s that resulted in 10,243 views to date. The state historian's YouTube series, "Let's Talk New Mexico History" received 31,796 views of ten episodes.

### National History Day

State Competition Emcee - Albuquerque, April 13, 2024.

### 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 six CPRC on-line ZOOM meetings, and three CPRC Historic Marker sub-committee meetings.

### Historical Society of New Mexico Board (HSNM)

The state historian is the only statutory member of the CPRC. He also serves as a member of the Historic Markers sub-committee. The state historian attended six CPRC regular meetings, and five CPRC Historic Marker sub-committee meetings. He also attended the CPRC Awards Ceremony in May 2024.

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## Deputy State Historian Activities

The deputy state historian continued fulfilling duties as both historian and grants administrator of the NMHRAB re-grant program. She gave lectures and presentations via Zoom and in person. In April she served as a judge for the National History Day competition. She consulted with outside institutions and organizations on New Mexico History and assisted with transcription of documents from the State Archives. She wrote two articles for the OSH website. She also conducted interviews for several news programs and for magazine and newspaper articles.



Zozobra Now and Then

## 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.

The SRCA received an NHPRC grant (RC-103636) in the amount of \$80,000 to be divided between FY25 and FY26. The grant provides funding for the NMHRAB re-grant program. In spring 2023 the SRCA received an extension to run a mini-grant cycle for the FY24 year. The mini-grant cycle ran for six months from July 1, 2023, through Dec. 31, 2023.



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# Re-grant Program FY24 Mini-Grant Extension

The board received 3 grant applications requesting totaling \$13,044.00 for the FY24 grant cycle. The board awarded \$13,044.00 in federal funds to 3 grant applicants at its July 2023 meeting. The grants administrator prepared notification letters, together with all corresponding documentation for the FY24 grant awards. All agreements were executed in a timely fashion.

The five-year funding overview is as follows:

Fiscal Years	No. of Applicants	No. of Awards	No. of New Recipients	Funds Requested	Funds Awarded
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	86,453.00	29,300.00
2024	3	3	3	13,044.00	13,044.00

The following is a list of FY 2024 award recipients and funding amounts:

Santa Fe Dessert Chorale	\$5,000.00
Taos Historical Society	\$3,050.00
New Mexico Jewish Historical Society	\$4,994.00



D. Branch T-Shirt Contest Entry  
1999

## **FY24 Extension - Mini-Grant Summaries**

### **New Mexico Jewish Historical Society**

#### ***The Preservation of Rabbi Leonard A. Helman's Papers, Phase III***

**Funds Requested: \$4994.00**

**Funds Awarded: \$4994.00**

The New Mexico Jewish Historical Society arranged, described, and preserved three linear feet of the papers of Rabbi Leonard A. Helman. The project continued work that began in 2020 (Phase I) and 2021 (Phase II). While phases one and two focused on creating broad categories for future arrangement and description, removing duplicates, etc. Phase III aimed to finish up any loose ends, creating a complete finding aid. Although only three linear feet were identified for the most recent re-grant proposal, many of the documents consist of fragments that needed to be interfiled into the existing schema of Rabbi Helman's papers. The records complement the existing collection and provide a contemporary account of Jewish life in New Mexico.

The final papers of Rabbi Helman were divided into five categories and archived. The categories examined and completed are life cycle event remarks, academics/education/pastimes, lectures/publications, education/career/pastimes, and recognition. An article about Rabbi Helman and the project appeared in the Winter 2021-2022 issue of *Legacy*. The project director has made presentations about the project and Rabbi Helman for Congregations HA Makom and Beit Tikva, Santa Fe, and will be a presenter at the spring 2024 Historical Society of New Mexico conference. Credit and acknowledgements for NHPRC and NMHRAB support are included in all articles and public lectures.

