

**MINUTES OF THE STATE COMMISSION OF PUBLIC RECORDS  
REGULAR MEETING – December 3, 2013**

The State Commission of Public Records convened at 9:30 a.m. on Tuesday, December 3, 2013 at 1209 Camino Carlos Rey, Santa Fe, New Mexico 87507.

**Members Present**

Frances Levine, Ph.D.	Chair, Director, Museum of New Mexico
Edwynn Burckle	Cabinet Secretary, General Services Department
Dianna J. Duran	Honorable Secretary of State
Robert Mead, J.D.	State Law Librarian
Robert J. Torrez	Historian
Jim Noel	Representative for the Honorable Hector Balderas, State Auditor

**Members Not Present**

Mark Reynolds	Representative for the Honorable, Gary King, Attorney General
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**Guests**

Patricia Herrera	Secretary of State (SOS)
Christina Espinoza	SOS
Bobbi Shearer	SOS
Ken Ortiz	SOS
Myron Armijo	Governor, Pueblo of Santa Ana
Ray L. Leon	Lieutenant Governor, Pueblo of Santa Ana
Richard W. Hughes	Special Counsel to the Pueblo
Dr. Phillip H. Shelley	Director, Santa Ana Tribal Historic Preservation Office
Timothy Menchego	THPO, Cultural Resource Coordinator and Pueblo Religious Leader

**Staff Present**

John Hyrum Martinez , C.A.	State Records Administrator
Linda Trujillo, Esq.	Deputy State Records Administrator
Antoinette L. Solano	Administrative Assistant
Pete Chacon	Information Technology, Chief Information Officer
Leo Lucero	Director, Records Management Division, RMD
Art Bransford	Director, Administrative Law Division
Jackie Garcia	Agency Analysis, Bureau Chief, RMD
Pete Gurule	Management Analyst, RMD
Jennifer Camp	Management Analyst, RMD
Tanya Vigil	Management Analyst, RMD
Louise Wood	New Mexico Register
Robert Martinez	Assistant State Historian
Felicia Lujan	Archives Bureau Chief

**I. CALL TO ORDER**

The Chair called the meeting to order at 9:33 a.m.

**II. APPROVAL OF AGENDA**

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The Chair entertained a **MOTION** to approve the agenda. Mr. Robert Torrez so **MOVED** and Ms. Patricia Herrera **SECONDED** the motion. The motion **PASSED** unanimously.

**III. APPROVAL OF MINUTES –**

The Chair entertained a **MOTION** to approve the minutes of the August 27, 2013 meeting. Mr. Robert Torrez had a change on page three; on the second paragraph scope and content of the Russell B. Rice papers on line six depending on what the agreement the phrase should read the Brazito land grant not the Brazita. The Chair noted the change and asked if there were any more corrections, hearing none; the Chair called for a vote. Mr. Torrez **MOVED minutes as corrected** and Secretary Duran **SECONDED** the motion. The motion **PASSED** unanimously.

**IV. ACTION ITEMS**

**A. Records Retention and Disposition Schedules**

**1.18.370 NMAC, Executive Records Retention and Disposition Schedule (ERRDS), Secretary of State**

Mr. Martinez introduced the first schedule as a proposed repeal and replacement to *1.18.370 NMAC, Secretary of State*, which would be presented by Mr. Pete Gurule. Mr. Gurule informed the Commission that the existing Executive Retention and Disposition schedule for *1.18.370 NMAC ERRDS, Secretary of State* is being repealed and replaced. This has been reviewed by the Secretary of State and the review committee of the State Records Center and Archives, and the Legal Counsel of the Secretary of State. The Chair asked if there was any discussion. Mr. Torrez asked by whom was the schedule being repealed. Mr. John Martinez stated that these actions (both repealing the old rule and replacing with a new one) were being proposed to the Commission. The Chair asked for a summary of the changes.

