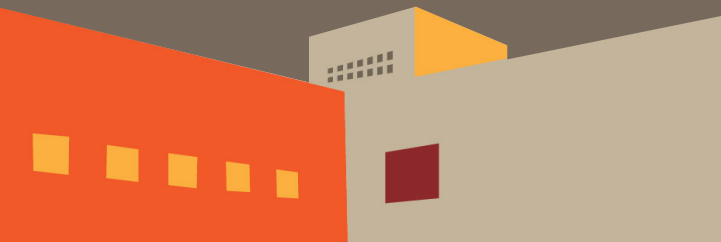


STATE RECORDS CENTER AND ARCHIVES

COMMISSION OF PUBLIC RECORDS FY 2018 ~ ANNUAL REPORT



Flamenco has been a part of New Mexico culture since the 1950's, and the state is now one of the world centers for this traditional Spanish art. Photo is from the article 'Ole! Flamenco' New Mexico Magazine, Vol. 45, No. 3, March 1967. Image Number 67440, 1987-066 NM Department of Tourism Photograph Collection, State Archives of New Mexico





“Woman on rear seat of Sears motorcycle” 1916
Image Number 10817, 1978-039 Louis Trigg Photograph Collection, State Archives of New Mexico

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Your Access to Public Information

NEW MEXICO State Records Center and Archives

COMMISSION OF PUBLIC RECORDS

Your Access to Public Information

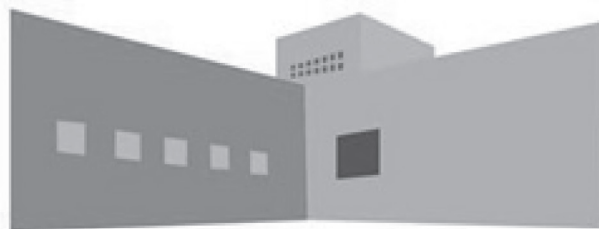


Image Number 2220, 1987-066 New Mexico Department of Tourism Photograph Collection,
State Archives of New Mexico

Your Access to Public Information

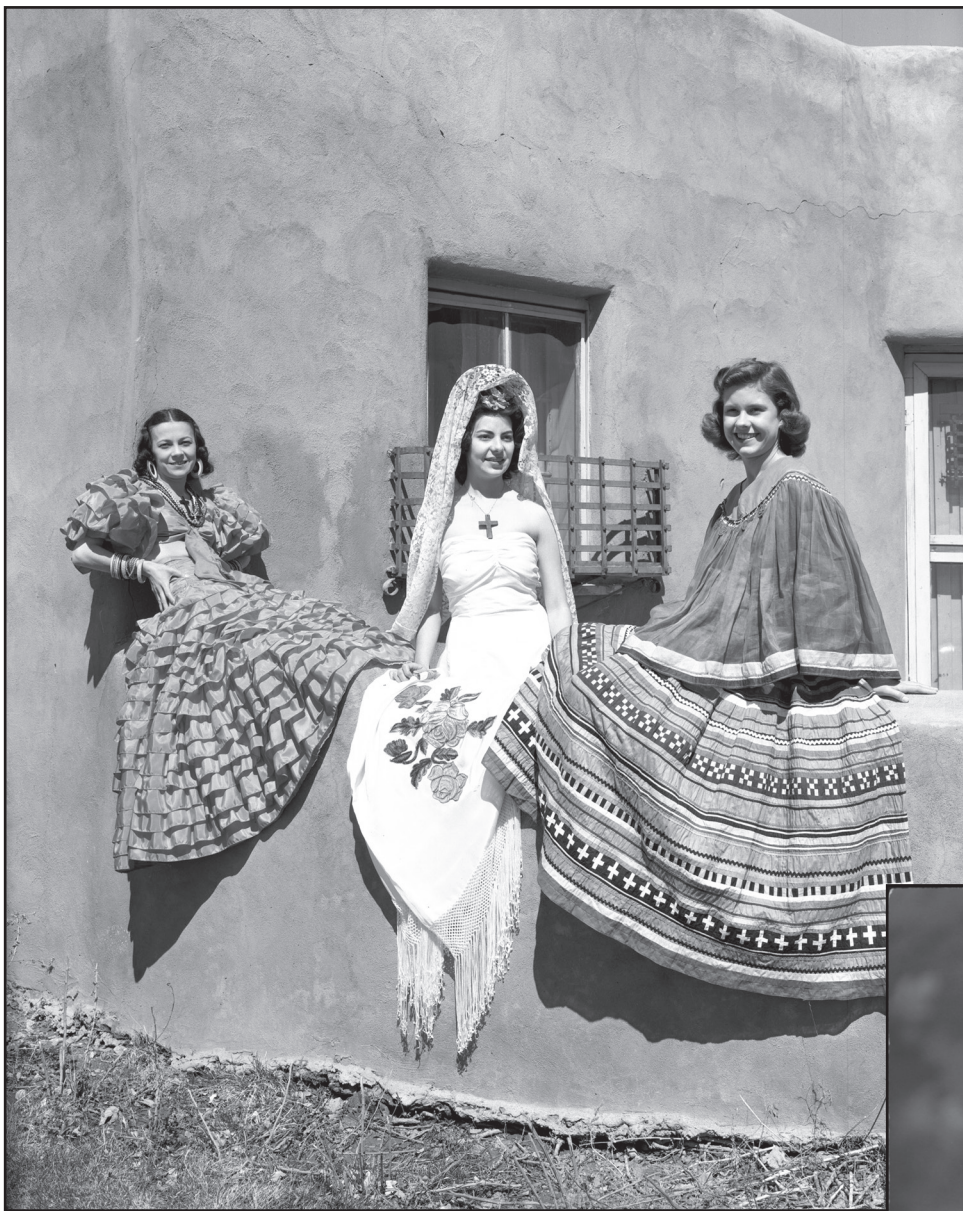


Image Number 7821, 1987-066 NM Department of Tourism
Photograph Collection, State Archives of New Mexico



Nina Otero, n.d. Image Number 21702, 1974-024 Bergere
Family Photograph Collection, State Archives of New Mexico

Your Access to Public Information

Agency Overview

The New Mexico Commission of Public Records (CPR) was created in 1959 by the Public Records Act [Section 14-3-3 NMSA 1978]. This seven-member commission is comprised of elected officials, members of the executive, a member of the judiciary, and a recognized, professionally trained historian in the field of New Mexico history, who is appointed by the governor. The Act charges the commission with the employment of a state records administrator (SRA) who is trained professionally as an archivist or records manager and who serves at the pleasure of the commission. It is the responsibility of the administrator to establish a records management program for the application of efficient and economical management methods related to the creation, use, maintenance, retention, preservation, and disposition of official public records [Section 14-3-6 NMSA 1978].

The Act also provides for the establishment of a records center in Santa Fe under the direct supervision and control of the SRA [Section 14-3-8 NMSA 1978]. The facility created to fulfill this statutory mandate is best known as the State Records Center and Archives (SRCA). The facility houses inactive and infrequently used records of present or former state agencies and the permanent, historical records of New Mexico. It is also home to the State Rules Repository. In 1967, the State Rules Act, Chapter 14, Article 4, was adopted and required that state agencies file their rules with the CPR. Sections 47-6-10 and 14-3-20 NMSA 1978 also require that county subdivision regulations and interstate compacts be filed before they can become effective.

Although a small agency of only 37 employees, its responsibilities are far reaching and statewide in scope. The CPR staff provides services to a wide variety of constituencies, including state agencies in all three branches of government; local and tribal governments; historical records repositories; the educational, legal, and regulated communities; and the general public.

The agency employs a management team approach. Its activities are guided by its statutory responsibilities and a detailed strategic plan, which delineates strategic goals, objectives, and quantifiable performance measures.

VISION

The vision of the CPR is to be the state's leading resource on matters relating to records and archives management, information governance, administrative law, and New Mexico history.

MISSION

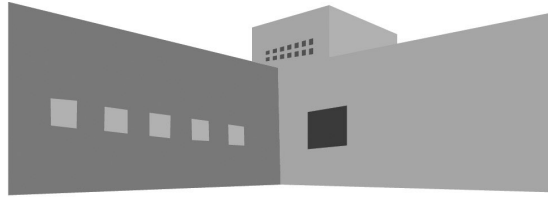
The mission of the CPR is to:

- Preserve, protect, and facilitate access to public records that are held in trust for the people of New Mexico;
- Ensure rules promulgated by state agencies are filed and published as prescribed in law and are accessible;
- Advocate an understanding and appreciation of New Mexico history; and
- Develop records and information management programs for state agencies.

SRCA GOALS

- Manage, preserve, and provide access to records and information;
- Enhance the effectiveness of the agency; and
- Build positive awareness of agency resources and services.

NEW MEXICO



Commission of Public Records

Members of the Commission of Public Records

Historian

Robert J. Tórrez, Chair

Attorney General

Hector Balderas

Secretary of State

Maggie Toulouse Oliver

State Auditor

Tim Keller/ Wayne Johnson

State Law Librarian

Lynne S. Rhys/ Stephanie Wilson

General Services Department, Secretary

Edwynn Burckle/ Ned Fuller

Department of Cultural Affairs, Secretary

Veronica Gonzales

Members of the Management Team

State Records Administrator

Melissa T. Salazar

Deputy State Records Administrator

Georgette L. Chavez

Administrative Law Division, Director

Matt Ortiz

Information Technology Management Division, Director

Pete Chacon

Office of the State Historian, Director

Rick Hendricks

Records Management Division, Director

Leo Lucero

State Archives of New Mexico, Director

Felicia Lujan

Your Access to Public Information

Organizational Structure

For purposes of the Accountability in Government Act [Section 6-3A-1 NMSA 1978 *et seq.*], the New Mexico Commission of Public Records (CPR) has identified a single program—records, information, and archival management—and four activities or sub-programs. These activities are administration, public records management, administrative law, and New Mexico history. All are administered through the organizational units described below.

Administrative Services Division

The Administrative Services Division (ASD) provides support services to the program divisions of the agency. Division services include budget, personnel, procurement, accounting, facilities management, security coordination, and federal grant reporting. Agency management is comprised of the state records administrator (SRA) and the deputy state records administrator. The SRA is the head of the agency and provides overall direction for and management of the agency. The SRA is responsible for the administration of the Public Records Act and the State Rules Act, as well as portions of other statutes. The deputy serves in the absence of the SRA. The deputy oversees the directors of the Records Management Division, the State Archives of New Mexico, and the Office of the State Historian. The chief financial officer manages all funds allocated to the agency and strives for maximum accountability of those funds. The ASD bureau chief administers the agency's personnel services.

Administrative Law Division

The Administrative Law Division (ALD) administers the State Rules Act that governs the official filing and publication of rules developed by executive state agencies. Rules promulgated by state agencies are intended to

support and clarify the laws of New Mexico. For rules to be valid, they must be filed first with the ALD and published in the *New Mexico Register*. The ALD publishes both the *New Mexico Register* and the *New Mexico Administrative Code*. Interstate compacts and county subdivision regulations must also be filed with the division.

Information Technology Management Division

The Information Technology Management Division (ITMD) provides information technology-related services to all of the divisions. The agency relies heavily upon the division to deliver its services in order to meet its statutory and business obligations. The ITMD is responsible for implementing the agency's Information Technology Plan, reviewing all hardware and software acquisitions, and ensuring their appropriate installation and maintenance. The division director also serves as the agency's chief information officer.

Office of the State Historian

The Office of the State Historian (OSH) fosters and facilitates an understanding and appreciation of New Mexico's history and culture through education, research, preservation, and community outreach. The state historian, who serves as the division director, is the state's leading authority on New Mexico history and advocates for its preservation. The state historian also sits as the statutory member of the Cultural Properties Review Committee (CPRC). The CPRC is the body entrusted to oversee the protection and registration of historic structures and significant sites throughout New Mexico. The state historian also serves as the deputy chair for the New Mexico Historical Records Advisory Board.

New Mexico Historical Records Advisory Board

The New Mexico Historical Records Advisory Board is an adjunct to the CPR and was established to serve as the local advisory body for reviewing all New Mexico grant proposals submitted to the National Historical Publications and Records Commission. Since its establishment, the board has developed its own strategic plan to advocate improvements in preserving and accessing New Mexico's historical records. Six of the seven board members are appointed by the CPR and include historians, records managers, and archivists representing public and private interests throughout the state. The SRA serves ex officio and is the board chair. Staff support is provided through a grants administrator located in OSH.

Records Management Division

The Records Management Division (RMD) assists state and local government agencies with the development of efficient and effective records management programs. The RMD staff identifies who is responsible and accountable for managing records; provides training on basic and intermediate records management topics; handles the transfer and storage of records at two records center facilities, one in Santa Fe and one in Albuquerque; reviews

microphotography plans to ensure microphotography systems produce legible images; inspects microfilm for governmental entities; creates rules that provide guidance on the management of electronic records; assists agencies with the proper disposition of records; and serves as a resource on records management issues. The division is comprised of two bureaus: the Agency Analysis Bureau and the Records Center Services Bureau.

