

**COMMISSION OF PUBLIC RECORDS**  
**STATE RECORDS CENTER AND ARCHIVES**

**AGENCY OVERVIEW**

The Commission of Public Records, a State agency created in 1959 and also known as the State Records Center and Archives, is governed by a seven-member commission, established pursuant to Section 14-3-3 NMSA 1978. Six of the seven members serve ex officio; the seventh, an historian specializing in New Mexico history, is appointed by the governor. In FY (FY) 2004, members were:

<b>Historian</b>	<b>Stanley M. Hordes, Ph.D., Chair</b>
<b>Secretary of State</b>	<b>The Honorable Rebecca Vigil-Giron</b>
<b>State Auditor</b>	<b>The Honorable Domingo Martinez</b>
<b>Attorney General</b>	<b>The Honorable Patricia Madrid, represented by Al Lama, Director, Civil Division, Office of the Attorney General</b>
<b>State Law Librarian</b>	<b>Thaddeus P. Bejnar</b>
<b>Secretary, General Services Department</b>	<b>Edward J. Lopez Jr., represented by Deborah Moll, Office of the Secretary</b>
<b>Director, Museum of New Mexico</b>	<b>Position vacant - represented by Bergit Salazar, Deputy Secretary, Cultural Affairs Department</b>

The Public Records Act, enacted in 1959, provides that the Commission of Public Records appoint a State Records Administrator; it further stipulates that the State Records Administrator establish a records management program *for the application of efficient and economical management methods to the creation, utilization, maintenance, retention, preservation and disposal of official records.* The Act also provides for the establishment of a records center in Santa Fe. The facility created to fulfill that statutory responsibility is commonly known as the State Records Center and Archives (SRCA). While its official name is the Commission of Public Records, the agency is perhaps more frequently referred to by the name of the facility, the SRCA, and in this report SRCA will be used, except when referring to the governing body.

The current State Records Administrator is Sandra Jaramillo, who was appointed to the position in November of 2002, following the retirement of the previous Administrator.

The agency employs a management team approach, and its activities are guided by its statutory responsibilities and a detailed strategic plan, which delineates major strategic initiatives and accompanying strategies, action steps, performance measures and targeted levels of achievement. The members of the management team in 2004 were:

#### THE 2004 MANAGEMENT TEAM

**Sandra Jaramillo, C.A.**, State Records  
Administrator

**Don Padilla**, Records Management  
Division Director

**Judi Ross Hazlett**, Deputy State Records  
Administrator and Administrative  
Services Division Director

**John Martinez**, Administrative Law  
Division Director

**Daphne Arnaiz-DeLeon**, Archives and  
Historical Services Division Director

**Estevan Rael-Gálvez, Ph.D.**, State Historian

#### MISSION

To preserve, protect and facilitate the use of records that document the rights and history of New Mexicans, the Commission of Public Records oversees the management of those records.

#### ORGANIZATION

For purposes of the Accountability in Government Act, the SRCA 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 and are administered through the organizational units described below.

##### **Office of the State Records Administrator**

The State Records Administrator is the head of the agency and provides overall direction for and management of the agency. The Deputy State Records Administrator also serves as Director of the Administrative Services Division (please see below).

##### **Administrative Law Division (ALD)**

The Administrative Law Division administers the State Rules Act that governs the official filing and publication of rules developed by executive agencies of New Mexico State government, as well as those of some judicial agencies that voluntarily file with the agency. Rules promulgated by State agencies are intended to support and implement the laws of New Mexico. For those rules to be valid, they must first be filed with the SRCA and published in the *New Mexico Register*. The Administrative Law Division publishes both the rules filed with it as well as notices of intended rule making in the *New Mexico Register*, which is available free on-line and

by paid, hard-copy subscription. The Division also publishes the *New Mexico Administrative Code*, a free, searchable, on-line compilation of those rules. Other regulatory instruments - interstate compacts and county sub-division regulations - must also be filed with the SRCA. Listings of these permanent State records can also be accessed through the agency's web site and the ALD web page.

### **Administrative Services Division (ASD)**

The Administrative Services Division provides support services to the program divisions of the agency. Those services include management, fiscal, personnel, building oversight and information systems. The Deputy State Records Administrator, as noted above, is also the ASD Director as well as the agency's Chief Financial Officer and Chief Information Officer.

### **Archives and Historical Services Division (AHSD)**

The Archives and Historical Services Division maintains, preserves and makes available to the public the permanent and historical records of New Mexico. Consultation and research assistance are provided to State agencies, businesses and the public. Archival documents are used to support the operations of governmental agencies, social services and the judicial system. Archives also help support scholarly studies, document citizenship and family histories, and resolve land and water issues.

### **Records Management Division (RMD)**

Government offices maintain vast numbers of records containing information that their employees must be able to locate quickly. To continue to preserve these records and provide public access to them, a systematic records management program has been developed by this Division. Records management, in a state government context, deals with the management and control of State agencies records - their use, storage and transfer, from their creation to their final disposition. Efficient and economical management involves the description of records in use by State agencies. Records retention and disposition schedules, developed by Division staff, provide this description and become the basic tool of an agency's records and information management program. The Division is also responsible for developing standards for the management of electronic records and for microphotography systems, including imaging applications (State statute defines microphotography to include electronic imaging and places the responsibility for approval of imaging plans with the State Records Administrator). This Division also offers warehouse management of inactive records as well as records disposition services and records management consultation.

### **Office of the State Historian (OSH)**

The State Historian sits as the statutory member of the Cultural Properties Review Committee, the body entrusted to oversee the protection and registration of historic structures and significant sites throughout New Mexico. He also assists the State Historic Preservation Office by providing historical consultation on culturally significant sites and structures. One of his principal functions is to promote throughout the state a greater awareness of, and appreciation for New Mexico history.

### **New Mexico Historical Records Advisory Board (NMHRAB)**

The New Mexico Historical Records Advisory Board is an adjunct to the SRCA and was established to serve as the local advisory body for reviewing all New Mexico records preservation and access, or documentary-edition 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. Seven of the eight members of the Board are appointed by the Governor and include historians, records managers and archivists representing public and private interests throughout the state. The State Records Administrator serves ex officio and is the chair of the Board. Staff support is provided through a Grant Administrator position, located in the AHSD.

## EXECUTIVE SUMMARY

In FY 2004, the Commission reaffirmed its commitment to preserve, protect and facilitate the use of records that document the rights and history of New Mexicans by serving as lead advisor to State agencies, local governments and historical records repositories on issues pertaining to the management, appraisal and preservation of public records and historical documents.

The end of the fiscal year brought the retirement of long-time agency employee and Records Management Division Director, Don Padilla. His position will remain vacant until the recruitment process can be completed in FY 2005.

Fiscal Year 2004 saw continued improvement in the agency's efforts both to preserve public records and to make them more accessible. The Administrative Law Division reduced the maximum average number of days between the effective date of rules filed with it and on-line availability in the *New Mexico Administrative Code (NMAC)* to 32. This represents an improvement over the FY 2004 target of 45 and the FY 2003 actual of 34.5 days. The reduction in the lag time means that New Mexicans can access rules promulgated by State agencies - rules that can so significantly affect how they conduct their lives and businesses - more quickly and within the context of like rules that the *NMAC* provides. The Archives and Historical Services Division pushed forward with its long-term imaging project, adding some 3,500 new digital images of historical photographs to its on-line catalog, bringing the total accessible on-line to 4,500. The Division also added description records for the Records of Adjutant General Collection to the on-line catalog. The catalog, in providing both descriptions of records held in the State Archives and actual images from its historical photograph collections, facilitates use of the Archives and provides an accessibility previously denied to many potential patrons due to distance or time limitations or physical challenges.

The Archives and Historical Services Division also made major strides in its efforts to preserve films in its Historical Films Collection. In part through grants provided by the National Film Preservation Foundation and the New Mexico Historical Records Advisory Board, the Division was able to complete preservation work on, and re-house in archival-quality plastic containers 1,440 historical motion picture films. Access to the films was also enhanced as 344 item-level description records were created. Three of the historical films were showcased during Archives Week in October of 2003. The single, originally scheduled showing of the films was so successful that a second showing, which also extremely well received, was held the following day. The popularity of the event led the Division to plan another film presentation for the 2004 Archives Week (to be held in the fall of FY 2005).

Although the agency did not achieve a number of its performance targets, principally due to extended staff absences and vacancies, progress, albeit slower than hoped, still continued. One key measure the agency uses to gauge its strategic performance is the number of agencies with "current" records retention and disposition schedules. Since these schedules are not only each agency's primary records management tool but also afford each agency important legal

protections with respect to retention and destruction of records, it is essential that they reflect the actual records being created and maintained by the agency. They are of little practical or legal utility if they do not include and accurately describe all records types in use. With changes in laws and business practices new record types are created, others evolve and yet others may no longer be produced. Since a record created and maintained electronically (or on film, audio or other medium) has the same requirements as a paper record, the increasing dependence on electronic media and the consolidation of data previously maintained separately into databases have also added to the urgency of updating records retention and disposition schedules. At the close of FY 2004, 52 percent of State agencies had current schedules. While this percentage clearly did not meet the target percentage of 66, it did represent an improvement over the 42 percent with current schedules at the end of FY 2003.

Implementation of a new records management application to manage records stored with the SRCA by maintaining an inventory, tracking retentions, facilitating location and retrieval and providing storing agencies with new, on-line information about their holdings was begun in FY 2004. An earlier effort to replace the aging GAIN tracking system had been stalled when the vendor was unable to fulfill its contractual obligations, and the appropriation and procurement processes had to begin anew. The new application is expected to offer not only greatly improved management capabilities but also, ultimately, reduce manual processes and facilitate access by storing agencies to information about their holdings.

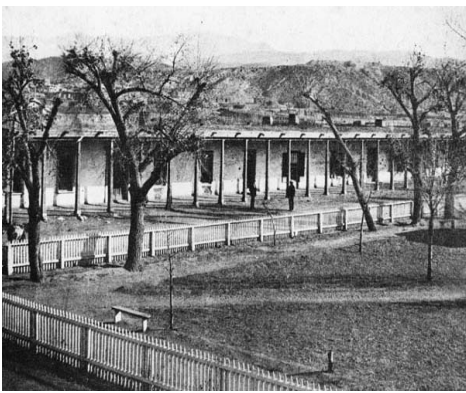
In an important step forward in one of the most challenging aspects of records management today – management of electronic records - the SRCA was included in a multi-agency appropriation intended to address issues of electronic document management. The first phase of the project, funded by the 2004 legislature, will be an assessment of the electronic records environment in New Mexico State government and will be spearheaded by the SRCA. Work will begin in FY 2005.

The 2004 legislature also funded two additional positions for the agency – an information technology position and an assistant historian position – and formally authorized an increase in the NMHRAB Grant Administrator position from a .5 FTE to a .7 FTE. The two new positions will be filled in FY 2005.

Fiscal Year 2004 also saw the design of a New Mexico history web page. Although the page was not yet accessible at fiscal year-end, its preliminary design had been completed and additional money to fund a second phase secured. The page is intended to provide users with both factual and interpretive information about New Mexico history, and it is hoped that it will become a significant educational and research tool. It is expected to debut early in FY 2005 and will support the agency's efforts to promote understanding and appreciation of New Mexico history.

The remainder of this report will provide more detailed information about the various organization units within the SRCA and their work in FY 2004.

