



Image number 065378, Chili Harvest, N.M. Department of Tourism Photograph Collection

**NEW MEXICO STATE
COMMISSION OF PUBLIC RECORDS
ANNUAL REPORT
2007**

**1205 Camino Carlos Rey
Santa Fe, New Mexico 87507
www.nmcpr.state.nm.us**

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, a historian specializing in New Mexico history, is appointed by the governor. In Fiscal Year (FY) 2007, members were:

Historian	Stanley M. Hordes, Ph.D., Chair
Secretary of State	The Honorable Rebecca Vigil-Giron (through December, 2006) The Honorable Mary Herrera (January through June, 2007)
State Auditor	The Honorable Domingo Martinez (through December, 2006) The Honorable Hector Balderas (January through June, 2007)
Attorney General	The Honorable Patricia Madrid, represented by Andrea Buzzard, Assistant Attorney General, Office of the Attorney General (through December, 2006) The Honorable Gary King (January through June, 2007)
State Law Librarian	Robert A. Mead, J.D.
Secretary, General Services Department	Arturo Jaramillo, represented by Deborah Moll, Office of the Secretary
Director, Museum of New Mexico	Represented by Bergit Salazar, Deputy Secretary, Cultural Affairs Department (through April, 2007) Francis Levine, Ph. D. (May through June, 2007)

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. 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 2007 were:

THE 2007 MANAGEMENT TEAM

Sandra Jaramillo, C.A., State Records Administrator

Angela Lucero, Records Management Division Director

Judi Ross Hazlett, Deputy State Records Administrator, Chief Financial Officer and Administrative Services Division Director

John Martínez, 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

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, and 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 Chief Financial Officer and Director of the Administrative Services Division.

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.

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 subdivision regulations - must also be filed with the SRCA.

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. Archival records also help support scholarly studies, document citizenship and family histories, and resolve land and water issues. The State Archives is an affiliate of the National Archives and, as such, holds the Spanish, Mexican, and Territorial archives of New Mexico, including land grant records.

Information Technology Management Division

The Information Technology Management Division (ITMD) provides information technology-related services to the program divisions and to the ASD and the Office of the State Records Administrator.

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 tools 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.

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.

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 SRCA in FY 2007. 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 FYs 2006 and 2007 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. The original appropriation was again extended through FY 2007 and then once more through FY 2008.

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, 2007, 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 237,256 items.

Working with State agencies, the Records Management Division ensures the capture, maintenance, and disposition of public records that document State agency' organizational functions, policies, decisions, procedures, and essential transactions; this, in turn, helps assure the preservation of governmental records of historical value. It does so by establishing standards, procedures, and administrative regulations for recording, managing, preserving, and reproducing governmental records, whatever their medium, and by working with the heads of State and local governmental 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 2007, 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. Some 5,000 photographic images and their descriptive records were available for public access through the division's on-line catalog. The Archives Bureau continued its still-image preservation work. This effort was made possible by a Preservation Assistance Grant for Small Institutions awarded by the National Endowment for the Humanities. Archival staff preserved and stabilized nearly 4,000 acetate and nitrate negatives from the New Mexico Department of Tourism Photograph Collection. The Bureau also began preservation work on the New Mexico Department of Corrections' Glass Plate Negative Collection, interestingly one of the most requested photographic collections. It comprises approximately 8,000 inmate mug shots taken between 1893 and the 1940s.

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, continued the scholars program it initiated in FY

2006 and 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 836,000 individual visits to the *NMAC* website were recorded in FY 2007, and over 485,000 to the *New Mexico Register* site were logged.

Other accomplishments of note in FY 2007 included the promulgation of a rule providing direction to State agencies on the records management requirements of electronic messaging (1.13.4 NMAC). The rule, which went into effect on June 29, 2007, represented the culmination of efforts reaching back to the late 1990s to compel recognition of the public records requirements of e-mail and other records in electronic format. In 2003, the agency adopted a rule addressing management of electronic records overall; however, the rule did not address with sufficient detail the unique aspects of e-messaging. The need to move forward with a specific e-messaging rule was spurred in part by the consolidation of the State's various e-mail applications into a centrally managed system. The questions that arose revealed a widespread lack of understanding of e-mail records requirements. Many users were confusing the content of the message, which determines its records retention requirements, with the e-mail application, which is merely the method of transmission; the result was misunderstanding regarding where the responsibility for maintenance and retention of the records resided - a situation that threatened the loss of records and a consequent gap in the historical record. The e-messaging rule established requirements for the management, preservation, and disposition of public records sent or received through electronic messaging transmissions. The purposes were to ensure: the adequate documentation of agencies' statutory functions, policies, decisions, procedures, and business transactions; the retention of public records in accordance with established records retention and disposition schedules promulgated by the Commission of Public Records; and the capture and preservation of permanent public records with historical and informational value sent or received through e-messaging.

