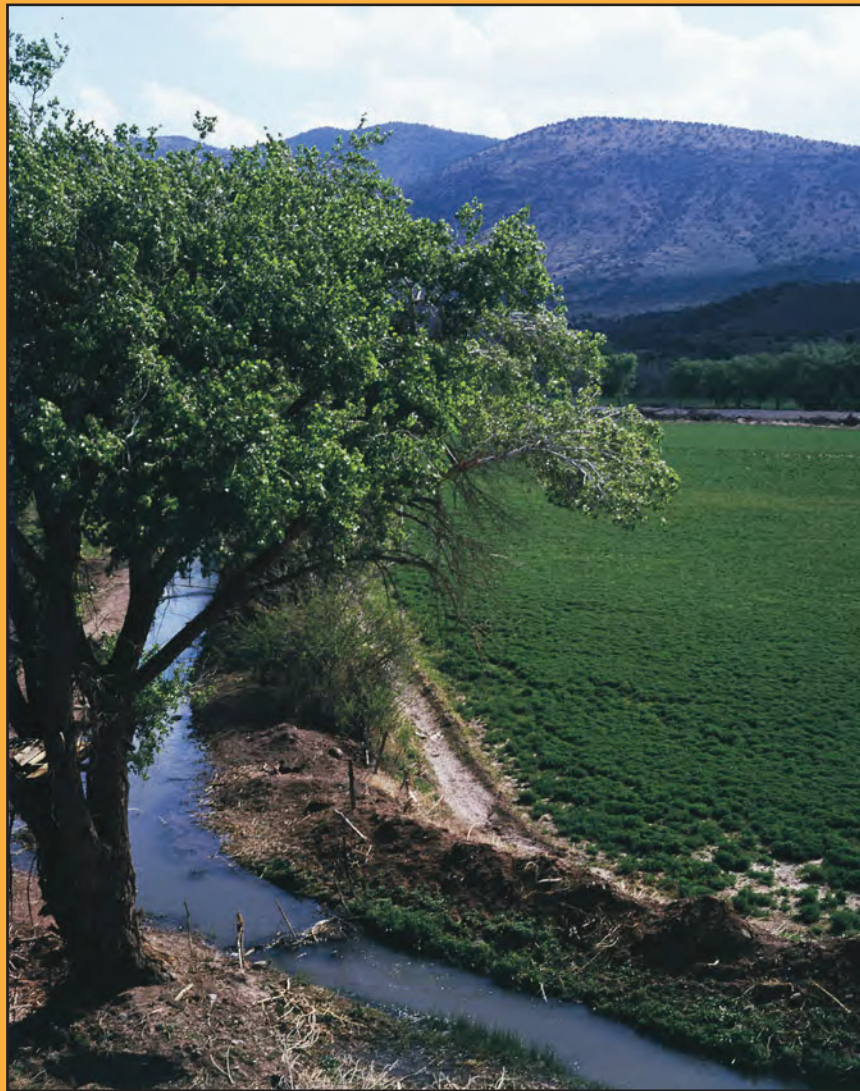


STATE RECORDS CENTER AND ARCHIVES COMMISSION OF PUBLIC RECORDS FY25 ~ ANNUAL REPORT



Gila Valley Farm and Acequia
New Mexico Department of Tourism Photograph Collection
State Records Center and Archives





New Mexico Acequia Commission
Specialty License Plate

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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/Chair

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

Lucas Iben

Office of the State Historian

Robert Martínez

Records Management Division, Director

Leo Lucero

State Archives of New Mexico, Director

Jonathan Pringle

El Agua Es Vida

Thales of Miletus, who lived in the 6th Century BCE, is considered the first philosopher of rational thought. He believed water to be essential for life. In words that resonate more with New Mexicans, this might be expressed as “el agua es vida.” The FY25 Annual Report of the State Records Center and Archives celebrates acequia culture, the living expression of the idea that water is life. Our acequia system has delivered life-giving water to New Mexico communities from time out of mind. That this ancient system of water sharing has endured into the 21st century is a remarkable example of cultural survival. Water in New Mexico, like much of the Southwest, is precious beyond measure. Our acequias have enabled generations of faithful stewards of this vital resource to nourish the land and its people.



Although there is no evidence that he ever uttered the phrase, Mark Twain is often credited with the quote “water is for drinking, whiskey is for fighting.” Whether he or someone else said it, Twain was a sufficiently keen observer of the West to know that it was true. Among the hundreds of collections and thousands of pages of documents and photographs housed here at the State Records Center and Archives is a wealth of information about acequias. Much of the information relates in one way or another to litigation over water rights in the state. Water rights, however, are not just a New Mexico issue, far from it.

In 1938 Colorado, New Mexico, and Texas signed the Rio Grande Compact that enshrined the agreement of the three states to equitably apportion the water in the Rio Grande Basin. This compact to share both the abundance and the shortage worked well for about three quarters of a century before it began to come apart. The compact accounted for surface water but failed to account for the fact that a river and its associated groundwater aquifers are connected in a continuous cycle, which is something you might learn in middle school.

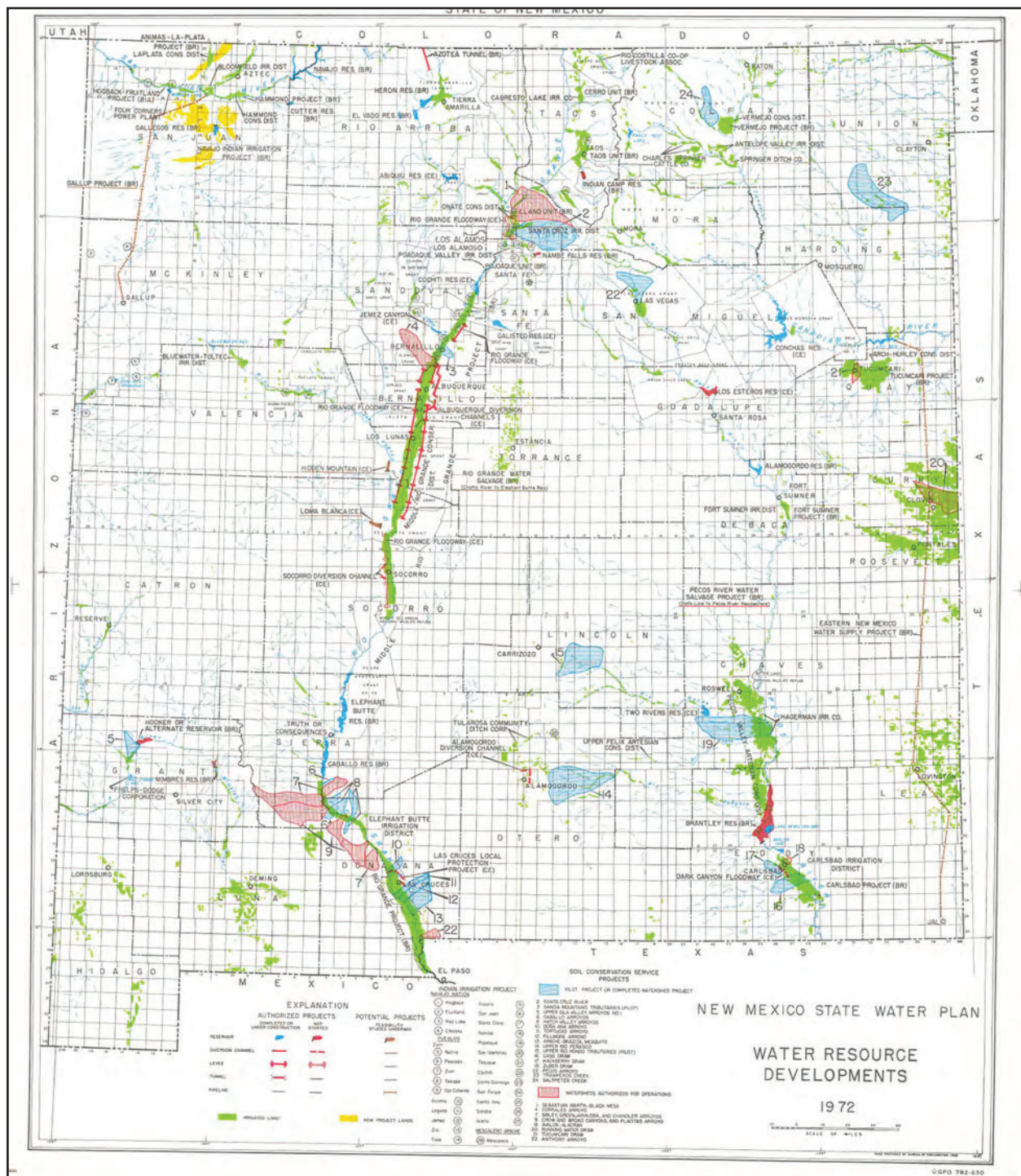
Texas sued New Mexico in 2013 alleging that excessive pumping of groundwater by irrigators was affecting the delivery of water to our neighboring state. The US intervened in 2019 arguing that New Mexico was threatening the federal government’s responsibility to deliver water to Mexico and downriver irrigation districts. The two states reached an agreement, which the US Supreme Court rejected in 2024 in a 5 to 4 decision, ruling that the federal government had not approved the agreement. Any day now the Supreme Court will hand down a ruling that will have major repercussions on access to water in New Mexico. We remain hopeful that our acequia system and all the cultural and practical values it represents will have a secure future in perpetuity.

