

Fiscal Year 2006

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) 2006, members were:

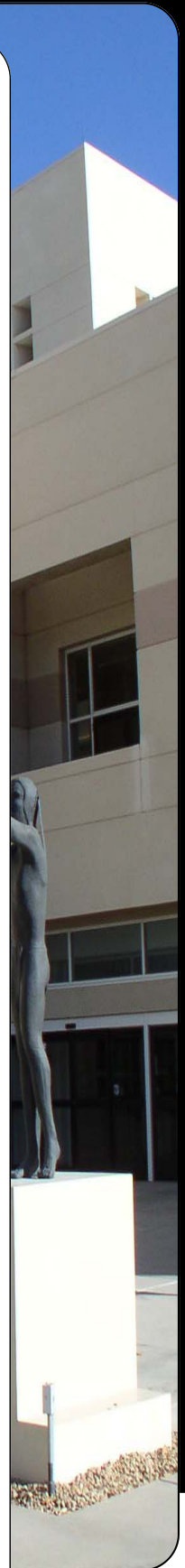
Historian	Stanley M. Hordes, Ph.D., Chair
Secretary of State	The Honorable Rebecca Vigil-Giron
State Auditor	The Honorable Domingo Martinez
Attorney General	The Honorable Patricia Madrid, represented by Andrea Buzzard, Assistant Attorney General, Office of the Attorney General
State Law Librarian	Robert A. Mead
Secretary, General Services Department	Arturo Jaramillo, represented by Deborah Moll, Office of the Secretary
Director, Museum of New Mexico	Position vacant - represented by Bergit Salazar, Deputy Secretary, Cultural Affairs Department

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



State Records Center and Archives Building located in Santa Fe

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. 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 2006 were:

THE 2006 MANAGEMENT TEAM

Sandra Jaramillo, C.A., State Records Administrator

Angela Lucero, 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

Lori LeRouge, Chief Information Officer and Information Technology Division Director

MISSION

The mission of the Commission of Public Records is to:

- preserve, protect and facilitate access to public records that are held in trust for the people of New Mexico;
- ensure rules promulgated by State agencies are published as prescribed in law and are accessible;
- advocate an understanding and appreciation of New Mexico history; and
- develop records management programs for State agencies

VISION STATEMENT

The **vision** of the Commission of Public Records is to be the state's leading resource on matters pertaining to the preservation of historical documents, records, information and archival management issues, administrative law and New Mexico public history programs.

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 administra-

tion, 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.

Administrative Law Division

The Administrative Law Division (ALD) administers the State Rules Act that governs the official filing and publication of rules developed by executive 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 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 New Mexico Register and the New Mexico Administrative Code. Other regulatory instruments - interstate compacts and county sub-division regulations - must also be filed with the SRCA.

Administrative Services Division

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

Archives and Historical Services Division

The Archives and Historical Services Division (AHSD) maintains, preserves, and makes available to the public the permanent and historical records of the State 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.

Information Technology Division

The Information Technology Division (ITD) provides information technology-related services to the program divisions and to the ASD and the Office of the State Records Administrator. Like the ASD, it is an administrative support, rather than program division.

Office of the State Historian

The State Historian serves as State government's leading advocate for and authority on New Mexico history. The mission of Office of the State Historian (OSH) is to foster and facilitate an understanding and appreciation of New Mexico's history and culture through education, research, preservation and community outreach. The State Historian also sits as the statutory member of the Cultural Properties Review Committee (CPRC). The CPRC is the body entrusted to oversee the protection and registration of historic structures and significant sites throughout New Mexico.

Records Management Division

Government offices maintain vast amounts of records containing information that their employees must be able to locate quickly. To continue to preserve and provide public access to these records, a systematic records management program has been developed by the Records Management Division (RMD). Records management deals with the management and control of State agencies' records - their use, storage, and transfer, from their creation to their final disposition. Records retention and disposition schedules, developed by Division staff serve as a tool for state agencies to manage information and records. To be effective a records management program must apply appropriate controls over records throughout their lifecycle. The Division is also responsible for developing standards for the management of electronic records and for microphotography systems, including imaging applications (New Mexico 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.

New Mexico Historical Records Advisory Board

The New Mexico Historical Records Advisory Board (NMHRAB) is an adjunct board to the SRCA and was established to serve as the local advisory body for reviewing all New Mexico grant proposals submitted to the National Historical Publications and Records Commission. Since its establishment, the Board has developed its own strategic plan to advocate improvements in preserving and accessing New Mexico's historical records. 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

This report highlights accomplishments realized by the State Records Center and Archives (SRCA) in FY 2006. It is a constant challenge to manage and preserve a voluminous amount of records, particularly those created and stored in computer-based information systems. The SRCA received funding for FY 2005 to assess the electronic records environment in New Mexico State government as part of a multi-agency electronic content management (ECM) project. While the assessment was completed in FY 2005, the SRCA in FY 2006 continued to participate in the on-going project as a member of the project management team. The project team, in FY 2006, used the assessment information to develop the conceptual architecture design for an ECM system for the capture, maintenance, storage, access, disposition, and preservation of electronic records.

Although many more records are computerized, paper records are still an important component of an agency's documentation requirements. The State Records Center serves as an off-site storage facility for all State government agencies that are required to maintain public records for a fixed length of time but do not have space in their offices to do so. The SRCA saves millions of dollars annually in cost avoidance for State government. As of June 30, 2006, the Records Center, in conjunction with Electronic Records and Micrographics Bureau, was monitoring and tracking the lifecycle status, history, series identification, and physical location of 244,561 items.

Working with State agencies, the Records Management Division ensures the capture,

maintenance, and disposition of public records that document State agencies' organizational functions, policies, decisions, procedures, and essential transactions; this, in turn, helps assure the preservation of government records of historical value. It does so by establishing standards, procedures, and administrative regulations for recording, managing, preserving, and reproducing government records, whatever their medium, and by working with the heads of State and local government agencies and their designated representatives to create and maintain active, continuing programs for the efficient management of their records.

The SRCA maintains the State's largest historical record repository and serves as one of the premier research centers in Southwest and Borderland history. In FY 2006, the Archives and Historical Services and Office of the State Historian Divisions continued to explore innovative ways to share the state's historical patrimony and unique history with the public. Through exhibits, educational endeavors, public programming, and partnerships, the SRCA worked to achieve its aim of advocating an understanding and appreciation of New Mexico history. The AHSD completed digitizing the photographs in the New Mexico Department of Tourism Photograph Collection; all 4,939 photographs in the Collection were, by the end of FY 2006, available on-line. The collection provides a rich record of the evolution of tourist imagery from the 1930s to the early 1970s. The AHSD also furthered its historical film preservation efforts; a grant from the National Film Preservation Foundation enabled the preservation of the five extant films of 53 public health films produced by the New Mexico Depart-

ment of Health in the 1930s. The theme for Archives Week, held in October, 2005, was Lure of the Land: Records, Promises and Politics and together the scheduled events drew some 450 people.