Mr. Gurule said that the changes had taken a number of records series that described individual forms and combined them into files. The schedule was condensed and the files were clarified. The change made the schedule more readily understood. Secretary Duran stated that this was a chance to update the schedule for the benefit of the Commission and that the Secretary of State's office had inherited the Corporations Division from the PRC on July 1<sup>st</sup>. These changes included records related to the Corporation Commissions section. Secretary Duran introduced her staff for any comments or questions. Secretary Burckle asked if there were any certain changes to the Corporation Commission section, Secretary Duran said, no changes were made. The Chair asked Tania Maestas if Secretary Duran can vote on the repeal and replacement. Ms. Maestas said, yes.

The Chair entertained a **MOTION** for approval of the repeal and replacement. Secretary Duran **MOVED** and Secretary Burckle **SECONDED** the motion. The Chair asked if there were any further comments or discussion, hearing none. The motion **PASSED** unanimously.

**1.18.508 NMAC, ERRDS, New Mexico Livestock Board**

Mr. Gurule informed the Commission that the current Executive Records and Disposition Schedule for *1.18.508 NMAC, New Mexico Livestock Board* was being repealed and replaced. The new rule was reviewed by the Livestock Board, State Record Center and Archives internal review committee and legal counsel assigned to the Livestock Board. The Chair asked for

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summarization of the changes to the schedule. Mr. Gurule stated that changes update the existing schedule. The record series were being changed to reflect the current procedures of the Livestock Board. The Chair stated that in the past when the Commission received the packets for the schedules included were the strikeout version. She said that was very helpful and would like that it be included in future packets. The Chair asked for any comments or questions. Mr. Robert Mead asked if any staff from the Livestock Board was present. Mr. Gurule stated there was not. The Chairs entertained a **MOTION** for approval of the repeal and replacement. Mr. Mead so **MOVED** and Secretary Duran **SECONDED** the motion. The Chair asked for any comment or questions, hearing none. The motion **PASSED** unanimously.

The Chair asked for the marked up version of the next proposed repeal. Ms. Jackie Garcia stated that the repealed portions have never been placed in the Commission Packets. The marked up versions are only included when there is an amendment to a schedule. Mr. John Martinez stated that the packets could provide the current version of the rule that is proposed to be repealed. The Chair stated that the summary of what is being changed would be helpful to the Commission. Mr. Mead stated that it should only be a brief summary for guidance as to what is being repealed.

**1.18.950 NMAC, ERRDS, Higher Education Department**

Ms. Jennifer Camp presented the next item for approval. Ms. Camp stated that this was a replacement schedule for the existing Executive Records Retention and Disposition Schedule (ERRDS) for the New Mexico Higher Education Department. The existing schedule for the New Mexico Higher Education Department will be repealed.

The purpose of the New Mexico Higher Education Department was to develop and coordinate policies and programs to help all New Mexicans reach their full potential through higher education. The department is committed to ensuring that our colleges and universities are producing graduates who can compete successfully in the global workforce. In coordination with the institutions of higher education throughout the state, the Department is working to produce a skilled, educated workforce that will stimulate economic growth and bring prosperity to all citizens of New Mexico.

The new rule was reviewed by the New Mexico Higher Education Department, the State Record Center an Archives Internal Review Committee and legal Counsel assigned to the New Mexico Higher Education Department. The Chair asked if there were any staff from the Higher Education Department. Ms. Camp replied there was not. Mr. Torrez asked if in the past if the retention schedules were longer. Ms. Jackie Garcia stated that in the past the analyst would document every single form created by an agency. This was confusion for a lot of agencies because the forms were a piece of a consolidated file. The retention then is placed on the file not each individual form. This is why the schedules are becoming shorter. Mr. Torrez asked if then these are file retention schedules as opposed to record retention schedules. The Chair stated that her understanding is that the retention period for the file is the maximum length of time of any subset of that file.