Rick Hendricks, PhD
New Mexico State Records Administrator

Your Access to Public Information



Acequia in San Miguel del Vado, ca. 1964
State Records Center and Archives
Photograph Collection, 2002-031



New Mexico State Water Plan Water Resource Developments, 1972.
Map Collection, 1959-296
New Mexico State Records Center and Archives

Your Access to Public Information

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 FY25. 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, Information Technology Management Division, and the State Archives of New Mexico. The DSRA serves in the absence of the SRA and oversees the Records Management Division 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 41,483 columnar inches representing approximately 1,530 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 13,539 private and public records online to support law enforcement, attorneys, the courts, and the public.

In addition, SANM staff provided knowledgeable assistance while responding to 700 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 FY26. The division continued providing tours, consulted with all branches of government, and provided information to potential donors. 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) conducted 54 lectures and published 2 articles to the OSH website. In addition, the division resurrected the Tertulia Historica lecture series which had a total of 1,288 people in attendance.

OSH also administered the New Mexico Historical Records Advisory Board re-grant program. A total of \$32,680 was awarded to six applicants to preserve New Mexico's historical records, stimulate public access, and promote a broad range of training.

Information Technology Management Division

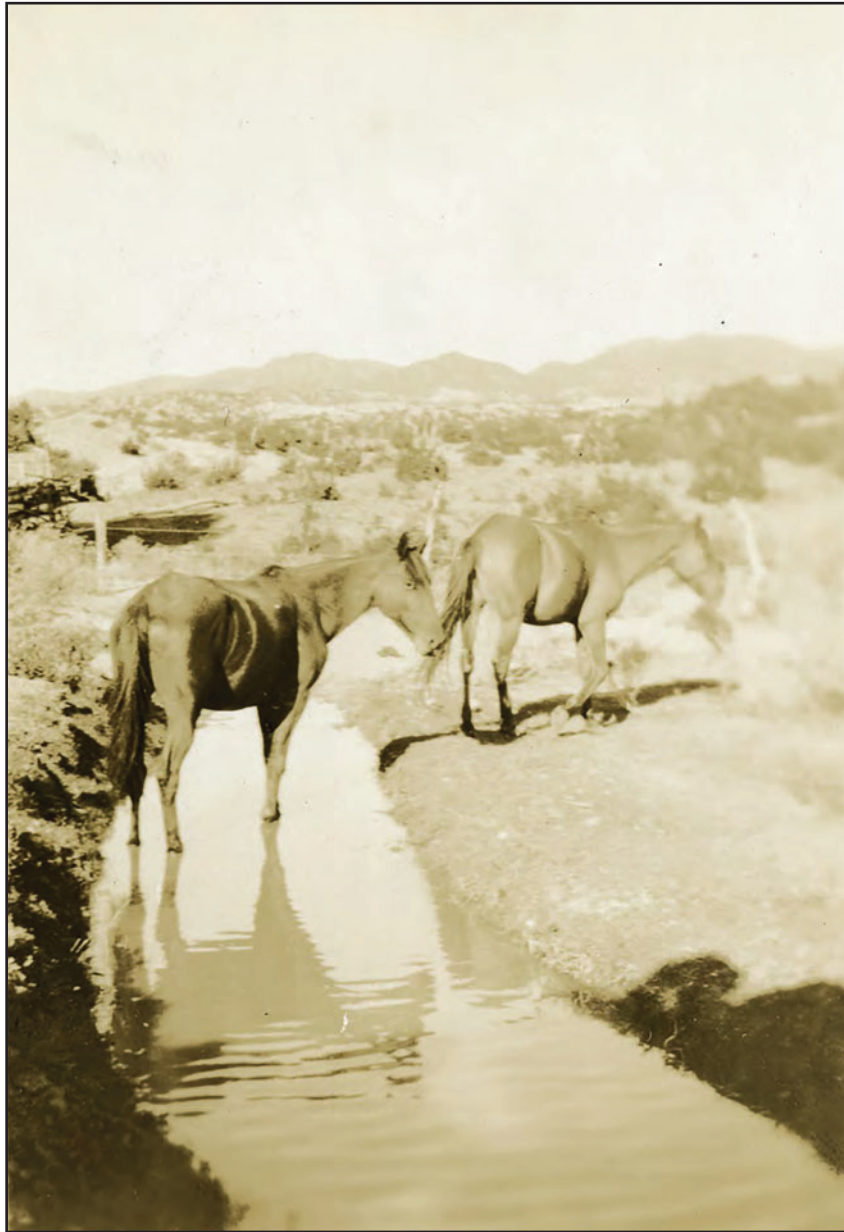
The chief information officer of the Information Technology Management Division (ITMD) completed the annual Information Technology Strategic Plan, one of the agency's most important planning and budget tools. In addition to providing the agency with many software and hardware improvements, the division continued to correct known network vulnerabilities in collaboration with NMDOIT staff.

Records Management Division

The Records Management Division (RMD) staff provided 36 online records and information management trainings to records liaison officers, chief records officers, and employees of state and local government entities. RMD safely pulled and processed 3,739 boxes within 24 hours upon request. In addition, the FY25 ending inventory reflected 76,190 cubic feet of records in storage, an increase of 4,630 cubic feet over the FY24 ending inventory.



Acequia Madre Below the Big Tree
No Date, State Records Center and Archives
Photograph Collection, 2002-031



Horses Buck and Billy by and in Acequia near Elizabeth Sargent's home near Tesuque, 1922.
Virginia Johnson Photograph Collection, Photo 0114-0115
New Mexico State Records Center and Archives

1 Separar todos por estas presentes, Como nosotros
2 Manuel Valles, Atanasio Romero y Bruno
3 Romero, habiendo sido nombrados, Como Jueces
4 Arbitros en una cuestion pendiente, entre
5 Jose Leon Cruz, Deciderio Cruz y otros,
6 Con Manuel Montero, Con respecto al derecho
7 de una acequia la cual se halla situada al
8 poniente de las Truchas en el Condado del Rio
9 Arriba y Territorio de Nuevo Mexico;

10 Despues de haber sido nosotros devidamente
11 juramentados; y habiendo oido la evidencia
12 de todos los testigos que fueron examinados
13 ante nosotros, por los Abogados de ambos liti-
14 gantes y habiendo nosotros examinado todos los
15 Documentos presentados a nosotros por dichos
16 Litigantes;

17 Nosotros hallamos y decidimos que la acequia aqui
18 en cuestion, no la consideramos de ninguna manera
19 perteneciente a ninguna persona en particular sino
20 que nosotros decidimos que todas aquellas personas
21 que tengan terrenos que puedan ser regados con
22 dicha acequia y sus venas segun manifestados
23 por el Mapa que nos fue presentado por los
24 litigantes tienen todos igual derecho en
25 dicha acequia

26 Santa Fe N. M. Junio 27 de 1891

27 Atanasio Romero

28 Manuel Valles

29 Bruno Romero

30 Jueces Arbitros
31
32

Acequia Litigation, 1891.
Rio Arriba County, NM Records, 1974-024
New Mexico State Records Center and Archives

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 FY25 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 73 participants. In total the ALD trained 130 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 2025 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 FY25 the ALD published approximately 1,530 pages of text in the *New Mexico Register* and billed for approximately 41,483 columnar inches. For the fiscal year, approximately \$124,449 was billed for the columnar inches published.