### **Santa Fe Desert Chorale**

#### ***Santa Fe Desert Chorale Archives***

**Funds Requested \$5000**

**Funds Awarded \$5000**

The Santa Fe Desert Chorale planned to create a draft inventory to coincide with approximately 230 linear feet of records. They also intended to create a records management plan. The collection consists of records that can be used by scholars, musicians, and the public to create promotional materials and to provide access

to the organization's unique programming. Materials in the chorale's files include valuable subscriber and patron information and records, as well as public-facing content such as programs, posters, conductor's edited scores, program reviews, clippings, and biographical information about the many professional singers and musicians (including New Mexico residents) who have performed with the chorale. The files include photographs, audio and video recordings, and other media.

The chorale contracted an archivist in October 2023. A survey of the condition, storage methods, and subject matter of the records began in mid-October and continued through the end of the grant period. The contract archivist surveyed approximately 230 feet of physical files, as well as digital archives (audio/visual materials and cloud drive). Research was carried out to establish a set of recommendations relating to supplies best suited to the additional work required to develop the Santa Fe Desert Chorale Records into a sustainable, organized, and accessible format. The chorale is off to an excellent beginning for an archive that will contribute long-term to the arts community of New Mexico.

### **Taos County Historical Society**

#### ***Taos County Historical Society Digital Programs***

**Funds Requested \$3050.00**

**Amount Rewarded \$3030.00**

The Taos County Historical Society provides monthly history-oriented programs for its members and the public. The programs were recorded on VHS tapes from the 1990s to 2000. TCHS planned to digitize 60 VHS tapes to make the collection accessible to the public. The digital version of each program was made available on the TCHS YouTube channel and public showings at the monthly lecture series. A wide variety of topics on local and regional history include Kit Carson, Taos Fiesta, Folk Music in New Mexico, Crypto Jews and the documentation of many northern New Mexico artists, authors, and lectures.

Fifty-three public programs were converted to digital format and titles and credits were added to each. The intern Hunter Tripp with project manager Maggie Duval set up a working station for purchased equipment. Student intern converted content to digital, 173.5 hours, and project manager edited, clean-up, added titles and credits, 49 hours of work. VHS program tapes varied in quality and condition. The project manager corrected these issues in

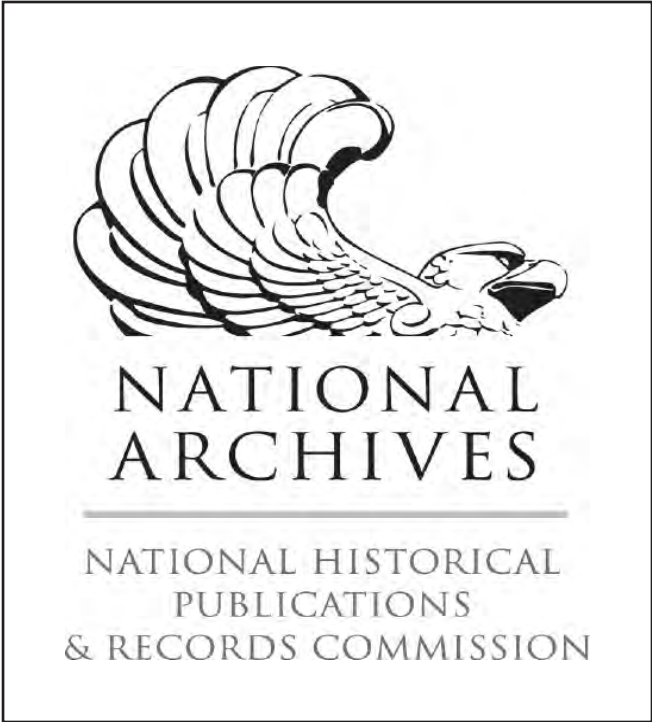
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digital format such as enhancing audio when necessary. The project manager began uploading programs and creating a complete listing for the TCHS YouTube channel with labels, the page is still under construction.

## Educational Programming and Outreach

Technical assistance was provided on approximately 125 occasions by the 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 Members

The following are the FY 2024 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





Zozobra Rehearsal, from the SRCA Collection #3478,  
1936, Courtesy of the State Archives of New Mexico

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Fire Wings Dress Rehearsal 2010



Zozobra Grand Finale 2022  
Photo Amanda Griego



# 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, and maintenance for all network hardware/software and staff computers.