Mr. Martinez said that the issue is that many of the agencies may be storing the files in a certain capacity and it would have remained in the old procedure and the agencies would have to go through each file and pull out the ones that have different retentions. Ms. Garcia said that it

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makes storing records more manageable. The Chair asked Ms. Camp if there was anything she would like to add. Ms. Camp stated that this schedule had not been updated in years. Mr. Torrez stated for clarification if these were the changes of files that were being reviewed at this time. Ms. Camp said, yes.

The Chair asked if this was a specific federal grant or if it was a program that was creating for records retention schedules or for things that are tied to a specific grant that may not continue. Ms. Camp stated that most of the grants are from the Higher Education Department. The Chair then asked if the grants were not available if the record center would have to go back and modify the retention schedule. Ms. Camp said it would be reviewed at the time of the change.

The Chair entertained a **MOTION** to accept the repeal and replacement of 1.118.850 NMAC, ERRDS, Higher Education Department. Mr. Torrez so **MOVED** and Secretary Duran **SECONDED** the motion. The motion **PASSED** unanimously.

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

Ms. Camp presented the next item on the agenda, the amendment to the *1.18.440 NMAC, ERRDS, Regulation and Licensing*. The purpose of this amendment is to schedule and update the current records in accordance with current practices. The amendments are for the following programs: Hoisting Operator, Employee Leasing Program, Carnival Ride Insurance Program, Nutrition and Dietetics board, Landscape Architecture board, Osteopathic Examiners board, Pharmacy board, Podiatry board, Psychologist Examiners board, Social Work Examiners board and the Real Estate Appraiser board.

The Chair asked for a summarization of the changes, and Ms. Camp provided a detailed explanation of the proposed changes.

The amendment was reviewed by the Superintendent of the Regulations and Licensing Department, the State Records Center and Archives Internal Review Committee and the Regulation and Licensing Department's Legal Counsel. Mr. Robert Mead stated that the retention periods fluctuated between 8 and 50 years he asked for clarifications on why this was done. Ms. Camp said that it depended on the type of licensure and the subject matter. Some of the retention periods were also changed to ensure that records storage was tied to the closing of the record. The previous retention implied that active records would be stored in the Records Center, which is not allowed. The new retention is based on a trigger date that closes the record and makes it inactive.

Mr. Mead asked if the 50-year retention period was sufficient. Ms. Garcia said that the new retention was set from the time the licensee is no longer licensed, which is a more beneficial time span for the Regulation and Licensing Department.

The Chair asked if there were any further comments or discussion; hearing none, The Chair entertained a **MOTION** to approve the amendment. Secretary Burckle so **MOVED** and Mr. Mead **SECONDED**. The motion **PASSED** unanimously.

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Mr. John Martinez asked the Commission to excuse the Archives and Historical Services Division Director, Ms. Melissa Salazar and Historian, Dr. Rick Hendricks for personal family reasons. Ms. Felicia Lujan presented the deeds of gift.

**B. Acceptance of Deeds of Gift**

Ms. Lujan informed the Commission that there would be three deeds of gifts for consideration

**1. Carole Ann Darr Collection of Darr-Coury Family Photograph Albums and Scrapbooks**

Ms. Lujan stated that Ms. Jawn McKinley wished to donate eight photograph albums and scrapbooks that belonged to Carole Ann Darr, who passed away on June 7, 2013. In her Last Will and Testament, Ms. Darr left the photos and scrapbooks to Ms. McKinley, who lives in Arizona. The images relate to the Darr-Coury families of Duran and Santa Fe, New Mexico. Ms. Darr's grandfather, Anton Coury, was the owner of Coury Mercantile in Duran. He was murdered on September 3, 1921, during a robbery. Her grandmother Rafna Coury was also shot but survived. Three of the men accused of the murder were hung on July 28, 1922, and the fourth was hung on April 6, 1923. It was the last legal hanging in New Mexico.