The OSH continued work on the New Mexico Digital History Project (the New Mexico History website) with enhancements to design and development of additional content. Through this project, initially implemented in FY 2005, the agency is able to provide the public a new way to view New Mexico's history, inviting visitors to navigate through themes of "place," "story," "time," and "people." The website allows the visitor to explore the intrigue of New Mexico communities, the significance of historical events, and the contributions of historical figures, as well as access narrative accounts of New Mexico's rich cultural history and traditions. Additionally, the SRCA, through the OSH, initiated a scholars program which provided financial assistance to qualified scholars to conduct research in the State Archives.

In accordance with Sections 14-4-7.1 and 14-4-7.2 NMSA 1978, the Administrative Law Division produces the New Mexico Register and the New Mexico Administrative Code (NMAC). The New Mexico Register is where notices of intended rule making, newly promulgated rules, and amendments and repeals of existing rules are officially published. 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. Since 2001, the SRCA has made the Register and the NMAC available through the Internet, free of charge. Over 700,000 individual visits to the NMAC website were recorded in FY 2006, and over 350,000 to the New Mexico Register site were logged.

In the pages that follow, greater detail about the activities and accomplishments of the agency's program divisions in FY 2006 is offered.



Monument in Santa Fe plaza, 1942. New Mexico Department of Tourism Collection - Item 001466

Administrative Law Division

FUNCTION AND PURPOSE

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

The mission of the ALD is to file rules and other materials related to administrative law; to manage and preserve those items; and to make them accessible to the public. To fulfill this mission, the ALD monitors compliance with statutes and rules affecting the rule-filing and publishing processes. To guide State agencies, the ALD provides consultation regarding the requirements for filing and publishing, and it offers monthly training in style, format, filing, and publishing requirements. In addition to working with State agencies, the ALD answers questions from individuals and groups interested in the filed materials. The ALD maintains and preserves all filed material until it is repealed or otherwise no longer valid; at which time it is transferred to the State Archives. Finally, the ALD provides access to the filed material in person or through the agency's website.

FISCAL YEAR 2006 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 rulemaking, adopted rules, amendments, and repeals of existing rules are officially published. Other material related to administrative law can also be published in the *New Mexico Register*. During FY 2006, the ALD published 42,679 columnar inches of text in the *New Mexico Register*. During the same fiscal year, over 350,000 individual visits were made to the *New Mexico Register* web site.

The following tables further explain the publishing activity.

<i>New Mexico Register</i> Activity	FY 2003	FY 2004	FY 2005	FY 2006
Notices of rulemaking published	180	169	168	185
Other material related to administrative law published	No record	17	23	15
Adopted rule filings published	521	692	580	650
Proposed rules published	3	4	7	11
Synopses published in place of full text of adopted rules	2	18	9	1

Notices of Rulemaking Published in the *New Mexico Register* FY 2006 by Agency

Agency	Notices Published
Accountancy Board, Public	2
Acupuncture and Oriental Medicine, Board of	1
Aging and Long-Term Services Department	2
Agriculture, Department of	4
Albuquerque-Bernalillo Air Quality Control Board	3
Architects, Board of Examiners for	3
Athletic Commission	1
Athletic Trainers Practice Board	1
Attorney General, Office of the	2
Children, Youth and Families Department	10
Chiropractic Examiners, Board of	3
Coal Surface Mining Commission	1
Counseling and Therapy Practice Board	1
Crime Victims Reparation Commission	1
Cultural Affairs, Department of	3
Dental Health Care, Board of	1
DNA Identification System Oversight Committee and Administrative Center	1
Economic Development Department	2
Energy, Minerals and Natural Resources Department	3
Engineer, Office of the State	2
Environmental Improvement Board	7
Finance and Administration, Department of	5
Game Commission	7
Gaming Control Board	2
General Services Department	6
Guardianship, Office of	1
Health, Department of	12
Higher Education Department	2
Hoisting Operators Licensure Examining Council	2
Human Services Department	10
Human Services Department - Income Support Division	1
Information Technology Commission	3
Interior Design, Board of	1
Labor, Department of	1
Livestock Board	1
Massage Therapy Board	1
Medical Board	3
Mine Inspector, State	1

Nursing, Board of	1
Occupational Therapy, Board of Examiners for	1
Oil Conservation Commission	8
Osteopathic Medical Examiners, Board of	1
Personnel Board	1
Personnel Board, State	2
Pharmacy, Board of	1
Physical Therapy Board	1
Podiatry, Board of	1
Professional Engineers and Professional Surveyors, Board of Licensure for	1
Psychologist Examiners, Board of	2
Public Education Department	10
Public Records, Commission of	4
Public Regulation Commission	13
Public Safety, Department of	1
Racing Commission	3
Regulation and Licensing Department	7
Social Work Examiners Board	1
Social Work Examiners, Board of	1
Speech-Language Pathology, Audiology and Hearing Aid Dispensing Practice Board	1
Taxation and Revenue Department	8
Transportation, Department of	1
Water Quality Control Commission	3
Workers' Compensation Administration	1
Youth Conservation Corps Commission	1
Grand Total	188

Rule Filings Published in the *New Mexico Register* FY 2006 by Agency

Agency	Rule Filings Published
Accountancy Board, Public	7
Administrative Office of the Courts	6
Aging and Long-Term Services Department	2
Agriculture, Department of	3
Albuquerque-Bernalillo Air Quality Control Board	8
Architects, Board of Examiners for	3
Athletic Commission	2
Attorney General, Office of the	1
Auditor, Office of the State	2
Barbers and Cosmetologists, Board of	1

