



**MINUTES OF THE STATE COMMISSION OF PUBLIC RECORDS  
REGULAR MEETING – June 17, 2014**

The State Commission of Public Records convened at 9:30 a.m. on Tuesday, June 17, 2014 at 1209 Camino Carlos Rey, Santa Fe, New Mexico 87507.

**Members Present**

Robert J. Torrez	Chair, Historian
Edwynn Burckle	Cabinet Secretary, General Services Department
Christina Espinoza	Designee for the Honorable Secretary of State
Robert Mead, J.D.	State Law Librarian
Sonya Carrasco-Trujillo	Representative for the Honorable Hector Balderas, State Auditor
Mark Reynolds	Representative for the Honorable, Gary King, Attorney General
Jeff Pappas	Representative for the Department of Cultural Affairs

**Legal Representation**

Tania Maestas	Assistant Attorney General
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**Staff Present**

Linda Trujillo, Esq.	Acting Records Administrator
Antoinette L. Solano	Administrative Assistant
Ruben Rivera	Accounts Payable Officer
Pete Chacon	Information Technology, Chief Information Officer
Amanda Lopez	Management Analyst, Administrative Law Division (ALD)
Pamela Vigil	Management Analyst, ALD
Jackie Garcia	Agency Analysis Bureau
Leo Lucero	Director, Records Management Division, RMD
Emmanuel Jay Rodriguez	Santa Fe Record Center Bureau Chief
Susan Montoya	Management Analyst, RMD
Jennifer Camp	Management Analyst, RMD
Tanya Vigil	Management Analyst, RMD
Melissa Salazar	Director, Archives and Historical Services
Felicia Lujan	Archives Bureau Chief
Dr. Rick Hendricks	State Historian
Meghan Bayer	Grants Administrator
Emily Brock	Senior Archivist
Gail Packard	Administrative Secretary
Rachel Adler	Senior Archivist

**Guests**

Pam Nicosin	General Services Department/Facility Management Division
Vadra Baca	Regulation and Licensing Department (RLD)
Justin Woolf	RLD/CID
Chris Woodward	Department of Health/ABC
Lori Thornton	New Mexico State Library
Charles Schroeder	NM DoIT/EMC
Kirkie Bargas	Office of the State Treasurer

## I. OPENING ACTIVITIES

### A. CALL TO ORDER

The Chair called the meeting to order at 9:34 a.m. and asked Ms. Trujillo to introduce members of the Commission and explain Mr. Mead's departure and replacement. Ms. Trujillo introduced Mr. Jeff Pappas who has been appointed by the Secretary of Cultural Affairs. Mr. Pappas said his official title is Director of the Historic Preservation Division. He thanked the Commission for extending a warm welcome. Ms. Trujillo then explained that the longest standing Commission member, Mr. Mead, was moving on to another job. Mr. Mead thanked the Commission and noted that he is hoping that his Deputy Assistant, Mr. Paulson would be appointed as his replacement. The Chair commended Mr. Mead for his work on the Commission and his service to the State.

### B. APPROVAL OF AGENDA

The Chair entertained a **MOTION** to approve the agenda, including letter F that was added more than 72 hours before the meeting. Mr. Reynolds **MOVED** to approve the agenda and Mr. Mead **SECONDED** the motion. The motion **PASSED** unanimously.

## II. ACTION ITEMS

### A. MEETING MINUTES –March 18, 2014

The Chair entertained a **MOTION** to approve the minutes of the March 18, 2014 Commission meeting. Mr. Reynolds **MOVED** that the March 18, 2014 minutes be approved. Mr. Mead **SECONDED** the motion. The Chair asked about the time the Commission reconvened the meeting noted on page 8. Ms. Trujillo noted that on page 10 the Commission reconvened and there had not been a motion to go back into session. Hearing no further questions, the Chair called for a vote. The motion **PASSED** unanimously.

### B. REASONABLE NOTICE:

The Commission considered adoption of the FY15 Reasonable Notice Resolution pursuant to the Open Meeting Act, 1015-1 (D) NMSA 1978. Ms. Trujillo noted that last year the resolution was repealed from rule and put into a resolution that could be adopted annually. Last year also included increasing the timeframe to publish a final agenda to 72 hours. This year, the Resolution was amended as a result of a recommendation by the Chair who had pointed out that the State Records Act only required two members to convene a meeting instead of the prior resolution that required a majority of the members. Ms. Trujillo stated that the Commission was required to adopt an Open Meetings Resolution to define what reasonable notice is for this Body on an annual basis and historically the resolution is adopted at the last meeting of the fiscal year.