The Chair asked if there was any comment or discussion. Mr. Torrez explained the story involving the murders. The Chair asked if the Archives had more of the documents and he said he was not certain. Ms. Lujan said she would research it further. The Chair asked for any other comments or discussion. Mr. Torrez asked why the deed of gift was not signed in the packet, and Mr. John Martinez explained that he signs the documents only after the Commission has approved the deeds of gift. The Chair entertained a **MOTION** to accept the deed of gift. Mr. Torrez so **MOVED** and Secretary Duran **SECONDED** the motion. The motion **PASSED** unanimously.

**2. Nancy Burgess Collection of New Mexico Postcards**

Ms. Lujan stated that Ms. Nancy Burgess wished to donate her postcard collection containing images of New Mexico. Ms. Burgess is a collector of postcards and had copies relating to our state. Ms. Burgess first contacted the Archives regarding the identification of an early postcard, and Assistant State Historian Rob Martinez and Ms. Melissa Salazar assisted in identifying the image of Taos Pueblo. Ms. Burgess, a resident of Prescott, Arizona, felt that donating the image to a New Mexico repository would better for New Mexico researchers.

The Chair asked if the Archives ever digitizes these collections and puts them on-line. Ms. Lujan stated that they do, however, some of the collections fall under copyright issues, which is researched by staff. The Chair stated that it could be done with low resolution and water marked so they are not useful for personal use or publication. Mr. Martinez said the agency plans to scan the documents and have them available to the public.

The Chair entertained a **MOTION** to approve the deed of gift. Secretary Duran so **MOVED** and Mr. Jim Noel **SECONDED** the motion. The motion **PASSED** unanimously.

**3. Marion "Jinx" Junkin Theater Papers**

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Ms. Lujan said that Ms. Carol McGriffin wishes to donate approximately 3 linear feet of materials that belonged to Marion Allworth “Jinx” Junkin, founder of the Jinx Magic Theater, the Theater of Music, and producer of numerous musicals in Santa Fe since 1954. Ms. Junkin passed away on October 30, 2012, and in her last will and testament, she appointed Ms. McGriffin as her personal representative including power of attorney. The collection includes correspondence, programs, photographs, newspaper clippings, video tapes, audio tapes, flyers, awards, scrapbooks and posters. The material will compliment other holdings, including the Dale and Dee Barber Santa Fe Community Theater Collection and the New Mexico Opera and Theater Collection.

The Chair asked if there were any comments or further discussion. Mr. Torrez said that he knew that new things become old and more valuable. He asked if this current donation would fit well into the motion picture collection and videos. Ms. Lujan stated that they would complement the collections that are currently housed with the Archives. Mr. Torrez asked if these were videos of motion pictures or were they of the plays that they were performing. Ms. Lujan stated, yes. The Chair stated that she knew some of the work was performing with children, and that it was very hard to find materials that document childhood memories in New Mexico. She asked Ms. Lujan if there records of the productions with children. Ms. Lujan replied that Ms. Junkin did work with the Santa Fe Children’s Museum with an outreach program. The Chair asked if many of the puppets they used were in the collection. Ms. Lujan said that she didn’t know of any but they might have been donated to where she had attended school. The Chair entertained a **MOTION** to accept the deed of gift. Mr. Robert Mead so **MOVED** and Secretary Duran **SECONDED** the motion. The motion **PASSED** unanimously.

**C. Loan Agreement**

**1. Between the State Records Center And Archives and the Pueblo of Santa Ana**

Governor Myron Armijo of Santa Ana Pueblo introduced his staff: Mr. Ray Leon, Lieutenant Governor; Dr. Phillip Shelly, Director of the Santa Ana Tribal Historic Preservation Office; Timothy Menchego, THPO Cultural Resource Coordinator and Pueblo religious leader; and Richard Hughes, Special Counsel to the Pueblo. The Chair asked who would present the agreement, and Mr. Martinez responded that Ms. Lujan would present.