Children, Youth and Families Department	45
Chiropractic Examiners, Board of	11
Counseling and Therapy Practice Board	21
Cultural Affairs, Department of	1
Cultural Affairs, Department of; Arts Division	1
Cultural Affairs, Department of; Library Division	1
Cultural Properties Review Committee	6
Dental Health Care, Board of	22
Economic Development Department	2
Energy, Minerals and Natural Resources Department	14
Engineer, Office of the State	9
Environmental Improvement Board	12
Finance and Administration, Department of	6
Game and Fish, Department of	27
Gaming Control Board	9
General Services Department	5
Health, Department of	19
Higher Education Department	13
Human Services Department	44
Information Technology Commission	6
Interior Design, Board of	1
Interstate Stream Commission	1
Landscape Architects, Board of	1
Livestock Board	3
Massage Therapy Board	8
Medical Board	14
Mining Commission	1
Nursing Home Administrators Board	1
Nursing, Board of	12
Nutrition and Dietetics Practice Board	1
Occupational Therapy, Board of Examiners for	5
Off-Highway Motor Vehicle Safety Board	1
Office of Guardianship	1
Personnel Board	13
Personnel Board, State	6
Pharmacy, Board of	9
Physical Therapy Board	10
Professional Engineers and Professional Surveyors, Board of Licensure for	7
Public Education Department	74
Public Records, Commission of	18

Public Regulation Commission	31
Public Safety, Department of	2
Public School Capital Outlay Council	4
Racing Commission	2
Real Estate Appraisers Board	1
Real Estate Commission	31
Regulation and Licensing Department	13
Secretary of State	7
Social Work Examiners, Board of	14
Soil and Water Conservation Commission	4
Speech-Language Pathology, Audiology and Hearing Aid Dispensing Practices Board	12
Taxation and Revenue Department	23
Thanatopractice, Board of	1
Transportation, Department of	3
Water Quality Control Commission	2
Workers' Compensation Administration	4
Workforce Training and Development, Office of	12
Grand Total	662

**Other Material Related to Administrative Law Published in the *New Mexico Register*
FY 2006 by Agency**

<u>Agency</u>	<u>Other Material Published</u>
Architects, Board of Examiners for	1
Attorney General and Natural Resources Trustee	1
Children, Youth and Families Department	2
Environment Department	1
Human Services Department	1
Livestock Board	3
Public Records, Commission of	4
Workers' Compensation Administration	2
Grand Total	15

The *New Mexico Administrative Code (NMAC)* is a compilation of current rules promulgated by State agencies as required by Section 14-4-7.2 NMSA 1978. The *NMAC* is available only in electronic format on the *NMAC* website, which is updated once each month. The performance-based budget measure for the Division sets a target of thirty-six (36) days or less for the average maximum number of days from the effective date of a rule to the on-line availability. During FY 2006, the average maximum number of days was twenty-nine

(29). During that same fiscal year, over 700,000 individual visits were made to the *NMAC* web site.

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 following table compares training offered in FYs 2003 through 2006.

Training Activity	FY 2003	FY 2004	FY 2005	FY 2006
NMAC training sessions	9	11	11	11
Employees trained in NMAC sessions	76	125	176	124

The ALD is the central filing point for more than rules. In accordance with Sections 47-6-10 and 14-3-20 NMSA 1978, county subdivision regulations and interstate compacts must be filed with the SRCA before they can become effective. The ALD maintains databases of the filed materials 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.

Type of Instrument Filed	FY 2003	FY 2004	FY 2005	FY 2006
County Subdivision Regulations	16	1	0	4
Interstate Compacts	11	40	2	18



Archives and Historical Services Division

Archives week poster: Page one of proposed articles of Confederation between the United States and the Jicarilla Apache Indians dated 1873; Detail of Rio Grande area of Marley's Map of New Mexico dated 1873; and Antonio Barela Homestead Patent dated October 21, 1902.

FUNCTION AND PURPOSE

The Archives and Historical Services Division is charged with the tasks of preserving and ensuring 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 outreach events.

Archives Bureau.

The Archives Bureau is comprised of six professional archivists and support staff and performs a full range of archival tasks (accessioning, preservation, arrangement and description, reference assistance, and outreach) to maintain an authentic and accessible record of state government actions.

Historical Services Bureau.

The New Mexico Historical Records Advisory Board (NMHRAB) Grants Administrator, who is charged with providing administrative support to the Board, is the sole employee of the Historical Services Bureau. The Board is an advocate for preservation of and enhanced access to New Mexico's historical records in private and public repositories throughout the state. Please refer to the *New Mexico Historical Records Advisory Board Fiscal Year 2006 Annual Report* for detailed information regarding the Board's accomplishments.

FISCAL YEAR 2006 HIGHLIGHTS

Archives Bureau.

The strength of the Archives Bureau's efforts to maintain an authentic record of New Mexico state government (preservation, accessibility, archival records management) is reflected in the Bureau's ability to provide quality outreach events that are received well by the general public.

Outreach

The Bureau's main outreach strategy is to assure the highest quality of daily reference assistance provided to on-site and off-site patrons. The greatest number of people is reached through this strategy. In FY 2006, 2,612 patrons visited the repository. Although this number represented a decrease from the number of patrons in FY 2005 (3,475 patrons), the corresponding number of inquires for FY 2006 (5,636) increased by 670 inquiries from FY 2005 (figure 1.1). Off-site inquiries in total also increased and reflected a continuing trend of the use of e-mail to contact the Bureau (figure 1.2). In FY 2006, forty-five (45) percent of the total number of inquiries received from off-site patrons were sent via e-mail. This was an increase of four (4) percent over FY 2005.

Each year a customer survey is administered for a two-week period. The survey instrument gathers information regarding the patron's research experience and the quality of research materials available in the research rooms. In FY 2006, the survey results revealed a continuing high level of patron satisfaction. A total of 31 surveys were completed. Patrons rated the overall quality of reference assistance as excellent, and written comments were overwhelming positive.

Archives Week FY 2006: *Lure of the Land: Records, Promises, and Politics*

Governor Richardson proclaimed October 16 through 22, 2005, "New Mexico Archives Week." Archives Week is an opportunity for repositories to invite the public to participate in various collection-centered events. Events included an historical film screening of the Sallie Wagner Home Movie Collection, a screening of *Homeland: Four Portraits of Native Action*, and a one-day land symposium. Attendees and participants included students and teachers from the Santa Fe Indian School, people who knew Sallie Wagner or were interested in her life on the Navajo Nation reservation in the 1950s, and representatives from four land grant associations, the Denver Branch of the National Archives and Records Administration, the United States Bureau of Land Management, and the New Mexico State Land Office. A total of approximately 450 people attended these events.

Preservation: Moving and Still Image Collections

The Bureau continued its film preservation efforts with the Department of Health Motion Films Project. In the 1930's, the Department of Health was innovative in its use of motion picture film to educate the public on the subject of maternal and infant health, community sanitation, and malaria abatement. Of the 53 films created by the Department in the 1930s, only five are known to be extant. With a grant of approximately \$9,600.00 from the National Film Preservation Foundation, the remaining five films (listed below) were selected for laboratory preservation.