The following tables further explain the publishing activity.

STATISTICAL REPORTS

<i>New Mexico Register</i> Activity	FY 21	FY 22	FY 23	FY 24	FY 25
Notices of rulemaking published	131	197	157	147	155
Proposed rules published	4	3	1	4	2
Adopted rule filings published	264	565	353	748	316
Synopses published in place of full text of adopted rules	0	0	0	0	0
Other material related to administrative law published	69	69	32	19	21

Notices of Rulemaking Published in the <i>New Mexico Register</i> FY 25 by Agency	
Agency	Notices Published
Aging and Long-Term Services Department	1
Agriculture, Department of	3
Albuquerque-Bernalillo County Air Quality Control Board	5
Auditor, Office of the State	1
Children, Youth and Families Department	1
Early Childhood Educaiton and Care Department	3
Economic Development Department	1
Energy, Minerals and Natural Resources Department	8
Environment Department	15
Finance and Administration, Department of	9
Game and Fish Department	1
Gaming Control Board	8
General Services Department	2
Health, Department of	3
Health Care Authority	20
Higher Education Department	7
Livestock Board	3
New Mexico Finance Authority	1
Public Education Department	5
Public Employee Labor Relations Board	1
Public Regulation Commission	6

Public Safety, Department of	1
Public School Facilities Authority	1
Public School Insurance Authority	1
Racing Commission	2
Regulation and Licensing Department (R.L.D.):	
R.L.D. - Acupuncture and Oriental Medicine, Board of	1
R.L.D. - Athletic Trainers Practice Board	1
R.L.D. - Cannabis Control Division	2
R.L.D. - Construction Industries Division	5
R.L.D. - Counseling and Therapy Practice, Board of	1
R.L.D. - Manufactured Housing Division	1
R.L.D. - Nutrition and Dietetics, Board of	2
R.L.D. - Pharmacy, Board of	2
R.L.D. - Physical Therapy Board	1
R.L.D. - Psychologist Examiners, Board of	1
R.L.D. - Respiratory Care Practitioners, Board of	1
R.L.D. - Social Work Examiners Board	1
R.L.D. - Speech-Language Pathologists, Audiologists and Hearing Aid Dispensers Board	1
Secretary of State, Office, Office of	1
State Personnel Board	4
Superintendent of Insurance, Office of	9
Taxation and Revenue Department	1
Transportation, Department of	2
Veterinary Medicine, Board of	3
Workers' Compensation Administration	1
Workforce Solutions, Department of	5
Grand Total	155

Adopted Rule Filings Published in the <i>New Mexico Register</i> FY 25 by Agency	
Agency	Rule Filings Published
Albuquerque-Bernalillo County Air Quality Control Board	5
Auditor, Office of the State	2
Children, Youth and Families Department	2
Early Childhood Education and Care Department	5
Energy, Minerals and Natural Resources Department	18
Environment Department	3

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Finance and Administration, Department of	4
Game and Fish Department	2
Gaming Control Board	9
General Services Department	2
Health, Department of	3
Health Care Authority	70
Higher Education Department	4
Livestock Board	27
New Mexico Finance Authority	2
Public Education Department	7
Public Employee Labor Relations Board	2
Public Regulation Commission	6
Public Safety, Department of	2
Public School Facilities Authority	1
Public School Insurance Authority	16
Racing Commission	6
Regulation and Licensing Department (R.L.D.):	
R.L.D. - Acupuncture and Oriental Medicine, Board of	17
R.L.D. - Construction Industries Division	3
R.L.D. - Counseling and Therapy Practice, Board of	4
R.L.D. - Nursing Home Administrators Board	1
R.L.D. - Nutrition and Dietetics, Board of	1
R.L.D. - Pharmacy, Board of	4
R.L.D. - Psychologist Examiners, Board of	11
R.L.D. - Respiratory Care Practitioners, Board of	7
Secretary of State, Office of	1
State Personnel Office	14
Superintendent of Insurance, Office of	24
Taxation and Revenue Department	10
Transportation, Department of	5
Veterinary Medicine, Board of	10
Workers' Compensation Administration	3
Workforce Solutions, Department of	3
Grand Total	316

Other Material Related to Administrative Law Published in the <i>New Mexico Register</i> FY 2025 by Agency	
Agency	Notices Published
Auditor, Office of the State	1
Educational Retirement Board	1
Energy, Minerals and Natural Resources Department	1
Environment Department	3
Livestock Board	1
New Mexico Finance Authority	1
Public Education Department	1
Public Regulation Commission	1
Racing Commission	1
R.L.D. - Counseling and Therapy Practice Board	1
Superintendent of Insurance, Office of	4
Taxation and Revenue Department	2
Transportation, Department of	1
Veterinary Medicine, Board of	1
Workforce Solutions, Department of	1
Grand Total	21

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.



Bill Coperthwaite by small log mill on acequia east edge of Truchas, 1965,
Sallie R. Wagner Collection, 1982-067
New Mexico State Records Center and Archives

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 Division Director, a Bureau Chief, two Senior Archivists (a new archivist joined in March 2025), and an Archives Secretary.

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, 2024, and June 30, 2025, division staff created 13,539 descriptive records, which were made available online via the HERITAGE web portal. Key collections that comprise this figure include folders and items from Lincoln County and Socorro County territorial and district court records; Donald Cline; and several photograph collections (including David's Studio). This is a notable accomplishment, considering the SANM

team stopped adding new records in early March in preparation for a large migration from HERITAGE to a new database (ArchivesSpace) that serves as the platform for the statewide finding guide consortium, New Mexico Archives Online (NMAO).

Finding aids created by SANM 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 303 requesters were satisfied on site in the research room, 4,534 folders were pulled for researchers, and there were 397 offsite/remote requests.

A significant database migration project, which began in November 2023 with the careful review of over 400,000 lines of metadata and subsequent mapping between HERITAGE and ArchivesSpace, was completed in June. After over 25 years on the platform, SANM formally retired the HERITAGE database at the end of June. A related effort to migrate all 10,189 digital objects from HERITAGE to a new landing page on New Mexico Digital Collections was completed in January

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 improved through the recalibration of all PEM2 monitors throughout the division. 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 remained stable during FY25. Records remain in a safe environment, able to support the permanent preservation of records.

Unique to FY25 was the acquisition of a new wide-image printer that enabled the division to reproduce large format items (i.e., maps) for patron access while preserving the original. The division also set up a new book scanner that was used to digitize oversized docket books for both patron access and preservation purposes. A large-scale project to digitize over four hundred historic films from the NM Department of Game and Fish was completed in June.

Right: Acequia Barriales (Cordova)

Rio Arriba County 1965-1966.

New Mexico State Engineer Records, 1971-003

New Mexico State Records Center and Archives



OUTREACH

From July 1, 2024, and June 30, 2025, the SANM team continued outreach efforts and found new ways to engage the public with its resources. In October, an ‘Archives Bizarre’ was coordinated between SANM and Meow Wolf; 10 repositories across Northern New Mexico displayed items and objects at a free event at Meow Wolf that coincided with American Archives Month (October). Nearly 150 visitors, mostly non-traditional users of archives, attended over the course of three hours. Meow Wolf was excited to extend an invitation for a similar event the following year (October 2025).