Ms. Lujan welcomed the Governor and his staff. She stated that the State Record Center and Archives staff along with the Pueblo worked very hard to finalize the agreement. She wanted it noted that the documents will be reviewed and will be electronically available. She also wanted to extend thanks to the Honorable Governor Myron Armijo, Santa Ana Pueblo and the Tribal Council Board, as this the State Record Center and Archives truly appreciates this historical event. Appreciation was also expressed to Dr. Rick Hendricks who provided the transcriptions and translations for many of the documents, to Ms. Linda Trujillo who helped review the loan agreement, and to Mr. Richard Hughes who helped construct the agreement and facilitate the loan.

Mr. John Martinez stated that some time ago Mr. Hughes approached the Archives with the thought of housing their important land records in the archives vault to ensure they would be maintained in a secured facility with proper environmental controls. Mr. Martinez explained that the records would be kept in the archives vault but would not be accessioned. Instead, the

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records would be on loan to the State Record Center and Archives, with the Pueblo of Santa Ana maintaining ownership. Through the loan, the State Records Center and Archives would have permission to digitize the records and make copies available to the public and the Pueblo. The Chair asked if he would like to characterize many of the documents. Mr. Martinez said that the records were land records that established the boundaries of the area that belongs to the Pueblo of Santa Ana. The Chair asked if Mr. Hughes had any questions or comments.

Mr. Hughes stated that some of the documents date back to 1709 and document Santa Ana's acquisition of land over time. He said that there was never a grant of land given, but that the Pueblo purchased all of its lands. The documents begin in the Spanish period and continue through the American period including letters from James Calhoun and title land grants from the United States Government. He explained that staff reviewed the records and found they document the struggles the Pueblo had in maintaining its land through the governments of Spain, Mexico, and the United States.

Mr. Hughes said that Dr. Rick Hendricks spent the much of his time with the transcriptions and translations, which will be included with the records. He said with the Pueblo's permission he had worked with Dr. Hendricks and Malcolm Ebright to co-author a book on Pueblo land and the Santa Ana acquisition. He said that he had never seen a collection this extensive with so much history. He said he was fortunate that the Tribal Council had agreed to loan the documents to ensure their preservation. The Chair thanked Mr. Hughes for his insight.

Governor Armijo stated that these documents are very important to the Pueblo and was very grateful that the Tribal Council took the step forward to loan them to the State so that they could be preserved for decades to come. He explained that the documents exist today because they had been handed down from Governor to Governor in a box tied with string. His father and grandfather during the holidays would open the box and read them as they were in Spanish. He reiterated the historical importance and value of these documents. He expressed his appreciation to the Commission for housing the documents and his hope that the Pueblo and the SRCA have a long relationship preserving these documents and making them available to the public.

Secretary Duran thanked the Governor of the Pueblo on behalf of the State and all New Mexicans for the opportunity to house and preserve these documents.

The Chair stated this was a historic day, and urged both the Tribal Council and the State Records Administrator to write a joint press release about this venture. Mr. Torrez stated that over the years he has been told of many of the Pueblo records and he hoped this endeavor would serve as an example for the other Pueblos. He thanked the Pueblo for its decision.

Mr. Robert Mead stated that it may be a good idea to conduct tours of the archives vault for other sister governments which would show what the State Archives can offer. Ms. Lujan stated that our agency is one of the top facilities in the nation for storing documents. The Chair asked Mr. Martinez to include in the agenda a tour of the archives vaults during the next Commission meeting.

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The Chair asked the Governor if he knew that he had made history for the Pueblo of Santa Ana. Governor Armijo asked if a prayer could be given on this historic day.

The Chair asked Tania Maestas, if she needed to call for a vote to accept the agreement before they proceed. Ms. Maestas answered yes. The Chair entertained a vote to accept the loan agreement with the Pueblo of Santa Ana. Secretary Duran so **MOVED** and Secretary Burckle **SECONDED** the motion. The motion **PASSED** unanimously.

A prayer was offered and the records were immediately moved to the archives vault.

