

MINUTES OF THE STATE COMMISSION OF PUBLIC RECORDS
REGULAR MEETING – February 14, 2017
1205 Camino Carlos Rey, Santa Fe, NM 87507

Members Present

Robert J. Tórréz	Chair and Historian
Edwynn Burckle	Cabinet Secretary, General Services Department
Lynne S. Rhys	Supreme Court Law Librarian
Christine Espinoza	Designee, Secretary of State
Sarita Nair	Designee, State Auditor
Jeff Pappas	Designee, Department of Cultural Affairs

Members Absent

Hector Balderas	Attorney General, Office of the Attorney General
-----------------	--

Staff Present

Melissa Salazar	Interim State Records Administrator
Ruben Rivera	Chief Financial Officer, Administrative Services
Dylan Lange	Assistant Attorney General
Pete Chacon	Director, Information Technology Management Division (ITMD)
Dr. Rick Hendricks	State Historian, Office of the State Historian (OSH)
Thomas Shumaker	NMHRAB Grants Administrator, OSH
Rob Martinez	Deputy State Historian, OSH
Leo Lucero	Director, Records Management Division (RMD)
Emmanuel Rodriguez	Bureau Chief, RMD
Jennifer Camp	Management Analyst, RMD
Tanya Vigil	Management Analyst, RMD
Susan Montoya	Management Analyst, RMD
Crystal Wooldridge	Record Center Manager, RMD
Felicia Lujan	Director, State Archives of New Mexico (SANM)
Britney Macias	Secretary, SANM
Elena Perez-Lizano	Archivist, SANM
Scott Crago	Archivist, SANM
Rachael Black	Archivist, SANM
Gail Packard	Business Operations Specialist, SANM
Pamela Vigil	Management Analyst III, Administrative Law Division (ALD)
Dennis Branch	Management Analyst III, (ALD)

Guests Present

Daniel Trujillo	Kubiak Melton & Associates, LLC (Auditor)
Kermit Hill Jr.	
Mariano Romero III	
Mariano Romero Jr.	

1205 Camino Carlos Rey | Santa Fe, NM 87507 | nmcpr.state.nm.us

Robert J. Tórréz
Historian/Chair

Hon. Hector Balderas
Attorney General

Hon. Tim Keller
State Auditor

Hon. Maggie Toulouse Oliver
Secretary of State

Veronica Gonzales
Department of Cultural Affairs

Edwynn Burckle
General Services Department

Lynne S. Rhys
State Law Librarian

I. OPENING ACTIVITIES

A. Call to Order

Chairman Tórréz called the meeting to order at 9:05 a.m.

B. Approval of Agenda

The Chair entertained a **MOTION** to approve the agenda as submitted. Ms. Rhys **MOVED**, and Ms. Espinoza **SECONDED**; the motion **PASSED UNANIMOUSLY**.

C. Approval of Minutes

1. Approval of November 15, 2016, Regular Commission Meeting Minutes

Chairman Tórréz asked for corrections or comments relating to the minutes of the November 15, 2016, regular meeting. There were none. The Chair entertained a **MOTION** to approve the meeting minutes. Mr. Pappas **MOVED**, and Ms. Rhys **SECONDED**; the motion **PASSED UNANIMOUSLY**.

2. Approval of January 3, 2017, Special Commission Meeting Minutes

Chairman Tórréz asked for corrections or comments relating to the minutes of the January 3, 2017, special meeting. There were none. The Chair entertained a **MOTION** to approve the meeting minutes. Secretary Burckle **MOVED**, and Mr. Pappas **SECONDED**; the motion **PASSED UNANIMOUSLY**.

II. ACTION ITEMS

A. Presentation of FY16 Audit Report

Ms. Salazar introduced Mr. Daniel Trujillo of Kubiak Melton & Associates, LLC. The audit report was included in the meeting packet. Mr. Trujillo provided an overview of the audit and reported one finding pertaining to the internal controls over disbursements. This was addressed on page 48 of the audit report. The audit firm took a sampling of 25 disbursements, resulting in one finding. Chairman Tórréz and Dr. Pappas asked various questions relating to the finding. Mr. Rivera, chief financial officer, provided further explanation and described how the agency took corrective action to avoid further findings. Secretary Burckle commended the SRCA staff for receiving a great audit report overall.