- *Malaria in New Mexico* (1935)
- *Community Sanitation in New Mexico* (1936)
- *A Well Baby Visit* (1937)
- *Materials Carried in the New Mexico Public Health Nurse's Bag* (1937)
- *Sanitary Improvements in New Mexico* (1937)

The imaging project reached a milestone in FY 2006 – the availability of the entire New Mexico Department of Tourism Photograph Collection on-line. Selected as the pilot collection in 2001, the New Mexico Department of Tourism Photograph Collection comprises 4,939 images and provides a rich record of the evolution of tourist imagery from the 1930s to the early 1970s. Since September 2006, patrons and staff have been able to search for digital images using various keywords (names, locations, events) via the on-line catalog.

The Bureau was also awarded a grant for \$3,088.00 from the National Endowment for the Humanities – Preservation Assistance Program to preserve nitrate and acetate negatives from the New Mexico Department of Tourism Photograph Collection. The instability of these negatives requires that they be stored in freezers to retard the rate of deterioration. Grant funds were used to purchase an additional freezer and archival supplies. The re-housing of the negatives into archival freezer kits will be completed in FY 2007. The grant period is January 1, 2006 to June 30, 2007.

Accessibility

In order to enhance access to collections, the Bureau continued to process and describe materials and added collection information and digital images for photographs to the on-line catalog. The archival tasks of processing and description are significant factors in the Bureau's ability to fulfill its mission. Archival staff review materials

within the collection and make decisions on how to most effectively preserve and describe them. How the archivist's decides to describe the materials in the collection determines how patrons will access these materials. Since the collections are closed, patrons make their decisions on what to access by reviewing the descriptions (finding aids) archivists have created. In FY 2006, the Bureau processed 182.50 linear feet of historical materials, four publications, three volumes, and ninety-three photographs (tables 1.3 and 1.4) and created finding aids for eight collections (tables 1.5 and 1.6).

The on-line catalog allows researchers to access collection information outside of the physical open hours of the repository. The effectiveness of the catalog rests upon the accuracy of the description records that are entered. In FY 2006, the remaining images from the Department of Tourism Photograph Collection were imported to the on-line catalog along with their index records.

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 have been established to guarantee the authenticity and reliability of these records. Consistent procedures maintain reliable and accessible records, which are the foundation for a well-established archival management program. In FY 2006, the Bureau selected, appraised, and accessioned 2,437 linear feet of historical records, 1110 publications, and fifty-two volumes (public records – 2,427.50 linear feet, 1106 publications, and forty-nine volumes; private records – 9.50 linear feet, four publications, and three volumes). 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 2006 included territorial materials from the Hoag Family Papers (tables 1.1 and 1.2).

To ensure the proper handling of collections the Bureau conducts an annual inventory of the

archival vaults. Staff is paired in teams of two and a manual verification of every item on every shelf is completed. The annual inventory for FY 2006 was conducted in May 2006. All discrepancies between the printouts from the archives database and the items on the shelf were reconciled by June 30, 2006.

STATISTICAL AND FINANCIAL REPORTS

Table 1.1

Public Records Accessioned	Linear Feet/# items
Records Received from SRCA Records Center	
Attorney General, Office of the	1,079
Children, Youth, and Families Department	61
Cultural Affairs Department	13
Educational Retirement Board	1
Energy, Minerals, and Natural Resources Department	740
Environment, Department of	5
Gaming Control Board	1
General Services Department	200
Health, Department of	9
Human Services Department	9
Land Office, State	139
Total	2,257 linear feet
Records Received Directly from Agencies	
Cultural Affairs Department – Library Division	1,106 publications
Engineer, Office of the State	150
Legislative Council Service	11
Otero County (materials interfiled into existing collection)	0
Records, Commission of Public	2
Sierra County	49 volumes
Transportation, Department of	3.5
Tourism Department	4
Total	170.5 linear feet, 1,106 publications, and 49 volumes

Table 1.2

Private Records Accessioned	Linear Feet/# items
Fairview Cemetery Records (materials interfiled into existing collection)	0
Fifteen Club Records	0.50
Genealogy Publications: <i>Naturalizations Records By New Mexico Courts Vol. I: Loose Documents</i>	1 publication
Genealogy Publications: <i>New Mexico Baptisms Catholic Parishes and Missions in Taos Vol. II, 1837-1844</i>	1 publication
Genealogy Publications: <i>Over 1400 Naturalization Records for New Mexico, 1882-1917</i>	1 publication
Genealogy Publications: <i>The Pojoaque Valle Labradores, Jornaleros, y Artesanos – A Focus on the 1750 Census</i>	1 publication
Historic Santa Fe Foundation Collection (materials interfiled into existing collection)	0
Hoag Family Papers	3.25
M.E. and James Noble Papers	0.25
New Mexico Jewish Historical Society Records	1.50
Newspaper Collection: <i>Christmas in Taos</i>	1
Sabino Olivas Family Papers	0.50
Santa Fe Chamber Music Festival (materials interfiled into existing collection)	0
Semos Unlimited Records	0.50
Spanish Colonial Arts Society Records	1
Thelma Zuber Pairsh Papers	1
Unpublished Dissertations: <i>Los Emigrantes Nuevo Mexicanos: The 1848 Repatriation to Guadalupe and San Ignacio, Chihuahua, Mexico</i>	1 volume
Unpublished Dissertations: <i>Material Culture as Expressive of Crypto-Jewish Identity in New Mexico</i>	1 volume
Unpublished Dissertations: <i>Tourism Area Life Cycle Modes and Resident Perceptions: Santa Fe</i>	1 volume
Total	9.50 linear feet, 4 publications, and 3 volumes

Table 1.3

Public Records Processed	Linear Feet/ # of Items
Governor Toney Anaya Papers (re-organization)	20
Governor Garrey Carruthers Papers	10
Education Department, Public	81
First Judicial District, Santa Fe District Court	14.50
Livestock Board	1
Public Regulation Commission Records	7
Total	133.50 linear feet