Another major advance for the agency and its efforts to ensure preservation of the State's permanent and historic records while yet providing open public access was the issuance of a request for proposals for, and the selection of the vendor to provide, a replacement for *GenCat*, the agency's rapidly aging, DOS-based, archival records management application. Technical issues slowed the issuance of the contract and the installation, conversion, and testing of the new application. However, the agency was able to secure a reauthorization of the funding, extending it through the end of FY 2008. The new application was expected to be installed and accepted within the first half of FY 2008.

Since the new Library, Records Center and Archives was first occupied by the SRCA in 1998, the agency has contended with numerous facility-related issues - from flooding and drainage concerns to fire protection to landscaping to inadequacies and failures with the security system and other security provisions. After years of frustration, the Commission and the agency saw significant progress in many of these areas. Although problems remain, improvements were made to address drainage issues, an upgrade to the security system was installed, additional on-site security personnel were provided, some landscaping enhancements were put in place, and measures were taken to reduce icing on sidewalks. The improvements were achieved with the commitment and assistance of the Secretary of the General Service Department, Mr. Arturo Jaramillo, the Director of the Property Control Division (PCD), Mr. Bill Taylor, and PCD Architect, Mr. Charles Kitay.

In the pages that follow, greater detail about the activities and accomplishments of the agency's program divisions in FY 2007 is offered.

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 accept filed 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 2007 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 2007, the ALD published 31,083 columnar inches of text in the *New Mexico Register*. During the same fiscal year, over 485,000 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 2004	FY 2005	FY 2006	FY 2007
Notices of rulemaking published	169	168	185	174
Other material related to administrative law published	17	23	15	21
Adopted rule filings published	692	580	650	505
Proposed rules published	4	7	11	12
Synopses published in place of full text of adopted rules	18	9	1	8

Notices of Rulemaking Published in the *New Mexico Register* FY 2007 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	5
Albuquerque-Bernalillo Air Quality Control Board	5
Architects, Board of Examiners for	2
Barbers and Cosmetologists, Board of	1
Children, Youth and Families Department	13
Chiropractic Examiners, Board of	3
Council for Purchasing from Persons with Disabilities	1
Counseling and Therapy Practice Board	3
Crime Victims Reparation Commission	1
Cultural Affairs Department	3
Dental Health Care, Board of	1
DNA Identification System Oversight Committee and Administrative Center	3
Economic Development Department	5
Energy, Minerals and Natural Resources Department	5
Engineer, Office of the State	1
Environment, Department of	2
Environmental Improvement Board	14
Finance and Administration, Department of	8
Game Commission	12
Gaming Control Board	4
General Services Department	4
Guardianship, Office of	3
Health, Department of	3
Higher Education Department	4
Hoisting Operators Examining Council	1
Hoisting Operators Licensure Examining Council	5
Human Services Department	26
Information Technology Commission	1
Labor, Department of	1
Livestock Board	2
Medical Board	3
Mine Inspector, State	1
Naprapathic Practice Board	1
Off-Highway Motor Vehicle Safety Board	1
Oil Conservation Commission	2
Osteopathic Medical Examiners, Board of	2
Personnel Board, State	4
Pharmacy, Board of	4
Podiatry, Board of	1

Agency	Notices Published
Professional Engineers and Professional Surveyors, Board of Licensure For	1
Psychologist Examiners, Board of	3
Public Education Department	20
Public Records, Commission of	9
Public Regulation Commission	29
Public Safety, Department of	5
Racing Commission	11
Real Estate Appraisers Board	1
Regulation and Licensing Department	13
Retiree Health Care Authority	1
Sentencing Commission	1
Social Work Examiners, Board of	2
Taxation and Revenue Department	12
Transportation, Department of	1
Water Quality Control Commission	3
Workers' Compensation Administration	1
Youth Conservation Corps Commission	1
Grand Total	280