The division comprises 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 budgetary 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 recommends upgrades to safeguard against cybersecurity threats and replacement of EOL equipment. 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 updated throughout the year to improve navigation and accessibility and to remain current with all aspects of agency business.

#### [newmexicohistory.org](http://newmexicohistory.org):

ITMD continued its support and updates to the website links for the "Let's Talk New Mexico" video series and added a new tab spotlighting articles highlighting New Mexico history.

#### [srca.nm.gov](http://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. The division also deployed a new NMAC search engine on [srca.nm.gov](http://srca.nm.gov) website.

### Teleworking and Virtual Meetings

IT facilitated successful teleworking needs moving into FY24. 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.

### Hardware and Software Improvements

ITMD made the following improvements to hardware and software in FY24.

- 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 version 23H2;
- Upgrades included 3 EOL desktops in our AHS division with desktop minis & new monitors;
- Enabled BitLocker for all user computers and servers for increased security;
- Continued to implement MS Defender antivirus for all staff computers and data center servers;
- Deployed MFA for O365 and YubiKeys for users,
- Replaced Altura phones with 32 Avaya VoIP phones in each division;
- Replaced End of Life file servers and storage with new equipment PowerEdge servers and storage devices;
- Replaced EOL core network switch, firewalls and all division switches at the Santa Fe and Albuquerque Records Center;
- Deployed new enterprise Cisco Meraki AP's in each division;
- Implemented Cisco VPN solution;

## Security Improvements

Participated in monthly review sessions with CSW and NMDOIT cyber security group to discuss 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 and CSW. ITMD participated in annual penetration testing performed by CSW, met with CSW to discuss final findings and discuss mitigate efforts to correct each vulnerability. ITMD continued to utilized MS Defender portal to monitor all host and servers on the network to assist in the mitigation of all known 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 and deployed new notebooks/docking stations, full size monitors, soundbars and full-size keyboards and mice.



Zozobra 2023  
Photo: Amanda Griego

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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 FY24 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 Regulation and Licensing Department; Children, Youth and Families Department; and the New Mexico Board of Nursing 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 FY24. Program development has included the creation of a management structure, records management policies, file plans, and procedures for implementation. Records and information management trainings are being offered to state, judicial, and local government bodies on current records management laws and best practices. In addition, the Agency Analysis Bureau conducted 33 records and information management trainings. There were 594 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 204,121 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 FY24 the two facilities processed 3,857 cubic feet of records for new storage. The FY24 ending inventory reflected 71,560 cubic feet of records in storage, an decrease of 1,391 cubic feet over the FY23 ending inventory.

### Storage and disposition activity for the records centers:

Executive Agency	Starting Inventory 7/1/2023	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 6/30/2024
Administrative Hearing Office	142	0	0	0	0	0	0	0	142
Aging and Long-Term Services Department	387	53	0	0	0	0	117	116	323
Architects, New Mexico Board of Examiners for	78	30	64	63	0	0	0	0	107
Attorney General, Office of the	2,866	289	37	18	0	0	0	53	3,136
Auditor, Office of the New Mexico State	75	0	0	0	0	0	0	54	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	7,433	390	224	197	0	0	46	30	7,750
Corrections Department, New Mexico	18,386	563	141	141	0	0	851	0	18,098
Crime Victims Reparation Commission	1,125	162	5	1	0	0	0	0	1,283
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	44	0
Economic Development Department	15	0	0	0	0	0	0	0	15
Education Department, Public	498	0	0	0	0	0	127	0	371
Educational Retirement Board, New Mexico	326	0	0	0	0	0	0	31	326
Energy, Minerals and Natural Resources Department	558	0	99	79	0	0	24	0	514
Engineer, Office of the State	333	5	0	0	0	0	0	0	338
Engineers and Professional Surveyors, Board of Licensure for	26	0	0	0	0	0	26	0	0
Environment Department, New Mexico	2,648	125	2	0	0	0	55	0	2,716
Finance and Administration, Department of	651	0	6	8	0	0	132	0	519
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	0	1
Gaming Control Board, New Mexico	10	0	0	0	0	0	0	0	10