B. Acceptance of Deeds of Gift

1. Kermit Hill Collection of Scrapbooks Related to Harrington Junior High School

Ms. Lujan asked the Commission to consider the *Kermit Hill Collection of Scrapbooks related to Harrington Junior High School*, comprised of 1.25 CF of materials, including 3 scrapbooks, 4 photographs, and 2 articles. The scrapbooks were created by teachers and students of Harrington Junior High School between 1932 and 1945, and capture the unique perspective of students during wartime.

Ms. Lujan introduced three special guests: Kermit Hill, the collection donor; Mariano Romero III; and Mariano Romero Jr., an attendee of Harrington Junior High School and a contributor to the scrapbook. According to Ms. Lujan, Mr. Hill is a historian with decades of experience and a volunteer at the State Archives. Ms. Lujan turned the presentation over to Mr. Hill, who gave a history of the materials and its subject matter. He stressed these materials are more like yearbooks and a wonderful source of social history. He stated not enough historians recognize their importance. Mr. Hill explained that he and another woman saved the materials and trophies from the dumpster when Harrington closed. He shared several stories about the junior high school, where his mother was a teacher. Chairman Tórréz acknowledged the importance of these materials. Mr. Romero shared that he attended

the school from 1942 to 1945, during World War II. He stated his favorite teacher was Ms. Hill.

Ms. Lujan thanked the commission and asked for its consideration and acceptance of the collection and deed.

The Chair entertained a **MOTION** to accept the deed of gift for the *Kermit Hill Collection of Scrapbooks Related to Harrington Junior High School*. Ms. Rhys **MOVED**, and Ms. Espinoza **SECONDED**; the motion **PASSED UNANIMOUSLY**.

2. Helen Lopez-Perry and Virginia Perry Collection of Scrapbooks Related to Harrington Junior High School

Ms. Lujan presented the deed of gift for the *Helen Lopez-Perry and Virginia Perry Collection of Scrapbooks Related to Harrington Junior High School*. The collection is comprised of 5 scrapbooks dating from 1933 to 1952. Ms. Lujan offered that Ms. Virginia Perry was unable to attend the meeting.

Ms. Perry is the daughter of Helen Lopez-Perry, who attended Harrington Junior High School. According to Ms. Lujan, the elder Perry was very protective of the materials. After she passed away, her daughter knew the scrapbooks belonged in the archives where they would be safe and moved to make a donation.

Ms. Lujan thanked the commission and asked for its consideration and acceptance of the collection and deed.

The Chair entertained a **MOTION** to accept the deed of gift for the *Helen Lopez-Perry and Virginia Perry Collection of Scrapbooks Related to Harrington Junior High School*. Ms. Rhys **MOVED**, and Mr. Pappas **SECONDED**; the motion **PASSED UNANIMOUSLY**.

III. PRESENTATION

A. Agency and New Mexico Records History – State Historian Dr. Rick Hendricks

Ms. Salazar asked Dr. Hendricks to present an agency and New Mexico records history. Ms. Salazar offered that to move the agency forward it was important to take a retrospective look at where the agency had been. Dr. Hendricks made a PowerPoint presentation and began with a quote by Susan Wallace, the wife of Territorial Governor Lew Wallace, author of *Ben-Hur*. Ms. Wallace's words were displayed on the slide: "I paused at the entrance to let the ghosts fly out; and several minutes passed before my eyes, accustomed to the darkness of this treasure house...I had entered the historic room of New Mexico! Tumbled into barrels and boxes, tossed on the floor in moist piles, lay the written records of events stretching over a period of more than three hundred years." Ms. Lujan commented on the quote and offered how far we had come in terms of preservation.

Dr. Hendricks stated that in 1959 the Public Records Act created the Commission of Public Records and charged it with establishing a State Records Center and Archives in Santa Fe. He detailed the responsibilities of each division and of the New Mexico Historical Records Advisory Board. He explained how each of the divisions was interconnected and worked together.