Agency	Rule Filings Published
Accountancy Board, Public	2
Acupuncture and Oriental Medicine, Board of	5
Administrative Office of the Courts	6
Agriculture, Department of	6
Albuquerque-Bernalillo Air Quality Control Board	6
Athletic Trainers Practice Board	6
Attorney General, Office of the	1
Auditor, Office of the State	3
Children, Youth and Families Department	8
Chiropractic Examiners, Board of	4
Council for Purchasing from Persons with Disabilities	1
Counseling and Therapy Practice Board	4
Crime Victims Reparation Commission	1
Cultural Affairs Department	3
Dental Health Care, Board of	17
DNA Identification System Oversight Committee and Administrative Center	2
Economic Development Department	1
Educational Retirement Board	2
Energy, Minerals and Natural Resources Department	10
Engineer, Office of the State	2
Environmental Improvement Board	17

Agency	Rule Filings Published
Finance and Administration, Department of	4
Game and Fish, Department of	34
Gaming Control Board	9
General Services Department	4
Guardianship, Office of	1
Health, Department of	3
Higher Education Department	7
Human Services Department	107
Livestock Board	1
Medical Board	6
Mine Inspector, State	8
Off-Highway Motor Vehicle Safety Board	1
Organic Commodity Commission	2
Personnel Board, State	2
Pharmacy, Board of	10
Podiatry, Board of	10
Professional Engineers and Professional Surveyors, Board of Licensure for	3
Psychologist Examiners, Board of	46
Public Education Department	26
Public Records, Commission of	27
Public Regulation Commission	19
Public Safety, Department of	2
Racing Commission	12
Real Estate Appraisers Board	11
Real Estate Commission	7
Regulation and Licensing Department	10
Retiree Health Care Authority	1
Secretary of State	2
Sentencing Commission	1
Social Work Examiners, Board of	11
Taxation and Revenue Department	14
University of New Mexico	6
Water Quality Control Commission	1
Workers' Compensation Administration	6
Youth Conservation Corps Commission	1
Grand Total	522

**Other Material Related to Administrative Law Published in the *New Mexico Register*
FY 2007 by Agency**

Agency	Other Material Published
Agriculture, Department of	1
Architects, Board of Examiners for	5
Children, Youth and Families Department	3
Environmental Improvement Board	2
Game Commission	1
Human Services Department	2
Livestock Board	4
Public Records, Commission of	6
Workers' Compensation Administration	3
Grand Total	27

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 set a target of thirty-five (35) days or less for the average maximum number of days from the effective date of a rule to the on-line availability. During FY 2007, the average maximum number of days was thirty-one (31). During that same fiscal year, over 836,000 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 2004 through 2007.

Training Activity	FY 2004	FY 2005	FY 2006	FY 2007
<i>NMAC</i> training sessions	11	11	11	10
Employees trained in <i>NMAC</i> sessions	125	176	124	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, 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 2004	FY 2005	FY 2006	FY 2007
County Subdivision Regulations	1	0	4	1
Interstate Compacts	40	2	18	0



ARCHIVES AND HISTORICAL SERVICES DIVISION

FUNCTION AND PURPOSE

The Archives and Historical Services Division (AHSD) is charged with maintaining, preserving, and providing access to the permanent public records of New Mexico state government entrusted to the SRCA's care. The Division strives to foster an appreciation of these records, their historical value, and their potential use by providing quality reference assistance and through educational outreach programs.

Archives Bureau

The Archives Bureau comprises six professional archivists who perform a full range of archival tasks (processing, preservation, arrangement and description, reference assistance, and outreach) to ensure an authentic and accessible record of New Mexico State government is maintained.

Historical Services Bureau

The Historical Services Bureau has only a single employee - the New Mexico Historical Records Advisory Board (NMHRAB) Grants Administrator who provides administrative support to the Board and administers its grant and scholarship programs. The Board is an advocate for the preservation of the New Mexico's historical records and for greater access to those historical records in private and public repositories throughout the state. Please refer to the *New Mexico Historical Records Advisory Board Fiscal Year 2007 Annual Report* for detailed information regarding the Board's accomplishments.