The Chair asked if notice can be given by email. Ms. Trujillo stated that the Resolution as written requires notice to be published in a newspaper of general circulation, the NM Register and on the agency website. The agenda is only published on the agency website. Secretary Burckle asked if it was mandatory to be published in the newspaper and the Register. Ms. Maestas stated that the Open Meetings Act only requires the notice be sent to newspapers or broadcast stations that request notice. Secretary Burckle said it seemed like there were too many steps and that many people use the internet for information. He suggested the Commission consider removing these requirements. Ms. Maestas advised the Commission that only publishing notice on the website was within the law and notice only need be sent to newspapers upon request. The Chair asked for clarification; would notice only be published in a newspaper if the paper makes a request. Ms. Maestas said that was correct. Ms. Trujillo said that she could change the notice requirements. She also said it was a couple hundred dollars a year for notice to be published in the newspaper.

The Chair entertained a **MOTION** to adopt the Resolution as amended to reflect that notice only be sent to newspapers that make a written request. Secretary Burckle **MOVED** and Mr. Robert Mead **SECONDED** the motion. The Chair called for a vote to approve the Resolution as amended. The following members voted yes: Chair Torrez, Secretary Burckle, Ms. Espinoza, Mr. Mead, Ms. Carrasco-Trujillo and Mr. Pappas. Mr. Reynolds **OPPOSED** the motion. The motion **PASSED**. Mr. Reynolds explained the Office of the Attorney General's position was to have more venues to notify the public rather than less and the cost was not prohibitive.

### C. BUILDING EXPANSION

Ms. Trujillo introduced Ms. Pamela Nicosin who was in attendance to represent the General Services Department/Facilities Management Division and answer any questions regarding the building expansion. Ms. Trujillo then presented a PowerPoint to explain the expansion process and how it was going to affect both the Santa Fe and Albuquerque Records Centers. The presentation also included information regarding storage issues that both centers were having and the benefits the expansion would provide. She said that the building housed three vaults: Archives, Micrographics and Electronic. The Santa Fe Records vault houses approximately 77,120 cubic ft. of material. The Santa Fe Archives has 20,667 linear ft. and the Albuquerque Center has 36,140 ft. She said both the facilities are at full capacity and not able to take more records. She said the agency regularly received requests to store record boxes. Ms. Nicosin noted that one of the things discovered during an inventory of all the buildings in the state was that every state agency had a storage box issue.

Ms. Trujillo stated that in FY 2010 the agency had put forth a 5 year plan that was completed by the ARC. The report projected growth for the next 30 years. The report included space requirements and the possibility of a location in the Las Cruces area that would be more efficient for agencies in that vicinity as opposed to bringing records to the Santa Fe or Albuquerque Records Centers. Ms. Trujillo said another issue the report found was that the SRCA should be doing more training to avoid agencies storing non-records with records.

Ms. Trujillo explained that the Infrastructure Capital Improvement Plan (ICIP), which Ms. Nicosin explained was the process for requesting funds from the Legislature to move forward with Capital projects. Ms. Trujillo said that agency received funding of \$600,000.00 in FY13 and the General Services Department (GSD) was working on the contract to create architecture/engineering plans. Ms. Nicosin stated that the contract was with DFA and that she was advised it was on its last review. DFA had a few questions in need of clarification but this would not stop the process. Ms. Nicosin further informed the commission that the contract could be completely signed and a purchase order in place within the next few days and the design work could begin.

Ms. Trujillo said some Commission members, SRCA staff, library staff and GSD staff had taken tour of the building to identify space in the building that could be used to expand. The back of the record center dirt area may be used to double the capacity of the record center. Ms. Trujillo also explained that she had attended a preliminary ICIP meeting, which Ms. Nicosin and staff from DFA attended, and there were a few issues that came up for discussion. The first was that the agency was not at a point to know what the construction costs were going to be and yet the ICIP packet that was distributed this morning was due on July 1, 2014. Therefore, the request will be limited to estimated construction costs. Another topic was the possibility of a two phase project. Internal conversations with Mr. Lucero, representing the record center, and Ms. Salazar, representing the archives, it was determined that state agencies need a place to store records. Ms. Trujillo said that the agency had done some expansion of the archives which included the purchasing of some lower density shelving to expand so that historic valuable records are not lost.

The Chair asked if the additional shelving was included in the request. Ms. Trujillo replied that the shelving had already been purchased and installed in the archives and Ms. Salazar stated that it provided much needed space for records. Mr. Reynolds asked if this request was only for one phase or both. Ms. Trujillo recommended the request include the full amount with an understanding that it could be done in two phases. Ms. Trujillo then requested that the Commission approve the ICIP request as presented. Secretary Burckle asked if there was a time line for the Architects. Ms. Nicosin stated that they were looking at a six month time frame because ICIP hearings will be held in October and she is hoping to have a more accurate number at that time to give to DFA and the LFC. The Chair asked to clarify the Fiscal Year that is being used. Ms. Trujillo advised him that it should read for FY 16.

Mr. Mead stated that these issues affect the district court records and that more agencies are in need of storage space. Ms. Trujillo also reminded the Commission that the Central Electronic Records Repository (CERR) is moving forward, but there is no long term accepted practice of keeping digitized records other than COM which is very costly. She said that Mr. Lucero and she would continue to review long term preservation requirements as the project proceeds. The Chair asked if the district court papers included a scanned copy of records. Mr. Mead said that they haven't been processing scanned documents for a few years due to it being a very expensive and time consuming process.