## ADMINISTRATIVE LAW DIVISION



View of Santa Fe Plaza, Palace of Governors in background. Undated photograph, 19<sup>th</sup> century. New Mexico Department of Tourism photograph collection - Item 001467

The Administrative Law Division (ALD) is the filing point for rules promulgated by State agencies, interstate compacts and county subdivision regulations. Agencies proposing to enter into rule making must also submit for publication in the *New Mexico Register* notices of their intent to do so. Rules are promulgated by State agencies to execute and support New Mexico statutes. Pursuant to the State Rules Act (Chapter 14, Article 4 NMSA 1978), rules must be filed with the SRCA and be published in the *New Mexico Register* prior to becoming valid or enforceable.

The mission of the ALD is to file, effectively and efficiently, the rules and other instruments it receives; to manage and preserve those rules and instruments; and to make the rules, notices and other instruments filed with it accessible to the public and other users. To fulfill this mission, the ALD monitors compliance with statutes and rules affecting the rule-filing and publishing processes. To guide State agencies, it provides training and consultation with respect to the requirements for filing and publishing and answers questions from individuals and groups interested in regulatory material filed with the Division. Monthly training in style and format, filing and publishing requirements is offered to individuals involved in the rule-making process. Finally, the Division maintains and preserves all regulatory material filed with it until the material is repealed or otherwise determined no longer valid (at which time it is transferred to the State Archives) and assures open and public access to the material is provided.

### FISCAL YEAR 2004 HIGHLIGHTS

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 intended rule making, newly promulgated rules, and amendments and repeals of existing rules are officially published. Other material related to administrative law can also be published in the *New Mexico Register*, and, since the last half of FY 2003, the other material has been separated into its own portion of the publication. During FY 2004, the ALD published 37,367 columnar inches of notices, adopted rules and other material in the *New Mexico Register*. The ALD met the performance measure found in Action Step 3.2.5 of the *Strategic Plan Fiscal Years 2001 - 2005, 2004 Update* that 100 percent of all issues be available on-line by each publication date.

The following tables further describe the publishing activity.

<i>New Mexico Register Activity</i>	<b>FY 2002</b>	<b>FY 2003</b>	<b>FY 2004</b>
Notices of rulemaking published	175	180	169
Other material related to administrative law published	No record	No record	17
Adopted rule filing published	795	521	692
Proposed rules published	2	3	4
Synopses published in place of full text of adopted rules	8	2	18

**Notices of Rulemaking Published in the *New Mexico Register* FY 2004 by Agency**

<b>Agency</b>	<b>Notices Published</b>
Accountancy Board, NM Public	3
Aging and Long-term Services Department	2
Agriculture, Department of	3
Air Quality Control Board, Albuquerque / Bernalillo County	8
Architects, Board of Examiners for	2
Athletic Commission	1
Barbers and Cosmetologists, Board of	1
Children, Youth and Families Department	6
Counseling and Therapy Practice Board	1
Cultural Affairs Department	4
Dental Health Care, NM Board of	1
Economic Development Department	2
Education Department, Public	7
Energy, Minerals and Natural Resources Department	3
Energy, Minerals and Natural Resources Department and Taxation and Revenue Department (joint notice)	1
Engineer, Office of the State	3
Environment, Department of	1
Environmental Improvement Board	4
Fair Commission, State	1
Finance and Administration, Department of	4
Game Commission, State	2
Gaming Control Board	1
General Services Department	1
Health, Department of	7
Hoisting Operator Licensure Examining Council	2
Human Services Department	23
Information Technology Commission	2
Livestock Board	5
Manufactured Housing Committee	1
Medical Examiners Board, NM	2
Mining Commission	2
Naprapathic Practice Board	1
Nursing Home Administrators, Board of	1
Nursing, Board of	3
Oil Conservation Commission	7



Optometry, Board of	1
Osteopathic Medical Examiners, Board of	1
Personnel Board, State	4
Physical Therapy Board	1
Public Employees Retirement Association	1
Public Lands, Commissioner of (State Land Office)	3
Public Regulation Commission	7
Public Safety, Department of	5
Public School Capital Outlay Council	1
Racing Commission, State	2
Real Estate Appraisers Board	1
Records, Commission of Public	5
Regulation and Licensing Department	3
Respiratory Care Practitioners, Advisory Board of	1
Retiree Health Care Authority	1
Taxation and Revenue Department	3
Transportation, Department of	4
Water Quality Control Commission	4
Workers' Compensation Administration	3
<b>Grand Total</b>	<b>169</b>

**Other Material Related to Administrative Law Published in the *New Mexico Register*  
FY 2004 by Agency**

Agency	Other Material Published
Agriculture, Department of	2
Architects, Board of Examiners for	3
Construction Industries Commission	1
Hoisting Operator Licensure Examining Council	1
Human Services Department	2
Records, Commission of Public	5
Regulation and Licensing Department	1
Transportation Commission	1
Transportation, Department of	1
<b>Grand Total</b>	<b>17</b>

**Rule Filings Published in the *New Mexico Register* FY 2004 by Agency**

Agency	Rule Filings Published
Accountancy Board, NM Public	8
Acupuncture and Oriental Medicine, Board of	4
Aging and Long-term Services Department	2
Agriculture, Department of	3
Air Quality Control Board, Albuquerque / Bernalillo County	9
Architects, Board of Examiners for	3
Auditor, Office of the State	2

Barbers and Cosmetologists, Board of	11
Children, Youth and Families Department	47
Counseling and Therapy Practice Board	20
Cultural Affairs Department	14
Education Department, Public	45
Educational Retirement Board	5
Energy, Minerals and Natural Resources Department	20
Energy, Minerals and Natural Resources Department and Taxation and Revenue Department (joint rule)	1
Engineer, Office of the State	2
Environment, Department of	2
Environmental Improvement Board	44
Finance and Administration, Department of	9
Game and Fish, Department of	17
Gaming Control Board	13
General Services Department	1
Health, Department of	7
Human Services Department	101
Information Technology Commission	1
Juvenile Parole Board	2
Labor Department	3
Landscape Architects, Board of	1
Livestock Board	3
Medical Examiners Board, NM	4
Mining Commission	2
Nursing Home Administrators, Board of	7
Nursing, Board of	11
Optometry, Board of	16
Organic Commodity Commission	1
Personnel Board, State	7
Pharmacy, Board of	15
Physical Therapy Board	5
Public Employee Labor Relations Board	6
Public Employees Retirement Association	25
Public Lands, Commissioner of (State Land Office)	6
Public Regulation Commission	31
Public Safety, Department of	11
Public School Capital Outlay Council	6
Racing Commission, State	5
Real Estate Commission, NM	12
Records, Commission of Public	36
Regulation and Licensing Department	45
Respiratory Care Practitioners, Advisory Board of	7
Retiree Health Care Authority	2
Secretary of State	7
Soil and Water Conservation Commission	4

Taxation and Revenue Department	10
Transportation, Department of	2
Veterinary Medicine, Board of	5
Water Quality Control Commission	1
Water Trust Board	1
Workers' Compensation Administration	2
<b>Grand Total</b>	<b>692</b>

The *New Mexico Administrative Code (NMAC)* is a compilation of current rules promulgated by State agencies. Its publication is required by Section 14-4-7.2 NMSA 1978. The *NMAC* is available only in electronic format and provides a topically organized view of rules, enabling the user to read related rules in context. The ALD updates the NMAC once each month. The performance measure found in Action Step 3.2.1 of the *2004 Update* set a target of 45 days or less for the average maximum number of days from the effective date of a rule to the on-line availability. During FY 2004, the average maximum number of days was 32.

To assist agencies in producing rules that meet the prescribed style and format requirements, the SRCA conducts monthly training. The content of the course also covers information on rule making in New Mexico State government in general and advice on how to use the prescribed word processing application more effectively in formatting rules. The ALD met the performance measure found in Action Step 1.2.2 of the *2004 Update* that 99 percent of the training participants rate the class satisfactory or better.

The following table compares training offered in FYs 2002 through 2004.

<b>Training Activity</b>	<b>FY 2002</b>	<b>FY 2003</b>	<b>FY 2004</b>
NMAC training sessions	11	9	11
Employees trained in NMAC sessions	66	76	125

The ALD is the central filing point for more than rules. In accordance with Sections 47-6-10 and 14-3-20 NMSA 1978, other instruments - specifically, county subdivision regulations and interstate compacts - must be filed with the SRCA before they can become effective. The ALD maintains databases of the filed material and makes lists of them available on-line. The following table shows the number of county subdivision regulations and interstate compacts filed over the past several fiscal years.

<b>Type of Instrument Filed</b>	<b>FY 2002</b>	<b>FY 2003</b>	<b>FY 2004</b>
County Subdivision Regulations	15	16	1
Interstate Compacts	10	11	40

### FISCAL YEAR 2004 COST-BENEFIT ANALYSIS

The ALD carries out the requirements of the State Rules Act (Chapter 14, Article 4 NMSA 1978) by functioning as the central rules-filing point for executive agencies promulgating rules, by

publishing the *New Mexico Register* and by compiling the *New Mexico Administrative Code* (NMAC).

The rules issued by State agencies constitute administrative law. While, if properly developed, they must be written pursuant to specific statutory authorization and within statutory parameters, they do spell out the administrative details – the “how to” – that provide for implementation of specific laws. And they also stand as law, unless successfully challenged. As such, they often have profound effect upon the lives of citizens and the way they conduct their lives and their businesses. Also, rules issued by one State agency may affect the way other agencies and other governmental bodies carry out certain operations. For example, rules dictate the steps one must follow in securing a professional license and in keeping that license. They specify how one must qualify for various types of public assistance. They impose health, safety and operational standards that businesses must meet. They instruct governmental entities and audit firms in how financial audits must be conducted. And they govern many other aspects of the daily lives of New Mexicans. Consequently, access to those rules and to information about intended changes in them is critical if those whose lives and businesses are impacted are to be aware of the conditions with which they are supposed to comply and are to have the opportunity to have a say in the imposition of new rules or changes in existing ones.

The State Rules Act defines certain minimum conditions that agencies proposing to promulgate rules must meet. It mandates that executive-branch agencies file their rules, as well as notices of intended rule making with the SRCA and that rules meet style and format requirements established by the SRCA. The Act requires that notices of rule making be published in the *New Mexico Register*; it further mandates that adopted rules be published in the *New Mexico Register* before they are valid and enforceable. It stipulates that the SRCA compile rules filed with it in an administrative code.

Rule-making agencies are responsible for the content of their rules and for assuring that those rules do not exceed statutory authority. New Mexico, unlike many states, does not have a central authority responsible for reviewing rule content for legal sufficiency and reasonableness or for investigating whether issuing agencies have complied with process requirements. But, as discussed earlier, it is the SRCA and its Administrative Law Division that are charged with setting and enforcing style and format requirements, with ensuring that rules are properly maintained and that the official, filed copies themselves are accessible, and with publishing both the *New Mexico Register* and the *New Mexico Administrative Code* (NMAC).

The benefits of the access provided both on site and in the two publications are difficult to quantify. Access to law and information about law making is fundamental to an open and democratic society. The centralized filing process, the on-going maintenance and availability of the collection of the official copies of rules and rule actions filed with the SRCA, and the material printed in the *New Mexico Register* and the rules compiled in logical, topical order in the NMAC provide that critical access to New Mexico’s citizens – and, indeed, through the Internet, to people wherever they may be. Without centralized filing with the ALD, without the *New*

*Mexico Register* and the *NMAC*, access could still be provided – and, in fact, is provided – through individual agencies. However, anyone looking for rules on subjects that cross agency lines or for like notices of rule making would be compelled to go from agency to agency – hardly a process that promotes openness and participatory democracy.

Following is a more detailed discussion of some of the ALD's principal functions and attendant benefits.

### **Centralized Rule Filing**

As the central location for rule material, the SRCA saves the government and the people of New Mexico time and money. Instead of going from agency to agency looking for copies of rules, anyone can visit the ALD to look at the official copy of any current rule. If the rule is no longer current, it can be found in the same building with the Archives and Historical Services Division. The ALD maintains a database that tracks the rules, both current and repealed, which assists patrons find the material they seek.