Table 1.4

Private Records Processed	Linear Feet/ # of Items
Genealogy Publications: <i>Naturalizations Records By New Mexico Courts Vol. I: Loose Documents</i>	1 publication
Genealogy Publications: <i>New Mexico Baptisms Catholic Parishes and Missions in Taos Vol. II, 1837-1844</i>	1 publication
Genealogy Publications: <i>Over 1400 Naturalization Records for New Mexico, 1882-1917</i>	1 publication
Genealogy Publications: <i>The Pojoaque Valley Labradores, Jornaleros y Artesanos – A Focus on the 1750 Census</i>	1 publication
Hoag Family Papers	3
John Gaw Meem Photographs	93 photographs
New Mexico Women's Golf Association Records	2
Albert Schroeder Collection	44
Unpublished Dissertations: <i>Los Emigrantes Nuevo Mexicanos: The 1848 Repatriation to Guadalupe and San Ignacio, Chihuahua, Mexico</i>	1 volume
Unpublished Dissertations: <i>Material Culture as Expressive of Crypto-Jewish Identity in New Mexico</i>	1 volume
Unpublished Dissertations: <i>Tourism Area Life Cycle Modes and Resident Perceptions: Santa Fe</i>	1 volume
Total	49 linear feet, 4 publications, 3 volumes, and 93 photographs

Table 1.5

Public Records Described	Linear Feet/ # Items
Auditor, Office of the State	378
Energy, Minerals, and Natural Resources Department Records	260
New Mexico Girls' Welfare Home Records	0.50
Governor Edwin Mechem Photographs	25 photographs
Transportation Department Records	223
Total	861.50 linear feet and 25 photographs

Table 1.6

Private Records Described	Linear Feet/ # Items
John Gaw Meem Photographs	93 photographs
Sergeant William H. Meyers Papers	7
Albert Schroeder Collection	44
Total	51 linear feet and 93 photographs

Figure 1.1

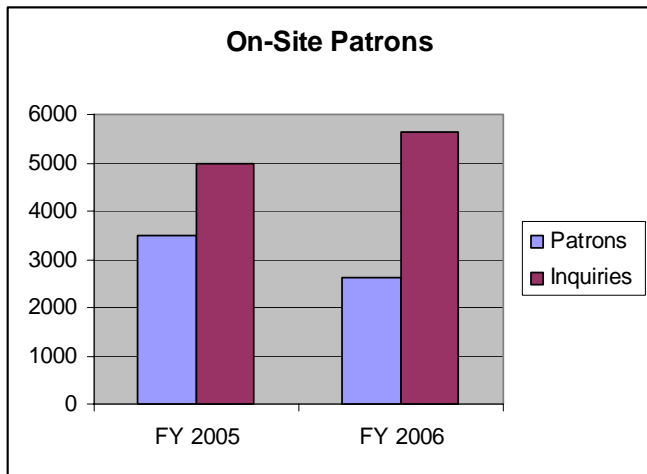
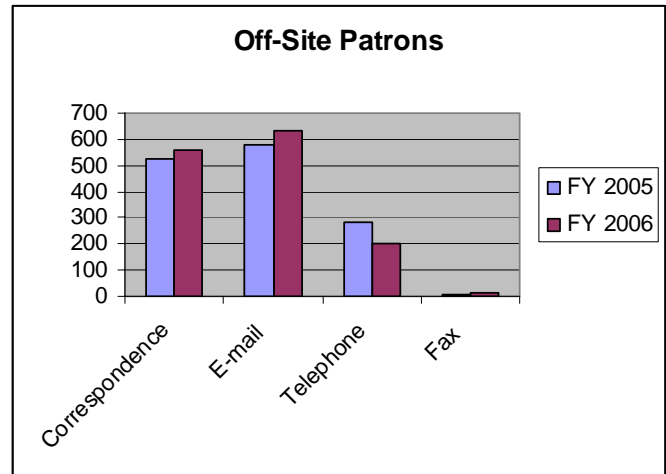


Figure 1.2



Office of the State Historian

The Office of the State Historian (OSH) is a division within the State Records Center and Archives (SRCA) and is staffed by the state historian and assistant state historian. The state historian serves as State government's leading advocate for and authority on New Mexico history. *The mission of OSH is to foster and facilitate an understanding and appreciation of New Mexico's history and culture through education, research, preservation and community outreach.*

FUNCTION AND PURPOSE

Five initiatives have been developed to achieve the mission of the OSH. **Education:** The Office of the State Historian is dedicated to promoting the importance of history in schools and in society. The Office of the State Historian is committed to historical inquiry and the development and the use of curriculum in the educational classroom. **Research:** The Office of the State Historian is responsible for conducting or directing the completion of historical research, developing professional monographs and supporting scholarly and community-based research. In addition, the OSH provides professional consultation, making available quality historical analysis to public officials and members of the general public. **Community outreach:** The Office of the State Historian is dedicated to the dissemination of knowledge as it relates to New Mexico history and culture. The Office of the State Historian aims to foster collaborations between scholars and communities in an effort to better understand the dynamics of history and culture in New Mexico. The Office of the State Historian supports community outreach and education that informs the public about New Mexico history and encourages education in the broader community through innovative programming. **Heritage preservation:** The Office of the State Historian is dedicated to the conservation and the preservation of our "collective memory." The Office of the State Historian

supports efforts to preserve the multi-layered histories of New Mexicans, the built environment, intercultural experiences, memories, and, in accord with the agency's mission, the written record. The State Historian is a statutory member of the Cultural Properties Review Committee, the State's policy-making and advisory board for historical preservation.

FISCAL YEAR 2006 HIGHLIGHTS

The momentum and synergy created by the OSH in FY 2005 were significantly expanded in FY 2006. In FY 2006, the OSH worked to further collaborations with State agencies and private organizations. The Office of the State Historian served as partner and consultant for various funded grants and educational programs. It increased its reach and visibility in education, research, preservation, and community outreach, concomitantly increasing the reach and visibility of the State Records Center and Archives.

Education

Given the emphasis of history in New Mexico's educational system, the OSH is making an important contribution through efforts to raise student's critical thinking and consciousness of State history. In FY 2006, the OSH continued to build and expand the *New Mexico Digital History Project*. The New Mexico History Web Project was launched on July 21, 2005 in the New Mexico State Capital Building with print and broadcast media reporters in attendance. Coverage of the launching was carried on KOB TV, Channel 4 and KASA Fox, Channel 2. Channel 2 promoted the site through an extensive story by reporter Jeremy Jojola. The coverage also extended to print media across the state, including a graphically rich article in the *New Mexican Pasatiempo* entitled, "A Living History of People and Place." The project was further recognized as the "Official New Mexico State History Website" by Senate Joint Memorial 46 (47th Legislature, Second Session, 2006). The website has particularly helped to build awareness of the agency's resources and services. It is being used by teachers and students alike. A West Mesa High School student commented in the site's discussion page: "I'm a student doing a little exploring for class and I was assigned to this website. My teacher really liked it and suggested it to us. This is a really helpful website

but I believe that it has more potential, and it needs more information. Well thanks for the helpful facts and interesting topics." Content relating to New Mexico history and culture is continually being added, and work continues to develop curriculum in collaboration with the State Department of Education and other educational consultants.