Ms. Trujillo said that once the ICIP Committee sets a date for a hearing she will notify the Commission as well as other entities that have expressed concern about not having space for storing records. She expressed that Commissioners and impacted agencies will be asked to testify on the CPR's behalf. Mr. Mead concurred that this was definitely a statewide issue.

Mr. Reynolds asked in the event that we are funded how many years would the expansion add for records storage. Ms. Trujillo said that the goal is 30 years but in reality not long at all. Mr. Reynolds asked where the numbers are actuated. Ms. Nicosin stated that there was a study done by the General Services Department (GSD) which reviewed the various options of expanding this building. This study was done by Ellis Browning Architects.

Ms. Trujillo stated that preliminary conversation had been related to space on the side of the State Library that could potentially be an upstairs archives facility. The other option was the Southwest room would move upstairs and the archives built in that area. She said this was still a challenge. However, there is space in the Library that GSD had already identified as being preferable to building out.

Agency staff has expressed concerns about the archives being underground. On the other hand, if archives are built upstairs there will be a need for an elevator for staff to move up and down stairs internally. She said there will be some cost involved in all of the ideas and this is what the Architects will determine. Ms. Trujillo then introduced Ms. Lori Thornton from the Library who could also answer any questions. Ms. Trujillo stated that there had been ongoing communication with the Library staff, and that Ms. Devon Skeele, the former State Librarian who had been involved was no longer with the Library.

Ms. Trujillo asked that the Commission approve the current ICIP request as it is written. Secretary Burckle asked if it would be possible to change the request after the architects make recommendations. Ms. Trujillo said that was possible. The Chair entertained a **MOTION** to approve the ICIP request; Mr. Mead **MOVED** and Mr. Reynolds **SECONDED** the motion. The Chair asked if there was any further discussion. Hearing none, the motion **PASSED** unanimously.

#### **D. RECORDS RETENTION AND DISPOSITION SCHEDULES**

### **1.18.665 NMAC, Executive Records Retention and Disposition Schedule (ERRDS), Department of Health**

Ms. Tanya Vigil presented amendments to *1.18.665 NMAC, Department of Health*. Ms. Vigil informed the Commission the purpose of the amendment to the records retention schedule for the Department of Health is to update the agencies current records creation and record keeping practices.

The following programs were considered: Families First Program, Women, Infants & children Program, Farmers Market Program, Commodity Supplemental Food Program, Emergency Medical Services, Injury & Behavioral Health, tuberculosis Prevention & Control, & Sexually Transmitted Diseases, within the Department of Health.

These amendments were reviewed by the Cabinet Secretary of the Department of Health, the State Records Center and Archives Internal Review committee and the Department of Health, Legal Counsel.

Ms. Vigil introduced Mr. Chris Woodward Legal Counsel and Mr. Charles Schroeder with the Emergency Medical Services Division both from the Department of Health. The Chair asked if there were any questions or comments. Mr. Schroeder confirmed the department had approved all the amendments. The Chair asked for clarification of a "putative father". Ms. Garcia stated that this particular definition was placed in the schedule many years ago and confirmed it was the correct definition for a vital record. Mr. Reynolds reiterated that this was a legal term which was also used at the Human Services Department and that it was the correct definition.

The Chair also asked for clarification for item S. Ms. Garcia stated the goal is to make all the definitions uniform for all state agency schedules. She said the definition is a new one and all the schedules will be conformed to add this language.

Mr. Reynolds asked if there were any records that retention was being reducing. Ms. Garcia replied there were not. The Chair asked whether the strike outs and items that were being replaced on page 20 are records that are now combined. Ms. Garcia responded that the records were now combined.

The Chair entertained a **MOTION** for adoption of the amendments; Mr. Reynolds **MOVED** and Ms. Espinoza **SECONDED** the motion. The Chair asked if there were any further questions or comments. Hearing none, the motion **PASSED** unanimously.

### **1.18.420 NMAC, ERRDS, Regulation and Licensing Department**

Ms. Trujillo stated that Ms. Jennifer Camp would present *1.18.420 NMAC, ERRDS, Regulation and Licensing*. Ms. Camp introduced Ms. Vadra Baca and Mr. Justin Woolf from the Regulation and Licensing Department. Ms. Camp stated the existing schedule for the Regulation and Licensing Department would be repealed and a new schedule was recommended for adoption. She also confirmed the amendments have been reviewed by the Regulation and Licensing Department, the State Records Center and Archives Internal Review Committee and Legal Counsel assigned to the Regulation and Licensing Department.