**V. New Business**

**A. Election of Officers**

The Chair opened the floor for nominations for Chair, Vice Chair and Secretary. The Chair nominated Mr. Torres for Chair, Secretary Burckle **SECONDED** the motion. The motion **PASSED**. Mr. Mead nominated Dr. Levine for Vice-Chair, Secretary Duran **SECONDED** the motion. The motion **PASSED**. Secretary Burckle nominated Mr. Robert Mead for Secretary. Mr. Jim Noel **SECONDED** the motion. The motion **PASSED**.

**B. Presentation on the State Record Center And Archives**

Mr. Martinez presented a slideshow of the day to day operations of the SRCA. He explained the many different divisions that follow the scope and mission of the agency. He reviewed organizational charts, New Mexico Historical Advisory Board and the Heritage On-line catalog. He stated that Administrative Law Division Director, Art Bransford would be retiring with many years of service to the state of New Mexico. Other topics discussed were the policies of the agency's strategic planning and performance measures and the annual reports.

**VI. Old Business**

**A. Building Update**

Mr. Martinez thanked the staff of GSD and Pamela Nicosin and her staff. He said they had guided the agency through the RFP process to select an architect for the building expansion. He said he was on the selection committee and at the beginning of November the committee selected an architectural firm. Mr. Martinez could not announce the selection publically but would do so at a later time when it was allowed.

He said meeting would be held between the SRCA and the State Library to discuss the expansion and its effects on the programs in the building. Secretary Burckle informed the Commission that the Capitol Buildings Planning Commission had a few hearings at the Roundhouse to determine which funding requests should be introduced during the next legislative session. He complimented the SRCA staff, particularly Ms. Linda Trujillo, for making a great presentation. He said that they would continue to meet on the issues related to the capital outlay for the expansion of the building. And he looked forward to seeing what will happen after the January session.

Mr. Martinez expressed his thanks that his staff was able to attend the Capitol Buildings Planning Commission hearing when he could not attend. The Chair asked if this was phase two of the project concept. Mr. Martinez stated that the concept had already been done and that this



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phase would provide specific architectural and engineering plans. The money being requested from the Legislature would go toward the actual build. The Chair asked to clarify if the request was for funding of both record centers. Mr. Martinez said that it included the expansion of the Archives vault and the Santa Fe Record Center.

Mr. Torrez commented on the State Records Administrator having to attend the Commission Meetings and if he could delegate the responsibility to the Deputy Administrator when he was unavailable. Mr. Martinez stated that the Public Record Act states the Administrator shall attend the Commission meetings.

Mr. Martinez explained that work continues on some of the cameras on the building. The door issues are still being reviewed and the database is being rebuilt. He thanked the Staff of the agency for being cooperative with these building issues. Secretary Burckle asked if the work was being done under warranty. Mr. Martinez stated those cameras under warranty were still down but a work order had been established to finish the work. He said that he had spoken to the vendor that is installing the equipment and he had placed a work order at the General Services Department. The Chair thanked Secretary Burckle for this assistance with the building issues.

**B. Potential Legislation Activities**

Mr. Martinez stated that there will be possibly two actions; one that was discussed at the last meeting was dealing with County records. Secretary Burckle asked who was presenting the Legislation. Mr. Martinez said he did not know at this time, but that Senator Ivey-Soto has been working on it. He stated that there may be proposed amendments to the State Rules Act that had been going on the last three sessions. He had worked on this particular issue while he was on the Task force that was put together a few years ago.

The Chair asked who was proposing the amendment and Mr. Martinez said he did not know at this time but again Senator Ivey-Soto was working on it. Mr. Martinez stated he would keep the Commission informed of these Legislative issues. Mr. Robert Mead asked if there were staff involved with the proposal that is with the understanding as to what is being proposed. Mr. Martinez stated, yes. He reiterated that he would keep them informed of any changes.