In partnership with the Santa Fe Opera the OSH received a grant from the History Channel to work with Carlos Gilbert Elementary School to produce an opera. The OSH provided research guidance to the students who researched, produced and performed an opera based on the Japanese Internment Camp located in Santa Fe during WWII. This was a great opportunity to work with elementary students and for the students to present New Mexico history in a new and exciting format.

The Office of the State Historian continued to work with interns from the University of New Mexico Department of American Studies and Highlands University Department of Media Studies. These students worked with the OSH on various public history projects. This has been service learning at its best and has been a very productive program for the OSH and the universities involved.

The Office of the State Historian has been involved with New Mexico National History Day. National History Day (NHD) is an exciting way to understand history and explore the past. Students create imaginative exhibits, original performances, documentaries, and papers related to an annual NHD theme. All types of students participate in NHD - public, private, parochial, and home-school students; urban, suburban and rural students, students of varying abilities, and students with special needs. This year, the OSH presented a prize for the best Documentary/Media and staff participated as one of many local judges.

Research

Advancing an understanding of New Mexico's history and culture through research and interpretation is fundamental to the mission of the OSH. Encouraging research in the premier collections of the State Record Center and Archives is of paramount importance in this initiative though a full understanding of New Mexico history is not limited by any particular archival holding. Collaboration with other archival repositories holding collections relevant to understanding New Mexico history is therefore critical. In FY 2006, the OSH set goals to work with three other major State repositories: the Center for Southwest Research at the University of New Mexico, the Fray Angelico Chavez Library at the Palace of the Governors, and the Rio Grande Collection at New Mexico State University.

The Office of the State Historian initiated its Scholars Program in FY 2006 that proved very successful in bringing scholars from around the country to do research at the State Records Center and Archives. In FY 2006, the Scholars Program awarded fellowships to Denise Holladay Damico, doctoral candidate in American History at Brandeis University for her research on water disputes and their adjudication in 19th century New Mexico; Mark Schiller, independent scholar, for his research on the San Miguel del Bado Land Grant and its adjudication, 1891-1904; Hillah Culman, a graduate student at Texas Tech University for her research on the

German Fascination with and Romanticizing Notions about New Mexico in the 18th and 19th Centuries; Stephen J. Hussman, Department Head of Archives and Special Collections at New Mexico State University for his research on the life and times of the New Mexico Educator Hiram Hadley, 1833-1922; and Kristine Y. Courtial, a graduate student at San Diego State University for her research on share-holding land associations, the Sangre de Cristo Land Grant, and the communities of Costilla and Amalia. Each scholar was required to provide a report on the research he or she conducted in the State Records Center and Archives and to give a public lecture on his or her project.

Academic Research Reports: As members of an extended scholarly community locally and nationally, OSH staff participated in a number of projects that culminated in scholarly research reports including a book review of Andrew Leo Lovato's *Santa Fe Hispanic Culture: Preserving Identity in a Tourist Town* in the *New Mexico Historical Review* and a report for the New Mexico Legislature regarding Senate Joint Memorial 31 and House Joint Memorial 63 (47th Legislature, Regular Session, 2005) requesting that the SRCA conduct a study to document Chimayo chile's cultural, traditional and industrial connection to the present ways of living in Chimayo and the surrounding northern New Mexico community and to report the results of the study to the legislature. The staff of the OSH conducted a preliminary historical and archival assessment.

These findings and recommendations were merged into a formal research report and presented to the legislature and the Office of the Governor. The OSH also completed research for the Secretary of State related to New Mexico families. This research culminated in a formal report in preparation for the *New Mexico Blue Book*.

Professional Consultation: The OSH staff is committed to providing quality historical interpretation to public officials and the general public. Addressing a number of historical and cultural issues, the OSH consulted with federal, state, and local officials and employees as well as students, academic and independent scholars, and the general public. Consulta-

tions provided by OSH are crucial in supporting the agency's mission and are identified as a key performance for the purposes of performance based budgeting. During FY 2006, OSH staff was appointed to several boards and commissions. The State Historian was appointed by the Governor as a member to the State Coin Commission. The Commission is charged with identifying the design for the New Mexico quarter to be included in the United States Mint's 50 State Quarters Program. The coin is scheduled for release in 2008. The OSH staff was also named to the executive board for the School of American Research and to the Board of Trustees of the Museum of Natural History and Science.

Community Outreach

A highlight of the OSH initiative to reach out to New Mexico communities was the *Hispano Literary Traditions in New Mexico* lectures and forum funded by a grant from the Institute of Museum and Library Services (IMLS). The OSH in collaboration with other cultural institutions in the State developed and sponsored the lectures listed below:

- Erlinda Gonzales-Berry, Chair of the Department of Ethnic Studies, Oregon State University, and editor of *Pasó Por Aquí: Critical Essays on the New Mexican Literary Tradition*, lectured in Bueyeros and Mosquero;
- Genaro M. Padilla, one of the leading scholars of Mexican-American literature in the United States, faculty member in the English Department at University of California, Berkeley since 1987, and author of *My History not Yours: The Formation of Mexican American Biography*, lectured in Taos;
- A. Gabriel Meléndez, chair of the Department of American Studies, University of New Mexico and author of *So All Is Not Lost: The Poetics of Print in Nuevomexicano Communities, 1834-1958*, lectured in Mesilla; and
- Estevan Rael-Galvez, State Historian and author of the forthcoming book titled *Identifying Captivity and Capturing Identity: Narratives of American Indian Slavery in New Mexico and Colorado 1776-1934*, lectured in Roswell.
- All came together at the National Hispanic Culture Center in Albuquerque along with Demetria Martinez, activist, lecturer, columnist, author of *Confessions of a Berlitz-Tape Chicana* and *Mother Tongue*, and poet whose poetry includes *Breathing Between the Lines* and *The Devil's Workshop*, for a public forum.