General Services Department, New Mexico	1,398	104	0	0	0	0	251	91	1,251
Governor, Office of the	25	12	0	0	0	0	5	0	32
Health Policy Commission, New Mexico	33	0	0	0	0	0	0	0	33
Health, New Mexico Department of	3,744	1051	188	134	0	0	650	60	4,091
Higher Education Department	47	0	1	0	0	0	0	0	46
Homeland Security and Emergency Management, New Mexico	0	0	0	0	0	0	0	0	0
Human Services Department, New Mexico	674	38	23	17	0	0	0	242	706
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	19	0	0
Land Office, State of New Mexico	273	0	0	0	0	0	0	24	273
Lieutenant Governor's Office	23	0	0	0	0	0	15	0	8
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

Medical Board, New Mexico	690	0	65	68	0	0	13	0	680
Military Affairs, New Mexico Department of	0	0	0	0	0	0	0	0	0
Natural Resources Trustee, Office of the	0	0	0	0	0	0	0	0	0
Nursing, New Mexico Board of	515	0	197	246	0	0	1	0	563
Parole Board, New Mexico	2,218	99	11	11	0	0	0	0	2,317
Personnel Office, New Mexico State	1,596	106	61	61	0	0	0	0	1,702
Public Defender Department, New Mexico	1,094	0	0	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	61	0	2	4	0	0	0	7	63
Public Regulation Commission, New Mexico	2,265	0	2,558	2,072	0	0	0	0	1,779
Public Safety, New Mexico Department of	247	0	0	0	0	0	225	0	22
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	78	0	2
Racing Commission, New Mexico	0	0	0	0	0	0	0	0	0

Regulation and Licensing Department, New Mexico	3,136	293	75	70	0	0	805	160	2,619
Retiree Health Care Authority	15	0	0	0	0	0	0	0	15
School for the Deaf, New Mexico	82	0	1	1	0	0	0	0	82
Secretary of State, New Mexico	1,439	0	5	3	0	0	0	0	1,437
State Fair Commission	0	0	0	0	0	0	0	0	0
Status of Women, New Mexico Commission of	67	0	4	0	0	0	24	0	39
Superintendent of Insurance, Office of the	1,749	65	42	42	0	0	892	30	922
Taxation and Revenue Department, New Mexico	390	0	57	6	0	0	36	0	303
Tourism Department, New Mexico	0	0	0	0	0	0	0	0	0
Transportation, New Mexico Department of	219	0	0	483	0	0	0	869	702
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	1	0	0	0	0	0	106

Workforce Solutions, New Mexico Department of	932	50	34	34	0	0	24	0	958
Youth Conservation Corps, New Mexico	29	0	0	0	0	0	13	14	216
<b>TOTAL EXECUTIVE AGENCIES</b>	<b>60,456</b>	<b>3,435</b>	<b>3,897</b>	<b>3,751</b>	<b>0</b>	<b>0</b>	<b>4,429</b>	<b>2,125</b>	<b>59,316</b>

<b>NON-EXECUTIVE AGENCIES</b>	<b>Starting Inventory 07/01/2023</b>	<b>Boxes Brought In for Storage</b>	<b>Boxes Withdrawn</b>	<b>Boxes Returned</b>	<b>Boxes Perm Withdrawn</b>	<b>Boxes Transferred to Archives</b>	<b>Boxes Destroyed in the Records Center</b>	<b>Boxes brought in for Destruction</b>	<b>Ending Inventory 6/30/2024</b>
Administrative Office of the Courts	0	0	0	0	0	0	0	0	0
Colleges/ Universities	134	9	0	0	0	0	0	327	143
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	0	0
Court of Appeals, New Mexico	79	0	0	0	0	0	0	0	79
District Attorney Offices	5,532	0	41	47	0	0	602	63	4,936
District Attorneys, Administrative Office of the	7	0	0	0	0	0	0	0	7
District Courts	0	0	0	0	0	0	0	113	0
Judicial Standards Commission, New Mexico	1	0	0	0	0	0	0	0	1
Legislative Council Service, New Mexico	3,766	31	90	90	0	0	0	0	3,797
Legislative Education Study Committee, New Mexico	7	0	0	0	0	0	0	0	7