State Archives of New Mexico

The State Archives of New Mexico (SANM) maintains, preserves, and makes available to the public the permanent and historical records of the state of New Mexico. Archival staff provides consultation and research assistance to state agencies, businesses, and the public. The archival documents maintained and preserved are used to support the operations of governmental agencies, social services, and the judicial system. These archival records also help support scholarly studies, document citizenship and family histories, and resolve land and water issues. The State Archives is an affiliate of the National Archives and Records Administration (NARA) and, as such, holds the Spanish Archives of New Mexico, Series I. These materials are also known as the Land Grant Records of New Mexico, National Archives Record Group 49, Bureau of Land Management.



Image Number
30520, 1980-014
Dale Bullock
Photograph
Collection, State
Archives of New
Mexico

Your Access to Public Information

Five-Year Strategic Plan

The State Records Center and Archives (SRCA) serves the State of New Mexico by ensuring the proper management and protection of public records. This mandate includes making the records accessible to the public for legal and historical purposes. This is a significant responsibility because our democracy relies on these important documents to protect and preserve the rights of citizens and to promote open government.

In fulfilling our statutory purpose, it is our goal to provide outstanding customer service in a judicious and professional manner. To accomplish this task, the commission and staff worked collaboratively to develop a five-year strategic plan for fiscal years 2019-2023. Strategic planning provides the agency with the direction needed to fulfill statutory responsibilities and business objectives and to address the internal needs of the State Records Center and Archives. The strategic goals, objectives, and related performance measures guide both daily operations and longer-term activities and projects. Each year, annual performance measures are updated to ensure goals and objectives remain relevant and timely. Performance measures are also incorporated in employee evaluation plans.

To review the entire strategic plan for the years 2019-2023, please visit <http://www.nmcpur.state.nm.us/commission/strategic-plans/>.



Annual Performance Measures, Fiscal Year 2019

Your Access to Public Information

Executive Summary

This executive summary highlights the activities of the staff of the New Mexico State Records Center and Archives in fiscal year 2018 (FY 2018). The report that follows provides a detailed look at the many and varied activities and accomplishments of the agency's program divisions.

Administrative Services Division

Melissa T. Salazar continued her leadership as the state records administrator (SRA) throughout FY 2018.

Georgette L. Chavez was hired as the deputy state records administrator on July 31, 2018.

Administrative Law Division

The Administrative Law Division (ALD) continued its efforts to have interstate compacts filed with the CPR. The division published 43,996 columnar inches representing approximately 1,641 pages of text in the *New Mexico Register*. ALD staff also continued its in-person training as a result of the substantial changes to the State Rules Act, Section 14-4-1 et seq., NMSA 1978 and the passage of House Bill 58 in the 2017 legislative session. These changes have provided baseline guidelines for agency notice of rulemaking, public notice and participation in rulemaking, recordkeeping for rulemaking, and rule filing.

The State Archives of New Mexico

The State Archives of New Mexico continued its partnership with Ancestry.com to make available online scans of original Spanish and Mexican period documents. The State Archives also continued its important work by conducting tours; offering presentations; and taking advantage of other outreach and professional networking opportunities. The State Archives hosted Archives Month events in October of 2017, which highlighted this year's

motto of *History Matters*. There were five special events which featured professional partnerships to promote history, culture, and archives throughout the state. The division also entered 9,811 descriptive records into HERITAGE for online access. The descriptive records created were attached to 116.75 cubic feet of records from both public and private collections.

Office of the State Historian

The Office of the State Historian (OSH) staff participated in conferences, gave public lectures, conducted webinars, and continued to redesign the website nmhistory.org. The staff provided assistance to researchers, state government agencies, and the public on a daily basis. The New Mexico History Scholars Program, which encourages research in archival repositories throughout the state, received funding support from the Historical Society of New Mexico. On January 5, 2018, the OSH Scholars Review Committee met and made recommendations for FY 18 awards. The agency received 10 applications, and 7 fellowships were awarded.

The New Mexico Historical Records Advisory Board received 8 applications and awarded 6 regrants in the amount of \$25,000 to help preserve and provide public access to New Mexico historical records. Grant recipients were Institute of American Indian Arts, Doña Ana County, National Hispanic Cultural Center, Menaul Historical Library of the Southwest, Aztec Museum Association, and the New Mexico Jewish Historical Society.

Information Technology Management Division

The chief information officer of the Information Technology Management Division (ITMD) completed the annual Information Technology Plan, one of the CPR's most important planning and budget tools. ITMD

Your Access to Public Information

staff contributed a significant amount of time and energy to the continued development and implementation of the Centralized Electronic Records Repository (CERR) project. In addition, ITMD worked with the Administrative Law Division to complete an upgrade to the New Mexico Administrative Code and New Mexico Register websites. ITMD also continued to update the agency website and provided the necessary disk storage and backup capabilities to meet the ever increasing demand of the agency.

Records Management Division

The Records Management Division (RMD) staff provided 33 records and information management trainings to

records liaison officers, chief records officers, and employees of state and local government entities. In addition, the RMD continued the CERR project for one pilot agency. The deployment work included project management; project reporting; assessment of existing records; records information management training; records surveys; and development of policies and procedures.

The report that follows provides a detailed look at the many and varied activities and accomplishments of the agency's program divisions.



"Life on the Santa Fe Plaza" circa 1898

Image Number 21963, 1959-138 Sylvia G. Loomis Photograph Collection, State Archives of New Mexico

Administrative Law Division

PURPOSE

The Administrative Law Division (ALD) is the filing point for all rules promulgated by state agencies, interstate compacts, and county subdivision regulations. Notices of rulemaking and adopted rules are also submitted for publication in the *New Mexico Register*. State agencies promulgate rules to administer and support New Mexico statutes. Pursuant to the State Rules Act (Chapter 14, Article 4 NMSA 1978), rules shall be filed with the state records administrator (SRA) and published in the *New Mexico Register* prior to becoming effective.

ALD monitors compliance with statutes and rules affecting the rule-filing and publishing process. To guide state agencies, the division provides consultation regarding the requirements for filing and publishing. It also offers training in style, format, filing, and publishing requirements. In addition to working with state agencies, the ALD answers questions from individuals and groups interested in the filed materials. The division maintains and preserves all filed material in the State Rules Repository until repealed or otherwise no longer valid. It is then transferred to the State Archives of New Mexico for permanent retention. Finally, the ALD provides access to the filed material in person or through the agency's website.

ALD is the central filing point for more than rules. In accordance with Sections 47-6-10 and 14-3-20 NMSA 1978, county subdivision regulations and interstate compacts shall be filed with the SRA before they can become effective. The ALD staff maintains databases of the filed material and makes lists of them available online. There has been renewed emphasis on bringing county subdivision regulations and interstate compacts in for filing. As a result of written outreach, the division met success in updating both databases.

See table at the bottom of Page 16 explaining number of filings for county subdivision regulations and interstate compacts.

The New Mexico Administrative Code (NMAC) is a compilation of current rules promulgated by state agencies as required by Section 14-4-7.2 NMSA 1978. NMAC is available only in electronic format on the NMAC website, which is updated once each month. The performance-based budget measure for the division sets a target of 32 days or less for the maximum number of days from the effective date of a rule to the online availability. During FY 2018, the average maximum number of days was eight days from the time a rule becomes effective to the time that a rule is accessible on NMAC.

Since the major revisions to the State Rules Act, Section 14-4-1 et seq., NMSA 1978 ("Act") took effect on July 1, 2017 as result of passage of HB 58, ALD staff began agency and in-person training. In particular, training was conducted on major revisions to agency notice of rulemaking, public notice and participation in rulemaking, recordkeeping for rulemaking, and rule filing. To that end, ALD staff held 13 large group rulemaking trainings and 28 agency-specific training. Collectively, ALD trained 258 individuals in rulemaking and rule filing. In order to assist agencies with rulemaking, ALD published a *Rulemaking Guide* that provides step by step instructions to make rulemaking easier.

Finally, ALD staff participated and provided substantive guidance on the passage of General Services Department rule on electronic signatures (1.4.9 NMAC) and passage of Attorney General Office rule on default procedural rule on rulemaking (1.24.25 NMAC). When asked for substantive assistance and if there is particular expertise, ALD staff will provide whatever guidance they can while continuing to carry out their primary function of consulting with agencies on all aspects of rulemaking (requests for clean copy of rules, publishing notices of rulemaking, filing and publishing adopted rules).

Your Access to Public Information

FISCAL YEAR 2018 STATISTICAL REPORTS AND FINANCIAL INFORMATION

In accordance with Section 14-4-7.1 NMSA 1978, the ALD produces the *New Mexico Register* twice a month. The *New Mexico Register* is where notices of rulemaking, adopted rules, amendments, and repeals of existing rules are officially published. Other material related to administrative law can also be published in the *New Mexico Register*. The publication cost per columnar inch charge was \$3.00 per inch. During FY 2018, the ALD published approximately **43,996** columnar inches and billed for approximately **1,641** pages of text in the *New Mexico Register*. For the fiscal year, approximately \$131,988.00 was billed for *Register* publication.



Image Number 36115, 1971-029 E. Boyd Photograph Collection,
State Archives of New Mexico

STATISTICAL REPORTS

The following tables further explain the publishing activity:

<i>New Mexico Register</i> Activity	FY 2014	FY2015	FY 2016	FY 2017	FY 2018
Notices of rulemaking published	148	128	141	132	211
Proposed rules published	1	0	1	0	1
Adopted rule filings published	626	521	459	382	558
Synopses published in place of full text of adopted rules	16	17	1	0	1
Other material related to administrative law published	12	20	4	4	19

Notices of Rulemaking Published in the <i>New Mexico Register</i> FY 2018 by Agency	
Agency	Notices Published
Administrative Hearing Office	1
Aging and Long Term Services Department	1
Agriculture Department	1
Albuquerque - Bernalillo Air Quality Control Board	2
Architects, Board of Examiners for	1
Animal Sheltering Board	1
Attorney General, Office of the State	3
Auditor, Office of the State	2
Barbers and Cosmetologists, Board of	1
Body Art Practitioners, Board of	1
Children, Youth and Families Department	2
Construction Industries Division, Regulation and Licensing Department	6
Cultural Affairs, Department of	2
Dental Health Care, Board of	1
Economic Development Department	1
Educational Retirement Board	1
Energy, Minerals and Natural Resources Department	3
Environment Department	8
Environment Improvement Board	6
Finance and Administration, Department of	5
Finance, State Board of	1
Financial Institutions Division, Regulation and Licensing Department	2
Game and Fish Department	17
General Services Department	2

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Health, Department of	8
Higher Education Department	25
Human Services Department	15
Livestock Board	1
Medical Board	1
Military Affairs, Department of	1
Mining Commission	1
Mining Safety Board	1
Nursing Board	2
Oil Conservation Commission	4
Optometry, Board of	1
Osteopathic Medical Examiners, Board of	1
Pharmacy, Board of	2
Professional Engineers and Professional Surveyors, Board of Licensure for	1
Psychologist Examiners, Board of	1
Public Defender Commission	1
Public Education Department	16
Public Employee Labor Relations Board	1
Public Records, Commission of	4
Public Regulation Commission	5
Public Safety, Department of	3
Racing Commission	2
Retiree Health Care Authority	1
Secretary of State, Office of	5
Securities Division, Regulation and Licensing Department	1
Speech-Language Pathology, Audiology, and Hearing Aid Dispensing Practices Board	1
State Land Office	1
Superintendent of Insurance, Office of	15
Taxation and Revenue Department	4
Transportation, Department of	3
Veterinary Medicine, Board of	1
Water Quality Control Commission	4
Workers' Compensation Administration	1
Workforce Solutions, Department of	6
Grand Total	211

Adopted Rule Filings Published in the <i>New Mexico Register</i> FY 2018 by Agency	
Agency	Rule Filings Published
Administrative Hearing Office	5
Aging and Long-Term Services Department	2
Agriculture Department	4
Albuquerque - Bernalillo Air Quality Control Board	3
Animal Sheltering Board	6
Architects, Board of Examiners of	3
Attorney General, Office of	1
Auditor, Office of the State	2
Barbers and Cosmetologists, Board of	14
Body Art Practitioners, Board of	4
Construction Industries Division, Regulation and Licensing Department	15
Cultural Affairs, Department of	34
Dental Health Care, Board of	6
Economic Development Department	3
Educational Retirement Board	11
Energy, Minerals and Natural Resources Department	36
Engineer, Office of the State	1
Environment Department	2
Finance and Administration, Department of	3
Game and Fish, Department of	40
General Services Department	2
Health, Department of	19
Higher Education Department	16
Human Services Department	89
Livestock Board	1
Manufactured Housing Division, Regulation and Licensing Department	2
Medical Board	2
Nursing, Board of	5
Oil Conservation Commission	5
Osteopathic Medical Examiners, Board of	25
Pharmacy, Board of	10
Psychologist Examiners, Board of	12
Professional Engineers and Professional Surveyors, Board of Licensure for	7
Public Education Department	47
Public Records, Commission of	18

Public Regulation Commission	11
Racing Commission	5
Real Estate Commission	6
Secretary of State, Office of	8
Speech-Language Pathology, Audiology, and Hearing Aid Dispensing Practices Board	7
State Land Office	1
Superintendent of Insurance, Office of	19
Taxation and Revenue Department	1
Transportation, Department of	4
Veterinary Medicine, Board of	6
Water Quality Control Commission	4
Workers' Compensation Administration	2
Workforce Solutions, Department of	29
Grand Total	558

Other Material Related to Administrative Law Published in the <i>New Mexico Register</i>	
Agency	Notices Published
Agriculture Department	1
Attorney General, Office of	3
Construction Industries Division, Regulation and Licensing Department	1
Energy, Minerals and Natural Resources Department	1
Engineer, Office of the State	1
Health, Department of	1
Higher Education Department	1
Human Services Department	3
Medical Board	1
Professional Engineers and Professional Surveyors, Board of Licensure for	1
Public Education Department	2
Public Records, Commission of	2
Secretary of State, Office of	1
Grand Total	19

County subdivision regulations and interstate compacts five-year overview:					
Type of Instrument	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018
County Subdivision Regulations	1	19	0	1	1
Interstate Compacts	0	56	46	12	2

State Archives of New Mexico

OUR PURPOSE

The State Archives of New Mexico (SANM) maintains, preserves, and provides access to the permanent public records of New Mexico state government that are entrusted to its care. The division strives to foster an appreciation of these records, their historical value, and their potential use by providing quality reference assistance and through educational programming. The division is comprised of one administrative support position, one business operations support position, and seven professional archivists who perform a full range of archival tasks to ensure that an authentic and accessible record of New Mexico state government is maintained. Four positions which are critical to the division functions remained vacant during the fiscal year.