The SRCA has also established uniform style and formatting requirements that aid in the research of rules. The current format requires that seven categories of important information, such as issuing agency, scope, effective date and duration, be placed at the beginning of each rule. Researchers see the descriptive information about a rule right at the beginning. The rules also have similar internal organization so that uniform citation methods can be used and so the user becomes accustomed to the way a rule looks and is structured.

The two staff analysts in the ALD provide assistance to rule-making agencies, review in-coming rules for compliance with style and format requirements, and proof filed rules to assure that paper and electronic copies are identical. They also help proof the *New Mexico Register* and the updates to the *NMAC* to assure accuracy.

### **New Mexico Register**

As noted above, the *New Mexico Register* is the official publication in which executive-branch agencies must, by law, publish notices of intended rule making and final rules and amendments and repeals thereto. Accordingly, it provides a single, authoritative source for rule making activity within the executive branch. People do not need to go from agency to agency to learn if, when and where rule hearings are to be held, or to see the text of adopted rules. The one publication affords readers access to information they need to participate (by commenting, by attending hearings, etc.) in the rule-making process and to avail themselves of the actual text of adopted rule actions.

The *New Mexico Register* was previously only available by paid subscription through an outside publisher. The SRCA decided when it took the publication in-house in August of 2001 to make it available to the public on-line and free of charge, although it still offers a for-fee, paper version for those who prefer. The on-line version greatly expanded the availability of the publication as well as eliminated subscription costs for the majority of previous subscribers.

Instead of paying \$270 a year, agencies and other users can now access the information, in the exact same format, for free. In the past, there were approximately 130 subscribers, many of which were State agencies. At the end of FY 2004, there were 13 paying subscribers, only a few of which were State agencies.

The SRCA produces the cumulative index to the *New Mexico Register*. This listing documents all notices of rule making and adopted rule text throughout the year and is updated with each issue. It enhances access by providing an excellent research tool that saves users time investigating the rule activities of State agencies. The index is organized alphabetically by agency, which facilitates easy review of all the hearings and rule changes an agency has made over the last calendar year.

The SRCA has retained the \$1.50 per inch charge for agencies publishing in the *New Mexico Register*. That revenue is used to support the position of publication editor and other related publication expenses.

#### *New Mexico Administrative Code (NMAC)*

The NMAC is a compilation of current rules, organized by subject. Each rule is assigned a unique number so that it can be found easily. In August of 2001, the contract that provided for publication of both the *New Mexico Register* and the NMAC was terminated. Upon termination of the contract, the SRCA took the responsibility of completing the conversion of all rules to the new style and format and of compiling the rules into a free, on-line version of the *Code* available through the agency's web site. Placing titles on-line as they were converted, the agency completed the *Code* in January of 2002. For the first time, the rules were available in one format, with one numbering system. As a result, it is much easier now than ever to find rules, especially since the web site is available to all and free of charge.

The NMAC web site has improved the ability to locate rules. If the NMAC number is known, one can quickly click through the appropriate links and find the text of the rule. If the NMAC number is not known, one can use the search engine on the web site. The SRCA has heard from other agencies, most notably the State Library, that the web site, especially the search engine, has saved them time. The reference librarians are able to find rules within a few minutes while in the past it would have taken much longer.

The SRCA provides a citation conversion database on the NMAC site that converts a prior numbering of a rule to the current numbering system. People save time finding the new number of a rule by simply typing in the old number and being directed first to the new number and then, if desired, to the actual text of the rule.

The NMAC web site can be read by programs that assist the visually impaired. The SRCA learned that, in the past, State employees who used assistance devices on their computers did not have access to State rules because the way the rules were placed on-line would not allow the

assistance devices to work properly. Ensuring the *NMAC* web site is compatible with the assistance devices saves time, money and frustration for those using the devices.

The *NMAC* web site was designed so that others can link to whatever level, down to the part, of the *NMAC* works best for them. For example, one can link to the front page, to the list of the 22 titles or to an individual title, chapter or part. The *NMAC* site is updated once a month, when the new rules, amendments and repeals that went into effect the previous month are added to the web site. The SRCA retains the same web addresses for the titles, chapters and parts so that links to the web site will work even after rules are amended. That means web designers who link to the *NMAC* web site will not have to worry about updating their sites with each amendment. A number of agencies have stopped mailing their rules to affected parties or placing their rules on their web sites and just link to the *NMAC* web site. They find it is easier to disseminate their regulations using the *NMAC* web site. One agency says it has saved money by referring regulated parties to the *NMAC* web site. In the past it had to mail out copies of new rules and amendments to users all over the state. The SRCA itself has saved money by referring people to the retention schedules (filed as rules) instead of mailing copies of those rules.

### **Costs**

Obviously, the kind of open access and ease of use provided through the standardization of style and format and the enforcement of those requirements, the centralized filing and continuing maintenance of rules, and the publication of the *New Mexico Register* and the *NMAC* carry a price tag. The direct costs incurred by the ALD in performing its responsibilities were \$209,946 for FY 2004. These costs included salaries and benefits for the four employees, supplies, equipment maintenance and other miscellaneous goods and services. If the indirect costs of management and administrative services allocated to the ALD are added in, the total costs for FY 2004 rise to \$276,019. These costs were offset, in part, by \$48,695 in revenue generated through fees charged for publishing in the *New Mexico Register* and the few remaining subscriptions for paper copies, reducing the total to \$227,324.

Of these costs, by far the majority are those associated with the long-established functions involved with the filing of rules with the Division. These include the review and proofing of those rules for style and format compliance and for consistency between electronic, paper and published versions; the assistance and training provided filing agencies; the maintenance of software applications; and the actual filing and maintenance of the rules themselves.

One of the most cost-effective acquisitions the agency made was the search engine of the *NMAC*. Since the costs associated with providing search capabilities for on-line publications in some other states were prohibitively high, the SRCA was concerned that it would be unable to offer effective search functions, which would significantly reduce the utility of the *NMAC*. Fortunately, after thorough research in 2001, the agency obtained license to a search engine that searches the full text of the rules for approximately \$150.00.

It is important to note that most of the additional, recurring costs associated with assuming responsibility for publishing the *New Mexico Register* and the NMAC in-house – and with the major strides that produced in opening access to the State’s administrative laws and law-making processes – are covered by the revenue generated by the \$1.50 per columnar inch fee charged agencies publishing in the *New Mexico Register*, the same fee previously paid by those agencies to an outside publisher.





## ARCHIVES AND HISTORICAL SERVICES DIVISION

The Archives and Historical Services Division is charged with preserving and ensuring effective access to the permanent public records of New Mexico State government that are entrusted to the care of the SRCA.

The Division also strives to foster an appreciation of these records' historical value and potential use by the people of New Mexico through quality reference assistance and various outreach events that include tours, exhibits and presentations.

### **Archives Bureau**

The Archives Bureau employs six professional archivists and two administrative support staff and performs a full-range of archival tasks (processing, preservation, description, reference assistance, outreach) to maintain an authentic and accessible record of State government actions.

### **Historical Services Bureau**

The Historical Services Bureau has only a single employee - the New Mexico Historical Records Advisory Board (NMHRAB) Grants Administrator, who is charged with providing administrative support to the Board and managing the Board's re-grant and scholarship programs. The Board is an advocate for the preservation of and enhanced access to New Mexico's historical records held in private and public repositories throughout the state.

## FISCAL YEAR 2004 HIGHLIGHTS

### **Archives Bureau**

In FY 2004, the Archives Bureau continued its efforts to identify collection needs for preservation and access and more efficient strategies to provide enhanced access to collection information.

#### *Moving and Still Image Collections*

The Bureau successfully completed projects that were supported in part by the NMHRAB and National Film Preservation Foundation (NFPF) grants. Although these awards were made in FY 2003 [NMHRAB grants #2002-001 (\$4,000.00) and #2002A-002 (\$2,000.00), NFPF grant #FED03-019 (\$11,700.00)], the completion of the work occurred in FY 2004. The NMHRAB grant supported the inspection and basic preservation (adding of leader, mending as needed and replacing acidic containers with plastic archival quality cores and cans) of 1,440 motion picture films from the Historic Film Collection. The completion of these projects facilitated the creation of item-level physical location and description records that allowed the Bureau to ensure the security of the films and to enhance access to them. All films were accounted for in the FY 2004 physical inventory, and 344 item-level description records were created.

The Amelia White Home Movies, which document early twentieth century Santa Fe and include an example of the first color amateur process in the United States, were re-mastered through the support of the NFPF and are now accessible in their original color format.

The imaging project continued in FY 2004 with imaging of photographs from the Tourism and Education Departments. A total of 1,736 photographs were imaged, and approximately 3,500 images were added to the on-line catalog. This figure includes images that were scanned and described in FY 2003 but not placed on-line until FY 2004.

These projects addressed the following two performance measures identified in the *Strategic Plan, Fiscal Years 2001 – 2005, 2004 Update*.

**Strategic Initiative 2** - *have public records managed properly, in accordance with records, information and archival management (RIAM) principles, throughout their life cycle.*

Strategy 2.1 – *establish RIAM standards, procedures and technique.*

Action Step – 2.1.3 – *institute archival procedures (internal) for record migration.*

Performance Measure - *procedures for video, film and oversized books implemented.*

Target - *06/30/04.*

Actual – *06/30/04.*

**Strategic Initiative 3** - *promote open access to public records.*

Strategy 3.2 – *provide access to SRCA holdings.*

Action Step 3.2.3 – *complete the archives imaging project and related databases.*

Performance Measure – *imaging of Department of Tourism and Department of Education photographs completed.*

Target – *12/31/03.*

Actual – *Target was not met.* As of June 30, 2004, while imaging of the New Mexico Department of Education Photograph Collection was completed, only 75 percent of the New Mexico Department of Tourism Photograph collection was finished.

#### *Archival Records Management*

The Bureau manages public records according to the archival principles of provenance and original order, thereby ensuring their continued preservation, accessibility and value. Procedures were established to guarantee the authenticity and reliability of these records. The application of consistent procedures helps maintain reliable and accessible records, which, in documenting governmental actions, are part of the foundation of a sound democracy. In FY 2004, the Bureau accessioned a total of 838.55 linear feet of historical records (824.55 linear feet - public and 14 linear feet - private). Records for appraisal and permanent retention are identified in agency record retention schedules. Permanent records are also transferred from the Records Center and directly from State agencies to the Bureau. Private records are accepted for donation if they fall within the scope of the SRCA's private collection policy (1.13.40 NMAC, *Private Collection Development Policy*). Donations of significant research value in FY 2004 included the Merced de Juan Bautista Valdez and other records.

The Bureau's work in FY 2004 addressed two performance measures identified in the 2004 Update.

**Strategic Initiative 2** – have public records managed properly, in accordance with records, information and archival management (RIAM) principles, throughout their life cycle.

Strategy 2.2 – *inspect and survey records programs and report compliance to Commission.*

Action Step – 2.2.3 – *review and appraise permanent records transferred to Archives.*

Performance Measure - *percentage of records reviewed and appraised within 90 days of receipt.*

Target - 100 percent.

Actual – 100 percent.

**Strategic Initiative 3** - *promote open access to public records.*

Strategy 3.2 – *provide access to SRCA holdings.*

Action Step 3.2.2 – *arrange and describe State agency records held in the State Archives.*

Performance Measure – *percentage of records processed.*

Target – 70 percent.

Actual – 65 percent.