SANM staff worked closely with the Office of the State Historian on the revived lecture series, Tertulia Histórica, which ran noon-hour lectures from September through June. The SANM division director co-presented on the 100th year of the burning of Zozobra (September) and New Mexico holiday traditions (December); and did a solo presentation on the Roswell UFO Incident in June. In tandem with the Roswell talk, SANM’s newest senior archivist installed a new exhibit, “Finding Roswell in the Archives.”

The Division Director became more active with the Council of State Archivists (CoSA), starting with attending his first CoSA meeting in St. Louis (September 2024). At this meeting, he facilitated an education session focused on Indigenous archives with state archivists from Maine, Oklahoma, and Alaska. Shortly thereafter, he was asked to join the CoSA Advocacy Committee as well as the Joint Working Group on Issues and Awareness (with representatives from other archives ally organizations including the Society of American Archivists, the Regional Archival Associations Consortium, and the National Association of Government Archives & Records Administrators).

SANM staff attended regular workshops coordinated by the New Mexico Library Association’s Archives & Archivists’ Special Interest Group on topics related to reparative description, disaster planning, and records

management. In August the division director and bureau chief attended virtual sessions for the Society of American Archivists 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.

Two unique outreach efforts in FY25 yielded increased awareness of SANM holdings: in January the bureau chief and the division director collaborated with the University of New Mexico’s law program on a tour and subsequent research consultations for projects focused on legal history in New Mexico. And in June, one of the senior archivists conducted a tour of the facility for the editors of the Wild West History Association Journal; a highly complimentary write-up of SANM was published in FY26.



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STATISTICAL REPORT

Public Records Accessions/Accretions	
All public transfers or accessions via MOU or from other branches of government	Cubic Feet (CF)
1974-024: Rio Arriba County, NM Records	0.3
1959-237: Chaves County, NM Records	0.2
1976-025: Records of the United States Territorial and New Mexico District Courts for Guadalupe County	22
1974-020: Guadalupe County, NM Records	3
1971-005: New Mexico Legislative Council Service Records	0.5
1977-036: New Mexico State Highway and Transportation Department records	0.1
2003-004: Governor Gary Johnson Papers	0.1
1959-036: New Mexico Commission of Public Records; New Mexico State Records Center and Archives	1
1987-064: Governor Garrey Carruthers papers	0.1
Total	27.3 CF

Private Collections Accessions/Accretions	Cubic Feet (CF)
1982-004: Frances Olsen Collection	0.2
1959-298: Reference Room Book Collection	1
1988-002: Fifteen Club Records	0.1
1988-052: New Mexico Jewish Historical Society Collection	0.1
1959-296: Map Collection	0.2
1993-015: Jacqueline Dunnington Collection	0.2

1972-007: Spanish Archives of New Mexico I also known as the Land Grant Records of New Mexico, National Archives Record Group 49, Bureau of Land Management	0.1
1975-045: Hubbell Family Papers	0.1
2025-023: Converso Legacy Archives	23
2001-043: Genealogy Publication Collection	0.2
2009-043: David Begelspiker Photograph Collection (David's Studio)	92
2002-031: State Records Center and Archives Photograph Collection	0.1
Total	117.3 (CF)

Public Records Described and Published	No. of CF described and published
1976-031: Records of the United States Territorial and New Mexico District Courts for Socorro County	6
1976-034: Records of the United States Territorial and New Mexico District Courts for Lincoln County	8
2002-031: State Records Center and Archives Photograph Collection	0.5
1983-022: New Mexico Racing Commission Records	1
1984-064: New Mexico School for the Visually Handicapped	2
2012-001: Records of the Nuestra Señora del Rosario San Fernando y Santiago Land Grant	2
1970-003: New Mexico State Engineer Records	1
1972-007: Spanish Archives of New Mexico I also known as the Land Grant Records of New Mexico, National Archives Record Group 49; Bureau of Land Management	0.5
1981-022: New Mexico State Publications	1
TOTAL	22 CF

Private Collections Described and Published	No. of CF described and published
2009-043: David Begelspiker Photograph Collection (David's Studio)	30
1959-032: Donald Cline Collection of New Mexico History Research Materials	7
1982-004: Frances Olsen Collection	2
1987-063: David J. Jones Collection	5
1960-027: Georgia L. Lusk Papers	1
1976-037: Southwestern Association on Indian Affairs Records	1
1982-067: Sallie R. Wagner Collection	2
1976-041: G. Kennedy Photograph Collection	1
1976-042: Sonia Kreznar Slide Collection	0.5
1975-055: F.A. Koch Papers	1
1959-298: Reference Room Book Collection	0.2
1976-022: Clara H. Olsen Papers	2
1993-015: Jacqueline Dunnington Collection	3
TOTAL	55.7 CF

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 provides consultation and research assistance to state agencies, scholars, elected officials, and the public. State Historian Rob Martínez 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. The state historian serves as the deputy chair of the New Mexico Historical Records Advisory Board (NMHRAB). Deputy State Historian Nicolasa Chávez 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.

State Historian Activities

During FY25 the Office of the State Historian gave 54 public lectures and published 2 articles to the OSH website. The state historian 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 56 patron queries a month.

During FY25, the state historian resurrected the popular Tertulia Histórica lunch time lecture series which had a total in-person and online attendance of 1,288. Started in 2018, the series was interrupted in 2020 by the COVID-19 pandemic.

National History Day

Regionals - Albuquerque, March 14, 2025.

State Competition Emcee - Albuquerque, April 11, 2025.

Cultural Properties Review Committee

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 eight CPRC meetings, and seven CPRC Historic Marker sub-committee meetings. He also attended the CPRC Awards Ceremony on May 16, 2025.

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. She consulted with outside institutions and organizations on New Mexico history and assisted with transcription of documents from the State Archives. She also conducted interviews for several news programs and for magazine and newspaper articles. In January 2025 the deputy state historian/grants administrator resigned from the State Records Center and Archives to work for another state agency.

Your Access to Public Information

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 NHPRC awarded the New Mexico Commission of Public Records (CPR) a grant for \$80,000 for the period July 1, 2024, to June 30, 2026. The grant provides funding for the NMHRAB re-grant program. The award is 67.03% of the projected cost of \$141,044. The remaining 32.97%, \$61,044 is being provided by the state of New Mexico through matching funds supplied by the Commission of Public Records/State Records Center and Archives, which covers budgeted staff salary and benefits.

Re-grant Program FY25

The board received 6 grant applications requesting a total of \$46,909.00 for the FY25 grant cycle. The board awarded \$32,680.45 in federal funds to 6 grant applicants at its July 2024 meeting. The interim grants administrator prepared notification letters, together with all corresponding documentation for the FY25 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
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
2025	6	6	6	\$46,909.00	\$32,680.45

The following is a list of FY 2025 award recipients and funding amounts:

Grant Recipient	Amount Awarded
UNM Health Sciences Library	\$4,963.00
New Mexico History Museum – Santa Fe	\$6,374.25
New Mexico Museum of Art – Santa Fe	\$6,375.00
Silver City Museum	\$5,525.00
Menaul Historical Library	\$4,768.20
Carlsbad Public Library	\$4,675.00

FY25 - Grant Summaries

UNM Health Sciences Library *Improving Collections Care in HSLIC Special Collections*

Funds Requested: \$4,963.00

Amount Awarded: \$4,963.00

HSLIC Special Collections documents the history of health in New Mexico, archival collections, rare books, photographs, artifacts, and monographs. This project required preservation supplies to properly house oversized archival materials, such as historic photographs, posters, certificates, and building plans, and made possible the purchase of a large flat file case and acid-free folders, which enabled the storage of at-risk materials as part of a long-term preservation plan. Two flat file cases with bases were ordered from University Products and 40 oversized acid-free folders from Hollinger MetalEdge. Due to concerns about getting the case through the collection's storage area door, two narrower flat file cases were ordered. Flat file cases with bases and folders were delivered to UNM North Campus. UNM Movers moved and installed cases in collections storage area.