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Legislative Finance Committee, New Mexico	583	40	37	37	0	0	0	0	623
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	3	36
Metropolitan Court, Bernalillo County	1,936	342	149	120	0	0	0	927	2,249
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
<b>TOTAL NON-EXECUTIVE AGENCIES</b>	<b>12,495</b>	<b>422</b>	<b>317</b>	<b>294</b>	<b>0</b>	<b>0</b>	<b>602</b>	<b>1,433</b>	<b>12,244</b>
<b>GRAND TOTAL</b>	<b>72,951</b>	<b>3,857</b>	<b>4,214</b>	<b>4,045</b>	<b>0</b>	<b>0</b>	<b>5,031</b>	<b>3,558</b>	<b>71,560</b>

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, 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 FY24 the record center processed 2,552 rolls of microfilm for new storage. The Record Center Bureau completed a record center destruction of 4,820 microfilm rolls that had met their legal retention. The ending inventory reflected 132,561 rolls/fiche of records in storage, a decrease of 2,294 rolls over the FY23 ending inventory.

### Number of microforms inspected, stored, transfered, withdrawn, and destroyed:

Executive Agency	Beginning Inventory 7/1/2023	Microform Inspected	Microform Accepted into	Microform Destroyed	Microfilm Transferred to Archives	Rolls of Film	Rolls of Film Withdrawn	Rolls of Film Returned	Ending Inventory 6/30/2024
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	1,044	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	0
Public Regulation Commission	9,486	0	0	0	0	0	364	341	9,463
Public Safety, Department of	17	0	0	0	0	0	0	0	17

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Records, Commission of Public	39,363	0	0	0	0	0	40	38	39,361
Regulation and Licensing Department	34	0	0	29	0	0	0	0	5
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	4,435	0	0	0	0	38,718
Transportation, Department of	4,705	2,209	2,232	31	0	0	0	0	6,906
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
<b>TOTAL EXECUTIVE AGENCIES</b>	<b>124,205</b>	<b>2,209</b>	<b>2,232</b>	<b>4,799</b>	<b>0</b>	<b>0</b>	<b>454</b>	<b>429</b>	<b>121,613</b>

Non-executive Agency	Beginning Inventory 7/1/2023	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 6/30/2024
Colleges/Universities	154	0	0	0	0	0	0	0	154
Counties	2,568	0	0	0	0	0	0	0	2,568
District Attorneys	523	0	0	0	0	0	0	0	523
District Courts	4,107	320	320	0	0	0	9	8	4,426
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	21	0	0	0	0	866
Silver City Consolidated	176	0	0	0	0	0	0	0	176
Supreme Court	17	0	0	0	0	0	0	0	17
<b>TOTAL NON-EXECUTIVE AGENCIES</b>	<b>10,650</b>	<b>320</b>	<b>320</b>	<b>21</b>	<b>0</b>	<b>0</b>	<b>9</b>	<b>8</b>	<b>10,948</b>
<b>GRAND TOTAL</b>	<b>134,855</b>	<b>2,529</b>	<b>2,552</b>	<b>4,820</b>	<b>0</b>	<b>0</b>	<b>463</b>	<b>437</b>	<b>132,561</b>

## *Your Access to Public Information*



Zozobra Paintings and the artist, Stephanie Huerta-Branch  
 Oil, Mixed Media & Encaustic  
 (Clockwise from top)

# FY2024 AUDIT STATEMENTS

STATE OF NEW MEXICO  
Commission of Public Records  
Statement of Net Position  
June 30, 2024