<b>Public Records Accessioned</b>	<b>Linear Feet</b>
Corrections Department	200.00
Cultural Affairs Department – Library Division, State Publications	15.25
Deaf and Hard of Hearing Persons, Commission for	1.00
Economic Development Department – Film Office	16.00
Education Department, Public	2.00
Engineer, Office of the State – WATERS	411.00
First Judicial District (Santa Fe)	0.30
General Services Department	25.00
Governor Gary Johnson, Office of	0.50
Health, Department of	8.00
Labor Department	10.00
Land Office, State	36.00
Legislative Council Service*	18.00
Public Safety, Department of	2.00
Public School Insurance Authority	33.00
Records, Commission of Public	15.00
Regulation and Licensing Department	6.00
Secretary of State, Office of**	23.00
Transportation, Department of	2.50
<b>Total</b>	<b>824.55</b>

\*Thirteen boxes accessioned directly from the agency, five from the Records Center.

\*\*One box accessioned from a private source, 22 from the Records Center.

<b>Private Records Accessioned</b>	<b>Linear Feet</b>
John P. Wilson Newspapers	0.50

Kingsley Hammit	1.00
Larry Gordon	1.00
Mary Gavin	7.25
Merced de Juan Bautista Valdez	0.25
New Mexico Geological Society	0.25
New Mexico Women's Golf Association	2.00
Old Santa Fe Foundation	1.00
Ralph "Sabu" Gallegos	0.50
Santa Fe Chamber Music Festival	0.25
<b>Total</b>	<b>14</b>

<b>Public Records Processed</b>	<b>Linear Feet/ # of Items</b>
American Revolution Bicentennial Commission	102 photographs
Education Department, Public	827 photographs
Fourth Judicial District (Guadalupe County)	0.25 linear feet
Governor Bruce King, Second Term	1.00 linear feet
Governor Toney Anaya	55.00 linear feet
Land Office, State	9.00 linear feet
Tourism Department	1,214 photographs
Transportation, Department of	9.00 linear feet and 700 photographs
<b>Total</b>	<b>74.25 linear feet and 2,843 photographs</b>

<b>Private Records Processed</b>	<b>Linear Feet/ # of Items</b>
Albert Schroeder Collection	10.00 linear feet
Amado Chaves Photograph Collection	124 photographs
Fifteen Club	4.00 linear feet
John P. Wilson Newspapers	0.50 linear feet
Merced de Juan Bautista Valdez	0.25 linear feet
New Mexico Geological Society	0.25 linear feet
New Mexico Women's Golf Association	2.00 linear feet
Peggy Cole Photograph Collection	2 photographs
R. H. Clarkson Photograph Collection	18 photographs
Ralph "Sabu" Gallegos	0.50 linear feet
Santa Fe Chamber Music Festival	0.25 linear feet
<b>Total</b>	<b>17.75 linear feet and 144 photographs</b>

### *Accessibility*

To enhance access to collections, the Bureau continued to process materials and add collection information and digital images for photographs to the on-line catalog. This catalog allows researchers to access collection information outside the repository's regular working hours. An additional 3,500 digital images were added to the catalog in FY 2004, bringing the total number of images available to approximately 4,500. Another significant addition to the catalog was the description records for the Records of the Adjutant General (1,714 records). This collection contains several significant records series including muster rolls, service records, biographical questionnaires and copies of discharge records.

To prepare a collection to be added to the on-line catalog, staff must describe it. Description involves the creation of a finding aid that adequately represents the informational content of the record.

<b>Public Records Described</b>	<b>Linear Feet/ # Items</b>
Adjutant General Office	142.00 linear feet
Cultural Affairs Department – Library Division	70 motion picture films
Cultural Affairs Department – Library Division, State Publications	213.50 linear feet
Education Department, Public	533 photographs
Public Employees Labor Relations Board	4.00 linear feet
Rio Arriba County Records	0.25 linear feet
Tourism Department	695 photographs
<b>Total</b>	359.75 linear feet, 70 films and 1,228 photographs

<b>Private Records Described</b>	<b>Linear Feet/ # Items</b>
Fairview Cemetery Records	5.00 linear feet
Historical Film Collection	344 motion picture films
St. Francis Cathedral School Collection	20.00 linear feet
<b>Total</b>	25. linear feet and 344 films

During a two-week period each year, a customer survey is administered. The results of the FY 2003 survey noted that the on-line catalog was under-used. In FY 2004, the link to the on-line catalog was made more prominent on the Division’s homepage. The FY 2004 survey revealed a significant increase in the number of researchers that used the catalog during the survey period.

The Bureau’s work in this area addressed two performance measures in the *2004 Update*.

**Strategic Initiative 3** - *promote open access to public records.*

Strategy 3.2 – *provide access to SRCA holdings.*

Action Step 3.2.2 – *arrange and describe State agency records held in the State Archives.*

Performance Measure – *percentage of records processed to the sub-series level in finding aids.*

Target – *70 percent.*

Actual – *57 percent.*

Action Step 3.2.3 – *complete the archives imaging project and related databases.*

Performance Measure – *imaging of Department of Tourism and Department of Education photographs completed.*

Target – *12/31/03.*

Actual – *Target was not met.* As of June 30, 2004, while imaging of the New Mexico Department of Education Photograph Collection was completed, only 75 percent of the New Mexico Department of Tourism Photograph collection was finished.

### *Outreach*

The Bureau's main outreach strategy is to provide daily reference assistance of the highest quality to on-site and off-site patrons. The largest numbers of people are reached through this strategy. In the FY 2004 customer survey, no respondents rated the quality of reference assistance as less than good.

Additionally, the Bureau promoted the public's awareness of and access to historical records by:

- assisting thousands of individuals research their family history;
- helping land grant heirs, scholars, students and legal experts locate land grant documents;
- providing students, teachers and the general public 24-hour, off-site access to collection information (on-line catalog);
- consulting with interested persons regarding archival practices;
- reaching 164 people through exhibits, tours and presentations;
- writing ten, collection-centered articles for the agency newsletter and regional and national publications;
- presenting 31 collection-centered lectures; and
- participating in the agency's "for-fee" training program as instructors.

<b>On-site Contacts</b>	<b>FY 2003</b>	<b>FY 2004</b>	<b>Percentage Change</b>
Visitors	3,404	3,103	-9%
Inquiries	4,047	5,173	28%
<b>Off-site Contacts</b>	<b>FY 2003</b>	<b>FY 2004</b>	<b>Percentage Change</b>
Correspondence	409	473	16%
E-mail	517	550	6%
Telephone	418	346	-17%
FAX	27	25	-7%

The work of the Bureau in this category addresses several performance measures identified in the 2004 Update.

**Strategic Initiative 1** – *increase knowledge of records, information and archival management practices.*

Strategy 1.3 – *develop or fund outreach programs.*

Action Step 1.3.2 – *deliver RIAM presentations, demonstrations and exhibits to interested parties.*

Performance Measure – *number of people reached.*

Target – 130.

Actual – 164.

Performance Measure – *number of exhibits.*

Target – 4.

Actual – 4.

Performance Measure – *number of presentations and demonstrations.*

Target – 6.

Actual – 17.

**Strategic Initiative 3** - *promote open access to public records.*

Strategy 3.2 – *provide access to SRCA holdings.*

Action Step 3.2.4 – *provide reference assistance in accessing records held by the Commission.*

Performance Measure – *percentage of requests for access to public records in the custody of the Commission that it is able to satisfy.*

Target – 98 percent.

Actual – 99.9 percent.

*Archives Week FY 2004: Mainstreet, New Mexico: Exploring the Culture of Community Spaces*

Governor Richardson proclaimed October 5 through 11, 2003 “New Mexico Archives Week.”

Archives Week is an opportunity for repositories to invite the public in to participate in various collection-centered events. Events included an opening reception, an historic film screening and two panel discussions pertaining to historic migration patterns and murals. A total of 250 people participated in these events. The Bureau’s efforts to create dynamic programs for the week resulted in its meeting the established target in the 2004 Update.

**Strategic Initiative 1** – *increase knowledge of records, information and archival management practices.*

Strategy 1.3 – *develop or fund outreach programs.*

Action Step 1.3.3 – *develop and promote activities that support Archives Week.*

Performance Measure – *percentage increase in attendance at Archives Week activities.*

Target – 5 percent.

Actual – 5 percent.

### **Historical Services Bureau.**

The Historical Services Bureau continued its efforts to enhance the preservation of and access to the state’s historical records through the NMHRAB’s programs.

#### *New Mexico Historical Records Advisory Board*

The NMHRAB was established to serve as the local advisory board for reviewing all New Mexico records preservation and access or documentary-edition grant proposals submitted to the National Historical Publications and Records Commission (NHPRC).

Seven members of the Board are appointed by the Governor and include historians, records managers, archivists and others representing public and private interests throughout the state. The State Records Administrator is an ex-officio member and serves as chair of the Board. A term, part-time Line Manager position (Grants Administrator) provides staff support to the Board and manages the re-grant and scholarship programs.

Members of the Board are:

Diane Bird, C.A., Archivist, New Mexico Museum of Anthropology;  
Angela Robbins, Architectural Historian;  
Orlando Romero, Librarian/Archivist (retired);  
Terry Ortega, Historian (independent);  
Julie Miller, Ph.D, University Librarian, Western New Mexico University;  
Robin Martin, Editor, *Santa Fe New Mexican*; and  
Veronica Tiller, Research Consultant.

*Assessment Project*

The NMHRAB recognizes the historical significance of records that are created and maintained by local and tribal governments. Due to frequent turnover in personnel and lean budgets, these records often do not receive the attention required to ensure their preservation for future generations. In an effort to assist these repositories, the Board successfully pursued grant funds to provide free assessments.

The Board received an award of \$58,979.00 from the NHPRC to conduct assessments of local and tribal governmental records programs. A part-time employee was hired to conduct the majority of these assessments. A total of 50 local and tribal governmental offices, representing 26 governments, and one diocese participated. Targeted efforts to promote records preservation issues resulted in the participation of five tribal governments. Assessments included a pre-assessment survey, an on-site visit and written observations and recommendations. Work began in January 2002. Thirty written observations and recommendations were completed and distributed in FY 2004. The remaining 21 written observations and recommendations will be completed and distributed in FY 2005.

Participants in this on-going project are identified below.

Catron County*	Otero County*	Mescalero Apache Tribe
Colfax County*	Quay County*	Nambe Pueblo
Dona Ana County*	Roosevelt County*	Santa Clara Pueblo
Eddy County*	Sandoval County	Santo Domingo Pueblo
Harding County*	San Juan County	Zuni Pueblo*
Hidalgo County*	San Miguel County	
Lea County*	Taos County	Diocese of Las Cruces
Lincoln County*	Union County	
Los Alamos County*	Valencia County	
Luna County*		
McKinley County*		
Mora County*		

\*Counties and tribal governments that have received their written observations and recommendations.



The following performance measure from the 2004 Update was linked to the successful completion of the assessment project.

**Strategic Initiative 2** –cultivate recognition of the importance of New Mexico’s historical records and appreciation of New Mexico history.

Strategy 2.2 – inspect and survey records programs and report compliance to the Commission.

Action Step 2.2.1 – assess county and tribal records programs.

Performance Measure – number of county office and tribal assessment action plans delivered by 12/31/03.

Target – 51.

Actual - 0. The NMHRAB received an extension of the grant period until January 31, 2004. As of June 30, 2004, 30 assessment action plans had been delivered.

### **Historical Information Network Tracking System (HINTS)**

The HINTS database is a dynamic, on-line resource that allows the public to locate information regarding records in public and private repositories throughout the state (web site: [http://www.nmcpr.state.nm.us/nmhrab/nmhrab\\_hints.htm](http://www.nmcpr.state.nm.us/nmhrab/nmhrab_hints.htm)). Funded by the assessment grant and State funds, this resource provides access to information that is often difficult to locate.