New Mexico History Museum *Karl Kernberger Photo Collection*

Funds Requested: 8,499.00

Amount Awarded: \$6,374.25

Before beginning this project, the collection was unprocessed and housed in non-archival storage, putting the materials at risk of deterioration. The negatives were stored in wooden drawers, the prints were unorganized, and the contact sheets were stored in three-ring binders. Rehousing in archival storage containers addressed these preservation concerns. Additionally, there was some dispersed material that was located and reunited.

The collection was completely processed. Approximately 12.5 linear feet-including, 24,000 negatives, 1,625

contact sheets, and 155 prints were rehoused. The contact sheets were moved from three-ring binders to archival folders in document cases. Negatives were moved from their original wooden drawers into archival negative boxes. Minimal re-sleeving was done as needed. Kemberger's original order (film size and date) and his naming conventions were retained. Rehousing and arrangement resulted in 18 boxes of negatives, 5 boxes of contact sheets and 1 box of prints; 64 canisters of moving image film were identified, described, and reunited with the collection.



Salome's wife and son next to acequia near property of Elizabeth Sergeant in Tesuque, 1922
Virginia Johnson Photograph Collection
New Mexico State Records Center and Archives

New Mexico Museum of Art
Desert Offering – Expanding the Rick Dillingham Collection

Funds Requested: \$8,500.00

Amount Awarded: \$6,375.00

In this project digitized 6,500 feet of original 16mm documentary film from the Kathleen Garfield donation to the Rick Dillingham collection. Contracted services were completed including the inspection, cleaning, digitization, and sound synchronization of nine film reels. The collection's finding aid was updated to reflect the newly digitized materials. Original materials were rehoused in archival film cans.

Work accomplished included identifying, preparing and shipping priority film reels to George Blood, L.P who completed the digitization process. High-quality digital files of synchronized film and sound reels were received and inspected for quality and accuracy and transferred to expanded network storage as well as kept on external hard drives. The Rick Dillingham Collection finding aid addendum was updated with the complete list of reels received in Kathleen Garfield's collection and those reels available digitally clearly marked.

Silver City Museum
Processing the Lime Family Collection

Funds Requested: \$8,500.00

Amount Awarded: \$5,525.00

This project processed, housed, and made accessible through a published finding aid the Lime Family papers. The papers consist of over 3,000 pieces of personal, family, and business correspondence, business records related to their two restaurants, The Manhattan Cafe and the Chefs Grill, and papers related to the life and tragic death of their second son, Richard "Dickie" Lime. Under the supervision of the Registrar/Collections Manager, a final total of 15 linear feet of materials, consisting of 36 boxes, was created.

Menaul Historical Library
Oral History Digitization Project

Funds Requested: \$7,947.00

Amount Awarded: \$4,768.20

This project digitized two hundred cassette tapes of previously recorded oral histories of Presbyterian mission workers, clergy, educators, alumni, and other leaders who made significant contributions not only to the school but also to communities in New Mexico and beyond. The collection was at risk, but now the digitized histories are available to a wider audience to increase awareness of the cultural and historical resources at the library. The project was completed for \$300 less than originally budgeted. <https://menaul.pastperfectonline.com/archive>.

Carlsbad Public Library
Yearbook Preservation Project

Funds Requested: \$8,500.00

Amount Awarded: \$4,675.00

This project digitized 129 historical yearbooks from local schools, created accessible digital files, and uploaded them to an online archive. The project included inventory and condition assessment, careful packaging and shipping, digital scanning, quality control, metadata creation, and public access via a digital archive.

The yearbooks were in generally good condition, although some volumes showed signs of age, such as weakened bindings and minor cover damage. All were handled with care, and no deterioration occurred during the digitization process.

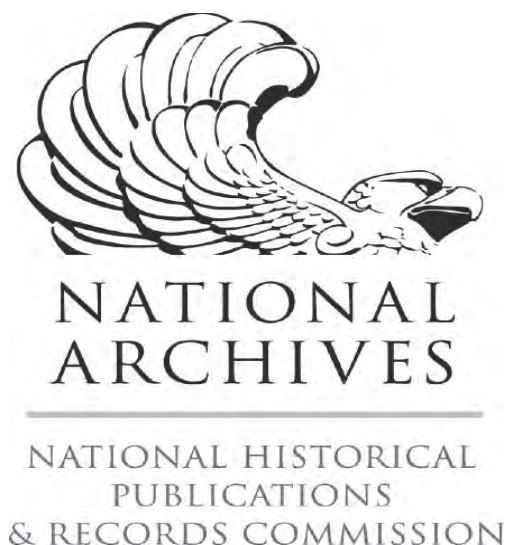
Educational Programming and Outreach

Technical assistance was provided by the Interim Grants Administrator. 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 FY25 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	6 th Term	September 25, 2026
Ryan Flahive, Archivist Institute of American Indian Arts	3 rd Term	September 25, 2026
Elizabeth Ehrnst, Head of Research Collections and Services, Georgia O’Keeffe Museum	3 rd Term	November 19, 2027
Jonathan Pringle, MAS, archivist, Health Science Library and Information Center, University of New Mexico	1 st Term	August 27, 2027
Robert Martínez, State Historian and Deputy Chair	Ex officio	Ex officio
Rick Hendricks, State Records Administrator and Chair	Ex officio	Ex officio



Your Access to Public Information

INFORMATION TECHNOLOGY MANAGEMENT DIVISION

PURPOSE

The goal of the ITMD department is to support the SRCA agency and all its divisions with technical support. This is achieved by supporting SRCA's computer/printer/network infrastructure, website, applications, and data security needs.

ACCOMPLISHMENTS

Agency Website Upgrade

In FY25, ITMD upgraded the website to be ADA compliant while updating the design of the website to be more functional, secure, and user friendly. This upgrade has received positive feedback and has improved our ability to serve the public. Improvements continue to be made based on user feedback and ADA compliance standards.



Your Access to Public Information

Content Manager Upgrade

The division upgraded to the latest long-term-support version of Content Manager (CM) to improve our ability to support our stored records and network security. This latest version of CM introduces several tools and features our staff can utilize to increase our visibility regarding the types of records stored and to track their location.

Hardware Refresh Program

ITMD regularly refreshes the physical systems of our network to ensure that the possibility of hardware issues, failures, and security vulnerabilities is reduced. In FY25, SRCA replaced the following:

- 2 Servers: Our Content Manager and SQL servers
- 2 Printers
- 10 Laptops
- 10 Monitors
- 2 External HDD backup drives

Security Improvements

ITMD is always working to improve our network security and our data security.

Network Security:

- By leveraging Automox (a remote support utility), the agency has been able to increase user security while staff work remotely.
- With the upgrade to CM, ITMD can make use of regular security updates to the software.
- Coordinating with the Office of Cyber Security, issues can be identified and addressed quickly.