Exhibit A-1

Assets	Governmental Activities
<b>Current assets</b>	
State general fund investment pool	\$ 434,371
Petty cash	150
Receivables, net	76,062
Due from federal government	<u>470</u>
<b>Total current assets</b>	<u>511,053</u>
<b>Noncurrent assets</b>	
Capital assets	1,179,848
Less: Accumulative depreciation	(1,031,315)
Intangible right-to-use lease asset	1,822,948
Less: Accumulative amortization - lease asset	<u>(379,652)</u>
<b>Total noncurrent assets</b>	<u>1,591,829</u>
<b>Total assets</b>	<u>\$ 2,102,882</u>
<b>Liabilities</b>	
<b>Current liabilities</b>	
Accounts payable	\$ 17,332
Accrued salaries and benefits	53,437
Accrued compensated absences	54,444
Lease liability	<u>123,425</u>
<b>Total current liabilities</b>	<u>248,638</u>
<b>Noncurrent liabilities</b>	
Accrued compensated absences	143,390
Lease liability	<u>1,319,870</u>
<b>Total noncurrent liabilities</b>	<u>1,463,260</u>
<b>Total liabilities</b>	<u>1,711,898</u>
<b>Net position</b>	
Net investment in capital assets	148,534
<b>Restricted for:</b>	
General Fund	25,997
Special Revenue	6,008
Unrestricted	<u>210,445</u>
<b>Total net position</b>	<u>390,984</u>
<b>Total liabilities and net position</b>	<u>\$ 2,102,882</u>



**STATE OF NEW MEXICO**  
**Commission of Public Records**  
**Statement of Activities**  
**For the Year Ended June 30, 2024**

**Exhibit A-2**

<b>Program expenses</b>	<u><b>Governmental Activities</b></u>
Personal services and employee benefits	\$ 2,703,570
Contractual services	62,297
Other costs	218,967
Interest expense - lease	24,028
Amortization expense - Lease	124,962
Depreciation expense	<u>20,671</u>
<b>Total program expenses</b>	<u>3,154,495</u>
 <b>Program revenues</b>	
Sales	225,602
Operating grants and contributions	<u>13,020</u>
<b>Total program revenues</b>	<u>238,622</u>
<b>Net program expense</b>	<u>(2,915,873)</u>
 <b>General revenues (expenses)</b>	
Transfers in-state appropriations	156,500
Transfers in-state general fund appropriations	2,906,900
Reversions to the state general fund FY 24 (Note 10)	<u>(62,567)</u>
<b>Total general revenues</b>	<u>3,000,833</u>
<b>Change in net position</b>	84,960
<b>Net position, beginning of year</b>	<u>306,024</u>
<b>Net position - end of the year</b>	<u>\$ 390,984</u>

**STATE OF NEW MEXICO**  
**Commission of Public Records**  
**Balance Sheet**  
**Governmental Funds**  
**For the Year Ended June 30, 2024**

**Exhibit B-1**  
**Page 1 of 2**

	<b>General Fund 17900</b>	<b>Non-Major Funds</b>	<b>Total</b>
<b>Assets</b>			
State general Fund Investment pool	\$ 95,964	\$ 6,008	\$ 101,972
Due from federal government	-	470	470
<b>Total assets</b>	<u>95,964</u>	<u>6,478</u>	<u>102,442</u>
<b>Liabilities and fund balance</b>			
<b>Liabilities</b>			
Accounts payable	16,530	470	17,000
Accrued salaries and benefits	53,437	-	53,437
<b>Total liabilities</b>	<u>69,967</u>	<u>470</u>	<u>70,437</u>
<b>Fund balance</b>			
Restricted for:			
General government	25,997	6,008	32,005
<b>Total fund balances</b>	<u>25,997</u>	<u>6,008</u>	<u>32,005</u>
<b>Total liabilities and fund balances</b>	<u>\$ 95,964</u>	<u>\$ 6,478</u>	<u>\$ 102,442</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, 2024**

<b>Total Fund Balance - Governmental Funds</b>	<b>\$ 32,005</b>
--	------------------

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

Capital assets	927,831
Accumulative depreciation	(779,298)
Lease asset	455,737
Lease accumulative amortization	(178,745)

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	408,279
----------------------------	---------

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	(276,991)
Compensated absences payable	<u>(197,834)</u>

<b>Total net position of governmental activities</b>	<b><u>\$ 390,984</u></b>
--	--------------------------