Available on-line since FY 2003, it is updated regularly through e-mail links. The application allows repositories to update their information or request to be added to the database. Repository information that is viewable and searchable includes organizational name, location, holdings, contact person and organizational type.

The HINTS database addresses the below-listed performance measure identified in the 2004 Update.

**Strategic Initiative 5** –cultivate recognition of the importance of New Mexico’s historical records and appreciation of New Mexico history.

Strategy 5.1 – identify primary sources throughout the state.

Action Step 5.1.1 – update the NMHRAB repository directory.

Performance Measure – percentage of repositories in the NMHRAB directory for which primary sources are identified.

Target – 75 percent.

Actual – 100 percent.

### **Re-grant and Scholarship Programs**

The Board fulfills its mission to advocate for the preservation of and enhanced access to the historical records of New Mexico through its re-grant and scholarship programs. These annual programs allow the Board to provide financial support to records projects and scholarships for records and archival management training. The re-grant program allows the Board to “re-grant” money from federal grants or State appropriations made to the SRCA and designated for the program. In January 2004, the Board received \$71,164.00 for the re-grant and scholarship

programs; these funds will be distributed in FYs 2005 and 2006. The Board awards funds according to the established funding priorities:

- training;
- assessment of archival and records management programs;
- archival and records management programs for tribal organizations;
- identification and preservation of at-risk historical records;
- collection preservation;
- access to historical records; and
- documentation of New Mexico history.

On-line access to submission deadlines, program guidelines, applications and resource documents (consultant list, vendor list and professional services contract) are maintained and updated to facilitate repository participation.

Projects and scholarships in process during FY 2004 included those awarded in FY 2003 (work periods are for one year and often cross fiscal years). These are discussed below under the fiscal year in which they were awarded.

FY 2003

Re-grant proposals were ranked and funds awarded at the October 2002 meeting. The grant period was from October 2002 through September 2003. A total of \$25,000.00 was awarded to six repositories.

<b>Repository</b>	<b>Project</b>	<b>Amount Awarded</b>
Semos Unlimited	Creation of educational CDs via scanning original educational materials and distribution to New Mexico schools and libraries.	\$6,000.00
New Mexico State Records Center and Archives	Preservation of historical film collection via re-canning into plastic cans.	\$2,000.00
Sandoval County	Scanning historical records.	\$5,000.00
City of Bloomfield	Preservation of original resolutions and ordinances.	\$4,000.00
Santo Domingo Pueblo	Preservation of veterans' photographs and creation of facsimiles for exhibit.	\$4,000.00
Elephant Butte Irrigation District	Processing of original records.	\$4,000.00
<b>Total</b>		\$25,000.00

At the October meeting, scholarship applications were also ranked and funds awarded. A total of \$7,987.45 was awarded to 49 individuals from six repositories. Applicants used the awards to attend SRCA-sponsored training sessions and two national training sessions [National

Association of Government Archives and Records Administrators (NAGARA) annual conference and the Western Archives Institute].

<b>Repository</b>	<b>Training</b>
City of Las Cruces	Arrangement and Description, NAGARA annual conference
Town of Hurley	Arrangement and Description, Records Management, Filing Systems
Lincoln County Clerk	Arrangement and Description, Implementing an Archival Preservation Program
City of Bloomfield	Basic Records Management
Zuni Pueblo	Western Archives Institute
Sandoval County	Arrangement and Description, Finding Aids, Basic Records Management, Filing Systems, Electronic Records, Emergency Preparedness

FY 2004

Re-grant proposals were ranked and funds were awarded at the October 2003 meeting. Five repositories were awarded a total of \$24,000.00. The grant period was from October 2003 to September 2004.

<b>Repository</b>	<b>Project</b>	<b>Amount Awarded</b>
Farmington Museum	Re-house historic photographs of Four Corners region	\$3,060.00
Pueblo of Zia	Transcribe audiotapes of tribal songs and stories.	\$8,500.00
New Mexico Preservation Alliance	Sponsor preservation workshop.	\$1,000.00
New Mexico Jewish Historical Society	Create and distribute pamphlets on Jewish pioneer families.	\$8,000.00
Albuquerque Center for Peace and Justice	Identify, re-house and describe historical records.	\$3,440.00
<b>Total</b>		\$24,000.00

Scholarship applications were also ranked and funds awarded at the October 2003 meeting. A total of \$1,349.22 was awarded to two individuals from two repositories to attend SRCA-sponsored training sessions.

<b>Repository</b>	<b>Training</b>
Navajo Nation	Arrangement and Description, Finding Aids
City of Las Cruces	Electronic Records, Emergency Preparedness

As a result of the Albuquerque Center for Peace and Justice declining its award and a surplus of funds remaining in the scholarship fund, the Board decided to open up a second call for re-grant proposals. At the May 2004 meeting, proposals were ranked and funds awarded. A total of \$5,900.00 was awarded to four repositories. The grant period was from May 2004 to April 2005.

<b>Repository</b>	<b>Project</b>	<b>Amount Awarded</b>
The Santa Fe Opera	Create a records schedule, identify historical records and create a plan of work for preservation of identified records.	\$1,920.00
Los Alamos Historical Society	Purchase supplies to re-house the Penland Schools Collection.	\$900.00
Santa Fe Indian School	Conduct assessment of school archives.	\$1,080.00
Center for Land Grant Studies	Analyze original land grant documentation and create land grant summaries.	\$2,000.00
<b>Total</b>		<b>\$5,900.00</b>

These programs addressed two performance measures identified in the 2004 Update.

**Strategic Initiative 5** –cultivate recognition of the importance of New Mexico’s historical records and appreciation of New Mexico History.

Strategy 5.3 – promote the preservation of historical records and resources.

Action Step 5.3.1 – award New Mexico historical records grants to eligible applicants.

Performance Measure – number of grants awarded.

Target – 10.

Actual – 10.

Performance Measure – average grant award (excluding scholarships).

Target – \$2,500.00.

Actual - \$3,190.00.

### **COST-BENEFIT ANALYSIS**

The purpose of the cost-benefit analysis is two-fold: first, to analyze the effectiveness of the programs and, second, to ensure that costs are in line with the benefits gained. The following analysis is a compilation of statistics that demonstrates that the Division is fulfilling its mandate to preserve and provide access to the permanent and historical records maintained by the SRCA and other repositories throughout the state. The benefits realized are the continued existence of the State’s historical records for future researchers and the public’s ability to access them.

#### **Archives Bureau.**

All Bureau functions are aligned with the agency’s strategic initiatives as discussed below.

Strategic Initiative 1 – *increase knowledge of records, information, and archival management practices.*

The Bureau supports this initiative by participating in the agency’s “for-fee” workshops as instructors. In FY 2004, the Bureau conducted three workshops: *Preservation of Motion Picture Film and Video, Arrangement and Description* and *Implementing an Archival Preservation Program*. Workshops provided participants with current, archival best practices and theory. Instructors were rated by participants as good or very good.

Strategic Initiative 2 – *have public records managed properly, in accordance with RIAM principles, throughout their life cycle.*

The Bureau ensures the continued existence of and consistent access by the public to the permanent records of the State by maintaining environmentally appropriate storage and research areas, re-housing records in acid-free enclosures, reformatting fragile documents, creating user-friendly finding aids and facilitating the accessioning of permanent State records. The Bureau’s commitment to a preventative preservation program eliminates, or greatly reduces the need for costly conservation treatments.

Activity	***Staff Resources	**Hours	***Cost	Output Measure	Benefits
Accessions	1.8	337	\$6,585.00	811.55 linear feet 1,787 publications 2,500 photos 1 volume	Public records are preserved for current and future users.
Processing	2.2	412	\$8,050.00	92 linear feet, 1,211 films 2,987 photos	Public records are accessible to the public.
Preservation	7.0	1,310	\$25,597	154.25 linear feet, 3,722 folders 1,211 films	Life of public records is extended through implementation of archival preservation best practices.

\*Percentage of staff resources has been compiled from monthly staff reports.

\*\*Number of staff hours available in Division (includes Division director) is 18,720 (2,080 x 9).

\*\*\*Average cost per hour \$19.54 (total cost \$365,869.00/ 18,720 total hours worked).

Strategic Initiative 3 – *have a comprehensive, authoritative locator service for all public record.*

The Bureau provides reference assistance to patrons on-site at the SRCA and off-site via several mechanisms:

- on-line catalog;
- U.S. mail;
- e-mail;
- telephone; and
- fax.

The quality of the Bureau's reference assistance is based on the comprehensiveness and accuracy of its finding aids. The incorporation of technology has allowed the Bureau to expand its collection access to members of the public who in the past have not been able to access records because of either time or travel constraints or physical challenges. The on-line catalog allows researchers to access records when it is convenient for them. In FY 2004, the Bureau has added a significant amount of records for photographs and has redesigned the Division homepage to highlight the on-line catalog. As a result of these efforts, the FY 2004 customer survey reflected an increase in the number of researchers using the on-line catalog.

<b>Activity</b>	<b>*% Staff Resources</b>	<b>**Hours Worked</b>	<b>***Cost</b>	<b>Output Measure</b>	<b>Benefits</b>
Imaging Project	11.5	2,153	\$42,070.00	1,736 photos imaged.	Access enhanced by making them accessible 24 hours a day via on-line catalog images preserved by reducing or eliminating their handling.
Description	2.0	374	\$7,308.00	384.75 linear feet, 414 films, 1,228 photos	Public records described and classified.
Reference	22.4	4,193	\$81,931	6,567 requests	Patrons are satisfied.

\*Percentage of staff resources has been compiled from monthly staff reports.

\*\*Number of staff hours available in Division (includes Division director) is 18,720 (2,080 x 9).

\*\*\*Average cost per hour \$19.54 (total cost \$365,869.00/ 18,720 total hours worked).

Strategic Initiative 4 – *ensure that adequate resources are available to meet statutory obligations.*

The ability of the Bureau to preserve and provide access to public records effectively directly correlates with the quality and quantity of training available to staff. Archival best practices are evolving, and in order to manage the public records of New Mexico properly, it is crucial that staff is trained.

<b>Activity</b>	<b>*% Staff Resources</b>	<b>**Hours Worked</b>	<b>***Cost</b>	<b>Output Measure</b>	<b>Benefits</b>
Staff Training	6.1	1,142	\$37,686.00	12 workshops, 13 conferences, 7 classes, 17 lectures	Staff is appropriately trained.

\*Percentage of staff resources has been compiled from monthly staff reports.

\*\*Number of staff hours available in Division (includes Division director) is 18,720 (2,080 x 9).

\*\*\*Average cost per hour \$19.54 (total cost \$365,869.00/ 18,720 total hours worked).

**Historical Services Bureau.**

*Strategic Initiative 5 - cultivate the recognition of the importance of New Mexico's historical records and appreciation of New Mexico history.*

The activities of the Historical Services Bureau and the NMHRAB directly support the above listed strategic initiative. Primarily through re-grant and scholarship programs, they provide the financial support needed by smaller public and private repositories to begin to address records issues. Many of the records held by these repositories are historically significant and are a vital part of the documentary history of the state. Unfortunately, these repositories have little or no funding for the preservation of these records. While the award amounts are not large, they do allow repositories to begin to address records preservation and access issues.

While the cost of its activities can be reported, it is difficult to quantify the benefits since the immediate beneficiaries are the repositories that receive the awards. The ultimate beneficiaries are the people of New Mexico, both those of today and of future generations, who will be able to access those records that document their history.