Ms. Trujillo mentioned this schedule had been worked on for a long time and has been pared down significantly. She acknowledged that this was a big accomplishment for the SRCA and RLD staff. The Chair stated that the schedule didn't reflect it was being repealed or have strike outs. Ms. Camp stated that when doing repeal and replace changes are not presented the same as an amendment. This rule was completely rewritten. The prior strikethroughs the Commission had approved had taken a year to process. Mr. Robert stated he remembered the work that has been done on this schedule. Ms. Camp stated that the

changes included the Construction Industries Division, the Pharmaceutical section starting from page 32 through 34 and the data bases on page 50 through 53. Mr. Reynolds asked if the staff from RLD was comfortable with the changes. Mr. Woolf stated that the changes were sufficient. The Chair entertained a **MOTION** to approve the repeal and replacement of *1.18.420 NMAC, Regulation and Licensing*; Mr. Reynolds **MOVED** and Secretary Burckle **SECONDED** the motion. The motion **PASSED** unanimously.

Ms. Trujillo informed the Commission that in the future the staff will simplify the repeal and replace so schedules were easier to understand.

#### **1.18.394 NMAC, ERRDS, Office of the State Treasurer**

Ms. Camp introduced Ms. Kirene Vargas from the Office of the State Treasurer. Ms. Camp informed the Commission that the proposed changes included a repeal and replacement for the existing schedule (ERRDS) for the Office of the State Treasurer and the modifications have been reviewed by the Office of the State Treasurer, the State Records Center and Archives Internal Review Committee and Legal counsel for the Office of the State treasurer.

The Chair asked to clarify and describe the word "warrant". Ms. Vargas replied that a warrant in this particular schedule is another word for checks that were made or distributed from the Treasurer's office. She said they do not receive many warrants due to the checks now being electronically deposited.

Ms. Camp stated that the major changes were consolidation of the files. There were also a few databases that were in creation at the time and were called a "track" that are no longer created. The Office of the Treasurer utilizes the SHARE system in addition to their own databases for investments as well as cash management. They not only depend on SHARE, they have a balancing system that is used in all divisions. Also some files have been captured off the report that were split apart and are no longer in creation. These have been extended from 5 years to 7 years to include any changes.

The Chair asked if there were any further comments. Mr. Reynolds asked if the Office of the State Treasurer was comfortable with the changes. Ms. Vargas stated they were. The Chair entertained a **MOTION** to approve the repeal and replace of *1.18.394 NMAC, ERRDS, Office of the State Treasurer*; Mr. Reynolds **MOVED** and Mr. Mead **SECONDED** the motion. The motion **PASSED**.

### **E. DEEDS OF GIFT**

#### **1. Carole Ann Darr Papers Relating to the Darr And Coury Families of Duran, NM**

Ms. Melissa Salazar presented the Carole Ann Papers. She said that Ms. Patty Vernon Fletcher wished to donate .5 linear feet of papers relating to the Darr and Coury Families of Duran, New Mexico on behalf of Carole Ann Darr who preserved the materials and brought them to the archives before her passing on June 7, 2013. Ms. Fletcher was Ms. Darr's personal representative. The collection, dating from 1907 to 2004, includes the business records of the Coury Mercantile Company of Duran, New Mexico.

Ms. Darr's grandparents were Anton J. Coury and Raffa Coury, owners and operators of the mercantile. On September 3, 1921 both husband and wife were shot during a robbery. Mr. Coury died from his wounds. Three of the men accused of the murder were hanged on July 28, 1922 and the fourth was hung on April 6, 1923. It was the last legal hanging in New Mexico. The incident is detailed in *Myth of the Hanging Tree; Stories of Crime and Punishment in Territorial New Mexico* by our Chair Mr. Robert Torrez.

The records include stock certificates, contracts, store inventories, tax assessments, and customer accounts, bills of sake, receipts, leases insurance policies, tax receipts, promissory notes, and financial

statements. Also included are report cards and high school diplomas for the Coury children, county ribbons won by Anna Sandoval, miniature views of Camp Roberts, CA sent by Private Alfonzo Sandoval, the last will and testament of Anna Sandoval, and other documents relating to the sale of the property.

The family's papers offer a unique look at the history of commerce in Duran, New Mexico during the first half of the 20<sup>th</sup> century. The papers will complement the Carole Ann Darr and Coury Family Photograph and Scrapbook Collection which was donated by Jawn McKinley at a previous meeting. This collection is comprised of eight photograph albums and scrapbooks that belonged to Carole Ann Darr. Members of the Sandoval and Hindi families of Duran are also included in the albums.

### **Carole Ann Darr (1942- 2013)**

Carole Ann Darr was born on December 10, 1942 in Santa Fe, New Mexico. Her parents were Aud Darr and Emma Coury. Ms. Darr attended school at Wood-Gormley, Harrington, Loretto and Santa Fe High. She attended college at UNM and Northwestern University in Evanston, Illinois, majoring in advertising. She was married for nine years to Patrick Isles Murray.

She worked in advertising in Chicago for numerous years and was chosen a Chicago's Ad Women of the Year in 1996. She returned to Santa Fe in 1999.