Dr. Hendricks provided an overview of the Office of the State Historian and his work as a statutory member of the Cultural Properties Review Committee, working closely with Dr. Pappas and his staff. He spoke about the work of the Historical Preservation Division and the Historic Markers Program. Dr. Hendricks offered that New Mexico has a very long tradition of having a

historian, starting with Captain Gaspar de Villagr , who came with Juan de O ate in 1598, and then published a history of New Mexico in 1610. He provided a history of the state historian position, which Governor John J. Dempsey created for former Governor George Curry and situated in Lincoln County. He discussed the differences between historians and archivists, discussing how the jobs have evolved over the years. He stated that the archives profession requires highly specialized training.

Dr. Hendricks concluded by reading a quote from the 1887 *Report of the New Mexico Territorial Governor*: "America is *exceptionally poor* in archives. They have been *wasted* long before their value was thought of. New Mexico happens to be exceptionally rich in this respect, and it hoped that early and vigorous efforts will be made to preserve the archives and catalogue them for practical use and of interest and use to the public."

Chairman T rrez thanked Dr. Hendricks and asked if there were any comments or questions. Secretary Burckle suggested that all new commission members get a copy of Dr. Hendricks' presentation. Chairman T rrez suggested also providing a copy of his article detailing the agency history, which was published in the *Colonial Latin American Historical Review*, ["From Empire to Statehood: A History of New Mexico's Spanish and Mexican Archives." (Spring 1996): 333-53].

IV. OLD BUSINESS

A. Records Center update

Ms. Salazar reported that the Santa Fe Record Center had begun accepting new storage and was in the process of accepting 2,771 boxes. She offered that 33 agencies with pending storage requests had been contacted with the first 549 boxes being delivered from the State Personnel Office that very day. The last time the Santa Fe Records Center took in new storage was in 2014.

Ms. Salazar reported that staff verified 40,016 records center boxes and microfilm rolls that have come up as eligible for destruction as part of the annual destruction process. Of those 40,016 units that are ready for destruction, 17,392 are boxes stored in the Santa Fe Records Center; 7,103 boxes are stored in the Albuquerque Records Center, 15,377 are microfilm rolls; and the remaining are 144 items of mixed media. The last annual destruction was completed in 2014. The division hopes to begin destruction in mid-April, beginning with the 7,103 boxes at the Albuquerque Records Center. The implementation of the functional records retention and disposition schedule lessened some of the retentions so a great deal more records are now eligible for destruction.

Ms. Salazar stated the division has begun letting counties and municipalities know that beginning March 1st, the agency will charge for storage of microfilm at the records center. This was already in rule but had not been initiated. The city of Rio Rancho decided to pull its 65 rolls as it has built its own environmentally controlled records center and archives. The city of Santa Fe, on the other hand, has stated it is willing to pay to continue using our facility for its off-site storage of its silver halide masters. She reported that city and counties may find the agency affordable when compared to the private sector.

Secretary Burckle asked if we had sufficient funds to destroy all of the records now identified. Ms. Salazar explained that for the microfilm rolls we did not have sufficient funds because vendors charge for destruction. She stated that Mr. Rodriguez would be presenting on this topic shortly. She clarified that the current vendor is destroying the agency's paper records free of charge. Secretary Burckle added that vendors recycle the paper and then sell it.

According to Ms. Salazar, the Albuquerque Records Center move from the Yale location to the Copper Pointe location was not yet complete. The agency physically vacated the Yale records center on October 26, 2016, but still paid rent for November in the amount of \$7,468.21 and a pro-rated amount in December in the amount of \$3,930.56, due to some communication challenges. She reported this was \$11,398.77 the agency was unprepared for. Ms. Salazar stated that after a walk-through of the building, the Yale landlords also required additional work be completed before they would accept the keys and close out the lease. Mr. Lucero and Mr. Rodriguez completed part of that work on a Saturday and are awaiting word from our Facilities Management partners on providing a scissor lift to complete the work. Secretary Burckle asked about the scissor lift and offered a lift might be located via the Federal disposal process.

Ms. Salazar reported that some construction continues at the new records center at Copper Pointe, but the agency is officially moved in.