Data Security:

- A new server has been installed in our ABQ location that is performing active backups of our data to allow for faster and smoother disaster recovery.
 - Implementing TLS version 1.3 and 1.2 encryption protocols has increased our data security while it is in transit through the network.
 - Utilizing a Veeam Hardened Repository provides a layer of defense against ransomware attacks.
-

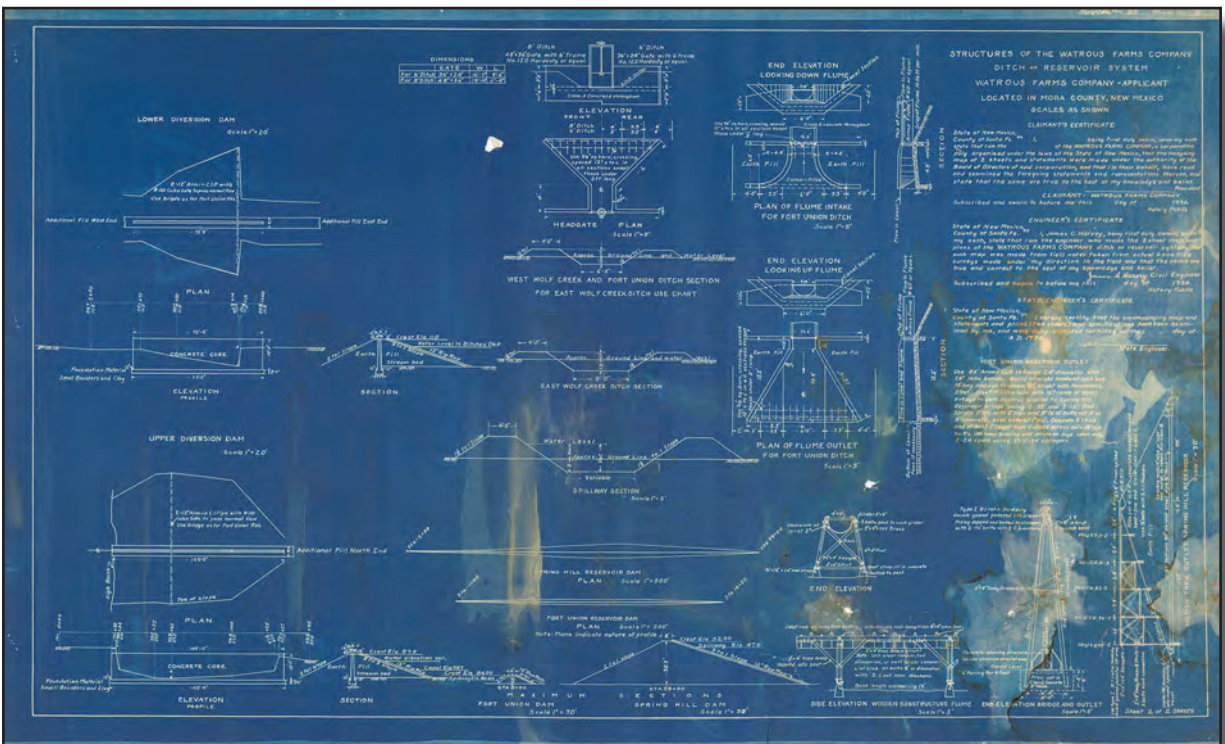
Next Page, Top:

Structures of the Watrous Farms Company Ditch or Reservoir
System, 1934
Map Collection, 1959-296
New Mexico State Records Center and Archives

Next Page, Bottom:

Map of the Watrous Farms Company Ditch or Reservoir
System, 1934
Map Collection, 1959-296
New Mexico State Records Center and Archives

Your Access to Public Information



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 organizations 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 FY25 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 Health Care Authority, Taxation and Revenue Department, and the Economic Development Department to update their agencies' file plans. The bureau also consulted with the Department of Finance and Administration, Energy, Minerals and Natural Resources Department, New Mexico Division of Vocational Rehabilitation, Department of Health, Children, Youth and Families Department, Department of Homeland Security and Emergency Management, Public Education

Department, Central New Mexico College, Eastern New Mexico University, New Mexico State University, Colfax County Sherriff Department, Dona Ana County Manager, Santa Fe County, Roswell City Clerk, City of Rio Communities, and City of Albuquerque regarding various records management issues.

Records Management Program Development

To satisfy its statutory mandate to create a records management program for state agencies, the agency analysis bureau continued development and implementation of a comprehensive program at the Commission of Public Records (CPR) in FY25. 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. The Agency Analysis Bureau also conducted 36 records and information management trainings. There were 486 record liaison officers, chief records officers, and government employees who attended 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 205,231 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.

Your Access to Public Information

During FY25 the two facilities processed 5,038 cubic feet of records for new storage. The Record Center Bureau completed agency withdrawal requests of 3,739 boxes and 3,337 boxes were returned. The FY25 ending inventory reflected 76,190 cubic feet of records in storage, an increase of 4,630 cubic feet over the FY24 ending inventory.



View of Pueblo Peak from Talpa, NM looking North.
Acequia System in foreground, c. 1920's
RJ Lanning Photograph Collection
New Mexico State Records Center and Archives

Storage and disposition activity for the records centers:

Executive Agency	Starting Inventory 7/1/2024	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 6/30/2025
Administrative Hearing Office	142	0	16	0	0	0	0	0	126
Aging and Long-Term Services Department	323	0	0	0	0	0	0	1	323
Architects, New Mexico Board of Examiners for	107	203	288	101	0	0	0	0	123
Attorney General, Office of the	3,136	69	2	0	0	0	0	10	3,203
Auditor, Office of the New Mexico State	75	0	0	0	0	0	0	0	75
Bar Examiners, Board of	0	101	18	15	0	0	0	0	98
Blind & Visually Impaired, New Mexico School for the	62	0	10	10	0	0	0	0	62
Blind, New Mexico Commission for	0	0	86	86	0	0	0	9	0
Children Youth and Families Department	7,750	372	278	272	0	0	0	164	8,116
Corrections Department, New Mexico	18,098	1,157	157	172	6	0	0	0	19,264
Crime Victims Reparation Commission	1,283	0	6	7	0	0	0	0	1,284
Cultural Affairs, New Mexico Department of	54	0	0	0	0	0	0	0	54
Deaf and Hard of Hearing, Commission of	0	0	0	0	0	0	0	0	0

Developmental Disabilities Planning Council	18	75	6	6	0	0	0	53	93
Early Childhood Education & Care Department	0	0	0	0	0	0	0	0	0
Economic Development Department	15	0	0	0	0	0	0	0	15
Education Department, Public	371	0	1	0	0	0	0	0	370
Educational Retirement Board, New Mexico	326	0	0	0	0	0	0	82	326
Energy, Minerals and Natural Resources Department	514	0	4	0	0	0	0	0	510
Engineer, Office of the State	338	0	0	0	0	0	0	0	338
Engineers and Professional Surveyors, Board of Licensure for	0	0	0	0	0	0	0	0	0
Environment Department, New Mexico	2,716	65	28	5	0	0	0	37	2,758
Finance and Administration, Department of	519	223	0	0	0	0	0	0	742
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	1,251	12	0	0	0	0	0	445	1,263
Governor, Office of the	32	6	1	1	0	0	0	0	38
Health Policy Commission, New Mexico	33	0	0	0	0	0	0	0	33
Health, New Mexico Department of	4,091	1,166	1,984	357	0	0	0	255	3,630
Higher Education Department	46	0	0	0	0	0	0	0	46
Homeland Security and Emergency Management, New Mexico	0	0	0	0	0	0	0	0	0
Health Care Authority	706	0	1	1,602	0	0	0	123	2,307
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	385	70
Juvenile Public Safety Advisory Board	0	0	0	0	0	0	0	0	0
Land Office, State of New Mexico	273	0	0	0	0	0	0	0	273
Lieutenant Governor's Office	8	0	0	0	0	0	0	0	8
Livestock Board, New Mexico	19	0	0	0	0	0	0	102	19
Martin Luther King Jr. Commission	0	0	0	0	0	0	0	0	0

Medical Board, New Mexico	680	37	26	37	0	0	0	0	728
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	563	0	32	29	0	0	0	0	560
Parole Board, New Mexico	2,317	56	25	25	0	0	0	0	2,373
Personnel Office, New Mexico State	1,702	117	74	118	0	0	0	0	1,863
Public Defender Department, New Mexico	1,094	309	125	25	0	0	0	691	1,303
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	0	0	0	0	0	1,292
Public Records, Commission of	63	0	4	4	0	0	0	34	63
Public Regulation Commission, New Mexico	1,779	0	19	19	0	0	0	0	1,779
Public Safety, New Mexico Department of	22	0	0	0	0	0	0	0	22
Public School Facilities Authority, New Mexico	146	0	0	0	0	0	0	0	146
Public School Insurance Authority, New Mexico	2	0	2	0	0	0	0	0	0
Racing Commission, New Mexico	0	0	0	0	0	0	0	0	0