ACCOMPLISHMENTS

The State Archives is the central repository for state government's permanent and historical records, as well as numerous private papers and manuscript collections. The division houses records from the executive, legislative, and judicial branches of government, including documents dating from New Mexico's Spanish (1621-1821), Mexican (1821-1846), and Territorial (1846-1912) periods of history. The State Archives is the primary steward of New Mexico's documentary heritage. In its stewardship, the division's activities are outlined below.

Ancestry.com Partnership

The State Archives of New Mexico continued its partnership with Ancestry.com, one of the world's largest companies specializing in online genealogical and historical records research.

During the fiscal year, staff developed a "quick search guide" for use by patrons. The guide covers how to: complete a title search; sort data chronologically by date; sort by date added; keyword search; and how to search using wild card characters and varied name spellings. This

guide covers navigating the descriptive records for the "New Mexico, Land Records of New Spain, 1692-1846 (SANM I)," the "New Mexico, Civil Records of New Spain, 1621-1821 (SANM II)," the "New Mexico, Census, Military, and Other Records of Mexico, 1821-1846 (MANM)," the "New Mexico, World War I Records, 1917-1919," the "New Mexico, World War II Records, 1941-1945," and the "New Mexico, Prison and Correctional Records, 1905-1958." These are all titles which have been assigned by Ancestry.com and are not the actual titles used by the State Archives of New Mexico.

The SANM team also created two professionally designed "partner access portals" for patrons to conduct research. The above guides have been placed near each portal for quick access by patrons. Since April of 2018, these portals have been used regularly.

Motion Picture Film Digitized For Access

At the close of the fiscal year, the division digitized 2 films from the New Mexico Historical Film Collection (Collection No. 1959-000). Scope and content notes will be expanded for those films in the coming fiscal year and published in HERITAGE, the agency's online catalog.

The films digitized this year included two rolls titled *Georgia O'Keefe*. Division staff worked closely with ARTE TV in the development of a documentary about Georgia O'Keefe titled *L'amour à L'œuvre (Open My Heart)*. This television station is based in Paris, the capital of France and is "a public Franco-German TV network that promotes programming in the areas of culture and the arts." The use of resources within the State Archives of New Mexico to develop international programming is a major highlight for the division this year. ARTE is broadcast in both France and Germany at no cost, 24 hours a day. This programming is available for free, through all forms of devices and across multiple service providers

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in most European countries and Africa. The use of these films for documentary purposes introduces our Historical Film Collection to an international audience.

---♦ Serial No. 11923 - *Georgia O'Keefe*

---♦ Serial No. 11924 - *Georgia O'Keefe*

Access

Access increased during this fiscal year and the State Archives of New Mexico recorded 1,754 on-site visits to the reference room. Archivists assisted each researcher individually to provide access to archival collections which have been preserved. Archives staff satisfied 100 percent of walk-in requests within 24 hours. In addition to on-site visits, archivists addressed the research needs of 456 remote requests for information. These off-site requests are sent in by patrons unable to visit the archives in person on their initial contact with the agency. The division also registered 612 new patrons during the fiscal year.

Off-Site Requests

FY 2014	FY 2015	FY2016	FY2017	FY2018
526	479	420	379	456

On-Site Research Room

FY 2014	FY 2015	FY2016	FY2017	FY2018
1087	1149	1602	1472	1754



Image Number 7804, 1987-066 NM Department of Tourism Photograph,
State Archives of New Mexico

OUTREACH

During the fiscal year, the division continued this important work by: conducting tours of the State Archives of New Mexico; offering educational presentations; and taking advantage of other outreach and professional networking opportunities.

Division staff conducted 37 tours during the fiscal year. This is 14 more tours than provided in FY17. This year, tours were given to: Congressman Ben Ray Lujan; Rancho de Las Golondrinas; New Mexico Legislative Finance Committee; University of New Mexico Law School; New Mexico Military Institute; New Mexico Children, Youth and Families Department; Family Search; Santa Fe Reporter; New Mexico Environment Department; Santa Fe County; American Association of University Women; and Michigan Technological University.

During October of 2017, there were several events held to celebrate Archives Month. *History Matters* was the motto this year and there were a total of five special events during the month. The celebration featured several professional partnerships to promote history, culture and archives throughout the state. The State Records Administrator also obtained a proclamation from the Governor's Office. The proclamation was obtained in honor of the annual celebration and an event schedule was distributed via Facebook.

At the beginning of October, all promotional material for New Mexico's celebration was submitted to the Council of State Archivists (CoSA) via email. This year, the poster featured two historical images and some history of World War I, noting that New Mexico entered into that war in 1917. The photographs featured were from the Records of the Adjutant General (Collection No. 1973-019) and the Adella Collier Collection (Collection No. 1978-030).

On October 4, 2017, SANM promoted the historical work of patron and filmmaker, Shebana Coelho. Coelho was the force behind the release of the film *Nasario Remembers the Rio Puerco*, which aired on New Mexico PBS on Thursday, October 12th at 7:00pm. The event was held at the South Broadway Cultural Center in Albuquerque, New Mexico from 7:00pm-8:30pm. Shebana Coelho is a writer, director and a filmmaker. Coelho leads creativity workshops in Santa Fe and her work spans multiple genres. Coelho has written about and traveled to places like India, Mexico, Mongolia, Palestine, and other places.

On October 7, 2017, the division promoted the "Grand Re-Opening" of SITE Santa Fe. SITE Santa Fe opened in the 90s as an international biennial of contemporary art in the United States. SITE Santa Fe provides exhibitions and educational programs to foster both creative and intellectual with regard

to avant-garde art. The institution features a year-round contemporary art program and hosts an "Art & Culture" series of lectures and performances. They also have an education and outreach program for New Mexico's local schools and educate over 25,000 local, national and international visitors annually. SITE has hosted 100+ exhibitions of works by 700+ international artists. The Archives Month event was held at SITE Santa Fe in Santa Fe, New Mexico from 8:00am-5:00pm. The director of SANM is currently working on a potential donation of a collection with regard to this to honor New Mexico architects involved in this project.

On October 9, 2017, SANM promoted an event in collaboration with the Tribal Liaison, for City of Santa Fe. The "Indigenous Peoples' Day Celebration" was held on the Santa Fe Plaza in Santa Fe, New Mexico from 8:00am-5:00pm. In 2016, the governing body of the City of Santa Fe passed a historic resolution establishing the second Monday of October as annual "Indigenous Peoples Day." Santa Fe embraces its cultural diversity. On Santa Fe "Indigenous Peoples Day," the City of Santa Fe honors Native American people from 23 Tribes, Nations and Pueblos in New Mexico. The division provided the Indigenous Peoples' Pathfinder for distribution at this event.

On October 13, 2017, the division partnered with conservationists with the American Institute for Conservation of Historic and Artistic Works. The director participated in the Archaeological Conservation Webinar in honor of Archaeological Institute of America's "International Archaeology Day." The webinar was hosted from Washington, DC from 10:00am-11:00am, New Mexico time. The Archaeology Pathfinder was provided as a resource for professionals in these fields. The American Institute for Conservation of Historic and Artistic Works (AIC), the Archaeological Conservation Discussion Group (ADG), and SANM participated in the Archaeological Institute of America's "International Archaeology Day" to foster collaboration and to increase understanding between these fields.

On October 14, 2017, SANM and OSH participated in the Border Archives Bazaar held at the New Mexico Farm and Ranch Heritage Museum (NMFRHM). The bazaar was held at the NMFRHM in Las Cruces, New Mexico from 11:00am-4:00pm. The director of SANM provided a virtual tour of the archives to our State Historian for viewing by bazaar visitors. The State Historian provided a lecture on the importance of archives and staffing a table with information on the New Mexico Historical Records Advisory Board grant program. This interactive museum has welcomed visitors from all over the world by bringing to life over 4,000-year history of farming and ranching in New Mexico. The museum is accredited by the American Alliance of Museums, which is the highest national honor for a museum. It is also a part of the New Mexico Department of Cultural Affairs.

Your Access to Public Information

On October 21, 2017, the division promoted a presentation at the Wilson-Cobb Library. *Solving Family History Mysteries* was held from 8:30am-4:00pm and presented by a local genealogist at the Roswell Convention Center in Roswell, New Mexico. The Genealogy Pathfinder was provided for distribution during the presentation. The Wilson-Cobb History and Genealogy Research Library is a special collection library that was established in 1999. It was created to serve the needs of Roswell, New Mexico and other surrounding communities in the geographic region.

STATISTICAL REPORTS

Public Records Accessioned	
Records Center Transfers	Cubic Feet (CF)
NA	0
Total	0 CF

Public Records Accessioned	
Direct Agency Transfers or via MOU and donation or other branches of government	Cubic Feet (CF); No. of Items
1971-012 - Otero County Records	1 folder
1974-021 - Lea County Records	1 folder
1971-005 - New Mexico Legislative Council Service Records	15.00 CF
1974-021 - Lea County Records	1 folder
1971-015 - New Mexico Attorney General Records	5.00 CF
1959-244 - New Mexico State Reorganization Committee Records	1.00 CF
Total	21 CF; 3 folders

Private Collections Accessioned	Cubic Feet (CF); No. of Items
1986-042 - Stephen Watts Kearny Chapter of the Daughters of the American Revolution Records	1 folder
1959-298 - Reference Room Book Collection	1 folder
1959-298 - Reference Room Book Collection	1 folder
1959-000 - New Mexico Historical Film Collection	1 DVD
2017-021 - Katherine Pomomis Research Collection	1.50 CF
2017-022 - Nancy Poltrock Collection of Pearl Eaton Records and Photographs	0.25 CF
2017-023 - Stan Graham Collection of Journals Related to John T. Curtis	1.00 CF
1959-250 - New Mexico State Records Center and Archives History Files	1 book
1959-298 - Reference Room Book Collection	1 book
2017-005 - Kermit Hill Collection of Scrapbooks Related to Harrington Junior High School	1.50 CF
1959-250 - New Mexico State Records Center and Archives History Files	1 folder
1959-298 - Reference Room Book Collection	1 book
2014-059 - New Mexico Library Association Records	1 book
1959-298 - Reference Room Book Collection	1 book
1959-298 - Reference Room Book Collection	1 book
Total	4.25 CF; 7 books; 3 folders; 1 DVD

During FY 2018 a total of 9,811 descriptive records were entered into HERITAGE and published online. The descriptive records created were attached to 116.75 cubic feet of records from both public and private collection housed within the permanent repository.