Ms. Salazar brought up structural safety concerns that were expressed to GSD's Facilities Management Division. She reported a meeting will be scheduled for as early as this week to speak with the contractor and engineer. The primary concern is that the load capacity of the second level above the staff offices is not sufficient to hold the weight, which is approximately 200,000 pounds of boxes sitting on plywood over the offices. The structural engineer based his load calculations on 125 pounds per square foot, which is light load capacity for warehouses. His calculations were also based on an average of 27 pounds per box. In the provided documents he assumed our boxes weighed between 25 and 30 pounds. Records center boxes actually weigh between 35 and 50 pounds per box. At eight levels high, that is approximately 280 pounds. According to Ms. Salazar, the agency has been working with FMD to meet with the contractor and structural engineer to review the structure. She reported that less weight may be required on the mezzanine. Chairman Tórréz restated that the concern is that the ceiling over the offices will be stressed and will present a danger for the individuals underneath.

According to Ms. Salazar, shelving for these areas has not been ordered because of these concerns. These areas would house approximately 9,624 boxes. As a result, the same storage capacity that was available at the Yale location, which was \approx 36,000 boxes, has not been realized. There are currently 25,297 boxes stored at Copper Pointe. Secretary Burckle asked how many boxes would be destroyed during the annual destruction. Ms. Salazar responded 7,103.

Ms. Salazar reported another setback to the storage capacity at Copper Pointe. The fire department required the removal of all boxes from the top shelf on the lower level. It also required the removal of boxes from two bays per aisle to allow for fire breaks. This resulted in the loss of another 4,044 spaces.

According to Ms. Salazar, if funds become available, the agency will purchase an alarm system and a more accessible sprinkler shut-off valve. The current valve is on the other side of the building and not easily accessible should a water emergency occur. The agency also plans to purchase an outlet for a 220 plug for the shredder.

Chairman Tórréz asked for clarification regarding the number of boxes stored and the available space. Ms. Salazar answered the records center currently has 25,297 spaces and if the 9,624 mezzanine spaces are realized that would take the agency back to the Yale capacity. Secretary Burckle emphasized that GSD is taking very seriously the matter of structural load and any safety concerns. He stated that GSD pledged to work with the agency to ensure a safe working environment in Albuquerque.

Chairman Tórréz asked if there were any more questions or concerns about the records center update. Secretary Burckle asked how the agency was prioritizing which agencies could store at the records centers. Ms. Salazar explained that agencies with previously approved storage tickets were being given priority over other agencies.

B. Centralized Electronic Records Repository (CERR) update

Ms. Montoya gave an update on the CERR. She offered background information stating that agency implementation of the CERR began in September of 2016 and was nearing completion. She reported all staff members had been linked to the application, had been trained on its use, and had begun contributing content. According to Ms. Montoya, end user adoption has been slow, but staff is implementing enhancements to increase end user confidence.

According to Ms. Montoya, the CERR team identified problems with the licensing to move forward with a pilot agency. The team is now working with Hewlett Packard to upgrade the licenses to the level necessary to deploy a pilot. She reported that recruitment of a pilot agency began in June 2016 and has been an ongoing activity, with demos provided to numerous agencies. Ms. Montoya reported that the Economic Development Department (EDD) fits the selection criteria and has shown interest in serving as pilot agency. A memorandum of understanding had been drafted and was currently with EDD for review.

Ms. Montoya reported the CERR environment is currently comprised of two electronic document stores or silos, one that acts as a digital records center and currently contains approximately 93,000 electronic records. The other store acts as a digital archive for permanent electronic records and currently contains 1.4 million electronic records. The CERR project received \$1.2 million in special appropriations funding, the last of which was released by the Project Certification Committee in March 2016. According to Ms. Montoya, funding for the project will expire at the end of FY 17.

Dr. Pappas asked why EDD was chosen as a potential pilot. Ms. Montoya explained there were a variety of criteria. Potential pilots should be using Outlook to manage their emails; the pilot should not already have a content management system; state agencies were preferred because of networking capability; and pilot agencies should have 50 users or less. Chairman Tórréz asked if another pilot would be added after EDD. Ms. Montoya stated that two pilot agencies are listed as part of the proof-of-concept project. Dr. Pappas asked if the project was primarily for e-mails. Ms. Montoya clarified that it is for all electronic documents. Secretary Burckle asked if the program would continue after the funding and project ended. Ms. Montoya answered the plan would be to continue with the agency and pilots through March 2018 with 130 licenses. Mr. Chacon offered that the agency hopes to eventually partner with the Department of Information Technology to offer this as an enterprise solution.