**VII. Directors Report**

Mr. Martinez reported that the agency had two new hires, Ms. Tanya Vigil, Management Analyst with the Records Management Division, who was in attendance, and Mr. Joseph Lovato, Financial Specialist with the Administration Division, who could not attend because he was at financial training. He said that the agency had two Archivist positions that had received listings and had been interviewed and offered but the offers were rejected. Mr. Torrez asked for clarification of the Archivist position and if it had indeed been vacant for the last two years. Mr. Martinez stated that was not the Archivist position but rather the staff position. The Chair asked as to why the positions weren't taken from the agency. Mr. Martinez replied that because the SRCA is an independent agency it has more control over the vacant positions. With the new budget the agency is asking that these two positions be filled.

Mr. Martinez stated that the agency was waiting for the list of applicants so that interviews could commence for the Director of the Administrative Law Division. Interviews for the two other

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vacant positions should happen in the near future and three other positions will remain vacant. He said that it is taking longer to hire and complications with the listings have caused that a number of the positions had to be re-advertised. The Chair said that she sees it as a state-wide issue. Other Commissioners expressed similar concerns.

The State Records Administrator reviewed the report of performance measures from the agency's strategic plan.

The first measure deals with grants given by the Historical Records Advisory Board. Mr. Martinez explained that the grants have been very effective and that Senator Michael Sanchez had written a press release regarding the grant given to the Pueblo of Isleta. The release was picked up by the Associated Press and was published nationally.

He said that the next measure showed that only 29% of the records retention schedules had been updated during the last 5 years when 40% of the schedules should have been updated. This low percentage is due to low staffing and training of new employees in the Records Management Division.

Secretary Burckle asked how the agencies were notified that its schedule is in need of an update. Mr. Martinez stated that the Records Management Division sends a notice to an agency which explains that staff will go to that agency and conduct a records survey. The staff will also provide guidance and suggestions to improving records management. Some agencies adhere to the guidance others do not. Secretary Burckle asked if the packet could include which agencies are not complying with retention periods, maybe including a letter from the Chair of the Commission.

The Chair asked if Mr. Pete Gurule could review the schedule for the Department of Cultural Affairs and keep her apprised of the dates of the schedule for her agency. Secretary Burckle suggested a call to the Governors' office as to the agencies that are not complying along with the documentation from the record center.

Mr. Martinez said that the Office of the State Historian had been very busy. And that the statics of visits to the website were going well and on track. He said the new website is more manageable than the old. Mr. Torrez asked if there were two websites, and Mr. Martinez replied that one is red and the other is colorful. Mr. Torrez said the red website is the old one and the colorful website is the new one.

He said that the Archives had a high percentage rate of requests and that it is on task at accomplishing its set goal percentages of the annual report.

He said the next pages contained which records had been destroyed since the last Commission meeting. Mr. Torrez asked for clarification as to where it states records are files or boxes. Mr. Martinez said the destruction for this period had been mainly boxes, which are approximately one cubic foot each. The Chair asked to explain if it was standard feet. Mr. Torrez asked to clarify on page five if it was meant to read directory or directly. Mr. Martinez said it was to read "directly" and he would correct the page.

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Mr. Martinez said that the agency had a very successful archives month in October. He said that the agency had a wonderful full day of speakers in the building and a second day watching films from the archives at the movie theater on the campus of the Santa Fe University of Art and Design. A full-page article appeared in the Pasatiempo the day before the film screening so many people attended the event.

The NewMexicoHistory.org website had been updated to include current information about the History Scholars program.

Mr. Martinez finished his report.

The Chair commended all the staff of the State Record Center and Archives for all their hard work.

**IX. SCHEDULING OF NEXT MEETING**

The Chair asked if March 18, 2014 was an acceptable time for the next Commission meeting. Hearing no conflicts; the Chair scheduled the next meeting for March 18, 2014.

**X. ADJOURNMENT**

The Chair entertained a **MOTION** to adjourn. Secretary Duran **MOVED** and Mr. Torrez **SECONDED** the motion. The motion **PASSED** unanimously. The meeting adjourned at 11:56 a.m.