Public Records Described and Published	No. of CF described and published
1959-042 - Sandoval County Records	1.00 CF
1959-069 - Governor Stephen Watts Kearny Papers	0.25 CF
1959-070 - Governor Charles Bent Papers	0.25 CF
1959-172 - Governor Sterling Price Papers	0.25 CF
1959-091 - Governor Herbert J. Hagerman Papers	0.50 CF
1959-124 - Records of the United States Territorial and New Mexico District Courts for Bernalillo County	4.00 CF
1970-006 - New Mexico Department of Corrections Records	0 CF
1971-015 - New Mexico Attorney General Records	0.25 CF
1972-011 - Records of the United States Territorial and New Mexico District Courts for Santa Fe County	1.00 CF
1973-002 - Santa Fe County Records	1.00 CF
1973-019 - New Mexico Adjutant General Records	0.25 CF
1977-036 - State Highway and Transportation Department Records	0 CF
1979-033 - Records of the United States Territorial and New Mexico District Courts for Quay County	11.00 CF
1981-022 - New Mexico State Publications	0.25 CF
1987-066 - New Mexico Department of Tourism Photograph Collection	0 CF
1999-029 - Bernalillo County Metropolitan Court Records	91.00 CF
2002-031 - State Records Center and Archives Photograph Collection	0 CF
2003-004 - Governor Gary Johnson Papers	0 CF
2007-005 - Governor Bill Richardson Papers	2.00 CF
2017-030 - Tom Udall Papers	0 CF
TOTAL DESCRIBED AND PUBLISHED	113.00 CF

Private Collections Described and Published	No. of CF described and published
1959-143 - New Mexico Mining Collection	0.25 CF
1959-173 - George W. Prichard Scrapbook Collection	0.25 CF
1959-298 - Reference Room Book Collection	0.50 CF
1960-025 - A.A. Jones Papers	1.00 CF
1973-035 - School of American Research Collection	1.00 CF
1977-055 - Katherine Dorman Photograph Collection	0 CF
1980-014 - Dale Bullock Photograph Collection	0.25 CF
19580-030 - Armstrong Family Papers	0 CF
1987-045 - Dorothy Woodward Memorial Penitente Collection	0 CF
1988-052 - New Mexico Jewish Historical Society Collection	0 CF
2017-021 - Katherine Pomonis Research Collection	0 CF
2017-022 - Nancy Poltrock Collection of Pearl Eaton Records and Photographs	0 CF
2017-023 - Stan Graham Collection of Journals Related to John T. Curtis	0 CF
0114-0115 - Virginia Johnson Photograph Collection	0.50 CF
TOTAL DESCRIBED AND PUBLISHED	3.75 CF

During FY 2018, SANM staff preserved approximately 29.30 cubic feet of records from both public and private collections within the permanent repository. There were 11.50 cubic feet of public records preserved through rehousing and 5.50 cubic feet of private records preserved through rehousing. There were also approximately 12.30 cubic feet of public and private records preserved through: digitization for Facebook posts and other forms of outreach; for a report compiled by the Administrative Services Division of the agency; and for patron requests. This year, preservation efforts included the digitization of over 100 photographs/negatives, 50 documents, and 2 motion picture film reels.

Public Records Preserved	Cubic Feet (CF)
1959-000 - Historical Film Collection	0.50 CF
1959-069 - Governor Stephen Watts Kearny Papers	0.25 CF
1959-070 - Governor Charles Bent Papers	0.25 CF
1959-072 - Governor Sterling Price Papers	0.25 CF
1959-124 - Records of the United States Territorial and New Mexico District Courts for Bernalillo County	2.00 CF
1959-296 - Map Collection	1.00 CF
1960-043 - Records of the United States Territorial and New Mexico District Courts for San Miguel County	3.00 CF
1973-019 - New Mexico Adjutant General Records	0.50 CF
1974-034 - Bernalillo County Records	1.00 CF
1979-033 - Records of the United States Territorial and New Mexico District Courts for Quay County	1.25 CF
1987-066 - New Mexico Department of Tourism Photograph Collection	0.50 CF
1997-045 - New Mexico Cultural Properties Review Committee Photograph Collection	0.25 CF
2002-031 - State Records Center and Archives Photograph Collection	0.75 CF
Total	11.50 CF

Private Collections Preserved	Cubic Feet (CF)
1959-173 - George W. Prichard Scrapbook Collection	0.50 CF
1960-025 - A.A. Jones Papers	0.25 CF
1971-006 - Lucian A File Papers	3.50 CF
1973-024 - Frank McNitt Papers	0.50 CF
1980-014 - Dale Bullock Photograph Collection	0.25 CF
1980-030 - Armstrong Family Papers	0.50 CF
Total	5.50 CF



Probably the South side of West De Vargas St., Santa Fe, formerly called San Miguel St.,
n.d., Image Number 21951, 1959-138 Sylvia G. Loomis Photograph Collection,
State Archives of New Mexico

Office of the State Historian

PURPOSE

The Office of the State Historian (OSH) promotes an understanding and appreciation of New Mexico history and culture through original research, education, public presentations, and publications. OSH staff provides consultation and research assistance to state agencies, scholars, elected officials, and the general public. The state historian serves as director of this three-person division. He also sits as the statutory member of the Cultural Properties Review Committee (CPRC), the primary function of which is to review proposals for the preservation of cultural properties throughout New Mexico. He is currently chairman of the committee. He also serves as the deputy chair of the New Mexico Historical Records Advisory Board (NMHRAB).

ACCOMPLISHMENTS

Website Development

The New Mexico history website continued to offer students, educators, researchers, and the general public an accessible and effective tool in disseminating knowledge about New Mexico's rich historical past. OSH staff continued to redesign the website, www.newmexicohistory.org, which received 423,129 visits, exceeding its goal of 200,000.

New Mexico History Scholars Program

In FY 2018, the scholars program received funding support from the Historical Society of New Mexico (HSNM) and the University of New Mexico - Center for Regional Studies (UNM/CRS). The program encourages research in archival repositories throughout the state. On January 5, 2018, the OSH Scholars Review Committee met and made recommendations for CY 2018 awards. The agency received 10 applications, and 7 fellowships were awarded. Of the 7 awards granted, three scholars researched, wrote, and presented their papers in FY 2018. The recipients and their research topics are listed at right:

Linda Tigges, Ph.D., Independent Scholar

"Imported Luxury Goods and New Mexico Merchants: 1600-1700"
SRCA.

Numair Latif, Graduate Student, UNM,

"El Camino Real de Tierra Adentro: Historic Trails Archival Research"
Waters Room, UNM.

Austin J. Miller, Graduate Student, UNM

"Blackdom: Interpreting the Hidden History of New Mexico's Black Town."
Waters Room, UNM.

George R. Matthews, Independent Scholar

"John Kinney: New Mexico's Boss Rustler"
Branigan Cultural Center, Las Cruces.

Annette Rodriquez, PhD.

"Intimate Acquisitions: Militant Volunteerism and New Mexico Land Grants"
SRCA.

State Historian Activities

State Historian Dr. Rick Hendricks delivered a papers at four conferences, gave eleven public lectures, authored two book chapters, and posted four articles to newmexicohistory.org. He conducted one webinar for National History Day, and was a judge at the regional and state National History Day competitions. He was interviewed once for a documentary film and three times for television. The state historian answered an average of 30 patron queries a month. He serves on the board of the Northern Rio Grande National Heritage Area (ex officio), the board of the HSNM (ex officio), and the *El Palacio* editorial board. He and the deputy state historian and grants administrator mounted two World War I exhibits in the state archives reading room.

Conference Papers

“Lockhart H. Claunch: From Marfa Rancher to New Mexico Town Founder,” 24th Annual Conference, Center for Big Bends Studies, Alpine, TX, November 10, 2017.

“Nuevomexicano Governors of New Mexico in the Mexican Period: Los Chávez,” Historical Society of New Mexico Annual Conference, Alamogordo, April 20, 2018.

“Surveying New Mexico Land Grants,” New Mexico Professional Surveyors Annual Conference, Sandia Pueblo, April 28, 2018.

“San Francisco de Asís Church in Ranchos de Taos and the Mystery Painting,” 23rd Annual International Conference of the Anza Society, Taos, May 18, 2018.

Lectures

“There and Back Again,” Baaku (LA37627) Pot Creek Phase Site (BE-061), CPRC, August 11, 2017.

“History of Water Rights in New Mexico,” Santa Fe Botanical Garden, August 15, 2017.

“Border History in Border Archives,” Border Archives Bazaar, New Mexico Farm & Ranch Heritage Museum, Las Cruces, October 14, 2017.

“When Ulysses S. Grant Ran for Governor of New Mexico: Hippies & Politics in the 1970s,” Characters of New Mexico Series, Bachechi Open Space, Albuquerque, October 19, 2017.

“In Celebration of Aztec Lodge’s 150th Birthday,” Las Cruces, October, 20, 2017,

“Legislative Finance Committee Diamond Jubilee,” New Mexico State Legislature, Santa Fe, October 24, 2017.

“An Unabashedly Revisionist Look at New Mexico’s Mexican-Period Governors,” Southwest Seminars, Santa Fe, June 4, 2018.

“New Mexico’s Mexican-Period Governors and Land Grants,” New Mexico Young Surveyors, Santa Fe, June 13, 2018.

“History of the Gallegos Ranch,” Gallegos, June 16, 2018.

“Casta Paintings and Racial Hierarchies in New Spain and New Mexico,” Silver City Museum, Silver City, June 21, 2018.

“Brief History of Freemasonry in New Mexico,” The Santa Fe Scottish Rite Temple: Freemasonry, Architecture, and Theater, Santa Fe, June 24, 2018.

Exhibits

The state historian co-curated with the deputy state historian and grants administrator two exhibits of documents related to New Mexico World War I veterans Nicolas M. Lucero and Roy Flamm in the reading room of the state archives in March 2018.

On-Camera Interviews

Interview with Brazilian film crew for documentary “O Eremita das Américas: João Maria D’Agostinho,” August 21, 2017.

TV interview on the History of New Mexico Fence Laws, KRQE, Albuquerque, October 31, 2017.

TV interview for French and German TV on Pueblo Indian culture with documentary filmmaker Gaëlle Corvest, January 11 and 15, 2018.

TV interview for C-SPAN Cities Tour, Fort Selden, June 6, 2018.

Book Chapters

“Freemasonry and the Scottish Rite,” and “Freemasonry in New Mexico, 1846-1911: Challenges and Opportunities,” in *The Santa Fe Scottish Rite Temple: Freemasonry, Architecture, and Theatre*, edited by Wendy Waszut-Barrett and Jo Whaley (Santa Fe: Museum of New Mexico Press, 2018), 11-15, 16-51.

Articles posted to newmexicohistory.org

“Francisco de la O a James Wiley Magoffin, Hacienda de la Rosalía, 23 Marzo de 1861”

“Francisco de la O to James Wiley Magoffin, Hacienda de la Rosalía, 23 March 1861”

“Deloss Warren Smith”

“Archbishop Placide-Louis Chapelle”

Webinar

“How to Research Local History for National History Day Projects,” New Mexico Humanities Council, 7 December 2017

National History Day

Regional Judge - Las Cruces, March 23, 2018.

State Judge - Albuquerque, April 27, 2018.

Deputy State Historian Activities

Deputy State Historian Robert D. Martínez presented one conference paper, gave fifteen public lectures, and was a judge at the regional National History Day competition and the emcee at the state competition. The assistant state historian answered an average of 30 patron queries a month.

Conference Papers

“Enduring Musical Traditions of Hispanic New Mexico,” Society for Applied Anthropology, Santa Fe, March 28, 2017.

Lectures

“Enduring Musical Traditions of Hispanic New Mexico” Hispanic Heritage Month, sponsored by Southwest and Border Cultures Institute, Anthropology Department, and Chicano Programs, New Mexico State University, Las Cruces, September 27, 2017.

“Alabados, Inditas and Corridos: A Musical Journey through Hispano New Mexico,” Rio Rancho, October 5, 2017

“A Brief History of Hispanic Music in New Mexico,” Oasis, Albuquerque, October 6, 2017

“Alabados, Inditas and Corridos: A Musical Journey through Hispano New Mexico,” Bachechi Open Space, Albuquerque, October 6, 2017

“Un Misticismo Tosco: Spanish Mysticism and the Catholic Church,” University of New Mexico, Albuquerque, October 17, 2017

“My Lunch with Reies Lopez Tijerina: Musings on a Chicano Rebel,” Bachechi Open Space, Albuquerque, October 19, 2017

“A History of the Catholic Church in New Mexico,” Vocations Discernment Conference, Archdiocese of Santa Fe, Albuquerque, February 4, 2018

“The Casta System in New Spain and New Mexico,” New Mexico History Museum, Santa Fe, February 12, 2018

“Alabados, Inditas and Corridos: A Musical Journey through Hispano New Mexico,” Southwest Conference on Language Teaching, Santa Fe, February 24, 2018

“History of the Inquisition in New Spain and New Mexico,” Albuquerque, March 6, 2018, Catholic Student Association, University of New Mexico

“The Casta System in New Spain and New Mexico,” Corrales Historical Society, Corrales, April 22, 2018

“A History of Hispanic Music of New Mexico,” Academy for Technology & the Classics, Santa Fe, May 1, 2018

“More Mexico City Roots: Digging for Ancestors in Mexican Records,” HGRC-NM, National Hispanic Cultural Center of New Mexico, Albuquerque, May 5, 2018

“Martín Serrano of Zacatecas (And Mora and Sapello!),” Family Heritage Day: Honoring the Martínez Family of New Mexico, Las Vegas June 15, 2018

“The Counter-Narrative: Zia Iconography and Appropriation,” Indian Pueblo Cultural Center, Albuquerque, June 20, 2018

Articles

Robert D. Martínez and José Antonio Esquibel, “Mexico City Roots: Jirón de Tejada, Leyva y Mendoza, and Afán de Ribera Families, Part 1,” *Herencia* 25, no. 3 (July 2017): 6-18.