**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, 2024**

Exhibit B-2  
Page 1 of 2

	General Fund 17900	Non-Major Funds	Total
<b>Revenues</b>			
Federal operating grants	\$ -	\$ 13,020	\$ 13,020
<b>Total revenue</b>	<u>-</u>	<u>13,020</u>	<u>13,020</u>
<b>Expenditures</b>			
Administrative services			
Personal services and benefits	2,670,491	-	2,670,491
Contractual services	48,783	-	48,783
Other costs	180,460	13,020	193,480
Capital outlay	68,383	-	68,383
Principal	83,048	-	83,048
Interest	15,968	-	15,968
<b>Total expenditures</b>	<u>3,067,133</u>	<u>13,020</u>	<u>3,080,153</u>
<b>Excess (deficiency) of revenues over expenditures</b>	<u>(3,067,133)</u>	<u>-</u>	<u>(3,067,133)</u>
<b>Other financing sources (uses)</b>			
Transfers in-other financing sources	156,500	-	156,500
Transfers in-general fund appropriation	2,906,900	-	2,906,900
Reversions to the state general fund FY24 (Note 10)	<u>(62,567)</u>	<u>-</u>	<u>(62,567)</u>
<b>Total other financing sources (uses)</b>	<u>3,000,833</u>	<u>-</u>	<u>3,000,833</u>
Net change in fund balance	(66,300)	-	(66,300)
 Fund balance - beginning of year	 <u>92,297</u>	 <u>6,008</u>	 <u>98,305</u>
 <b>Fund balance - end of year</b>	 <u>\$ 25,997</u>	 <u>\$ 6,008</u>	 <u>\$ 32,005</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, 2024**

Exhibit B-2  
Page 2 of 2

Net Change in Fund Balance - Governmental Funds \$ ( 66,300)

Amounts reported for governmental activities in the statement of activities  
are different because:

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:

Capital Expenditures recorded in capital outlay	68,383
Depreciation expense	( 20,671)
Lease amortization expense	( 83,047)

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:

Internal service fund change in net position	136,626
--	---------

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:

Increase in accrued compensated absences	(33,079)
Lease principal payments	<u>83,048</u>
Change in Net Position of Governmental Activities	<u>\$ 84,960</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, 2024**

	<u>Budgeted Amounts</u>			Variance Favorable (Unfavorable)
	<u>Original</u>	<u>Approved Final</u>	<u>Actual</u>	<u>Final to actual</u>
<b>Revenues</b>				
Federal funds	\$ -	\$ -	\$ -	\$ -
Other Financing sources	253,300	253,300	156,500	(96,800)
State general fund	<u>2,515,200</u>	<u>2,581,800</u>	<u>2,906,900</u>	<u>325,100</u>
<b>Total revenue</b>	<u>2,768,500</u>	<u>2,835,100</u>	<u>3,063,400</u>	<u>228,300</u>
<b>Expenditures</b>				
<b>Current</b>				
Personal services and benefits	2,948,100	2,838,500	2,670,491	168,009
Contractual services	68,000	68,000	48,783	19,217
Other costs	358,500	358,500	261,797	96,703
Capital outlay	-	-	<u>86,062</u>	<u>(86,062)</u>
<b>Total expenditures</b>	<u>3,374,600</u>	<u>3,265,000</u>	<u>3,067,133</u>	<u>197,867</u>
Excess of revenue over expenditures			(3,733)	
Reversion to the State General Fund			<u>( 62,567)</u>	
<b>Net Change in fund balance (GAAP basis)</b>			<u>\$ ( 66,300)</u>	

**STATE OF NEW MEXICO**  
**Commission of Public Records**  
**Statement of Net Position**  
**Proprietary Funds**  
**June 30, 2024**