C. Potential revenue opportunities

Mr. Rodriguez presented five possible revenue opportunities. He suggested the agency charge for the destruction of microfilm after it has its met retention. The agency currently offers free, climate-controlled storage for microfilm masters belonging to state agencies. According to Mr. Rodriguez, agencies have the option of withdrawing their film or authorizing its destruction by the records center. For years the records center has been covering the cost of microfilm destruction. Mr. Rodriguez stated it has been difficult to find a vendor willing to dispose of the film for free. The film has no value and cannot be recycled. He reported there are 15,377 rolls eligible for destruction this year, costing the agency between \$1,942.50 and \$5,827.50, depending on the vendor. By charging a per roll destruction fee, the agency can recoup its costs when the

film meets retention. Chairman Tórréz asked if the entire reel and box are destroyed. Mr. Rodriguez confirmed everything is destroyed.

According to Mr. Rodriguez, another revenue option is to charge for the use of the agency's secure, climate-controlled disaster recovery vault used by agencies to store electronic media such as back-up tapes, DVDs, removable HDs, and so forth. The vault allows agencies to have a designated disaster recovery site instead of keeping the electronic media at their facility. He stated that the division is requesting that all agencies renew their authorization paperwork to determine the need for services. At present, 96 lockers are available for use, and 67 have been assigned.

Mr. Rodriguez offered a third revenue option is to charge for the destruction of paper records. Both records centers combined destroy an average of 25 tons per month of record and non-record material. This amount quadruples during annual destruction. The service is a cost savings to the state since the agency has acquired the service for free. Mr. Rodriguez expressed concern that it is becoming more difficult to identify vendors willing to provide the service for free due to the wear and tear on their vehicles and the supplies needed, such as pallets and shrink wrap. Charging for the service may allow the agency to enter into agreements where we cover the cost of some material making the agreement more desirable for vendors. Chairman Tórréz asked if there were any questions or comments. Secretary Burckle suggested we speak with the Department of Homeland Security, Emergency Management to see if they have any federal grants to help defray any costs related to the disaster recovery vault. He also suggested we partner with the city or county on paper destruction. Chairman Tórréz asked if the cost of destruction could be added to the cost we charge for the box. Ms. Salazar stated that was something to consider. Secretary Burckle asked if the funds went into an enterprise fund. Ms. Salazar confirmed that revenues are deposited into the 371 revolving fund as part of the resale program. Chairman Tórréz asked if agencies are required to purchase from the agency or can they purchase from another source. Ms. Salazar answered that agencies may purchase from other sources. Mr. Rodriguez offered that the agency boxes are of a higher quality.

Secretary Burckle asked if we were seeking commission approval to move forward with changing the fee rule. Mr. Rodriguez responded in the affirmative, stating the staff wished to pursue rule changes at next May's commission meeting.

The fourth revenue option discussed by Mr. Rodriguez was to charge for microfilm inspection. Microfilm inspection has been free to agencies that store film in the agency's microfilm vault. According to Mr. Rodriguez, the agency receives from 5 to 200 rolls at one time, and each roll must be inspected, which is labor intensive. Mr. Rodriguez's final revenue option was to charge agencies for any records they place on hold rather than authorize destruction. According to Mr. Rodriguez, these holds tie up needed space. This change would motivate agencies to address their records in a timelier manner.

V. NEW BUSINESS

A. FY18 budget recommendation

Ms. Salazar gave an overview of the FY18 budget appropriation request that was presented to a subcommittee of the House Appropriations and Finance Committee on Monday, February 6, 2017. The original FY18 budget request was for \$2,838,900. The agency requested \$2,620,500 in the general fund and \$218,400 in the revolving fund. This amount was based on the FY17 appropriation.

According to Ms. Salazar, the majority of the FY18 request covered employee salaries and benefits; and the remaining covered our fixed costs such as property insurance, DoIT services, rent, GSD services, utilities, software support, funding for our annual audit and other basic operating costs. This original request also included the elimination of 5 positions, the elimination of state funding for the New Mexico History Scholars Program, a reduction of our state match for our federal grant, and the movement of some of our basic operating cost to our revolving fund. She explained that three vacancies would also remain unfilled as the FY17 appropriation was not enough to cover salaries and benefits through June 30, 2017. In addition, the agency was counting on further vacancy savings to cover the deficit.