“The Barron Family of Guanajuato, Mexico,” *New Mexico Genealogist* 56, no. 3 (September 2017): 103-12.

Robert D. Martínez and José Antonio Esquibel, “Mexico City Roots: Jirón de Tejada, Leyva y Mendoza, and Afán de Ribera Families, Part 2,” *Herencia* 25, no. 4 (October 2017): 8-20.

Robert D. Martínez and José Antonio Esquibel, “Mexico City Roots: Jirón de Tejada, Leyva y Mendoza, and Afán de Ribera Families, Part 3,” *Herencia* 26, no. 1 (January 2018): 8-18.

Robert D. Martínez and José Antonio Esquibel, “Mexico City Roots: Jirón de Tejada, Leyva y Mendoza, and Afán de Ribera Families, Part 4,” *Herencia* 26, no. 2 (April 2018), 5-19.

“Transcription, Abstractions, and Extractions in Genealogy” *New Mexico Genealogist* 57, no. 2 (June 2018): 93-94.

Radio Interviews

“Historical Monuments of New Mexico,” KSFR Radio, Santa Fe, September 14, 2017
“Historical Context of Vargas in New Mexico” (discussion about the Entrada controversy), Native America Calling, KUNM, Albuquerque, September 26, 2017

Webinar

“Conflict and Compromise: New Mexico Stories in History,” webinar for New Mexico Humanities Council, October 26, 2017

National History Day

Regional Judge, Albuquerque, March 2, 2017
Emcee, State Competition, April 27, 2017

New Mexico Historical Records Advisory Board

The NMHRAB was established in 1975 to serve as the central advisory body for reviewing grant proposals submitted by state and local governmental entities or private record repositories to the National Historical Publications and Records Commission (NHPRC). The board has since become one of the leading advocates for the preservation of New Mexico’s historical records, stimulating public access to those records, and promoting a broad range of training. These efforts have been made possible through grants from the NHPRC and funding from New Mexico’s general fund.

The CPR received an NHPRC grant (RC-100008-17) in the amount of \$65,000 to be divided between FY 2018 and FY 2019. The grant provides funding for the NMHRAB regrant program. The award is 63 percent of the budgeted project cost of \$102,500. The remaining 37 percent is being provided by the state of New Mexico.

Regrant Program

The board received 8 grant applications requesting a total of \$46,040.95 for the FY 2018 grant cycle. The board awarded \$24,999.69 in state and federal funds to the 6 grant applicants at its May 12, 2017, meeting. Of these funds, \$25,000 was NHPRC grant funds. As in the previous year, the CPR staff prepared notification letters, together with all corresponding documentation for the FY 2018 grant awards. All agreements were executed in a timely fashion.

The five-year funding overview:

Fiscal Years	No. of Applicants	No. of Awards	No. of New Recipients	Funds Requested	Funds Awarded
2014	9	7	2	\$69,100.00	\$42,489.50
2015	17	9	5	\$103,229.93	\$44,786.16
2016	19	8	8	\$125,937.16	\$37,021.23
2017	6	6	6	\$43,724.60	\$35,003.45
2018	8	6	2	\$46,040.95	\$24,999.69

The following is a list of FY 2018 award recipients and funding amounts:

Grant Recipient	Amount Awarded
Institute of American Indian Arts	\$3,328.98
Doña Ana County	\$3,787.60
National Hispanic Cultural Center	\$5,400.00
Menaul Historical Library of the Southwest	\$2,735.44
Aztec Museum Association	\$7,790.70
New Mexico Jewish Historical Society	\$1,967.96

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FY 2018 Regrants

Proposal #18-01 New Mexico Jewish Historical Society

This project sought funds to create digital copies (pdf/a and tiff files) of its collection of wide ranging materials. Those documents included: 1) issues of the newsletter *Legacy*. The size of this collection is contained in: one full drawer measuring 36" wide and 12" deep and one full binder measuring 12" wide and 4.5" deep; 2) NMJHS administrative records including but not limited to: Board of Directors meeting minutes and Annual Meeting minutes. These records were filed in one half file drawer that measures 36" wide and 12" deep; 3) NMJHS fall conference programs and other information currently contained in one banker box; 4) one scrapbook of papers, photos, and newspaper articles pertaining to the New Mexico B'nai Brith Albuquerque Lodge 335; 5) family paper, documents, correspondence and photographs of the Bell family, one of the prominent New Mexico Jewish families from Albuquerque and Santa Fe. Lance Bell provided his permission for NMJHS to review, inventory, scan and digitize such artifacts. These family records were stored in four large plastic bins. **Amount Awarded: \$1,967.96**

Proposal #18-02 Aztec Museum Association

This project received funding to digitize a newly acquired collection of 9,000 records occupying 40 cubic feet into JPEG and PDF formats and enter them into a digital database (Rocky Mountain Online Archive). This proposed project enabled the museum to hire a contractor to facilitate the digitization of this collection. It also secured the proper curation resources needed to preserve the physical copies of the oldest portions of the collection. The collection consists of photographs, hand written letters, and typed documents that cover 70 years of the personal and public stories of San Juan County residents. The records not only document important moments for San Juan County communities and families. **Amount Awarded: \$7,779.70**

Proposal #18-03 Menaul Historical Library of the Southwest

This project was awarded funds to digitize to DVD format records currently residing on 30 VHS tapes, 500 feet of 16 mm movie film, and 200 feet of 8-mm movie film. The VHS tapes and movies are of historical significance because the Presbyterian Church was among the foremost institutions promoting education and health in New Mexico. Materials include Native American faith stories, as told by students attending Menaul School, Presbyterian, Menaul School, and

John Hyson School history, meeting minutes, periodicals (*Home Mission Monthly*, 1886-1923, and *Presbyterian Home Missionary*, 1872-1879), and mission history. They are a record of people who are a part of New Mexico history. Following digitization by an approved vendor, MHLSW staff recorded the description of those records onto our online catalog, and downloaded the content of the DVDs onto our servers. The catalog is available on the MHLSW website at www.menaulhistoricallibrary.org. **Amount awarded: \$2,735.44**

Proposal #18-05 National Hispanic Cultural Center (NHCC)

This project received funds to hire a digital technician to digitize 2,600 photographs from the Mari-Luci Jaramillo Collection. This collection, spanning the years 1905 to 2013, consists of 21 cubic feet of archival material. The digitization project focused on the 2,600 photographs. These original images, the vast majority of which are in black and white, are from her time as a teacher and education reformer in New Mexico, 1969-1976; as U.S. ambassador in Honduras, 1977-1980; and as deputy assistant secretary of defense for Latin America. The Center provided professional archival management, as well as the hardware and software needed for this project. NHCC collaborated with the University of New Mexico Libraries-New Mexico Digital Collections to provide free access to the digital images, guaranteeing far-reaching availability of these historical records, so that they may be used by generations to come. The project ensured that the public, as well as local and national researchers, can learn and benefit from the valuable historical and cultural knowledge of these images preserved in digital format. The complete collection's finding aid will be uploaded for access on Rocky Mountain Online Archives and the collection will be cataloged with the SALSA Consortium, a group of New Mexico state agency libraries. **Amount awarded: \$5,400.00**

Proposal #18-06 Institute of American Indian Arts (IAIA)

This project sought funds to undertake the Pop Chalee project, which preserved and made available photographs, scrapbooks, newspaper clippings, and some documentary materials from the newly acquired Merina Lujan Hopkins (Pop Chalee) Collection at the Institute of American Indian Arts Archives. The overall goals of the project were to preserve and stabilize the collection, 2) arrange and describe the collection, 3) photograph the scrapbooks

to create high quality access copies, 4) publish a finding aid of the collection as a public access point. The project intended to preserve three scrapbooks by way of interleaving and boxing, rehouse 227 loose photographs and dozens of loose news clippings, and preserve the remainder of the materials in folders and boxes. The scrapbooks were professionally photographed in an effort to create high quality access copies digitally in hard copy. After the initial preservation phase was completed, the collection was arranged and described; a finding aid was drafted and published on the Rocky Mountain Online Archive. The three scrapbooks total 146 pages and cover Chalee's career, 1930-1993. The books also hold 27 loose photographs and news clippings. One record carton contains two binders of 8 x 10 photographs (45) and 25 folders containing miscellaneous photographs (circa 150), publications, news clippings, museum catalogs, programs, and other materials, 1940s-1993. The collection, upon completion, takes up approximately four cubic feet of space in the archives. **Amount awarded: \$3,328.98**

Proposal #18-07 Doña Ana County

This project was awarded funds for a pilot project that focused on public access to a collection of historic records ranging from 1854-1963. The purpose of the project was to develop a viable plan to prioritize the preservation of the larger collection of records within a reasonable timeframe. The county intended to achieve full public access. The documents are part of the original permanent record that the Clerk's Office is required to maintain and

are in paper format. The collection consists of five boxes, each measuring 15 inches in length by twelve inches in width by ten inches in height. This equals a total of 159 cubic feet. The documents are in English and Spanish. The county is at risk of losing precious information contained in some of the original documents for a variety of reasons. Many documents are written in pencil, are badly worn with tears and wrinkles, and many have stains from oil, dirt, blood, etc. One of our goals was to index the documents into our recording software, which would create a searching method online. **Amount awarded: \$3,787.60**

Educational Programming and Outreach

The grants administrator and state historian traveled to several cities around the state and held informational workshops. The purpose of the workshops was to inform potential applicants about the program, discuss changes to the FY 2018 application, answer questions, and promote the regrant program. Dr. Rick Hendricks provided instruction on the grants application procedure at the Branigan Cultural Center in Las Cruces on October 11, 2017. Grants administrator, Dr. Thomas Shumaker conducted a grants application workshop at the State Record Center and Archive on October 20, 2017. A total of seven participants learned about the grant application procedure, the history of the program, and who is eligible to apply.

Branigan Cultural Center Las Cruces	10/11/2017	Dr. Rick Hendricks
State Records Center and Archives Santa Fe	10/20/2017	Dr. Thomas Shumaker

An educational workshop took place on May 3 and 4, 2018. The NMHRAB Spring archival workshop took place on May 3 and 4, 2018. The workshop was entitled "*History Starts at Home*." Our speakers were as follows:

Session 1) Ruth Randall, a nationally known certified genealogist, has made her life's work the reconstruction of the lives of former slaves and tracing those roots for their descendants. She specializes in 19th and 20th century genealogy, especially in the areas of Georgia, Missouri, Pennsylvania, and Virginia.

Session 2) Henrietta Christmas is a well-known local author, historian, and genealogist who has worked for many years with the Historical Society of New Mexico.

Session 3) Felicia Lujan, director of the State Archives of New Mexico, brought her expertise in document preservation and storage to the workshop in addition to her deep knowledge of the archival holdings at the State Archives.

Session 4) Sibel Melik, a retired archivist and expert in the field of digital and film archiving, brought this knowledge

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to the workshop. Ms. Melik has made a national name for herself in the field of film and digital archiving, preserving and preparing historic films for presentation at the Violet Crown Theatre, in Santa Fe, and elsewhere.

Thirty-five individuals were in attendance for this full-day event. The grants administrator drafted public service announcements regarding the regrant program and sent them to KUNM (Albuquerque), KSFR (Santa Fe), KENW (Portales), and KRWG (Las Cruces).

Technical assistance was provided on approximately 556 occasions by the grants administrator. Assistance consisted of providing advice, answering questions regarding NMHRAB grant guidelines and reporting requirements, and assisting with grant applications.

The Historical Information Network and Tracking System (HINTS), a directory of historical records repositories, was also updated. Thirteen updates were made for the following HINTS repositories:

Albuquerque/Bernalillo County Genealogical Library
Archdiocese of Santa Fe
Center for Southwest Research
Eastern New Mexico University
Los Alamos County
Menaul Historical Library of the Southwest
Minor Heron Incorporated
New Mexico Museum of Art
New Mexico State Land Office
Rancho de Las Golondrinas
Union County Clerk
Village of Ruidoso
Village of Taos Ski Basin

NMHRAB Members

The board held regular meetings on February 17, 2017, and May 12, 2017. Three board members' terms expired during FY 2017: Martha Shipman-Andrews, Dr. Willow Powers, and Lisa Johnston. All three were re-appointed.