Exhibit D-1

	<b>Governmental Activities Internal Service Fund 37100</b>
<b>Assets</b>	
State general fund investment pool	\$ 332,399
Petty cash	150
Receivables, Net	<u>76,062</u>
<b>Total current assets</b>	<u>408,611</u>
<b>Noncurrent assets</b>	
Capital assets	252,017
Less: Accumulative depreciation	(252,017)
Intangible right-to-use lease asset	1,367,211
Accumulative amortization - lease asset	<u>(200,907)</u>
<b>Total noncurrent assets</b>	<u>1,166,304</u>
	<u>\$ 1,574,915</u>
<b>Liabilities and net position</b>	
<b>Liabilities</b>	
Accounts payable	\$ 332
Lease liability	<u>92,569</u>
<b>Total current liabilities</b>	<u>92,901</u>
<b>Noncurrent liabilities</b>	
Lease liability	<u>1,073,735</u>
<b>Total Noncurrent liabilities</b>	<u>1,073,735</u>
<b>Total liabilities</b>	<u>1,166,636</u>
<b>Net position</b>	
Unrestricted	<u>408,279</u>
<b>Total net position</b>	<u>408,279</u>
<b>Total liabilities and net position</b>	<u>\$ 1,574,915</u>

**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, 2024**

Exhibit D-2

	<b>Governmental Activities</b>
	<b>Internal Service Fund</b>
	<b>37100</b>
<b>Operating revenues:</b>	
Charges for services	\$ 225,602
<b>Total operating revenues</b>	<u>225,602</u>
<b>Operating expenses:</b>	
Contractual services	13,514
Other costs	25,487
Amortization expense - lease	<u>41,915</u>
<b>Total operating expense</b>	<u>80,916</u>
<b>Operating income (loss)</b>	<u>144,686</u>
<b>Non-operating revenues (expenses)</b>	
Interest expense	<u>(8,060)</u>
<b>Total non-operating revenues (expense)</b>	<u>(8,060)</u>
<b>Change in net position</b>	<u>136,626</u>
Net position, beginning of year	<u>271,653</u>
<b>Net position - end of the year</b>	<u>\$ 408,279</u>

**STATE OF NEW MEXICO**  
**Commission of Public Records**  
**Statement of Cash Flows**  
**Proprietary Funds**  
**For the Year Ended June 30, 2024**

Exhibit D-3

	<b>Governmental Activities</b>
	<b>Internal Service Fund</b>
	<u>37100</u>
<b>Cash flow from operating activities</b>	
Cash received from customers	\$ 165,460
Cash payments to suppliers for goods and services	<u>(39,117)</u>
<b>Net cash provided from operating activities</b>	<u>\$ 126,343</u>
<b>Cash flow from capital and related financing activities</b>	
Lease interest payments	\$ (8,060)
Lease principal payments	<u>(41,915)</u>
<b>Net cash provided (used) by capital and related financing activities</b>	<u>\$ (49,975)</u>
<b>Net change in cash and cash equivalents</b>	\$ 76,368
Cash & cash equivalents - beginning of year	<u>256,181</u>
<b>Cash &amp; cash equivalents - end of year</b>	<u>\$ 332,549</u>
<b>Reconciliation of operating income (loss) to net cash provided (used) by operating activities</b>	
Operating income (loss)	\$ 144,686
<b>Adjustments to reconcile operating income (loss) to net cash provided (used) by operating activities</b>	
Amortization expense	41,915
<b>Changes in assets &amp; liabilities:</b>	
Receivables	(60,142)
Accounts payable	<u>(116)</u>
<b>Net cash provided (used) by operating activities</b>	<u>\$ 126,343</u>



“Back Stage Passes”

Stephanie Huerta-Branch, 1968 - 2017  
Fire Performer, Choreographer, Dancer, Artist.





Photo Credit, Scott Wiseman, 2011.  
From Stephanie Huerta's Collection  
(Center Fire Performer Under Zozobra Above)

# Notes



Stephanie Burning Marshmallows on Old  
Man Gloom's fallen embers, The End  
2010



Gloomies Ascending on Zozobra, from the SRCA  
Collection #3539, 1952, courtesy of the State  
Archives of New Mexico

**State Records Center  
and Archives  
Commission of Public  
Records**

**1205 Camino Carlos Rey  
Santa Fe, New Mexico 87507  
505.476.7902**

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