## RECORDS MANAGEMENT DIVISION



The Records Management Division (RMD) is responsible for providing guidance and assistance to State and local government agencies in establishing and maintaining records and information management (RIM) programs that comply with the Public Records Act. These programs are based on the development of rules, policies, procedures and guidelines for maintaining, accessing and disposing of records created, received or maintained by public entities. Records management emphasizes the value of knowledge and information as resources. An effective RIM program will

allow an agency to improve office productivity, reduce errors, decrease liability, preserve vital records, facilitate the exchange of information within government; and make public records accessible to the public. The RMD also provides State agencies with cost-effective storage of non-current, infrequently used records in hard copy and microfilm formats. Records play a vital role in managing and operating New Mexico State government. The success or failure of government programs relies heavily on the records and information used as bases for decisions made by State officials and for compliance with laws and rules. Records serve as the memory of the organization, documentation of past events and the bases for future actions.

### FY 2004 HIGHLIGHTS

#### **Records Management Inventory Software**

The Division was able to complete the purchase of a records management inventory application, three years after initiating the process. The agency experienced a setback in acquiring a new software application in FY 2003, after the vendor selected for the project was unable to fulfill the contract and the remainder of the funds was subject to reversion. The Commission then received a new \$70,000 appropriation in the 2003 General Appropriation Act for the acquisition of a records management inventory application. The SRCA began the process for a Request for Proposal again in FY 2004. The contract for an application to replace the old GAIN system was awarded to a California firm, RCO, in March 2004. Approximately 80 percent (200,000 out of almost 240,000 containers) of the main active box table were converted into IMAGE 2000 (the replacement application). Implementation and testing will be completed in FY 2005.

#### **Retirement of Records Management Division Director**

Donald Padilla retired from State government in June 2004 after twenty-five years of service. Mr. Padilla served as Records Management Division Director from December 1994 through June 30, 2004.



## Agency Analysis Bureau

The Agency Analysis Bureau continued to provide the necessary tools for addressing the State's records and information needs by offering training and consultation services and by developing, filing and issuing records retention and disposition schedules (RRDS). These schedules form the bases for the development and implementation of RIM programs that address the application of economical management methods to the creation, utilization, maintenance, retention, preservation and disposition of the State's public records.

Records retention and disposition schedules set the retention periods for public records as well as prescribe their disposition – destruction or transfer to the State Archives either as permanent records or as records for review and final disposition. Performance measures established to monitor the progress of the Bureau include *percentage of State agencies with current records retention and disposition schedules*. The FY 2004 target (66 percent) for this performance measure was not met. Only 52 percent of State agencies had current schedules at year end. The ability of the agency to meet the established target was adversely affected by staff turnover and the absence of the Agency Analysis Bureau Chief for much of the year due to military leave and subsequent resignation. Schedules developed, filed and issued in FY 2004 included those listed below.

### Amended

- 1.15.2 NMAC GRRDS, General Administrative Records;
- 1.15.3 NMAC GRRDS, General Administrative Records for Use by Local Government;
- 1.17.244 NMAC JRRDS, Bernalillo County Metropolitan Court;
- 1.18.419 NMAC ERRDS, Economic Development Department ;
- 1.18.569 NMAC ERRDS, Organic Commodity Commission;
- 1.18.630 NMAC ERRDS, Human Services Department;
- 1.18.665 NMAC ERRDS, Department of Health;
- 1.18.770 NMAC ERRDS, Corrections Department; and
- 1.18.924 NMAC ERRDS, Department of Education (now Public Education Department).

### New

- 1.18.361 NMAC ERRDS, Office of the Chief Information Officer;
- 1.18.356 NMAC ERRDS, NM Office of the Governor; and
- 1.19.11 NMAC LGRRDS, Soil and Water Conservation Districts and Watershed Districts.

### Repealed and Replaced

- 1.17.218 NMAC JRRDS, New Mexico Magistrate Courts;
- 1.18.308 NMAC ERRDS, Office of the State Auditor;
- 1.18.352 NMAC ERRDS, Educational Retirement Board;
- 1.18.333 NMAC ERRDS, Taxation and Revenue Department;

- 1.18.378 NMAC ERRDS, State Personnel Office;
- 1.18.418 NMAC ERRDS, Tourism Department;
- 1.18.464 NMAC ERRDS, State Board of Licensure for Professional Engineers and Surveyors;
- 1.18.508 NMAC ERRDS, New Mexico Livestock Board;
- 1.18.516 NMAC ERRDS, Department of Game and Fish;
- 1.18.609 NMAC ERRDS, Indian Affairs Department;
- 1.18.624 NMAC ERRDS, Aging and Long-term Care Department (now Aging and Long-term Services Department);
- 1.18.765 NMAC ERRDS, Juvenile Parole Board;
- 1.18.780 NMAC ERRDS, Crime Victims Reparation Commission; and
- 1.18.940 NMAC ERRDS, Public Schools Facilities Authority;

During FY 2004, the Agency Analysis Bureau provided seven training sessions on the importance of records management, its benefits and statutory requirements, as well as program responsibilities such as records storage and retrieval, destruction and indexing. One hundred ninety-three State government employees attended these training sessions.

#### **Electronic Records/Micrographics Bureau**

The rule, *Management of Electronic Records*, 1.13.3 NMAC, adopted in late FY 2003, was introduced to State agencies in FY 2004 through various venues - the agency newsletter, records management workshops and the agency's web site. The rule provides direction on the management of electronic records to ensure that public records in electronic format will be preserved and remain accessible. The Bureau Chief also made a presentation on the management of electronic records at the annual Electronic Records Workshop hosted by the State Records Center and Archives in May 2004. The training was directed toward the identification and appropriate disposition of electronic records with short-term and permanent value as well as improved access to State government records. The Electronic Records Bureau Chief also provided information on general records management for imaging systems - specifically the advantages and disadvantages of digital versus analog. Additionally, the Bureau provided consultation and technical assistance to the Second Judicial District Court and Albuquerque Technical Vocational Institute on electronic records and the basic structure for an electronic document management system, including alternative ways for ensuring the preservation of permanent documents and dealing with sensitive material or information.

The Bureau re-filmed the first part of the permanent Spanish Archives of New Mexico (SANM) producing 38 rolls of 35MM microfilm. With 350 images per roll of film, the total images captured totaled 13,300. The microfilm of SANM will be digitized to produce optical discs for resale to historians and archivists. The Bureau was approached by educational institutions for microfilm projects and for the storage of existing microfilm in the environmentally controlled microfilm vault maintained by the Bureau.

Following is a listing of FY 2004 microfilm activity.

Agency Name	Beginning Inventory 7/1/03	*Microforms Inspected	Microforms accepted into storage	Microforms destroyed	Rolls of film withdrawn	Ending inventory for FY 2004 6/30/04
Agriculture, Department of	4	0	0	0	0	4
Auditor, Office of the State	218	0	0	0	0	218
Corrections Department	401	0	0	0	0	401
Cultural Affairs Department	850	0	0	0	0	850
Educational Retirement Board	710	0	0	0	0	710
Energy, Minerals and Natural Resources Department	1,231	0	0	0	0	1,231
Engineer, Office of the State	10,460	0	0	0	0	10,460
Engineers and Surveyors, State Board of Licensure for Professional	346	0	0	0	0	346
Environment, Department of	288	0	0	0	25*	263
Finance and Administration, Department of	3,405	0	0	958	0	2,447
Game & Fish, Department of	17	0	0	0	0	17
General Services Department	87	0	0	0	0	87
Health, Department of	998	19	15	0	0	1,013
Human Services Department	1,356	157	139	426	0	1,069
Investment Council, State	6	0	0	0	0	6
Labor Department	4,771	0	0	0	0	4,771
Land Office, State	1,862	0	0	0	0	1,862
Livestock Board	2	0	0	0	0	2
Nursing, Board of	1	0	0	0	0	1
Personnel Office, State	1,202	1	1	67	0	1,136
Public Employees' Retirement Association.	136	0	0	0	0	136
Public Regulation Commission	18,120	0	0	0	0	18,120
Public Safety, Department of	17	0	0	0	0	17
Records, Commission of Public	1,996	517	510	1	0	2,505
Regulation and Licensing Department	663	1	1	43	0	621
Secretary of State, Office of the	390	43	34	65	0	359
Taxation and Revenue Department	47,230	151	3,902	3,651	0	47,481
Transportation, Department of.	6,673	0	0	250	0	6,423
Treasurer, Office of the State	2,409	0	0	461	0	1,948
Veterans' Services Department	66	0	0	0	0	66
Workers' Compensation Administration	1,337	2	2	0	0	1,339
<b>TOTAL EXECUTIVE AGENCIES</b>	<b>107,252</b>	<b>891</b>	<b>4,604</b>	<b>5,922</b>	<b>25</b>	<b>105,909</b>

Agency Name	Beginning Inventory 7/1/03	*Microforms Inspected	Microforms accepted into storage	Microforms destroyed	Rolls of film withdrawn	Ending inventory for FY 2004 6/30/04
<b>NON-EXECUTIVE AGENCIES</b>						
Colleges/Universities	154	0	0	0	0	154
Counties	13,264	122	109	146	1,303**	11,924
Court of Appeals	1,356	7	7	0	0	1,363
District Courts	24,726	305	289	0	0	25,015
Judicial Standards Commission	59	4	4	0	0	63
Municipalities	1,814	4	3	0	0	1,817
School Districts	1,479	18	17	0	0	1,496
Supreme Court	2,152	0	0	0	0	2,152
<b>TOTAL NON-EXECUTIVE AGENCIES</b>	<b>45,004</b>	<b>460</b>	<b>429</b>	<b>146</b>	<b>1,303</b>	<b>43,984</b>
<b>GRAND TOTAL</b>	<b>152,256</b>	<b>1,351</b>	<b>5,033</b>	<b>6,068</b>	<b>1,328</b>	<b>149,893</b>

\*Includes deletion of 25 items counted as microform that are electronic records in Santa Fe Records Center

\*\*Includes deletion of 60 items counted as microform that are paper records in Albuquerque Records Center

### **Records Center Bureau**

The Records Center Bureau provides State agencies cost-effective storage of records in hard copy, electronic and microform formats. Inactive and infrequently used hard-copy, paper records are stored in warehouse facilities specially designed for compact and economical storage. These warehouse facilities are in two geographical locations, Santa Fe and Albuquerque. Electronic and microform records are stored in climate-controlled vaults specifically designed to protect these media. Storage services in these climate-controlled vaults are provided in the Santa Fe facility only.

Although inactive records are stored at the Records Centers, agencies maintain legal custody of their records and are provided controlled access to them. At any time agencies may request to withdraw their records or view them on-site. The SRCA staff will pull records requested within twenty-four hours. In emergency situations, the staff will pull records immediately. The Santa Fe Records Center also offers disaster recovery services, which include storage of backup computer media and storage of media masters for SRCA-approved microphotography systems (microform, electronic imaging). Although it is not mandatory for State agencies to use the services of the Records Centers, it is the most cost-effective way to manage their inactive records.

During FY 2004, the Records Center Bureau, together with the Electronic Records Bureau, monitored and tracked the lifecycle status, history, series identification and physical location of **256,618** items (beginning inventories plus items brought in). With the use of the records

retention and disposition schedules, the Records Centers staff calculates and applies the appropriate retention to the records brought in for storage. Records Center Bureau staff process the storage tickets and disposition requests that have been reviewed and approved by the staff of the Agency Analysis Bureau. The Records Center Bureau staff then process transfer, receipt, storage and withdrawal of inactive public records and disposition (archival transfer or destruction) of those public records that have met their legal retention. Some **12,732** new cubic boxes of records were accepted into storage in FY 2004. During this same period, **25,519** cubic feet of records were destroyed. Of these, **15,433** were located in and purged from the Records Centers; the rest were delivered to SRCA for destruction. An additional **1,089** cubic feet of public records were also reported destroyed on-site by State and local government entities. Beginning storage less in-house destruction processed plus new storage brought the records in storage at SRCA to **83,541.5** cubic feet.