### **Sources Used:**

Carole Ann Darr visit

Carole Ann Darr and Coury Family Photograph and Scrapbook Collection

Carole Ann Darr Papers Relating to the Darr and Coury Families of Duran, NM

Santa Fe New Mexican, Legacy.com

The Chair entertained a **MOTION** to accept the deed of gift for the Carole Ann Darr Papers; Mr. Reynolds **MOVED** and Mr. Mead **SECONDED** the motion. The motion **PASSED** unanimously.

### **2. Ivan and Clarice Moore Collection of R. B. Dorsey Films**

Ms. Salazar said that Ms. VanAnn Moor wished to donate 45 reels of 16mm films and two reels of 8mm films, comprising approximately 7820 feet and dating mainly from the mid-1930s thru the 1940s. According to Ms. Moore, the films were shot by Russell. B. Dorsey of Albuquerque. After his passing, his wife Mary Edith Dorsey maintained them until her own death in 1968. Ms. Moore's grandmother, caretaker to Ms. Dorsey, saved the films from being discarded. The bank which administered their affairs could find no relations and advised her to discard their personal belongings. The films were then maintained by Ivan and Clarice Moore and then given to Ms. VanAnn Moore, who believed the materials should be preserved and shared.

The collections appears to be a mixture of reels of original footage shot by a filmmaker, and prints of commercially produced newsreel type films. All of the films are on acetate base, and all but two sound reels are optical sound.

The film reels were numbered and labeled and a Historical Film Collection Survey form was completed for each reel. Several boxes and cans contained written notes, which were copied and attached to the forms. The Excel spreadsheet provides an overview of the content/descriptive information, title, date, film stock, and condition notes.

The film reels were kept in their original boxes or cans, and on their original projection reels. Almost all of the boxes cans, and reels had one or two word descriptive information written on small pieces of tape, although in a least one instance the reel in the can did not correspond to what was written on the can.

There are also three reels of ¼" magnetic audio tape, two of which were clearly bundled with one reel of film. This suggests that the audio pertains to the reel of film, so they were kept together. There was also a single plastic bag containing small segments of film (not on reels) with pieces of tape identifying content. It was not possible to properly inspect the 8mm films due to our lack of 8mm rewinds.

The films may have been shot by R.B. Dorsey of Albuquerque, based on the return address on a box of film which had been mailed off for processing. Also one reel of film has footage labeled "Dorsey family circle". All of the original footage is from the same filmmaker, based on the writing on the reels.

The original footage was edited, using cement splices. The segments of film not on reels probably represented selects for, or trims from, editing.

The films are with a few exceptions from the mid to late 1930'. Most of the Kodachrome reversal footage has gaffed to magenta, indicating that it was manufactured before 1938, as the dyes in Kodachrome made after that date are color stable.

The original material contains New Mexico, Arizona, and Colorado locations, as well as one reel of New York City and one reel with scenes of the Illinois River. Footage of the South west includes Albuquerque, Santa Fe, and Estancias, San Felipe Pueblo, Skiing in the Sandias, the won of Madrid, Tent Rock Canyon, Mesa Verde, the Grand Canyon, and Ignacio Colorado. The newsreels are mostly of historical events with a few outliers such "The Cobra and the Mongoose" and "The Star Spangled Banner". One reel was labeled "Nude Awakening" and "I Don't Sunburn" but the film was actually a commercially produced film of the 1935 Hoot Gibson Rodeo.

Most reels exhibit warping and curling of the head and tail but not as much in the body of the film. Shrinkage ranged from 0.55 to 1.7%. The original cement splices are still in good condition, as is the film overall.

The Chair entertained a **MOTION** to accept the deed of gift of the Ivan and Clarice Moore Collection; Mr. Reynolds **MOVED** and Mr. Mead **SECONDED** the motion. The motion **PASSED** unanimously.

### **3. First Presbyterian Church Archives Film Collection**

Ms. Salazar said that Ms. Jean Ball, the Chair of the First Presbyterian History Committee of the First Presbyterian Church Archives wished to donate two reels of 16mm film, comprising approximately 800 feet and dating from 1943 through the 1960s.

Ms. Ball and the committee believe the New Mexico State Archives is a more appropriate place as the staff has more experience preserving and digitizing motion picture film. The Presbyterian Archives staff does not know who shot the film or how it came into their holdings. The Short films offer a glimpse into the Church's activities and history during the mid-1900. Ms. Melik also surveyed the films and provided the following information:

- The first film opens with what appears to be a dinner in the church, with the pastor speaking to the congregation. It includes footage of vacation bible school, outdoor scenes with children, possibly third graders.