Other community outreach programs include:

- *Adobe Moments*, a series of oral histories on ten historical themes sponsored in collaboration with Dr. Fran Levine, Director of the Palace of the Governors and Barbara Speigel. The series was aired on twenty-three radio stations statewide with a live interview held on KSFR;

- *Between Fences* a media arts exhibition by New Mexico Highlands University. The State Historian served as the consultant;
- Lecture and book signing sponsored by the OSH for Malcom Ebright and Rick Hendricks book entitled *The Witches of Abiquiu: The Governor, the Priest, the Genízaro Indians and the Devil*;
- Presentation of the State Historian's Award for Excellence in New Mexico Heritage Scholarship to John Kessel, Professor Emeritus of History at the University of New Mexico, for outstanding research and publishing in the field of New Mexico Spanish Colonial history; and
- Consultation and participation in KNME-TV's film documentary on the History of Albuquerque for the City of Albuquerque's Tricentennial celebration.

Heritage Preservation

Heritage preservation includes conservation as well as the preservation of a "collective memory." Specifically, it entails a commitment by the OSH to participate in efforts to preserve the histories of New Mexican citizens, 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 in relation to the Cultural Properties Act.

Cultural Properties Review Committee (CPRC): The state historian serves as the statutory member of the CPRC, the State's policy-making and advisory board for historical preservation. During FY 2006, the State Historian was re-elected as Chair of the CPRC. As Chair, the State Historian convened six general meetings in FY 2006 and worked closely with the State Historic Preservation Officer to establish the 2006 legislative agenda for the Historic Preservation Division.

Documentary Preservation: In FY 2006, the OSH received a grant from the New Mexico Historical Records Advisory Board to help preserve the *Federico Reade Collection* of historical film. The collection contains photographs, slides, oral histories, film footage, and original *corridos* relating to the Tierra Amarilla Grant, the Tierra Amarillo Courthouse raid, and ongoing political and cultural struggles over land ownership in northern New Mexico. The goal of the project was to preserve the collection by digitizing and archiving its content as well as making its content available through the New Mexico History Web Project. Seventy-six (76) video tapes were formatted into DVD and mini-DV.

The OSH also presented a lecture on "The Critical Importance of Tribal Consultation in Preservation" at the University Of New Mexico School Of Law and for the State Library's Tribal Preservation Institute held in June 2006.



Lake in high mountains. New Mexico Department of Tourism Collection - Item 002375

Records Management Division

The Records Management Division is responsible for providing guidance and assistance to State and local government agencies on the development of efficient and effective records and information management programs (RIM). These programs are based on the development of rules, policies, procedures, and guidelines that ensure the proper management of records.

Agency Analysis Bureau

The Agency Analysis Bureau is responsible for the development of records retention and disposition schedules that identify the general and agency specific records of state and local government agencies. Schedules developed, filed, and issued in FY 2006 are listed below.

Amended

- 1.18.333 NMAC ERRDS, Taxation and Revenue Department
- 1.18.630 NMAC ERRDS, Human Services Department
- 1.18.632 NMAC ERRDS, Worker's Compensation Administration
- 1.18.667 NMAC ERRDS, Department of Environment
- 1.18.780 NMAC ERRDS, Crime Victims' Reparation Commission
- 1.18.790 NMAC ERRDS, Department of Public Safety

Repealed and Replaced

- 1.18.601 NMAC ERRDS, Commission on the Status of Women
- 1.19.2 NMAC LGRRDS, Office of the County Assessor
- 1.19.5 NMAC LGRRDS, Office of the County Sheriff
- 1.19.6 NMAC LGRRDS, Office of the County Treasurer

Electronic Records/Micrographics Bureau

Through its film inspection program, the Electronic Records/Micrographics Bureau monitors the microform (microfilm and microfiche), computer output microfilm (COM), and electronic imaging production of State agencies and the district courts for adherence to standards that have been approved by the Commission of Public Records. Listed below is a table that displays the number of microforms inspected, destroyed, etc., in FY 2006.

Agency Name	Beginning inventory 7/1/05	Microforms Inspected	Microforms accepted into storage	Microforms destroyed	Rolls of film withdrawn	Error Adjustment	Ending Inventory 6/30/06
System Conversion Errors	1,389						1,389
Auditor, Office of the State	218						218
Corrections Department	447					-46	401
Cultural Affairs Department	853	13	13				866
Educational Retirement Board	713						713
Energy, Minerals, and Natural Resources Department	1,231						1,231
Engineer, Office of the State	10,460						10,460
Engineers and Surveyors, State Board of Licensure for Professional	346						346
Environment, Department of	288						288
Finance and Administration, Department of	2,402					-453	1,949
Game and Fish, Department of	17						17
General Services Department	87						87
Health, Department of	1,071						1,071
Human Services Department	1,338	380	374				1,712
Investment Council, State	6						6
Labor Department	67						67
Land Office, State	1,862	40	40				1,902
Livestock Board	2						2
Nursing, Board of	1						1
Personnel Office, State	1,105						1,105
Public Employees' Retirement Association	136						136
Public Regulation Commission	18,123						18,123
Public Safety, Department of	17						17
Records, Commission of Public Regulation and Licensing Department	2,669	20	20				2,689
Secretary of State, Office of the	621	134	134				755
Taxation and Revenue Department	318						318
	51,714			3,370		-3,418	51,666
Transportation, Department of	7,041				189	-250	6,602
Treasurer, Office of the State	1,948	14	14				1,962
Veterans' Service Department	66						66
Worker's Compensation Administration	1,357	79	71				1,428
TOTAL EXECUTIVE AGENCIES	107,913	680	4,036	0	189	-4,167	107,593

Agency Name	Beginning inventory 7/1/05	Microforms Inspected	Microforms accepted into storage	Microforms destroyed	Rolls of film withdrawn	Error Adjustment	Ending Inventory 6/30/06
<i>NON-EXECUTIVE AGENCIES</i>							
Colleges/Universities	154						154
Counties	12,825				2,947		9,878
Courts of Appeals	1,433					-77	1,356
District Courts	27,571	245	236			-779	27,028
Judicial Standards Commission	80						80
Municipalities	1,827				106		1,721
School Districts	1,762				459		1,303
Supreme Court	2,152					-1	2,151
TOTAL NON-EXECUTIVE AGENCIES	47,804	245	236	0	3,512	-857	44,528
GRAND TOTAL	155,717	925	4,272	0	3,701	-5,024	151,264

Records Center Services Bureau

The Records Center Services 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 of records. These warehouse facilities are in two geographical locations, Santa Fe and Albuquerque. Below is a table that displays the activity for the records centers in FY 2006.