Regulation and Licensing Department, New Mexico	2,619	273	82	44	0	0	0	220	2,854
Retiree Health Care Authority	15	0	0	0	0	0	0	0	15
School for the Deaf, New Mexico	82	0	7	6	0	0	0	0	81
Secretary of State, New Mexico	1,437	71	33	35	0	0	0	0	1,510
State Fair Commission	0	0	0	0	0	0	0	0	0
Status of Women, New Mexico Commission of	39	0	0	0	0	0	0	0	39
Superintendent of Insurance, Office of the	922	38	94	70	0	0	0	0	936
Taxation and Revenue Department, New Mexico	303	22	0	0	0	0	0	4	325
Tourism Department, New Mexico	0	0	0	0	0	0	0	0	0
Transportation, New Mexico Department of	702	5	0	2	0	0	0	385	709
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	106	0	0	0	0	0	0	0	106

Workforce Solutions, New Mexico Department of	958	0	5	5	0	0	0	0	958
Youth Conservation Corps, New Mexico	16	5	0	0	0	0	0	0	21
TOTAL EXECUTIVE AGENCIES	59,316	4,382	3,414	3,053	6	0	0	3,000	63,331

NON-EXECUTIVE AGENCIES	Starting Inventory 07/01/2024	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 6/30/2025
Administrative Office of the Courts	0	0	0	0	0	0	0	0	0
Colleges/ Universities	143	0	0	0	0	0	0	395	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	4,936	0	15	14	0	0	0	0	4,935
District Attorneys, Administrative Office of the	7	0	0	0	0	0	0	0	7
District Courts	0	0	0	0	0	0	0	87	0
Judicial Standards Commission, New Mexico	1	0	0	0	0	0	0	0	1
Legislative Council Service, New Mexico	3,797	61	56	32	0	0	0	0	3,834
Legislative Education Study Committee, New Mexico	7	0	0	0	0	0	0	0	7

Legislative Finance Committee, New Mexico	623	20	0	0	0	0	0	0	643
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	89	1	1	0	0	0	0	125
Metropolitan Court, Bernalillo County	2,249	86	253	237	0	0	0	1,382	2,719
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	12,244	656	325	284	0	0	0	1,864	12,859
GRAND TOTAL	71,560	5,038	3,739	3,337	6	0	0	4,864	76,190

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 FY25 the record center processed 471 rolls of microfilm for new storage. The ending inventory reflected 133,041 rolls/fiche of records in storage, an increase of 480 rolls over the FY24 ending inventory.

Your Access to Public Information

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

Executive Agency	Beginning Inventory 7/1/2024	Microform Inspected	Microform Accepted into Storage	Microform Destroyed	Microfilm Transferred to Archives	Rolls of Film Permanently Withdrawn	Rolls of Film Withdrawn	Rolls of Film Returned	Ending Inventory 6/30/2025
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
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
Health Care Authority	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	0	1,044

Professional Engineers and Professional Surveyors, State Board of Licensure for	0	0	0	0	0	0	0	0	0
Public Regulation Commission	9,463	0	0	0	0	0	0	0	9,463
Public Safety, Department of	17	0	0	0	0	0	2	2	17
Records, Commission of Public	39,361	0	0	0	0	0	59	68	39,370
Regulation and Licensing Department	5	0	0	0	0	0	0	0	5
Secretary of State, Office of the	8,663	0	0	0	0	0	2	2	8,663
Taxation and Revenue Department	38,718	0	0	0	0	0	0	0	38,718
Transportation, Department of	6,906	427	427	0	0	0	10	10	7,333
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	121,613	427	427	0	0	0	73	82	122,049

Non-executive Agency	Beginning Inventory 7/1/2024	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 6/30/2025
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	523	0	0	0	0	0	0	0	523
District Courts	4,426	44	44	0	0	0	0	0	4,470

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	866	0	0	0	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
TOTAL NON-EXECUTIVE AGENCIES	10,948	44	44	0	0	0	0	0	10,992
GRAND TOTAL	132,561	471	471	0	0	0	73	82	133,041



Costruction of pump house and irrigation pipes for Carlsbad Rattlesnake Spring Water System,
c.1935. David Jones Collection, 1987-063
New Mexico State Records Center and Archives

FY2025 AUDIT STATEMENTS

STATE OF NEW MEXICO
Commission of Public Records
Statement of Net Position
June 30, 2025

Exhibit A-1

	Governmental Activities
Assets	
Current assets	
State general fund investment pool	\$ 571,531
Petty cash	150
Receivables, net	7,150
Due from federal government	<u>1,980</u>
Total current assets	<u>580,811</u>
Noncurrent assets	
Capital assets	1,239,843
Less: Accumulative depreciation	(1,048,590)
Intangible right-to-use lease asset	1,822,948
Less: Accumulative amortization - lease asset	<u>(503,080)</u>
Total noncurrent assets	<u>1,511,121</u>
Total assets	<u>\$ 2,091,932</u>
Liabilities	
Current liabilities	
Accounts payable	\$ 57,846
Accrued salaries and benefits	61,391
Accrued compensated absences	221,838
Lease liability	<u>121,927</u>
Total current liabilities	<u>463,002</u>
Noncurrent liabilities	
Accrued compensated absences	95,074
Lease liability	<u>1,197,941</u>
Total noncurrent liabilities	<u>1,293,015</u>
Total liabilities	<u>1,756,017</u>
Net position	
Net investment in capital assets	191,253
Restricted for:	
General Fund	25,996
Special Revenue	6,007
Unrestricted	<u>112,659</u>
Total net position	<u>335,915</u>
Total liabilities and net position	<u>\$ 2,091,932</u>

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STATE OF NEW MEXICO
Commission of Public Records
Statement of Activities
For the Year Ended June 30, 2025

Exhibit A-2

Program expenses	<u>Governmental Activities</u>
Personal services and employee benefits	\$ 2,681,120
Contractual services	29,503
Other costs	249,757
Interest expense - lease	27,453
Amortization expense - Lease	123,428
Depreciation expense	<u>17,275</u>
Total program expenses	3,128,536
Program revenues	
Sales	151,227
Operating grants and contributions	<u>32,300</u>
Total program revenues	183,527
Net program expense	<u>(2,945,009)</u>
General revenues (expenses)	
Miscellaneous income	80
Transfers in-state appropriations	86,200
Transfers in-state general fund appropriations	3,063,400
Reversions to the state general fund FY 25 (Note 10)	(139,053)
Transfers	<u>-</u>
Total general revenues	3,010,627
Change in net position	65,618
Net position, beginning of year	390,984
Change in accounting principal - Note 15	(120,687)
Net position, beginning of year - restated	270,297
Net position - end of the year	<u>\$ 335,915</u>

STATE OF NEW MEXICO
Commission of Public Records
Balance Sheet
Governmental Funds
For the Year Ended June 30, 2025

Exhibit B-1
Page 1 of 2

	General Fund 17900	Non-Major Funds	Total
Assets			
State general Fund Investment pool	\$ 142,526	\$ 6,435	\$ 148,961
Due from federal government	-	1,980	1,980
Total assets	<u>142,526</u>	<u>8,415</u>	<u>150,941</u>
Liabilities and fund balance			
Liabilities			
Accounts payable	55,139	2,408	57,547
Accrued salaries and benefits	<u>61,391</u>	-	<u>61,391</u>
Total liabilities	<u>116,530</u>	<u>2,408</u>	<u>118,938</u>
Fund balance			
Restricted for:			
General government	<u>25,996</u>	<u>6,007</u>	<u>32,003</u>
Total fund balances	<u>25,996</u>	<u>6,007</u>	<u>32,003</u>
Total liabilities and fund balances	<u>\$ 142,526</u>	<u>\$ 8,415</u>	<u>\$ 150,941</u>

STATE OF NEW MEXICO
Commission of Public Records

Exhibit B-1
Page 2 of 2

Governmental Funds
Reconciliation of the Balance Sheet to the Statement of Net Position
June 30, 2025

Total Fund Balance - Governmental Funds	\$ 32,003
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Amounts reported for governmental activities in the Statement of Net Position

are different because:

Capital assets (not in internal service fund)	987,826
Accumulative depreciation (not in internal service fund)	(796,573)
Lease asset (not in internal service fund)	455,737
Lease accumulative amortization lease asset (not in internal service fund)	(250,419)

Internal Service Funds are used by management to account for the resale of records, goods, services, and publications. The assets and liabilities of the Internal Service Funds are reported within governmental activities in the government-wide Statement of Net Position.