Agency Name	Beginning inventory 7/01/03	Boxes brought in for storage	Boxes permanently withdrawn	Boxes transferred to Archives	Boxes destroyed in the Records Center (zapped)	Ending inventory 6/30/04
Aging and Long-term Services Department	0	26	0	0	0	26
Attorney General, Office of the	4,536	184	6	0	96	4,618
Auditor, Office of the State	54	13	0	0	0	67
Children, Youth and Families Department	5,778	685	14	0	562	5,887
Corrections Department	8,040	1,155	61	200	288	8,646
Crime Victims Reparation Commission	556	41	0	0	0	596
Cultural Affairs Department	182	47	0	0	0	229
Education, Commission on Higher	315	58	0	0	0	373
Education Department, Public	2,287	228	0	0	0	2,515
Educational Retirement Board	1,133	94	0	0	0	1,227
Energy, Minerals and Natural Resources Department	1,411	234	0	0	223	1,422
Engineer, Office of the State	236	40	6	0	0	270
Environment Department	1,768	351	12	0	0	2,107
Finance and Administration, Department of	2,089	103	0	0	1,208	984
Game and Fish, Department of	528	78	0	0	225	381
General Services Department	2,751	419	0	23	704	2,443
Governor, Office of the	0	40	0	0	0	40
Health, Department of	9,840	1,343	0	8	599	10,574
Health Policy Commission	23	8	0	0	1	30
Human Services Department	6,623	958	0	0	1,289	6,292
Investment Council, State	199	44	0	0	0	243
Juvenile Parole Board	82	6	0	0	0	88
Labor Department	5,730	944	21	7	2,033	4,613

Agency Name	Beginning inventory 7/01/03	Boxes brought in for storage	Boxes permanently withdrawn	Boxes transferred to Archives	Boxes destroyed in the Records Center (zapped)	Ending inventory 6/30/04
Land Office, State	391	0	8	36	0	347
Livestock Board	1,080	84	0	0	412	752
Medical Examiners Board, NM	652	31	0	0	4	679
Military Affairs, Department of	1,788	95	5	0	0	1,878
Nursing, Board of	356	72	0	0	0	428
Parole Board	577	0	6	0	0	571
Personnel Office, State	221	0	0	0	68	153
Public Defender Department	3,048	401	0	0	470	2,979
Public Employees' Retirement Association	770	304	0	0	0	1,074
Public Regulation Commission	1,726	393	0	0	0	2,119
Public Safety, Department of	945	433	0	0	0	1,378
Public Schools Facilities Authority	0	22	0	0	0	22
Public Schools Insurance Authority	77	70	0	33	0	114
Racing Commission, State	60	4	0	0	0	64
Records, Commission of Public	48	25	0	0	1	72
Regulation and Licensing Department	3,636	804	13	6	625	3,796
Secretary of State, Office of the	917	120	0	22	175	840
Taxation and Revenue Department	4,478	359	1	0	4,526	310
Transportation, Department of	506	0	0	2.5	354	149.5
Treasurer, Office of the State	1,612	93	0	0	650	1,055
Vocational Rehabilitation Division	627	204	0	0	161	670
Workers' Compensation Administration	163	24	0	0	20	167
Youth Conservation Corps Commission	8	7	0	0	0	15
<b>TOTAL EXECUTIVE AGENCIES</b>	<b>77,847</b>	<b>10,644</b>	<b>153</b>	<b>337.5</b>	<b>14,694</b>	<b>73,306.5</b>
<b>NON-EXECUTIVE AGENCIES</b>						
Administrative Office of the Courts	253	93	0	0	174	172
Counties	0	0	0	0	146	0
District Attorneys, Administrative Office of the	2,356	701	0	0	202	2,855
District Courts	3,521	401	0	0	0	3,922
Judicial Standards Commission	1	233	0	0	0	234
Legislative Council Service	2,007	188	5	5	43	2,142
Legislative Finance Committee	359	19	0	0	0	378
Legislature House/Senate	0	9	0	0	0	9
Metro Court (Bernalillo)	253	444	0	0	174	523
<b>TOTAL NON-EXECUTIVE AGENCIES</b>	<b>8,750</b>	<b>2,088</b>	<b>5</b>	<b>5</b>	<b>739*</b>	<b>10,235</b>
<b>GRAND TOTAL</b>	<b>86,597</b>	<b>12,732</b>	<b>158</b>	<b>342.5</b>	<b>15,433</b>	<b>83,541.5</b>

\*Non-executive agencies' count of boxes destroyed in the Records Center includes 146 boxes that were never in inventory; they were brought directly into the Records Center for destruction.

## FY 2004 COST-BENEFIT ANALYSIS

Effective records management programs help reduce costs and risks in today's fluctuating business and governmental environments. An efficient records management program provides New Mexico State government and its subdivisions with benefits such as:

- operational effectiveness,
- cost savings,
- faster and improved services,
- reduced records volume,
- vital records protection,
- legal compliance, and
- preservation of New Mexico's rich documentary heritage

The success or failure of government records management programs relies heavily on the records and information used as bases for official decisions and for compliance with laws and rules. There are costs associated with not being able to locate needed records in a timely manner, especially during litigation, as well as risks and costs associated with records being retained long past their usefulness. Costs include staff time to find and review records, facility costs to store records and many other "hidden" costs that, nonetheless, affect the bottom line of each agency. Ultimately, it is the objective of the SRCA, and of the Records Management Division in particular, to provide the proper tools and services that will enable State agencies to implement legal and cost-effective records and information management programs. Knowing what records to keep in the office, move to off-site storage, destroy or transfer to Archives adds to employee productivity and agency efficiency.

One of the decisions central to developing a RIM program is where to store an agency's inactive records. Records may be stored in a centralized location (in a records center outside the agency's units) or a decentralized location (within each agency unit) or a combination system involving both centralized and decentralized locations may be employed. If a State agency chooses to store its inactive records in a centralized location, it must commit to developing its own records center, employing a commercial facility or storing with the SRCA. The approach decided upon can prove costly.

The services provided by the Records Centers of the SRCA are free of charge to State agencies. The operating costs of the Record Centers are paid from the State's general fund and are supplemented by a revolving fund that derives revenue from the sale of storage boxes and storage tickets. The services of the Records Center include records storage, records destruction and records retrieval. These are basic services provided by any record storage facility, governmental or commercial. Commercial facility costs will also include fees for setting up and closing an account, container storage fees, transaction fees (retrieval, re-file), computer indexing

of container content, input fees for establishing location of new containers, search fees, miscellaneous labor charges for moving and sorting containers and fees for destroying records. The free storage provided by the SRCA to State agencies is estimated to generate a cost savings of some **\$999,161** for the State. This estimate is based on quotes received for commercial vendor fees for like services and record volumes.

	FY 2001	FY 2002	FY 2003	FY 2004
Total commercial costs	\$1,084,452.00	\$1,244,052.17	\$1,308,218.00	\$1,373,629.00
Total SRCA costs	226,633.00	371,375.00	338,000.00	374,468.00
State savings	857,819.00	772,677.17	970,218.00	999,161.00

The Records Management Division provides State agencies and local governments with additional, cost-savings services. The Electronic Records Bureau provides many of the same types of services to State agencies and local governments as does the Records Center Bureau; however, these services involve electronic records and records stored on microfilm and other microforms, rather than paper documents. Its staff also reviews imaging plans of State agencies (statute defines microphotography to include imaging) to ensure they meet established standards, including retentions. This Bureau has taken a lead in attempting to come to grips with perhaps the biggest records management challenge facing New Mexico State government, as well as other governments and private businesses – the management of electronic records. The staff of the Electronic Records Bureau is available to advise State agencies on issues surrounding the management of electronic records. The Bureau Chief also conducts and participates in providing the training in electronic records management the SRCA offers. Since records retention requirements are media blind – an electronic record has the same retention requirements as a like paper record – it is critical that agencies have the training and tools to manage their electronic records properly, if they are to avoid the potential risks and costs that can come with lost or prematurely deleted records.

The Agency Analysis Bureau develops, after consultation with the affected agencies, the records retention and disposition schedules (RRDS) for each State agency, as well as interpretive schedules for use by local governments. This saves State agencies the resources (including the costs of either hiring new staff with expertise in records management or of developing that expertise within existing staff) that would otherwise be required to develop their own schedules. Since these RRDS become an agency’s key tool in managing its records and, if adhered to, its protection against litigation that may arise from or involve records that have been destroyed, their development is not optional. If the costs associated with their preparation were not borne by the SRCA, then they would fall to the individual agencies and require the commitment of staff within each agency. Since the Agency Analysis Bureau staff comprises five employees, including the Bureau chief, the economies in having the RRDS prepared by the SRCA should be evident. These same staff members also review requests for destruction from State agencies and local governments to ensure that the records proposed for destruction have met their legal retentions, thus providing an added and independent assessment of the appropriateness of the proposed destruction. The Bureau employees additionally are available



for consultation on matters relating to records management and provide regular records management training for State employees.

The SRCA also provides a specially constructed, secure and environmentally controlled and monitored electronic records vault that State agencies may use to store their electronic back-ups. This service, again, is provided without charge to agencies. The Records Center Bureau manages the use of the vault. A similar vault is available for storage of master copies of microfilm. Use of this facility is also free to State agencies and local governments. The microfilm vault is managed by the Electronic Records Bureau.

## OFFICE OF THE STATE HISTORIAN



The Office of the State Historian (OSH) is an organizational unit within the SRCA. In FY 2004, it was staffed by a single employee, the State Historian, although an additional position was approved for FY 2005 in the 2004 General Appropriation Act. The purpose of the OSH is to *lead in advancing an understanding and appreciation of New Mexico's history and culture through interpretive research, outreach, educational programming, presentation and publication.*

The purpose derives from the SRCA's strategic initiative to *cultivate recognition of the importance of New Mexico's historical records and appreciation of New Mexico history.*

Four strategies have been developed to help achieve the purpose of the OSH. The first of these is *research and interpretation*, which is guided by the principle that advancing an understanding of New Mexico's history and culture is a fundamental objective of the SRCA and its OSH. In this capacity, the OSH is responsible for conducting comprehensive research and supporting scholarly and community-based research. The second strategy is *educational programming and community outreach*, which is based upon the idea that raising historical and cultural consciousness requires a sensitive and creative approach in introducing complex questions for public thought and debate. This is accomplished in part by cultivating relationships and facilitating dialogue among communities and individuals. It is also accomplished through establishing a programming agenda that emphasizes commitment to education and community outreach. The third strategy is *informational services* and is based upon making information on New Mexico history accessible, all-inclusive and meaningful. As the SRCA and its OSH continue to develop a comprehensive research agenda that includes an understanding of New Mexico's past, a concomitant goal is to make this knowledge readily accessible to a larger public. Finally, the fourth strategy is *heritage preservation*. This not only includes conservation but also the preservation of a "collective memory." Specifically, it entails a commitment to participate in efforts to preserve the experiences of New Mexicans, their built environment, experiences, memories and, in accord with the agency's mission, their written record. This strategy is also driven by the State Historian's statutory obligations to serve as a member of the Cultural Properties Review Committee, an advisory committee to the Historic Preservation Division of the Cultural Affairs Department and which is charged with reviewing proposals for the preservation of cultural properties and with related responsibilities.