Agency Name	Beginning inventory 7/01/2005	Boxes brought in for storage	Boxes permanently withdrawn	Boxes transferred to Archives	Boxes destroyed in the Records Center (zapped)	Ending Inventory for FY 2006 6/30/06
Aging and Long-Term Services, Department	56	169			23	202
Architects, Board of Examiners for	8	1				9
Attorney General, Office of the	4,665	355		1,079	61	3,880
Auditor, Office of the State	80					80
Children, Youth and Families Department	6,426	805		61	1,230	5,940
Corrections Department	9,550	1,017				10,567
Crime Victims Reparation Commission	613	75				688
Cultural Affairs Department	262	83		15	89	241
Education Department, Public	2,054	203				2,257
Educational Retirement Board	1,243	128		101		1,270
Energy, Research and Development Institute		3				3
Energy, Minerals and Natural Resources Department	1,450	427	1	696		1,180
Engineer, Office of the State	308	8	9		12	295
Environment, Department of	2,387	261		5	461	2,182

Agency Name	Beginning inventory 7/01/2005	Boxes brought in for storage	Boxes per- manently withdrawn	Boxes trans- ferred to Archives	Boxes de- stroyed in the Records Center (zapped)	Ending Inventory for FY 2006 6/30/06
Finance and Administration, Department of	945	111			122	934
Game and Fish, Department of	341					341
Gaming Control Board	9			1		8
General Services Department	2,283	205		200		2,288
Governor, Office of the	68	28				96
Health, Department of	11,560	1,269			117	12,712
Health Policy Commission	12					12
Higher Education Department	379					379
Human Services Department	6,845	643	3	17	570	6,898
Investment Council, State	255	38				293
Juvenile Parole Board	50					50
Labor Department	3,917	413	13		432	3,885
Land Office, State	343			138		205
Livestock Board	858					858
Medical Examiners Board, NM	706	32			4	734
Military Affairs, Department of	1,944	66			33	1,977
Nursing, Board of	441	5				446
Parole Board	647	88				735
Personnel Office, State	136				6	130
Public Defender Department	3,025	355			236	3,144
Public Employees' Retirement Association	1,069	80				1,149
Public Regulation Commission	2,253	194				2,447
Public Safety, Department of	1,574	1,260			177	2,657
Public School Facilities Authority	61	15				76
Public School Insurance Authority	212	180			54	338
Racing Commission, State	49					49
Records, Commission of Public	51	33			7	77
Regulation and Licensing Department	4,129	585	33		717	3,964
Secretary of State, Office of the	912	24			68	868
Taxation and Revenue Department	173	748			509	412
Transportation, Department of	1,469					1,469
Treasurer, Office of the State	1,104	251				1,355
Vocational Rehabilitation Division	998	222			357	863
Worker's Compensation Administration	208	7				215
Work Force Training and Development, Office of	0	28				28
Youth Conservation Corps Commission	22	6				28
TOTAL EXECUTIVE AGENCIES	78,150	10,421	59	2,313	5,285	80,914

Agency Name	Beginning inventory 7/01/2005	Boxes brought in for storage	Boxes permanently withdrawn	Boxes transferred to Archives	Boxes destroyed in the Records Center (zapped)	Ending Inventory for FY 2006 6/30/06
NON-EXECUTIVE AGENCIES						
Administrative Office of the Courts	172	158			50	280
Congress of the United States (Tom Udall)	9					9
District Attorneys, Administrative Office of the	2,855	7			8	2,854
District Attorney Offices	684	322			51	955
District Courts	4,425	163				4,588
Judicial Standards Commission	208					208
Legislative Council Service	2,250	106				2,356
Legislative Finance Committee	392	15				407
Metropolitan Court, Bernalillo County	620	250			387	483
TOTAL NON-EXECUTIVE AGENCIES	11,615	1,021	0	0	496	12,140
GRAND TOTAL	89,765	11,442	59	2,313	5,781	93,054

FY 2006 COST-BENEFIT ANALYSIS

The services provided by the records centers of 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 primarily from the sale of storage boxes. The services of the records center include record storage, record destruction, and record retrieval. These are basic services provided by any record storage facility, government 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.

Free storage provided by the SRCA to State agencies amounts to a cost savings of \$1,182,485 to the State. This is based on the amount of fees an agency would have to pay to a commercial vendor.

	FY 2003	FY 2004	FY 2005	FY 2006
Total commercial costs	\$1,308,218.00	\$1,373,629.00	\$1,442,310.00	\$1,514,425.00
Total SRCA costs	338,000.00	374,468.00	303,391.00	331,940.00
State savings	\$970,218.00	\$999,161.00	\$1,138,919.00	\$1,182,485.00

*Storage is provided without cost unless an agency elects to continue storage of records beyond their legal retentions. If extended storage is requested, then a storage fee is applied, pursuant to rule. The fee is not imposed if the particular records are involved in litigation or an active investigation.

Key Performance Measures

For the purpose of performance-base budgeting the Commission of Public Records has identified one program, which encompasses all agency functions, that program is *records, information, and archival management*. Subprograms or activities are:

- administration,
- administrative law,
- New Mexico history, and
- public records management.

The purpose of the program is to develop and provide *tools, methodologies and services for use by all governmental agencies and historical records repositories* so they can *effectively create, preserve, protect, and properly dispose of records; in order to facilitate their use and understanding by the public; thus protecting the interests of the State.*

The Commission reports on six performance measures. FY 06 performance measures include the following:

1. Maximum number of days (yearly average) from effective date of rule to on-line availability in the New Mexico Administrative Code. (Action Step 2.1.1)
FY 06 Target 36 days Q1 22 days Q2 27 days Q3 28 days Q4 29 days

2. Percentage of state agencies with current records retention and disposition schedules. (Action Step 1.1.1)
FY 06 Target 66% Q1 52% Q2 40.5% Q3 42.5% Q4 43.5%

3. Number of consultations, research reports and educational activities conducted by the State Historian. (Action Step 2.4.1))
FY 06 Target 300 Q1 16 Q2 138 Q3 241 Q4 300

4. Percentage of requests for access to public records that the agency is able to satisfy. (Action Step 2.2.1)
FY 06 Target 98% Q1 98.3% Q2 99.9% Q3 99.9% Q4 99.9%

5. Percentage of all projects for the New Mexico Historical Records Grant Program that are achieving stated objectives. (Action Step 2.3.1)
FY 06 Target 95% Q1 100% Q2 83% Q3 100% Q4 100%

6. Percentage of annual strategic action plan achieved or on schedule. (Action Step 3.2.1)
FY 06 Target 75% Q1 89.7% Q2 75% Q3 78% Q4 70%