Ms. Salazar stated the recommendations of both analysts, James Dominguez with the Department of Finance and Administration (DFA) and Anne Hanika-Ortiz with the Legislative Finance Committee (LFC), were based on the agency's adjusted FY17 budget rather than the initial FY17 appropriation. This included the 5.5 percent cut experienced in October 2016. Both DFA and LFC recommended \$2,476,400 in general funds; however, DFA recommended \$282,400 of spending authority in our revolving fund, which was slightly higher than LFC's \$235,600. Ms. Salazar stated she asked the committee to accept the higher of the two, but it voted for the lesser.

Ms. Salazar concluded by stating a review of services will be needed given our reduction in staff and vacancy rate, but, barring any other unforeseen reductions, the agency will have avoided furloughs or the implementation of a reduction in force.

Mr. Burckle asked if the five positions were eliminated from the rolls or if there was insufficient funding to fill them. Ms. Salazar answered the positions would be removed from the rolls in FY 2018. The agency would go from 42 full-time staff to 37 positions in FY 2018. Secretary Burckle asked if the agency would have enough to fund the 37 positions in FY 2018. Ms. Salazar answered she believed there would be enough for 32 positions, but she would have to verify with Mr. Rivera. She explained the agency was already in a deficit beginning in FY 2017. Dr. Pappas asked additional questions regarding levels of staffing, vacancy rates, and the budget. Chairman Tórréz offered that we would not know any real numbers until after the legislative session. Secretary Burckle asked if we had prioritized our positions. Ms. Salazar responded that she planned to meet with the management team to prioritize. Secretary Burckle also suggested that reorganization be considered and offered any help.

B. Legislation introduced

Ms. Salazar read a report prepared by Administrative Law Division Director Matt Ortiz, who was unable to attend. According to the report, the agency had been asked to provide analyses for eleven bills. The agency analyzed two bills introduced by former state records administrator Linda Trujillo. The first bill, House Bill 137, would eliminate the filing requirements of counties to file subdivision regulations with the agency. Ms. Salazar stated the agency agrees with the intent of the bill. The second bill, House Bill 58, proposes substantive changes to the State Rules Act. This bill is essentially the same bill that former administrators have worked on. The proposed bill will make rulemaking more transparent, will result in additional revenue for the agency, and will provide uniformity in rule filing.

The agency analyzed Senate Bill 26, which requires maintenance of all audio and visual recordings of legislative proceedings by legislative council services. A related bill, House Bill 225, would require all adjudicatory and policymaking bodies to provide archived video and audio transmissions of public meetings to the public and to preserve the same as public records. Ms. Lujan provided the analysis for each of these bills and found the cost to be prohibitive.

Chairman Tórréz asked if the substantive changes to House Bill 137 and House Bill 58 were favorable to the State Records Center and Archives. Ms. Salazar reported they were.

VI. DIRECTOR'S REPORT

Ms. Salazar gave a presentation on personnel matters, budgetary matters, and the division highlights for the past few months. According to Ms. Salazar, the agency has 12 vacancies, including the state records administrator (SRA) position. She stated an additional position will be vacated on February 27, 2017. The SRA position was advertised on January 12, 2017, on both the State Personnel Office website and on the agency website. The position was posted for 15 days and closed on January 26, 2017. A total of 20 applications was received. The agency made one new hire in the Administrative Law Division after Rules Analyst Amanda Lopez transferred to the Energy, Minerals, and Natural Resources Department on December 31, 2016. The position was posted and filled from within the agency. Records Management Analyst Dennis Branch transferred from the Records Management Division to fill the position on December 31, 2016. Ms. Salazar stated that the agency experienced another vacancy on January 27, 2017, when Executive Secretary Carmen Noble transferred to the Regulation and Licensing Department. Britney Macias, the executive secretary in Archives, will transfer to the Office of Military Affairs on February 27, 2017. The agency's vacancy rate is 28.5 percent and will rise to 30.9 percent. That number will change in FY18 as the agency will lose five positions. Dr. Pappas asked some questions regarding the calculation of vacancy rate.