### FISCAL YEAR 2004 HIGHLIGHTS

This has been a year of growth for the OSH. During FY 2004, the OSH worked to realize the action steps and goals set forth in the agency's *2004 Strategic Plan Update*, in particular, as noted

above, strategic initiative #5, "to cultivate a recognition of the importance of New Mexico's historical records and appreciation for New Mexico history." The work accomplished in pursuit of this initiative follows and is organized under the four strategies employed by the OSH and delineated above.

### **Research and Interpretation**

Efforts here are centered on the importance of doing interpretive research in advancing a more comprehensive understanding of New Mexico's history and culture. Working with historical documents, cultural artifacts and oral histories is of paramount importance in this endeavor. In this capacity, the OSH is responsible for conducting comprehensive research and supporting scholarly and community-based research.

*Academic Research:* As a member of the scholarly community, the State Historian engages in research that contributes to the public understanding of New Mexico history. During FY 2004, the State Historian made the following presentations that derived from his research.

- *The Civil Rights Law of 1866 and Peonage in the Territory of New Mexico*, University of New Mexico School of Law, Albuquerque, N.M., September 18, 2003 and October 6, 2003.
- *Mediating Academic Work and Being a Public Servant*, panel, Ford Foundation Fellows Conference, San Juan, Puerto Rico, on October 18, 2003.
- *Being Indian: Stigma and Slavery*, American Anthropological Association, Chicago, Illinois, November 20, 2003.
- *A Critical Examination of the Chief White Antelope Blanket, Cheyenne, Arapahoe and Navajo Histories and the 1865 Sand Creek Massacre*, School of American Research, Santa Fe, New Mexico, June 23, 2004.

As a former Katrin Lamon Fellow and scholar at the School of American Research, the current State Historian was invited to participate in a weeklong seminar focused on research practices and the methodology used to study Native American communities globally. The State Historian prepared a presentation summarizing the historiography and methodological practices as they pertain to the Native American communities in New Mexico, including Pueblo, Pah Ute, Ute, Kiowa, Comanche, Navajo, Apache, Pawnee, Cheyenne and Arapahoe communities. Additionally, he presented a paper on his own doctoral work as it focused on representation and methodology entitled, "Research Methodology on the Indigenous Element within Nuevomexicano Communities." The papers are expected to be published by the School of American Research Press in 2005.

*Research for Government Agencies:* At the request of the Legislative Council Service, the State Historian engaged in a research project focused on 18<sup>th</sup> and 19<sup>th</sup> century settlement patterns in New Mexico as those patterns related specifically to land grants. This research culminated in a presentation of findings before the Legislative Land Grant Task Force on July 15, 2004.

### **Educational Programming and Community Outreach**

Cultivating relationships and facilitating dialogue among communities and individuals is a critical component of the work of the OSH. This commitment means creating spaces for public thought and debate about the importance of historical and cultural consciousness. It also means finding a way to bring educational programming into the classroom and into the community.

*Collaboration with Public Education Department ~ N.M. History Resource Task Force:* At the request of Representatives Henry "Kiki" Saavedra and J. Paul Taylor, the OSH prepared a report on New Mexico's current history and social studies standards and their implementation within classrooms. As a result of the report, Representative Saavedra introduced House Joint Memorial 101 during the 2003 legislative session. The memorial resolved, *that the state department of public education create a task force—which would include a representative from the office of the state historian—to create a functional New Mexico history curriculum framework, including defining and developing user-friendly resources, teacher training assistance and support materials.* It was significant that the memorial proposed a collaboration between the Public Education Department and the OSH. While the memorial did not pass, the legislature did appropriate \$100,000 for social studies curriculum for New Mexico history. Senators Clinton Harden and Ben Altamirano and Representatives Saavedra and Rick Miera were instrumental in securing this funding. Following the session, the Public Education Department in recognition of the intent of the memorial did create a task force for which the State Historian served as project facilitator and chair. The task force convened for the first time in November of 2003, and the work for the next six months included seven community surveys, teacher workshops across the state and numerous meetings.

*Community-based Presentations:* The State Historian made numerous presentations to community-based organizations, teachers' workshops, schools and universities. These included:

- *Food Ways of Hispano and Native Americans in New Mexico*, Palace of the Governors, Santa Fe, N.M., July 13, 2003;
- *Indigenous Histories of New Mexico*, Crow Canyon Teachers Institute, Ghost Ranch, Abiquiu, N.M., July 24, 2003;
- *Narrative and Place*, Santa Fe Art Institute's *Uncommon Ground* Series, Santa Fe, N.M., August 25, 2003;
- *Historic settlement patterns in New Mexico* - panel discussion, moderator and commentator, Archives Week, Santa Fe, N.M., October 8, 2003;
- *Professionalization: Working in Public History*, Departments of History and American Studies, University of New Mexico, October 23, 2003;
- *Native American Slavery in the Village of Placitas, New Mexico*, Sandoval Historical Society, Bernalillo, N.M., March 28, 2004;
- *Identity and Preservation of Ruins*, San Juan Archaeological Society, Aztec, N.M., April 29, 2004; and
- *The Significance of History and Cinco de Mayo in New Mexico*, Questa Elementary School District, Questa, N.M., May 5, 2004.

*Boards and Committees:* In FY 2004, the State Historian served on various boards and committees. These included the *Historical Society of New Mexico*, dedicated to increasing the knowledge of New Mexico history; *New Mexico Culture Net*, an organization committed to promoting the cultures of New Mexico by connecting people, ideas and resources; the *Padre Antonio Jose Martinez Memorial Committee*; and *Vecinos del Rio*, a community organization dedicated to preservation of the Rio Arriba cultural heritage. He also served as a liaison for the Smithsonian Institution's Latino Scholars Program and on the 2004 Program Committee for the American Studies Association and the Program Committee of the American Studies Association for its 2004 Atlanta conference.

### **Informational Services**

Making information on New Mexico history accessible, all-inclusive and meaningful is a critical part of the responsibility of the agency and its OSH. As the OSH works to develop a comprehensive research agenda as discussed earlier, a concomitant goal is to make knowledge of New Mexico history readily accessible to a larger public. The SRCA has long been an advocate of increasing appreciation and understanding of New Mexico's rich history as evinced in its Strategic Plans and annual updates, and the OSH promotes this goal, in part, by working to raise historical inquiry through consultation and collaboration.

*Consultation ~ Scholars, General Public:* In FY 2004, the State Historian continued to advise and consult with scholars, students and others on various historical and cultural topics. Requests for information were received in the form of e-mail, phone calls, patron visits and regular mail and occupied a significant part of the State Historian's time and responsibilities. During FY 2004, over 1,500 requests for information regarding New Mexico history were received.

*Consultation ~ Government Agencies:* The State Historian provided consultation services on various historical and cultural issues to several Federal, State and local governmental agencies. The State agencies included the Cultural Affairs Department, the Department of Transportation, the Children, Youth and Families Department, the Tourism Department and the Department of Education (now Public Education Department). The OSH is committed to raising historical inquiry through consultation and collaboration and works to foster relationships with State, local and Federal agencies. The State Historian worked with the National Park Service to develop programming goals and ideas for the National Heritage Area in northern New Mexico. He also worked with the same Federal agency in matters pertaining to the Navajo/Apache "Long Walk." He was also consulted by a Congressional delegation about the creation of another National Heritage Area for southern Colorado.

*New Mexico History Web site:* In the 2003 legislative session the SRCA, in the Supplemental General Appropriation Act, received a special appropriation of \$15,000 for "web site and educational development." The money was used for design and implementation of the first phase of a New Mexico history web site. The intent is to create, ultimately, a comprehensive site where the citizens of New Mexico and others can find information about New Mexico

history. It is hoped that this interactive web site will eventually serve as the premier web portal for historical facts on the people, places, historical events and narrative accounts that have shaped New Mexico. The web site was designed to engage students, educators and communities in the documentation, interpretation and dissemination of New Mexico's rich history and culture. The design of the first phase was completed in FY 2004, with implementation scheduled for no later than September 1, 2004.

**Heritage Preservation**

As noted above, preservation activities are directed toward conserving the built environment and historical records and supporting the sustainability of cultural heritage. While preservation activities are integral aspects of the mission of the SRCA and the work of its OSH, they also involve the State Historian's statutory obligations to serve as a member of the Cultural Properties Review Committee.

*Washington, D.C. Presentation with State Historic Preservation Officer:* In March 2004, as the Chairman of the Cultural Properties Review Committee, the State Historian joined the State Historic Preservation Officer (Director of the New Mexico Historic Preservation Division of the Cultural Affairs Department) in meeting with the New Mexico Congressional Delegation in Washington, D.C. to highlight the importance of preservation in New Mexico and address concerns or questions. During the trip, the State Historian also visited with officials from the UNESCO World Heritage Site Office. New Mexico is fortunate to have three sites on this very prestigious list - Taos Pueblo, Carlsbad Caverns and Chaco Culture National Historical Park.

*Cultural Properties Review Committee (CPRC):* The State Historian serves as a statutory member of the CPRP, and in FY 2004, he served as its chair. Several developments in FY 2004 merit highlighting. The Committee resolved to meet in different locations throughout the state, which in FY 2004 included meetings in Las Vegas and Las Cruces. The State Historian also participated in creating a legislative agenda that culminated in working with Secretary Stuart Ashman of the Cultural Affairs Department and legislative supporters. Finally, the efforts of the Committee members and HPD staff made the CPRC Heritage Preservation Awards ceremony the most successful in many years.

	FY02	FY03	FY04
CPRC meetings attended	9	12	15
State and National Register	53	41	28
Official Historic Highway Markers	167	16	4
Tax Credits	75	80	82

**FISCAL YEAR 2004 COST-BENEFIT ANALYSIS**

It is difficult to quantify the benefits of the SRCA's New Mexico history strategic initiative and the work done in support of it by the OSH. As noted above, the agency recognizes the importance of promoting a deeper appreciation and understanding of New Mexico history. Building a broader-based and more active New Mexico history component within the agency

has been a particular goal of the current State Records Administrator. One of the steps she took to move toward that goal was an internal realignment in which the position of the State Historian was moved to report directly to her and an organizational unit, the OSH, was created within the agency.

The work toward achieving the goal is still in its infancy, but efforts to stimulate interest in New Mexico's history and in the documentary materials the SRCA holds are producing results. In the past several years, a number of legislative measures have been introduced to encourage historical interest and provide support requisite to increasing awareness and making historical resources more readily available. The State Historian's work with various state and federal agencies has served as an asset. The collaboration with the Public Education Department in particular will have a long-term impact upon ensuring that historical resources that can be used in the classroom are identified and utilized. With more support toward that goal, the impact may soon be measured.

In FY 2004, the agency, through the efforts of the OSH, worked on developing numerous partnerships. Due to budget constraints, development of statewide educational programming was constrained. However, partnerships and collaborations with various State agencies and private organizations were fostered; these included the School of American Research, the Santa Fe Art Institute and El Museo Cultural de Santa Fe. The State Historian also served as consultant for various grant and curatorial programs, including those of the Museum of New Mexico and its Traveling Exhibitions Program, where he was both participant and consultant for a grant proposal focused on literacy. Work with State Monuments also allowed input into the work being done on the Camino Real project.

Obviously, these and other agency efforts are not without cost. As one of two components of the SRCA's efforts to promote appreciation of and interest in the state's history and its historical records, the OSH's operational costs for the one-person office were \$126,599 plus an additional \$21,146 for web-site development. Those costs will rise in FY 2005 with the additional of the extra position approved in the General Appropriation Act of 2004. However, if the work of the OSH, along with that of the New Mexico Historical Records Advisory Board (the other component of the SRCA's New Mexico history and historical records initiative), can advance knowledge of this state's remarkable and rich history and its documentary record, if it can help preserve that history for future generations and implant in present generations an appreciation of that history, then surely the expenditures are validated.