- There is footage of a wedding in the church and then kids in a classroom follow.
  - The next is footage of "Church officers planning a conference", an outdoor meeting at what appears to be a retreat center in the mountains.
  - This is followed by footage of Girl Scouts going into the church and a brief shot of a Calendar with the date of January 1955.
  - The final sequence on the reel is of men taking apart and removing the church organ.
  - The total run time is 9:15. Footage is 333', shrinkage at the head, middle of reel, and tail measured at 0.45%, 0.45% and 0.35%. There is a torn sprocket hole at the head and most of the splices are cement with a few tape splices.
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- The second film opens with a title at 9:26: *Glimpses of a Church at Work*, with dates that appear to be 1943-1944.
  - The film is clearly edited and opens with shots in autumn, aspens, a few Santa Fe scenes, one showing the old Capitol Dome in the background, followed by San Francisco Street and Burro Alley. There is some footage of a procession and a sign for the First Presbyterian Church.
  - Another sequence follows with a man visiting a family home in what appears to be a South Capitol neighborhood. A wedding is shown, followed by more church scenes inside, then outdoor sequences of children's choir, Boy scouts and the Cross of the Martyrs with some kind of re-enactment, followed by a Christmas banquet at the church, and scenes of Pope Hall, and the Allison-James Boarding School in the mountains.
  - The film ends with springtime shots of lilacs and Easter lilies, the Cross of the Martyrs again, and ends with a sunset.
  - Spliced onto the reel at 21:28 is black and white footage from the 1960s, based on Governor David Cargo at the church, and then a group of people apparently walking from the church to the Palace of the Governors, where Cargo and another man speak at a meeting.
  - The reel ends at 22:32. The total footage of this reel is 467', with shrinkage at the head, middle and tail of reel measured at 1.2%, 1.1% and 1.2%. There is a torn sprocket hole near the tail. The Total run time is 13:06.

Both films are color Kodachrome reversal (except for the brief single per black and white footage at the end of *Glimpses*). Interior shots in both films are very dark for the most part- insufficiently lit.

The Chair entertained a **MOTION** to accept the First Presbyterian Church Archives Film Collection; Mr. Reynolds **MOVED** and Mr. Mead **SECONDED** the motion. The motion **PASSED** unanimously.

#### **4. Kathryn Thomas Family Papers Relating to Colonel Albert Eugene Van Patten**

Ms. Salazar stated that Mr. Frank Brito wished to donate family papers relating to Colonel Albert Eugene Van Patten. The papers comprise approximately .5 linear feet of materials dating from 1881 to 1977. The materials were maintained by his cousin, Kathryn Thomas. Both are descendants of Colonel Van Patten. Before her passing Ms. Thomas asked Mr. Brito to catalog the documents and find an appropriate archive for their preservation. Mr. Brito also a descendant Louis William Geck and whose papers are also maintained here thought the families' papers would complement each other. Additionally, there are numerous records already in the Archives that relate to the Colonel, including documents in the district court records and the Adjutant General records. Christopher Thomas, Kathryn's son and executor of her estate has provided a letter authorizing Mr. Brito to make the donation on behalf of his mother.

Colonel Van Patten was born on November 10, 1839, in Rome, New York, the son of Adam Van Patten and Nancy Adams, according to Mr. Brito, Colonel Van Patten arrived in the El Paso/Las Cruces area in 1857 as an employee of John Butterfield's Overland Mail Company. Upon the termination of the

Company's southern Route, he enlisted into Oury's Company of Arizona's Calvary, Confederate States Army. He fought at Val Verde, Glorieta and resided in Paso del Norte, Mexico until he returned to New Mexico in the 1870s. He was later elected Sheriff of Dona Ana County, helped found the NM Territorial Militia under Col. Albert Fountain, owned Van Patten's Mountain Camp at Dripping Springs in the Organ Mountains, was a high-ranking officer in the New Mexico National Guard when it converted from the State Militia and lived in Las Cruces until his death on February 28, 1926. He was involved in many high profile activities such as the Victorio Apache Wars, John Kinney rustler war, the investigation of Col. Fountain's murder at White Sands, the founding of New Mexico State University and obtaining a land grant for the Tortugas Indians.

The papers include original arrest warrants, criminal cases, and writs of commitment to prison, muster rolls, discharges, general orders, militia rosters, ration invoices, enlistment oaths, and newspaper clippings.

The Chair entertained a **MOTION** to accept the deed of the Kathryn Thomas Family Papers relating to Colonel Albert Eugene Van Patten; Mr. Reynolds **MOVED** and Mr. Mead **SECONDED** the motion. The motion **PASSED** unanimously.

#### **D. APPOINTMENT PROCESS/STATE RECORDS ADMINISTRATOR**

The Chair advised the Commissioners that he would entertain a **MOTION** to approve the Committee's recommended job description. He suggested a subcommittee be appointed to coordinate the selection process and make a recommendation for appointment at next meeting. He also noted that he would like the SRCA staff to be involved in the process as a candidate is brought forth. Ms. Maestas informed the chair that he didn't need a vote to appoint a subcommittee. The Chair said he believed advertising would be enhanced using social media and the subcommittee recommended a 30 day recruitment period. Mr. Reynolds stated that applicants would have until the end of July to submit an application and the process of choosing potential candidates and then interviewing would begin in August. He said that this would be a sufficient time to have a recommendation ready by the next meeting in August.

