**COMMISSION OF PUBLIC RECORDS**

**DIRECTOR’S REPORT**

**august 19, 2025**

**PERSONNEL UPDATE**

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* **Hires**

**BUDGET UPDATE**

* **FY26 Budget Balances**

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* **RMD**
* **ITMD**
* **SANM**
* **OSH**

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

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**PERSONNEL**

The agency has 8 vacancies out of 35 positions, which places our vacancy rate at 23% percent.

**BUDGET**

**FY25 Budget**

As of February 3, 2025, our general fund balance in the 200 category was $2,938,656; the balance in the 300 category was $17,339; and the 400 category balance was $69,282.

**DIVISION HIGHLIGHTS**

**ALD**

During the fourth quarter of FY25, all rule updates to the *New Mexico Administrative Code* were published within 30 days. The rules were available online an average of 6 days after the effective date. In addition, 58 rulemaking actions, 55 notices of rulemaking were filed and published by the established deadlines. The ALD also provided 3 large group trainings to 18 people, as well as 34 individual trainings.

**RMD**

During the fourth quarter of FY25, the RMD provided 9 virtual records management and information trainings to 95 public employees. The division pulled and processed 531 boxes within 24 business hours. Also, 45,318 units of public records that met their legal retention were validated and processed. There were requests for destruction for 38,376 electronic records, and 6,942 boxes.

**ITMD**

In the fourth quarter, ITMD coordinated with a contractor to launch the new SRCA website, which is now ADA compliant. The division also continued updating the SRCA website with meeting notices, agendas, and training schedules. The division responded to approximately 32 helpdesk requests within a 2-hour timeframe. In addition, the staff provided computer and software support to new employees.

**SANM**During the fourth quarter of FY25, SANM entered 6,112 descriptive records into HERITAGE. Included were records pertaining to driving while intoxicated and domestic violence cases in the Bernalillo Metropolitan Court Records (Collection No. 1999-029). In addition, SANM began planning the FY26 archives event at Meow Wolf, which will take place on October 20, 2025.

**OSH**

The state historian attended 2 Cultural Properties Review Committee meetings and 2 Historic Marker Committee meetings in the second quarter of FY25. OSH also received 253 research inquiries. All received responses within 2 business days and were provided full responses within 14 business days. The OSH staff also provided 15 educational activities including history, cultural, and Tertulia Histórica presentations.

**RECORDS CENTER ACTIVITIES: May 1, 2025 – July 31, 2025**

Record Center Stats:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Type of record transaction** | **Boxes brought in for Storage** | **Boxes withdrawn** | **Withdrawn Boxes Returned** | **Boxes Perm Withdrawn** | **Boxes transferred to Archives** | **Boxes destroyed in the Records Center (zapped).** | **Boxes brought in for Destruction** |
| **Agency Name** |   |   |   |   |   |   |   |
| Administrative Hearing Office | 0 | 16 | 0 | 0 | 0 | 0 | 0 |
| Architects, New Mexico Board of Examiners for | 0 | 2 | 3 | 0 | 0 | 0 | 0 |
| Attorney General, Office of the | 28 | 1 | 0 | 0 | 0 | 0 | 10 |
| Bar Examiners, Board of | 26 | 11 | 14 | 0 | 0 | 0 | 0 |
| Children Youth and Families Department | 150 | 38 | 24 | 0 | 0 | 0 | 0 |
| Corrections Department, New Mexico | 500 | 38 | 33 | 0 | 0 | 0 | 0 |
| Educational Retirement Board, New Mexico | 0 | 0 | 0 | 0 | 0 | 0 | 82 |
| Energy, Minerals and Natural Resources Department | 0 | 0 | 0 | 0 | 0 | 0 | 18 |
| Environment Department, New Mexico | 0 | 15 | 0 | 0 | 0 | 0 | 0 |
| General Services Department, New Mexico | 0 | 0 | 0 | 0 | 0 | 0 | 275 |
| Health, New Mexico Department of | 67 | 209 | 289 | 0 | 0 | 0 | 0 |
| Human Services Department, New Mexico | 0 | 0 | 0 | 0 | 0 | 0 | 34 |
| Medical Board, New Mexico | 19 | 4 | 1 | 0 | 0 | 0 | 0 |
| Nursing, New Mexico Board of | 0 | 3 | 3 | 0 | 0 | 0 | 0 |
| Parole Board, New Mexico | 0 | 1 | 1 | 0 | 0 | 0 | 0 |
| Personnel Office, New Mexico State | 44 | 17 | 17 | 0 | 0 | 0 | 0 |
| Public Defender Department, New Mexico | 309 | 3 | 0 | 0 | 0 | 0 | 396 |
| Public Records, Commission of | 0 | 2 | 2 | 0 | 0 | 0 | 0 |
| Public Regulation Commission, New Mexico | 0 | 6 | 12 | 0 | 0 | 0 | 0 |
| Regulation and Licensing Department, New Mexico  | 86 | 9 | 10 | 0 | 0 | 0 | 42 |
| School for the Deaf,  New Mexico | 0 | 5 | 4 | 0 | 0 | 0 | 0 |
| Secretary of State, New Mexico  | 37 | 0 | 0 | 0 | 0 | 0 | 0 |
| Transportation, New Mexico Department of | 5 | 0 | 0 | 0 | 0 | 0 | 82 |
| Workforce Solutions, New Mexico Department of | 0 | 9 | 9 | 0 | 0 | 0 | 0 |
| **TOTAL EXECUTIVE AGENCIES** | **1271** | **389** | **422** | **0** | **0** | **0** | **939** |
|  |  |  |  |  |  |  |  |
| **NON-EXECUTIVE AGENCIES** |  |  |  |  |  |  |  |
| Colleges/Universities  | 0 | 0 | 0 | 0 | 0 | 0 | 97 |
| District Attorney Offices | 0 | 6 | 4 | 0 | 0 | 0 | 0 |
| Legislative Council Service, New Mexico | 6 | 37 | 34 | 0 | 0 | 0 | 0 |
| Magistrate Courts | 0 | 1 | 1 | 0 | 0 | 0 | 0 |
| Metropolitan Court, Bernalillo County | 270 | 48 | 79 | 0 | 0 | 0 | 271 |
| **TOTAL NON-EXECUTIVE AGENCIES** | **276** | **92** | **118** | **0** | **0** | **0** | **368** |
|  |  |  |  |  |  |  |  |
| **GRAND TOTAL** | **1,547** | **481** | **540** | **0** | **0** | **0** | **1,307** |

On-site Stats:

|  |  |
| --- | --- |
| **Agency** | **Number of Boxes** |
| Aging and Long-Term Services Dept. | 4 |
| Board of Medical Examiners | 2 |
| Board of Nursing | 1 |
| Colleges/Universities | 73 |
| Counties | 231 |
| Department of Health | 30 |
| District Attorney Offices | 441 |
| District Courts | 401 |
| Division of Vocational Rehabilitation | 45 |
| Energy, Minerals and Natural Resources Department | 138 |
| Health Care Authority | 2952 |
| NM Early Childhood Education and Care Department | 480 |
| Public Defender | 324 |
| Public Schools | 135 |
| School for the Deaf | 20 |
| Secretary of State | 8 |
| State Auditor Office | 4 |
| **Total** | **5,289** |
|  |  |
| **Agency** | **Number of E-Records** |
| Colleges/Universities | 172 |
| Counties | 37338 |
| **Total** | **37,510** |
|  |  |
| **Agency** | **Number of Mixed Media** |
| Colleges/Universities | 53 |
| **Total** | **53** |
|  |  |
| **Grand Total** | **42,852** |