The following are the FY 2017 board members, the number of terms served, and their term expirations:

Board Members	Terms Served	Term Expires
Lisa Johnston, Assistant City Clerk City of Artesia	5 th Term	September 25, 2018
Martha Shipman Andrews, Archivist & Associate Professor NMSU	3 rd Term	September 25, 2018
Willow Powers Anthropologist and Certified Archivist Emeritus	3 rd Term	September 25, 2018
Ryan Flahive, Archivist Institute of American Indian Arts	2 nd Term	March 10, 2018
Melvin Sarracino, Museum Specialist Sky City Cultural Center and Haak'u Museum	1 st Term	June 30, 2018
Melissa Salazar, State Records Administrator & Board Chair, Commission of Public Records (departed agency)	N/A	Ex officio
Rick Hendricks, State Historian & Deputy Chair	N/A	Ex officio



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Information Technology Management Division

PURPOSE

The Information Technology Management Division (ITMD) provides a broad range of technical services and support to the New Mexico Commission of Public Record's (CPR) staff; supports the agency's strategic goals and initiatives; maintains secure and reliable local and wide area networks for the daily operations of the State Records Center and Archives (SRCA); and ensures business continuity through a robust information infrastructure which includes the acquisition, installation, maintenance, and upgrade of hardware and software.

The division is comprised of three staff members: the division director, an information technology (IT) network administrator 1, and an IT end user support 3. The division director also serves as the chief information officer (CIO), providing leadership, direction, and tactical planning related to the agency's current and future use of technology. The ITMD staff provides its expertise and knowledge in support of the commission's stated mission and statutory mandates.

In its pursuit to provide excellent and comprehensive service to its customers, the accomplishments of this three-member team were varied. The following narrative delineates the division's successes in FY 2018.

ACCOMPLISHMENTS

Annual IT Plan

The annual Information Technology Plan is one of the agency's most important administrative and budgetary tools. Developed by the CIO with input from staff, this blueprint outlines the vision for using technology at the agency, defines the agency's technological infrastructure and environment, sets forth goals and objectives, describes and justifies future IT-dependent projects, provides critical budgetary information, and establishes replacement schedules for hardware and software. This three- to five-

year planning document allows the agency to address its current and future IT needs and highlights the importance of IT in the day-to-day operations of the agency.

Centralized Electronic Records Repository Project

The ITMD staff contributed significantly to the Centralized Electronic Records Repository (CERR) project with the division director serving as a lead member of the core team. The CERR project uses the Hewlett Packard Enterprise Records Manager (HPE RM) software application. This initiative will allow the agency to provide an enterprise approach to capturing, managing, and retrieving inactive electronic records for state government agencies, including e-mail, Microsoft generated documents, portable document files, and other electronic records. As the CERR project continued work on a Proof of Concept (POC) integration mode in FY 2018, the ITMD provided significantly increased support. The CERR production server environment was further modified during FY 2018 to allow for mirroring of the production environment to a virtual server which copied any new records entered into the production server to a virtual server in real time. This provided a disaster recovery option in case of a failure.

As part of the POC, 2 pilot agencies were identified to participate in the CERR. During FY 2018, one of the pilot agencies dropped out and the focus turned to integration of the remaining pilot agency into the CERR. A virtual private network (VPN) connection was configured between the pilot agencies in 2017 and additional configuration work was required in FY 2018. To allow authenticated access to the CERR a Microsoft trusted domain was created between the pilot agency and the CPR domain.

Additional hardware was configured during FY 2018 to include servers and storage devices to support the

additional record capacity generated by the SRCA and the new pilot agency as they come online. Configuration, deployment, and testing of this hardware will continue in FY 2019.

The CERR project will be described more fully in the Records Management Division section of this report.

Agency Website Support

During FY 2018 ITMD staff working with ASD and ALD staff were able to identify funding and generated a contract for a complete upgrade of the *New Mexico Administrative Code* website and the *New Mexico Register* website. This upgrade provided a more stable hardware and software environment for the continued use of both websites as the original websites were operating on an outdated hardware and software platform. The staff of the ITMD continued to work on updating the *nmcp.state.nm.us* website, the official website for the CPR. The website provides agency contact information, notices of upcoming events, training and registration information, commission meeting minutes, and agency forms. It also provides access to the *New Mexico Administrative Code* website; the *New Mexico Register*; the Historical Information Network and Tracking System, a directory of historical records repositories; and to HERITAGE, the online catalog for the New Mexico State Archives Support was also provided in support of the Office of the State Historian website newmexicohistory.org.



Pansy Stockton in Her Studio, n.d.,
Image Number 30877, 1980-014
Dale Bullock Photograph Collection,
State Archives of New Mexico

Digital Archives Repository and Other Digital Initiatives

During FY 2018, the New Mexico State Archives also digitized more at-risk visual and paper media. In support of these projects, the ITMD staff continued to provide the necessary disk storage and backup capabilities to meet this increasing demand. At the end of FY 2018, the total number of assets residing in the Digital Archives Repository (DAR) was at 1,270,752 files resulting in the need for 61.62 terabytes of disk storage and backup capacity.

Other Accomplishments

The ITMD staff also assisted with the development of the annual IT budget request, the approval of IT related request for proposals, contracts and purchase requests, as well as completion of the annual IT inventory. Additionally, the division continued set up of new desktops for new employees and replaced others identified on the maintenance schedule. Using its internal helpdesk application, the ITMD also responded to 339 help desk requests. During FY 2018 ITMD purchased network hardware switching devices in anticipation of a network upgrade to occur in FY 2019.



Marietta and Edna Palmer, ca.
1895, Image Number 6560 Frank
J. McNitt Photograph Collection,
State Archives of New Mexico

Records Management Division

PURPOSE

The Records Management Division (RMD) is responsible for providing guidance and assistance to state and local governmental agencies on the development of efficient and effective records and information management programs. This includes retention, storage, and disposition of records to ensure that information is available when and where it is needed in an organized and efficient manner and in the appropriate environment. In addition, the RMD staff guides agencies in the establishment of policies and recordkeeping requirements that allow the organization to establish and maintain control over their information workflow and administrative operations.

ACCOMPLISHMENTS

Agency Analysis Bureau

The Agency Analysis Bureau is responsible for the development of records retention and disposition schedules (RRDS) that identify, describe, and establish retention periods for records of state and local governmental agencies. The bureau also provides training on records and information management. During FY 17, the functional RRDS (1.21.2 NMAC, Retention and Disposition of Public Records) was amended to update retentions and clarify some classifications.

Records Management Program Development

In an effort to satisfy its statutory mandate to create a records management program for state agencies, the agency analysis bureau began development and implementation of a comprehensive program at the Commission of Public Records in FY 18. Program development has included the creation of a management structure, records management policies, file plans, and procedures for implementation. Efforts to standardize

this program for implementation at other state agencies will continue in FY 19.

Trainings are being offered to state, judicial, and local government bodies on current records management laws and best practices.

In FY 2018, the Agency Analysis Bureau conducted 33 records and information management trainings. There were 560 record liaison officers, chief records officers, and government employees that attended these trainings.

Centralized Electronic Records Repository

A key component of the comprehensive records management program has been developing an approach to managing electronic records, particularly e-mail messages. A continuing goal of the agency has been to obtain an electronic records management system (ERMS) that will function as a CERR for state agencies. As reported in the previous annual report, the CPR initially received \$150,000 in the 2008 General Appropriations Act for phase one of the project and \$1,272,400 (\$450.0, Laws 2012, Chapter 19, Section 7 and \$822.4, Laws 2013, Chapter 227, Section 7) to continue through deployment. In FY 2009, Vincent and Associates was selected to conduct a needs assessment. The needs assessment provided the information required to select and acquire software, hardware, and integration services. Hewlett Packard's (HP) TRIM application was chosen, and the CERR team used the information to analyze implementation models, develop planning documentation to move the project from the initiation phase to the planning phase, and to select an implementation model.

In FY 2017, the CERR team continued to meet regularly. It worked with a contracted project manager to provide meeting support and develop documentation required to meet the Department of Information Technology's (DoIT) Project Certification Committee (PCC) requirements.

In conjunction with the CERR integrators, Information First, the team deployed the CERR solution design to the Commission of Public Records as the model agency for the project. Selection of the first pilot agency was also completed, and an MOU was signed between the Pilot and the Commission of Public Records. Funding for the project expired at the end of FY 17, and the decision was made to complete the deployment of the two pilot agencies with in-house resources.

At the close of the fiscal year, the CERR team had participated in, reviewed, and approved the following

- CERR deliverables:
- Project Management and Reporting;
- HP Records Manager End User Training;
- Prep for Model Agency Deployment to Procuring Agency;
- Deployment of Model Agency Solution; and
- User Acceptance Testing.

In FY 2018, the CERR team continued to meet regularly. It identified the Economic Development Department as the first pilot agency for deployment. Deployment work in FY 18 with Pilot Agency 1 included the following:

- Project Management and Reporting;
- Assessment of existing records management environment
- Records and information management training
- Records surveys
- Development of policies, procedures, and file plans

Records Center Bureau

The Record Center Bureau provides storage for inactive or infrequently used paper records of state agencies. Staff tracks the status, retention, and disposition of approximately 233,450 boxes of paper and rolls of microfilm. Additionally, secure and controlled facilities in Albuquerque and Santa Fe are available to state agencies and public entities to dispose of their public records that have met their legal retention. These services are a cost savings benefit to those it serves and allows confidential and sensitive information to be protected and disposed of properly.

In FY18, staff transferred 1,800 boxes from the records center vault to the newly renovated archives area. The transfer allowed archive employees easier access to their records, while creating additional space for storage of non-archival paper records in the records center.

Records center staff in both Albuquerque and Santa Fe completed the pull, palletization, and destruction of 16,466 cubic feet of records. These records were part of the annual destruction process and took several months to complete.

Records center staff sold 6,525 boxes in FY18, invoiced agencies a total of \$13,050. Records center staff invoiced over \$14,000 for services provided including: active records, records excluded from destruction, box storage (beyond retention), and monthly destruction.

During FY 2018, the two facilities processed 7,354 cubic feet of records for storage. The FY 2018 ending inventory reflected 84,944 cubic feet of records in storage, an increase of 29,829 cubic feet over the FY 2017 ending inventory.



Louise Trigg and Jean Bowie, n.d., Image Number 25528, 1978-039 Louise Trigg Photograph Collection, State Archives of New Mexico

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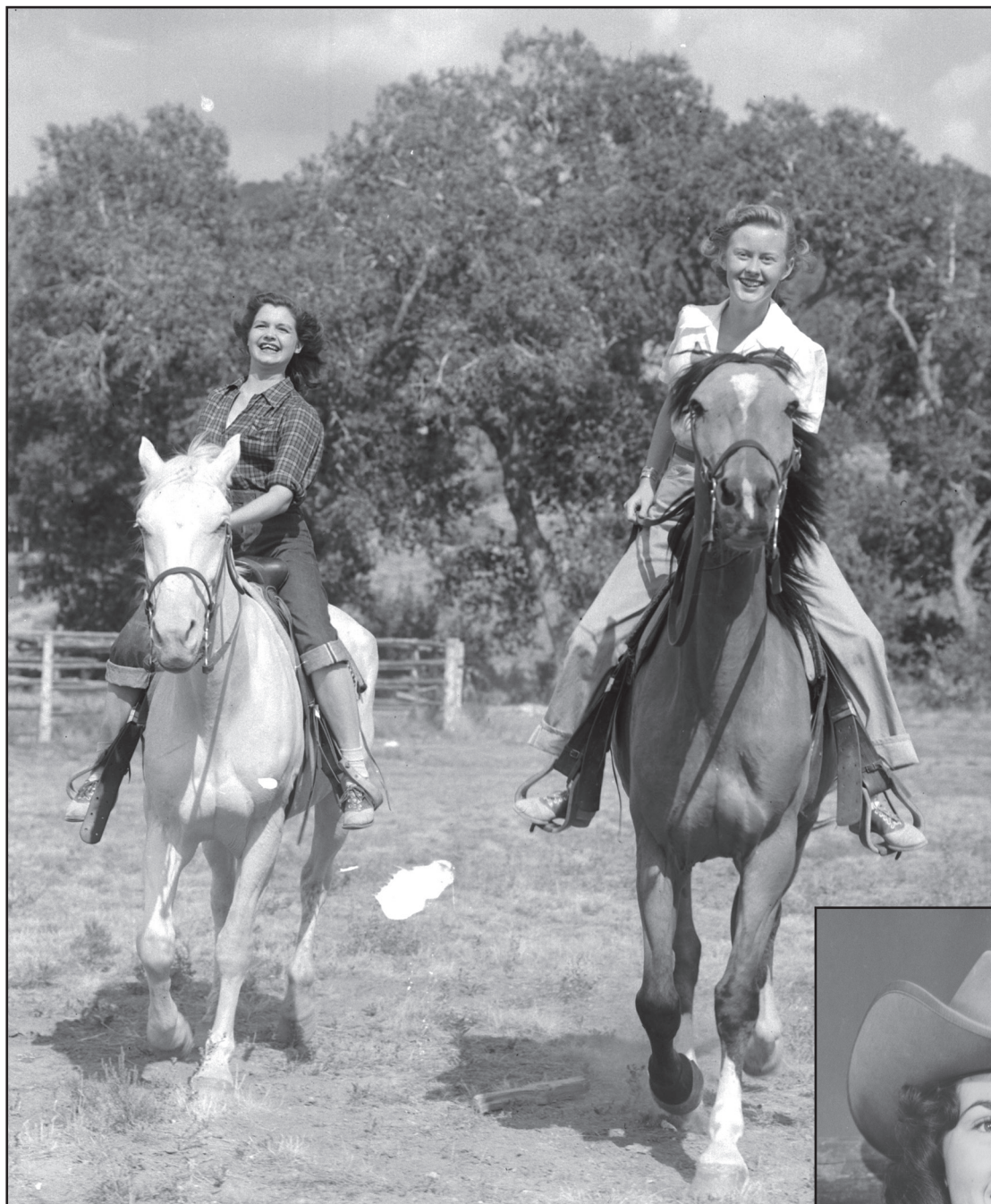