Total net position, ending internal service fund	429,571
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Long-term liabilities (including lease obligations) and certain other liabilities, such as compensated absences, are not due and payable within the current period and, therefore, are not reported as liabilities in the governmental fund financial statements. Long-term and other liabilities outstanding at year-end consist of the following:

Lease liability	(205,318)
Compensated absences payable	(316,912)
Total net position of governmental activities	<u>\$ 335,915</u>

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, 2025

Exhibit B-2
Page 1 of 2

	General Fund 17900	Non-Major Funds	Total
Revenues			
Federal operating grants	\$ -	\$ 32,300	\$ 32,300
Total revenue	-	32,300	32,300
Expenditures			
Administrative services			
Personal services and benefits	2,682,729	-	2,682,729
Contractual services	22,890	-	22,890
Other costs	157,319	32,301	189,620
Capital outlay	59,995	-	59,995
Principal	71,673	-	71,673
Interest	15,942	-	15,942
Total expenditures	3,010,548	32,301	3,042,849
Excess (deficiency) of revenues over expenditures	(3,010,548)	(1)	(3,010,549)
Other financing sources (uses)			
Transfers in-other financing sources	86,200	-	86,200
Transfers in-general fund appropriation	3,063,400	-	3,063,400
Reversions to the state general fund FY25 (Note 10)	(139,053)	-	(139,053)
Total other financing sources (uses)	3,010,547	-	3,010,547
Net change in fund balance	(1)	(1)	(2)
Fund balance - beginning of year	25,997	6,008	32,005
Fund balance - end of year	\$ 25,996	\$ 6,007	\$ 32,003

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, 2025

Exhibit B-2
Page 2 of 2

Net Change in Fund Balance - Governmental Funds \$ (2)

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

Governmental funds recognize the full cost of an asset as an expenditure at the time of purchase. However, in the Statement of Activities, the cost of those assets—including lease assets—is capitalized and allocated over their estimated useful lives. These costs are reported as depreciation expense for capital assets and amortization expense for lease assets:

Capital Expenditures recorded in capital outlay	59,995
Depreciation expense	(17,275)
Lease amortization expense	(71,674)

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	21,292
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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	1,609
Lease principal payments	<u>71,673</u>
Change in Net Position of Governmental Activities	<u>\$ 65,618</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, 2025

Budgeted Amounts	Variance Budgeted Amounts Favorable (Unfavorable)			
	Original	Approved Final	Actual	Final to actual
Revenues				
Federal funds	\$ 40,000	\$ 40,000	\$ -	(40,000)
Other Financing sources	75,300	75,300	86,200	10,900
State general fund	<u>3,074,300</u>	<u>3,074,300</u>	<u>3,063,400</u>	<u>(10,900)</u>
Total revenue	<u>3,189,600</u>	<u>3,189,600</u>	<u>3,149,600</u>	<u>(40,000)</u>
Expenditures				
Current				
Personal services and benefits	2,924,700	2,924,700	2,682,729	241,971
Contractual services	75,000	75,000	71,644	3,356
Other costs	149,900	149,900	256,175	(106,275)
Capital outlay	-	-	-	-
Total expenditures	<u>3,149,600</u>	<u>3,149,600</u>	<u>3,010,548</u>	<u>139,052</u>
Excess of revenue over expenditures			139,052	
Reversion to the State General Fund FY 25			<u>(139,053)</u>	
Net Change in fund balance (GAAP basis)			\$ (1)	

STATE OF NEW MEXICO
Commission of Public Records
Statement of Net Position
Proprietary Funds
June 30, 2025

Exhibit D-1

	Governmental
	Activities
	Internal
	Service Fund
	<u>37100</u>
Assets	
State general fund investment pool	\$ 422,570
Petty cash	150
Receivables, Net	<u>7,150</u>
Total current assets	<u>429,870</u>
Noncurrent assets	
Capital assets	252,017
Less: Accumulative depreciation	(252,017)
Intangible right-to-use lease asset	1,367,211
Accumulative amortization - lease asset	<u>(252,661)</u>
Total noncurrent assets	<u>1,114,550</u>
Total assets	<u>\$ 1,544,420</u>
Liabilities and net position	
Liabilities	
Accounts payable	\$ 299
Lease liability	<u>51,125</u>
Total current liabilities	<u>51,424</u>
Noncurrent liabilities	
Lease liability	<u>1,063,425</u>
Total Noncurrent liabilities	<u>1,063,425</u>
Total liabilities	<u>1,114,849</u>
Net position	
Unrestricted	<u>429,571</u>
Total net position	<u>429,571</u>
Total liabilities and net position	<u>\$ 1,544,420</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, 2025

Exhibit D-2

	Governmental Activities Internal Service Fund <u>37100</u>
Operating revenues:	
Charges for services	<u>\$ 151,227</u>
Total operating revenues	<u>151,227</u>
Operating expenses:	
Contractual services	6,613
Other costs	60,137
Amortization expense - lease	<u>51,754</u>
Total operating expense	<u>118,504</u>
Operating income (loss)	<u>32,723</u>
Non-operating revenues (expenses)	
Miscellaniuos income	80
Interest expense	<u>(11,511)</u>
Total non-operating revenues (expense)	<u>(11,431)</u>
Net position, beginning of year	<u>408,279</u>
Net position - end of the year	<u>\$ 429,571</u>

**STATE OF NEW MEXICO
Commission of Public Records
Statement of Cash Flows
Proprietary Funds
For the Year Ended June 30, 2025**

Exhibit D-3

	Governmental Activities
	Internal
	Service Fund
	<u>37100</u>
Cash flow from operating activities	
Cash received from customers	\$ 220,139
Cash payments to suppliers for goods and services	<u>(66,783)</u>
Net cash provided from operating activities	<u>\$ 153,356</u>
Cash flow from noncapital financing activities	
Transfers	<u>\$ 80</u>
Net cash provided (used) by noncapital financing activities	<u>\$ 80</u>
Cash flow from capital and related financing activities	
Lease interest payments	\$ (11,511)
Lease principal payments	<u>(51,754)</u>
Net cash provided (used) by capital and related financing activities	<u>\$ (63,265)</u>
Net change in cash and cash equivalents	\$ 90,171
Cash & cash equivalents - beginning of year	<u>332,549</u>
Cash & cash equivalents - end of year	<u>\$ 422,720</u>
Reconciliation of operating income (loss to net cash provided (used) by operating activities	
Operating income (loss)	\$ 32,723
Adjustments to reconcile operating income (loss) to net cash provided (used) by operating activities	
Amortization expense	51,754
Changes in assets & liabilities:	
Receivables	68,912
Accounts payable	<u>(33)</u>
Net cash provided (used) by operating activities	<u>\$ 153,356</u>

Notes



Looking on Acequia Madre near Abeyta, NM, 1980
State Records Center and Archives photo collection

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Jose on roof of Elizabeth Sergeant's home
near Tesuque, 1922, Virginia Johnson
Photograph Collection, 0114-0115

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