Ms. Salazar then gave an overview of the agency's budget. The agency's general fund balance in the 400 category is \$1,751; the fund balance in the 300 category is \$6,461; and the 200 category balance is \$925,222. The anticipated vacancy savings based on the three recent resignations is \$106,689. As of February 1, 2017, the agency had generated \$43,901.49 in revenue. The *New Mexico Register* had brought in \$39,767.50 of that amount. She stated that our inability to purchase records center boxes for resale has hurt revenues. The agency hopes to BAR vacancy savings to the other category to purchase those revenue generators, to purchase preservation supplies, cover rent, cover unexpected moving expenses, and to cover other basic operating expenses that have been moved to 371 as a result of the budget cuts.

Ms. Salazar presented division highlights. All monthly updates to the *New Mexico Administrative Code* were published well within 30 days by ALD. At the close of the last fiscal year, the average number of days between the rule effective date and its online availability was 15 days. During the first two quarters 204 rulemaking actions, 73 notices of rulemaking, and three notices of other material related to administrative law were filed and published by the established deadlines.

The RMD provided 24 functional records retention and disposition schedule trainings to 324 individuals. The RMD also maintained and tracked a total of 255,615 boxes or microfilm rolls. The CERR project continued as reported by Ms. Montoya. The records centers at both the Santa Fe and Albuquerque locations have begun providing regular services.

The ITMD responded to 100 helpdesk tickets within 8 business hours. They also participated in the CERR project, attending project management and core team meetings as scheduled. Staff participated in deliverable document reviews, planning, and invoice approvals. Staff also worked on the licensing and autoclassification issues that were found during CERR agency deployment, meeting with HP and Information First to resolve these issues. Mr. Chacon offered additional information about the upgrading of licensing.

SANM staff entered 16,925 descriptive records into HERITAGE. There were 9,529 DACS entries tied to the DWI and domestic violence case files in the Bernalillo Metropolitan Court Records. Five tours of the State Archives were provided. A total of 225 patrons visited the archives, 91 remote

requests came in, and 64 new patrons were registered as researchers. Staff also worked with a former journalist and producer on a documentary for KNME. Chairman Tórréz asked if a third of the patrons were new to the archives. Ms. Lujan responded that they have been registering several new patrons. Secretary Burckle asked if registration was free. Ms. Lujan answered yes.

The state historian chaired the regular meetings of the Cultural Properties Review Committee on August 5, October 14, and December 9, 2016, and two special Roadside Marker meetings on August 30 and September 1, 2016. He also served on the tax credit committee and vetted historical research and texts for the roadside marker program. OSH received 1,015 research inquires and answered all within two business days. The division also provided 18 educational activities on New Mexico history and culture. The NMHRAB received notification on December 12, 2016, that its application for a new state board programming grant was successful. The NMHRAB was awarded up to \$65,000 by the NHPRC. All the FY 2017 grantees had begun work.

Ms. Salazar went through the charts that were provided in the commission packet.

Prior to the executive session, General Counsel Lange advised that the agenda lacked specificity relating to what would be talked about. Mr. Lange counseled that the commission could not take any action after coming out of executive session as the notice wasn't sufficient under the Open Meetings Act. The commission could, however, could go into executive session to have discussion on what the selection committee found.

VII. EXECUTIVE SESSION

The Chair entertained a **MOTION** to enter into executive session. Ms. Nair **MOVED** to enter into executive session to discuss the hiring of a permanent state records administrator pursuant to Section 10-15-1 (H) (2) of the Open Meetings Act. Ms. Rhys **SECONDED**. The Chair requested a roll call vote. The motion **PASSED UNANIMOUSLY**. The commission went into executive session at 10:59 a.m. The recorder was turned off and all non-commission members, except General Counsel Lange, left the room.

The Chair announced for the record that the recorder was back on and called the meeting back into an open session at 11:14 a.m. The Chair stated for the record that the only matter discussed in executive session was limited to the hiring of a permanent state records administrator.

Chairman Tórréz announced that the selection committee would continue to search for a permanent state records administrator.

VIII. SCHEDULING OF NEXT MEETING

Tuesday, May 16, 2017, at 9:00am

IX. ADJOURNMENT

The Chair entertained a **MOTION** to adjourn. Secretary Burckle **MOVED**; and Ms. Espinoza **SECONDED**; the motion **PASSED UNANIMOUSLY**.

Submitted by: 
Melissa T. Salazar, Interim State Records Administrator

5-10-17
Date

Attested by: 
Robert J. Tórréz, Commission Chair

5/16/17
Date

Minutes approved on: 5/16/17