Image Number 7784, 1987-066
 NM Department of Tourism
 Photograph Collection, State Archives of New Mexico



“1961 Rodeo Queen, Charlotte O’Bannon”
 Image Number 30771, 1980-014 Dale Bullock
 Photograph Collection,
 State Archives of New Mexico

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Storage and disposition activity for the records centers:

Executive Agency	Starting Inventory 7/1/2017	Boxes Brought in for Storage	Boxes Withdrawn	Boxes Returned	Boxes Perm Withdrawn	Boxes Transferred To Archives	Boxes Destroyed in the Records Center	Boxes brought in for Destruction	Ending Inventory 6/30/2018
Aging and Long-Term Services Department	832	0	0	0	0	0	335	74	497
Architects, New Mexico Board of Examiners for	81	0	4	5	0	0	4	0	78
Attorney General, Office of the	3,187	0	0	0	0	0	267	0	2,920
Auditor, Office of the New Mexico State	75	0	0	0	0	0	0	0	75
Blind & Visually Impaired, New Mexico School for the	63	9	3	0	0	0	0	0	60
Blind, New Mexico Commission for	4	0	0	0	0	0	4	0	0
Children Youth and Families Department	5,756	395	124	99	0	0	608	350	5,518
Corrections Department, New Mexico	15,596	259	206	187	0	0	1790	87	14046
Crime Victims Reparation Commission	778	488	47	44	0	0	257	0	1006
Cultural Affairs, New Mexico Department of	272	0	0	0	0	0	0	210	272
Deaf and Hard of Hearing, Commission of	0	0	0	0	0	0	0	0	0
Developmental Disabilities Planning Council	30	0	0	0	0	0	12	0	18

Economic Development Department	55	0	0	0	0	0	37	0	18
Education Department, Public	1,753	0	0	0	0	0	1184	0	569
Educational Retirement Board, New Mexico	1,301	0	10	10	0	0	932	0	369
Energy, Minerals and Natural Resources Department	452	176	0	0	29	0	0	37	599
Engineer, Office of the State	340	3	3	2	0	0	10	0	332
Engineers and Professional Surveyors, Board of Licensure for	0	26	0	0	0	0	0	0	26
Environment Department, New Mexico	2,873	5	9	4	2	0	249	1	2,622
Finance and Administration, Department of	1,472	0	0	0	2	0	876	0	594
Finance Authority, New Mexico	32	0	0	0	0	0	32	0	0
Game and Fish, New Mexico Department of	4	0	1	0	0	0	0	113	3
Gaming Control Board, New Mexico	21	0	4	0	0	0	7	0	10
General Services Department, New Mexico	1,461	0	68	72	0	0	666	88	799
Governor, Office of the	168	19	0	2	0	0	0	0	189
Health Policy Commission, New Mexico	33	0	0	0	0	0	0	0	33

Health, New Mexico Department of	11,804	375	292	297	0	0	3,858	524	8,326
Higher Education Department	108	0	6	6	0	0	30	0	78
Homeland Security and Emergency Management, New Mexico	0	0	0	0	0	0	0	0	0
Human Services Department, New Mexico	14,081	32	7	2	1	0	4,666	322	9,441
Indian Affairs Department, New Mexico	2	0	0	0	0	0	0	0	2
Information Technology, New Mexico Department of	20	5	0	0	0	0	0	0	25
Investment Council, New Mexico State	73	0	3	0	0	0	0	0	70
Juvenile Public Safety Advisory Board	31	0	0	0	0	0	0	0	31
Land Office, State of New Mexico	448	0	0	0	0	0	179	41	269
Lieutenant Governor's Office	0	23	0	0	0	0	0	0	23
Livestock Board, New Mexico	997	0	0	0	0	0	194	0	803
Martin Luther King Jr. Commission	0	0	0	0	0	0	0	0	0
Medical Board, New Mexico	762	0	44	60	0	0	136	33	642
Military Affairs, New Mexico Department of	1,784	0	235	0	177	0	0	0	1,372
Natural Resources Trustee, Office of the	0	0	0	0	0	0	0	0	0

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Nursing, New Mexico Board of	455	73	61	60	0	0	0	0	527
Parole Board, New Mexico	1,177	217	180	177	0	0	0	0	1,391
Personnel Office, New Mexico State	710	214	51	52	0	0	0	0	925
Public Defender Department, New Mexico	4,102	0	9	16	0	0	1,302	0	2,807
Public Employees Retirement Association of New Mexico	2,290	0	0	0	270	0	223	350	1,797
Public Records, Commission of	86	112	67	63	0	0	0	22	194
Public Regulation Commission, New Mexico	5,374	0	12	21	3123	0	0	0	2,260
Public Safety, New Mexico Department of	133	114	0	0	0	0	0	0	247
Public School Facilities Authority, New Mexico	151	0	6	0	0	0	0	0	145
Public School Insurance Authority, New Mexico	215	0	0	0	0	0	146	14	69
Racing Commission, New Mexico	0	0	0	0	0	0	0	35	0
Regulation and Licensing Department, New Mexico	4,757	2	20	16	0	0	1,444	0	3,311
Retiree Health Care Authority	0	0	0	0	0	0	0	0	0
School for the Deaf, New Mexico	142	0	10	10	0	0	60	0	82
Secretary of State, New Mexico	986	183	4	0	0	0	161	89	1,004

State Fair Commission	0	0	0	0	0	0	0	0	0
Status of Women, New Mexico Commission of	385	0	0	0	0	0	321	0	64
Superintendent of Insurance, Office of the	182	1,418	2	0	0	0	0	0	1,598
Taxation and Revenue Department, New Mexico	2,856	0	0	0	0	0	1,767	2,214	1,089
Tourism Department, New Mexico	0	0	0	0	0	0	0	0	0
Transportation, New Mexico Department of	185	34	0	0	0	0	0	673	219
Treasurer, New Mexico State	557	0	0	0	0	0	337	65	220
Veterans' Services, New Mexico	67	0	0	0	0	0	67	0	0
Veterinary Medicine, New Mexico Board of	8	0	3	0	0	0	0	0	5
Vocational Rehabilitation, New Mexico Division of	1,086	0	0	0	0	0	993	50	93
Workers' Compensation Administration	128	0	0	0	0	0	39	52	89
Workforce Solutions, New Mexico Department of	3,088	66	0	0	0	0	2,106	14	1,048
Youth Conservation Corps, New Mexico	52	0	16	0	0	0	0	0	36
TOTAL EXECUTIVE AGENCIES	95,921	4,239	1,508	1,206	3,04	0	25,458	5,161	70,796

NON- EXECUTIVE AGENCIES	Starting Inventory 07/01/17	Boxes Brought In for Storage	Boxes Withdrawn	Boxes Returned	Boxes Perm Withdrawn	Boxes Transferred to Archives	Boxes Destroyed in the Records Center	Boxes brought in for Destruction	Ending Inventory 6/30/2018
Administrative Office of the Courts	364	0	0	0	0	0	283	0	81
Colleges/ Universities	1	114	0	0	0	0	0	363	115
Compilation Commission, New Mexico	0	0	0	0	0	0	0	0	0
Congress of the United States	31	0	0	0	0	0	0	0	31
Counties	0	0	0	0	0	0	0	101	0
Court of Appeals, New Mexico	514	0	435	0	0	0	0	0	79
District Attorney Offices	5,949	2,385	118	75	0	0	491	2,365	7,800
District Attorneys, Administrative Office of the	3,794	0	2	0	3,785	0	0	0	7
District Courts	1,066	333	17	16	1	1,397	0	5	0
Judicial Standards Commission, New Mexico	61	0	1	0	60	0	0	29	0
Legislative Council Service, New Mexico	3,131	262	27	27	0	0	0	0	3,393
Legislative Education Study Committee, New Mexico	7	0	0	0	0	0	0	0	7
Legislative Finance Committee, New Mexico	554	19	0	0	0	0	0	0	573
Legislative House/ Senate	22	0	0	0	9	0	0	0	13
Legislative Maintenance	12	0	0	0	3	0	0	0	9
Magistrate Courts	4	2	0	0	0	0	0	16	6

Metropolitan Court, Bernalillo County	2,513	0	551	29	0	0	263	0	1,728
Municipalities	65	0	0	0	65	0	0	0	0
School Districts	0	0	0	0	0	0	0	0	0
Silver City Consolidated	120	0	0	0	120	0	0	0	0
Supreme Court, New Mexico	644	0	0	0	338	0	0	0	306
Supreme Court Law Library, State of New Mexico	0	0	0	0	0	0	0	340	0
TOTAL NON- EXECUTIVE AGENCIES	18,852	3,115	1,151	147	4,381	1,397	1,037	3,219	14,148
GRAND TOTAL	114,773	7,354	2,659	1,351	7,985	1,397	26,495	8,380	84,944

The Record Center Bureau is tasked with providing guidance and assistance in the creation and approval of microphotography plans that allow agencies to convert paper public records to a microfilm or digital format as well as provide safe and secure environments for the storage of microfilm, electronic media and paper records. Through its film inspection program, it monitored the microform (microfilm and microfiche), computer output microfilm (COM), and electronic-imaging production by state agencies and the district courts for adherence to standards promulgated as rules by the CPR. The records center bureau also provides guidance to state agencies, courts, and local governmental offices on the management of electronic records.

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

Executive Agency	Beginning Inventory 7/1/2017	Microform Inspected	Microform Accepted into Storage	Microform Destroyed	Microfilm Transferred to Archives	Rolls of Film Permanently Withdrawn	Rolls of Film Withdrawn	Rolls of Film Returned	Ending Inventory 6/30/2018
Attorney General Office	0	0	31	0	0	0	0	0	31
Corrections Department	401	0	0	0	0	0	0	0	401
Cultural Affairs Department	972	0	0	0	0	0	0	0	972
Division of Vocational Rehabilitation	0	0	1	0	0	0	0	0	1
Education Department, Public	125	0	0	0	0	0	0	0	125
Educational Retirement Board	710	0	3	0	0	0	0	0	713

Energy, Minerals, and Natural Resources Department	1,045	0	0	0	0	0	0	0	1,045
Engineer, Office of the State	10,045	0	413	0	0	0	0	0	10,458
Environment, Department of	90	0	25	0	0	0	0	0	115
Finance and Administration, Department of	711	0	0	0	0	0	0	0	711
Game and Fish, Department of	17	0	0	0	0	0	0	0	17
General Services Department	87	0	0	0	0	0	0	0	87
Governor, Office of the	0	0	33	0	0	0	0	0	33
Health, Department of	995	0	4	0	0	0	0	0	999
Human Services, Department of	286	0	0	0	0	0	0	0	286
Investment Council, State	6	0	0	0	0	0	0	0	6
Land Office, New Mexico State	1,947	0	69	0	0	0	0	0	2,016
Livestock Board	2	0	0	0	0	0	0	0	2
Nursing, Board of	1	0	0	0	0	0	0	0	1
Personnel Office, State	1,057	0	14	0	0	0	0	0	1,071
Professional Engineers and Professional Surveyors, State Board of Licensure for	304	0	0	0	0	0	0	0	304
Public Regulation Commission	9,489	0	0	0	0	0	3	0	9,486
Public Safety, Department of	17	0	0	0	0	0	0	0	17
Records, Commission of Public	12,742	0	25,589	0	0	0	19	18	38,330
Regulation and Licensing Department	238	0	1	0	0	0	0	0	239
Secretary of State, Office of the	8,662	0	38	0	0	0	0	0	8,700

Superintendent of Insurance, Office of	18	0	1	0	0	0	0	0	19
Taxation and Revenue Department	59,395	0	96	0	0	449	637	0	58,405
Transportation, Department of	4,523	0	0	0	0	0	0	0	4,523
Veteran's Service Department of	0	0	0	0	0	0	0	0	0
Worker's Compensation Administration	456	0	0	0	0	0	0	0	456
Workforce Solutions Department	7	0	0	0	0	0	0	0	7
TOTAL EXECUTIVE AGENCIES	114,348	0	26,318	0	0	449	659	18	139,576