Mr. Mead recommended the starting range of the salary be \$100,000.00 and recommended CA certification is recommended rather than required. Secretary Burckle also stated the Governor doesn't need to approve the application process. He further stated that he had already communicated with SPO and they are willing to advertise this position on NEO-GOV and then give the agency a complete list of applicants. He recommended that the agency use social media and NEO-GOV. The Commissioners had further discussion on the pay range. The Chair asked that this also be posted on COSA, ARMA, NAGARA and SAA. The Chair suggested changing the starting salary to \$65,000.00 and advertise the end range at \$90,000.00.

The Chair entertained a **MOTION** to approve a \$65,000.00 start range and a \$90,000.00 end range for the State Records Administrator position; Mr. Reynolds **MOVED** and Ms. Espinoza **SECONDED** the motion. The motion **PASSED** unanimously.

### **III. NEW BUSINESS**

#### **A. Employee recognition**

Ms. Trujillo stated she would like to recognize a few individuals that would be receiving recognition under SRCA policy 110 for Extraordinary Service. She said the requests were received earlier but had not been presented to the Commission. The first person to receive recognition was Ms. Marlene Salvidrez who is a former Administrative Law Division Analyst who has taken a position at the State Personnel

Office. Ms. Trujillo felt it was important that she still be recognized for taking on additional responsibilities particularly when the division was short staffed and because she had outstanding customer service. Ms. Salvidrez supervisor at the time was Mr. Art Bransford who has retired. He complemented her on her good communication skills, dependability and attention to detail. Ms. Trujillo will present her with an award of recognition from our agency. The Chair asked what type of award. Ms. Trujillo said it was a letter of recognition and a certificate. She advised the Chair that she would be placing a copy of the certificate in the respective personnel file.

Next Ms. Trujillo introduced Mr. Emmanuel Rodriguez, the Records Center Bureau Chief. Mr. Rodriguez stated that he wished to commend Mr. Adrian Ortiz for his continuing dedication to the agency. He said Mr. Ortiz plays a very important role in the agency's annual destruction. This includes removing over 1,000 boxes and pulling around 200 boxes per day as well as his day to day duties. Mr. Rodriguez said that Mr. Ortiz had a zero error rate and commented that is very imperative for the safe guarding of the records stored within the facility not only for the benefit of the SRCA but for the agencies that store records with the agency.

Ms. Trujillo then introduced Ms. Melissa Salazar, the Archives Division Director. Ms. Salazar stated that she had the pleasure of recognizing Ms. Gail Packard for her hard work and diligence. She said as her supervisor she appreciated the outstanding customer service Ms. Packard provides the bureau. In fact, she consistently exceeds the expectations of her job in the areas of customer service, leadership, problem solving, efficiency, self-improvement and team work. In addition to her stellar work ethic, Ms. Packard's positive attitude makes the work environment pleasant and cheerful. Ms. Salazar stated that Ms. Packard exemplified the qualities of an employee who provides extraordinary service. Her interaction with staff and patrons remains highly professional. Her co-workers reported that she treats all staff members with respect and appreciation and they can always seek her council when posed with an unanswerable question. Her extensive knowledge of resources is indispensable to the Archivist on the floor and more importantly to the patrons. Ms. Packard serves both patrons and staff with efficiency and expert knowledge and a gracious attitude. Ms. Packard thanked all the staff.

Ms. Trujillo stated that the last recognition would be given to a team, which the policy allows. She said Mr. Pete Chacon, Mr. Robert Wise and Mr. Cody Misplay were being recognized for ensuring the entire agency has the technology and infrastructure to conduct business and to perform all of the agency's statutory obligations. They insure that all hardware and software are functioning and provide technical support in a timely manner. They research and recommend new and emerging technology that is faster, more reliable and also energy efficient. She said the staff commented on the team being exemplary in leadership and team work. Mr. Chacon has shown great leadership and on numerous responsibilities. Mr. Misplay has shown good problem solving skills in working to make the New Mexico Administrative Code, New Mexico Register and the HINTS data base searchable on the agency's web-site. She said Mr. Wise is extremely knowledgeable and is timely in the handling of help desk requests. She stated that she has been impressed how efficient IT staff is in identifying and repairing problems that arise. In fact, their cheerful attitude and can do approach is what makes working with them a pleasure. She said that the IT division had been functioning on very limited resources and yet has increased the agency's connectivity and functionality.

The Chair asked who recommended the IT Division be recognized. Ms. Trujillo stated the Division Directors had made the recommendations and some individual staff had provided letters of recommendation. The Chair thanked all the staff that were commended on a job well done.