Non-executive Agency	Beginning Inventory 7/1/2017	Microforms Inspected	Microforms Accepted into Storage	Microforms Destroyed	Microfilm Transferred to Archives	Rolls of Film Permanently Withdrawn	Rolls of Film Withdrawn	Rolls of Film Returned	Ending Inventory 6/30/2018
Colleges/Universities	154	0	0	0	0	0	0	0	154
Counties	4,093	0	198	0	0	1,674	0	0	2,617
Court of Appeals	1	0	0	0	1	0	0	0	1
District Attorneys	35	0	469	0	0	0	0	0	35
District Courts	27,153	126	180	0	25,046	73	0	0	2,214
Judicial Standards Commission	213	0	0	0	80	0	0	0	133
Municipalities	2,015	0	146	0	0	75	0	0	2,086
School Districts	1,069	0	0	0	0	40	0	0	1,029
Silver City Consolidated	176	0	0	0	0	0	0	0	176
Supreme Court	336	0	0	0	319	0	0	0	17
TOTAL NON-EXECUTIVE AGENCIES	35,354	126	993	0	25,446	1,862	0	0	8,930
GRAND TOTAL	149,702	126	27,311	0	25,446	2,311	659	18	148,506



Image Number 7721, 1987-005 Farona G. Konopak
Photograph Collection, State Archives of New Mexico



Mae Marsh, born in Madrid, NM,
November 9, 1894
and starred in "The Birth of a Nation."
Image Number 39463, 0151-0152 New Mexico
Movie Stills Photograph Collection,
State Archives of New Mexico

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FY2018 AUDIT STATEMENTS

STATE OF NEW MEXICO
COMMISSION OF PUBLIC RECORDS
STATEMENT OF NET POSITION
June 30, 2018

	<u>Governmental Activities</u>
ASSETS	
Current Assets	
State general fund investment pool	\$ 554,343
Petty cash	200
Receivables, net	15,121
Due from federal government	<u>25,678</u>
Total current assets	595,342
Capital assets, net	<u>132,016</u>
Total asset	<u><u>\$ 727,358</u></u>
 LIABILITIES	
Current Liabilities	
Accounts payable	\$ 51,333
Accrued liabilities	87,390
Due to state general fund	5,965
Accrued compensated absences (due within one year)	<u>175,904</u>
Total current liabilities	320,592
Noncurrent Liabilities	
Accrued compensated absences	<u>5,114</u>
Total liabilities	<u><u>325,706</u></u>
 NET POSITION	
Net investment in capital assets	132,016
Restricted - special revenue funds	5,928
Restricted - general fund	25,699
Unrestricted	<u>238,009</u>
Total net position	<u><u>401,652</u></u>
	<u><u>\$ 727,358</u></u>
Total liabilities and net position	

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**STATE OF NEW MEXICO
COMMISSION OF PUBLIC RECORDS
STATEMENT OF ACTIVITIES
Year Ended June 30, 2018**

	<u>Governmental Activities</u>
Program Expenses	
General government:	
Personal services and employee benefits	\$ 2,083,751
Contractual services	94,587
Other costs	361,482
Depreciation expense	52,297
Change in compensated absences	87,719
Total program expenses	<u>2,679,836</u>
Program Revenues	
Charges for services:	695
Intergovernmental revenues - federal	25,208
Sales	176,250
Total program revenues	<u>202,153</u>
Net program expense	<u>(2,477,683)</u>
General revenues and transfers	
State general fund appropriations	2,476,400
Other financing sources	-
Reversion to state general fund fy 2018	(51,598)
Total revenues and transfers	<u>2,424,802</u>
Change in net position	(52,881)
Net position, beginning of year, as restated	<u>454,533</u>
Net position, end of year	\$ <u><u>401,652</u></u>

STATE OF NEW MEXICO
 COMMISSION OF PUBLIC RECORDS
 BALANCE SHEET - GOVERNMENTAL FUNDS
 June 30, 2018

	General Fund (17900)	Non-Major Funds (75800)	Total Governmental Funds
ASSETS			
Current Assets			
State general fund investment pool	\$ 137,969	\$ 5,928	\$ 143,897
Petty cash	50		50
Due from federal government	<u>25,678</u>	<u>-</u>	<u>25,678</u>
Total assets	<u>\$ 163,697</u>	<u>\$ 5,928</u>	<u>\$ 169,625</u>
LIABILITIES AND FUND BALANCES			
Liabilities			
Accounts payable	\$ 50,437	\$	\$ 50,437
Accrued liabilities	87,390	-	87,390
Due to state general fund	<u>171</u>	<u>-</u>	<u>171</u>
Total liabilities	<u>137,998</u>	<u>-</u>	<u>137,998</u>
FUND BALANCES			
Non-spendable	50	-	50
Restricted	<u>25,649</u>	<u>5,928</u>	<u>31,577</u>
Total fund balances	<u>25,699</u>	<u>5,928</u>	<u>31,627</u>
Total liabilities and fund balances	<u>\$ 163,697</u>	<u>\$ 5,928</u>	<u>\$ 169,625</u>

STATE OF NEW MEXICO
COMMISSION OF PUBLIC RECORDS
RECONCILIATION OF THE GOVERNMENTAL FUNDS
BALANCE SHEET TO THE STATEMENT OF NET POSITION
June 30, 2018

Total fund balances for governmental funds	\$	31,627
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Amounts reported for governmental activities in the statement of net position are different as follows:

Capital assets, net		132,016
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Internal service fund is used by management to charge for resale of records, goods, services and publications. The assets and liabilities of the internal service fund is included in governmental activities in the statement of net position:		419,027
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Some liabilities are not due and payable in the current period and therefore are not reported in the funds. Those liabilities consist of:

Compensated absences payable		<u>(181,018)</u>
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Net position of governmental activities	\$	<u>401,652</u>
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STATE OF NEW MEXICO
 COMMISSION OF PUBLIC RECORDS
 STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES
 GOVERNMENTAL FUNDS
 Year Ended June 30, 2018

	General Fund (17900)	Non-Major Funds (75800)	Total Governmental Funds
REVENUES			
Intergovernmental revenue - federal	\$ 25,208	\$ -	\$ 25,208
Miscellaneous revenue	-	-	-
Total revenues	<u>25,208</u>	<u>-</u>	<u>25,208</u>
EXPENDITURES			
Administrative Services:			
Personal services & benefits	2,083,751	-	2,083,751
Contractual services	75,172	-	75,172
Other costs	265,785	-	265,785
Capital outlay	24,158	-	24,158
Total expenditures	<u>2,448,866</u>	<u>-</u>	<u>2,448,866</u>
Excess (deficiency) of revenues over expenditures	(2,423,658)	-	(2,423,658)
OTHER FINANCING SOURCES AND (USES)			
Transfers In			
General fund appropriations	2,476,400	-	2,476,400
Transfers out			
Reversion to the state general fund - fy2018	(51,598)	-	(51,598)
Total other financing sources (uses)	<u>2,424,802</u>	<u>-</u>	<u>2,424,802</u>
Net change in fund balances	1,144	-	1,144
Fund balances, beginning of year	<u>24,555</u>	<u>5,928</u>	<u>30,483</u>
Fund balances, end of year	<u>\$ 25,699</u>	<u>\$ 5,928</u>	<u>\$ 31,627</u>

**STATE OF NEW MEXICO
COMMISSION OF PUBLIC RECORDS
STATEMENT OF REVENUES, EXPENDITURES AND RECONCILIATION
OF THE CHANGES IN FUND BALANCES
OF GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES
For the Year Ended June 30, 2018**

NET CHANGE IN FUND BALANCES - TOTAL GOVERNMENTAL FUNDS	\$	1,144
Amounts reported for governmental activities in the statements of activities are different because:		
Capital outlays are reported as expenditures in governmental funds. However, in the statement of activities, the cost of capital assets is allocated over their estimated useful lives as depreciation expense. In the current period these are:		
Capital outlay	24,158	
Depreciation expense	<u>(46,147)</u>	
Excess of capital outlay over depreciation expense		(21,989)
Internal service fund is used by management to charge for resale of records, goods, services and publications. The net revenue (expense) of the internal service fund is reported with governmental activities:		
		55,683
Expenses recognized in the statement of activities, not reported in the governmental funds:		
Change in compensated absences		<u>(87,719)</u>
Change in net position of governmental activities	\$	<u>(52,881)</u>

STATE OF NEW MEXICO
COMMISSION OF PUBLIC RECORDS
STATEMENT OF REVENUES, AND EXPENDITURES BUDGET TO
ACTUAL (NON GAAP BUDGETARY BASIS) GENERAL FUND - 17900
Year Ended June 30, 2018

	Original Budget	Approved Final Budget	Actual	Variance Favorable (Unfavorable)
Revenues				
Federal funds	\$ -	\$ 32,500	\$ 25,208	\$ 7,292
State general fund	2,476,400	2,508,900	2,476,400	(32,500)
Total revenues	\$ 2,476,400	\$ 2,541,400	\$ 2,501,608	\$ (25,208)
Expenditures - All Organizations				
Personnel services	\$ 2,293,200	\$ 2,104,500	\$ 2,083,751	\$ 20,749
Contractual services	12,600	79,412	75,172	4,240
Other costs	170,600	324,988	265,785	59,203
Capital Outlay	-	-	24,158	(24,158)
Total expenditures	\$ 2,476,400	\$ 2,508,900	\$ 2,448,866	\$ 60,034
Excess (deficiency) of revenue over expenditures (prior year cash balance required to balance budget)			\$ 52,742	
Reconciliation of budgetary basis to GAAP basis financial statements: Reversion to State General Fund			\$ (51,598)	
Net change in fund balance			\$ 1,144	

STATE OF NEW MEXICO
 COMMISSION OF PUBLIC RECORDS
 STATEMENT OF NET POSITION
 PROPRIETARY FUND
 June 30, 2018

	Governmental Activities - Internal Service Fund (37100)
ASSETS	
Current Assets	
State general fund investment pool	\$ 410,446
Petty cash	150
Supplies	-
Receivables, net	<u>15,121</u>
Total current assets	425,717
Capital assets, net	<u>3,501</u>
Total assets	<u><u>429,218</u></u>
 LIABILITIES	
Current liabilities	
Accounts payable	\$ 896
Due to state general fund	<u>5,794</u>
Total current liabilities	<u>6,690</u>
 NET POSITION	
Net investment in capital assets	3,501
Unrestricted	<u>419,027</u>
Total net position	<u>422,528</u>
 Total liabilities and net position	 \$ <u><u>429,218</u></u>

**STATE OF NEW MEXICO
 COMMISSION OF PUBLIC RECORDS
 STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN NET POSITION
 PROPRIETARY FUND
 Year Ended June 30, 2018**

	Governmental Activities - Internal Service Fund (37100)
OPERATING REVENUES	
Charges for services	\$ 695
Sales	176,246
Total operating revenues	<u>176,941</u>
OPERATING EXPENDITURES	
Administrative Services:	
Contractual services	19,415
Other costs	95,693
Depreciation expense	<u>6,150</u>
Total operating expenditures	<u>121,258</u>
Change in net position	<u>55,683</u>
Net position, beginning	<u>366,845</u>
Net position, ending	<u><u>\$ 422,528</u></u>

STATE OF NEW MEXICO
COMMISSION OF PUBLIC RECORDS
STATEMENT OF CASH FLOWS PROPRIETARY FUNDS
For the Year Ended June 30, 2018

	Governmental Activities - Internal Service Fund (37100)
CASH FLOWS FROM OPERATING ACTIVITIES:	
Receipts from customers	\$ 178,480
Payments to employees and suppliers	(114,989)
NET CASH PROVIDED BY OPERATING ACTIVITIES	<u>63,491</u>
CASH FLOWS FROM CAPITAL AND FINANCING ACTIVITIES:	
Acquisition of capital assets	\$ <u>-</u>
NET CASH PROVIDED BY (USED IN) CAPITAL AND RELATED FINANCING ACTIVITIES	<u>-</u>
NET CHANGE IN CASH AND CASH EQUIVALENTS	63,491
Cash and cash equivalents, beginning of year	347,105
Cash and cash equivalents, end of year	\$ <u><u>410,596</u></u>
RECONCILIATION OF OPERATING INCOME (LOSS) TO NET CASH PROVIDED BY (USED IN) OPERATING ACTIVITIES:	
Operating income	\$ 55,683
Adjustments to reconcile operating income to net cash provided by operating activities:	
Depreciation expense	6,150
Change in current assets (increase) decrease:	
Receivables	(4,254)
Inventory	5,016
Change in current liabilities increase (decrease):	
Accounts payable	(4,898)
Due to state general fund	5,794
Net cash provided by (used in) operating activities	\$ <u><u>63,491</u></u>



Acoma Pueblo Woman Decorating Pottery, n.d., Image Number 23612, 1959-231 Dorothy Woodward Photograph Collection, State Archives of New Mexico



Weaving blankets, Chimayo, NM, n.d. Image Number 83280, 1981-052 Andrew and Marina Wister Dasburg Photograph Collection, State Archives of New Mexico

Acoma, 1926, Image Number 4444, 0077:01-13 Alice Duffy Photograph Collection, State Archives of New Mexico



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Image No. 23498, 1971-027 John Gaw Meem Photograph Collection,
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