#### **IV. OLD BUSINESS**

#### A. Election of Vice Chair

The Chair stated that at the last meeting there was discussion regarding a nomination for vice chair. He said upon reading the statute he discovered there is no requirement to have a vice chair. The only requirement is for a Chair and Secretary. He asked if there would be an issue in not having a Vice Chair. Ms. Maestas stated she did not foresee any issues. The Chair asked if he needed a nomination for the Secretary position since Mr. Mead was leaving the Commission. Commissioners agreed a Secretary should be elected to assume both Secretary and vice chair responsibilities. The Chair then asked for nominations for Secretary. Mr. Reynolds proposed that the title be Secretary/Vice Chair. Commissioners asked if they could nominate the new State Law Librarian. Ms. Maestas advised them that they would have to call a name for this position. The Chair suggested the Commission table the election until a new State Law Librarian was appointed. He entertained a **MOTION** to **TABLE** the election; Mr. Reynolds **MOVED** and Ms. Espinoza **SECONDED** the motion. The motion **PASSED** unanimously.

#### V. DIRECTOR'S REPORT

Ms. Trujillo that introduced three new employees: (1) Ms. Maria Susan Montoya is a records analyst who will be updating records retention and disposition schedules; (2) Ms. Pamela Lujan-Vigil is an analyst with the Administrative Law Division; and (2) Ms. Rachel Adler, a an Archivist A in the Archives Division. She noted that in the Commission packet the Director's report reflected that there were three positions that are in the process of hiring and five positions. She said there are funds available in the budget to hire at least one or two of the vacant positions.

She also reported on the performance measures; stating the agency is on track and she will have final FY14 numbers to report at the next Commission meeting. Secretary Burckle asked if there would be any changes to the performance measures. Ms. Trujillo stated that the agency will not be making any changes to performance measures currently in place with the Department of Finance Administration and the Legislative Finance Committee. She said that she and Mr. Martinez had negotiated for the measures over the course of the last two years and that she was confident with them as written. Ms. Trujillo reported that she would prefer moving the records retention schedules down from 40% to 30% but both the DFA and LFC analyst denied the request. The reason is to reflect that the agency still has vacancies to fill and is not able to meet performance measures.

In regards to internal performance measures, the suggestion from the Commission that 109 measures are to many was taken into consideration and Mr. John Martinez had started the process of paring those down. She said she will continue working with the Division Directors to reduce the measures for fiscal year 2015. Ms. Trujillo noted that her responsibilities of both Acting State Records Administrator and Deputy have been somewhat overwhelming, but the staff has been patient and helpful and she will stay on top of the agency goals.

The Chair noted the only measure not achieved was an Archives and Historical Services Division measure and asked if that was a result of the agency being short staffed at the time. Ms. Trujillo stated the measure should have been identified as a Records Management Division measure and the Chair is correct that it is because of vacancies.

Ms. Trujillo also advised the Commission about budgetary and IT information. She stated that the agency had received \$104,422.00 in revenue for the revolving fund. The projected amount was \$116,700.00 so the agency is within \$12,000.00 dollars, and she does not anticipate using the revolving fund this year. She reported she's worked with each Division Director to ensure they have the resources they need, but a significant amount has been used for IT upgrades to help all staff and Archives patrons and staff that

significant amount has been used for IT upgrades to help all staff and Archives patrons and staff that process materials for public access. For example, the agency is virtualizing the servers and going to an active directory which is more efficient. Mr. Chacon stated that the staff will be able to access more applications and it will help in replacement of agency servers. Ms. Trujillo stated this change was discussed with the IT division a year ago and DoIT is asking agencies to move in this particular direction.

The Chair asked the Archives staff how the digitizing project was going. Ms. Salazar stated that the staff was working on the Spanish Archives of NM series two and next was Spanish Archives of NM series one, which will complete the contract with Ancestry.com. She said that SANM one was not started because Ancestry was negotiating an agreement with the National Archives and Records Administration (NARA). The Chair asked for clarification as to SANM-1 not being owned by New Mexico. Ms. Salazar stated that he was correct; these records are loaned to NM and owned by NARA. Ms. Trujillo stated that concluded her report.

#### VI. SCHEDULING OF NEXT MEETING

The Chair entertained a **MOTION** to schedule the next meeting for Tuesday, August 26, 2014. Ms. Trujillo noted the next meeting will focus on budget approval and as many Commissioners as possible are need in attendance; Mr. Reynolds **MOVED** and Secretary Burckle **SECONDED** the motion. The motion **PASSED** unanimously.

#### VII. ADJOURNMENT

The Chair entertained a **MOTION** to adjourn; Mr. Reynolds **MOVED** and Secretary Burckle **SECONDED** the motion. The motion **PASSED** unanimously. The meeting adjourned at 11:45 a.m.

Submitted by:

Linda M. Trujillo, Acting State Records Administrator

Date

26 Aug. 2014

Attested by:

Robert J. Torrez, Commission Chair

Date

8-26-14

Minutes approved on:

26 Aug 2014