FISCAL YEAR 2007 HIGHLIGHTS

The Archives and Historical Services Division is home to one of New Mexico's most important historical and cultural resources. As the central repository of State government's permanent and historical records and the custodian of numerous private papers and manuscript collections, the AHSD is a primary steward of New Mexico's documentary heritage. It houses records from the executive, legislative, and judicial branches of government, including documents dating from New Mexico's Spanish (1621-1821), Mexican (1821-1846), and Territorial (1846-1912) periods of history. In its stewardship of the State's documentary patrimony, the Division's activities were diverse in FY 2007; however, several activities stood apart and are addressed below.

Archives Bureau

Preservation: Moving and Still Image Collections

In FY 2007, the Bureau continued its film preservation efforts. It received a grant for \$12,440.00 from the National Film Preservation Foundation to preserve nine films from the New Mexico Department of Game and Fish Records and two donated by the Homer C. Pickens family. These 16mm color and black and white motion picture films document the wildlife management activities of the New Mexico Department of Game and Fish from the late 1930s through the early 1950s. Produced by the Department's fledgling Education, Information, and Public Relations Division, whose early days consisted of Assistant Director Homer C. Pickens and his 16mm movie camera, these films capture early efforts by the Department to protect, restore, and conserve New Mexico's wildlife and its corresponding habitats. Laboratory work will include the creation of 16mm duplicate negatives and internegatives; the creation of 16mm black and white and color answer prints, and the creation of Digital Betacams for video access. In addition, Homer Pickens Jr. has provided descriptive narrative for many of the films. This will be used to describe the collections more fully in the on-line catalog. The films include the following:

- Antelope, Deer, Elk, Prairie Chicken (1940).
- El Vado Lake Trout Survey (late 1940s).
- Hen Trapping, Watering Sites and Adjustment Pens (1947-1948).
- Philmont Scout Ranch (early 1950s).
- Rainbow Trout Rearing at the Pecos Hatchery (mid 1940s).
- Smokey Bear (additional elements from the Pickens family – 1950), and Lion Hunt 1952).
- Smokey Bear (1950)
- Spawn Taking, Fish rearing and Planting (1940).
- Trout Fishing on the Chama (1930s-1940s).
- Vermejo Deer Hunt (mid-to-late 1940s).

The Bureau also continued its still-image preservation work. This effort was made possible by a Preservation Assistance Grant for Small Institutions awarded by the National Endowment for the Humanities in the amount of \$3,088.00. Archival staff preserved and stabilized nearly 4,000 acetate and nitrate negatives from the New Mexico Department of Tourism Photograph Collection. Grant funds, in part, were used to purchase Safe Care Image Archive Freezer Kits to re-house the images and an upright frost-free freezer to place them in cold storage for long-term preservation.

These images form part of New Mexico's historical record and document the State's efforts to promote itself as a vacation destination from the early 1930s through the 1960s. Spanning a broad range of subjects, this Collection provides significant information regarding New Mexico history and culture and is used by researchers of all disciplines. Nearly 5,000 images and their descriptive records are available on the internet for public access.

The Bureau also began preservation work on the New Mexico Department of Corrections' Glass Plate Negative Collection. It comprises approximately 8,000 inmate mug shots taken between

1893 and the 1940s. Interestingly, it is one of the most requested photographic collections by historians and genealogists. Oftentimes, these images and corresponding intake sheets are the only surviving documents of an ancestor.

Given their physical characteristics, glass plate negatives are especially at risk and require special handling and storage. In FY 2007, archival staff re-housed approximately 1,652 glass plate negatives into individual paper enclosures and then stored them upright resting along their edges in acid-free boxes. Staff has also digitized approximately 831 glass plate negatives for access and has collected descriptive information on each inmate.

These projects addressed the following performance measures identified in the *Strategic Plan Fiscal Years 2005 - 2009, FY2007 Update*:

Strategic Initiative 1 – *enhance the effectiveness of the agency.*

Strategy 1.5 – *develop additional sources of support.*

Action Step 1.5.1 – *identify additional funding sources.*

Performance Measure – *number of grant proposals submitted.*

Target - 1.

Strategic Initiative 2 – *build awareness of agency resources and services.*

Strategy 2.1 – *improve on-line access to agency resources and services.*

Action Step 2.1.3 – *describe SRCA holdings in an on-line catalog.*

Performance Measure – *Percentage of finding aids available on-line.*

Target – 65%.

Outreach

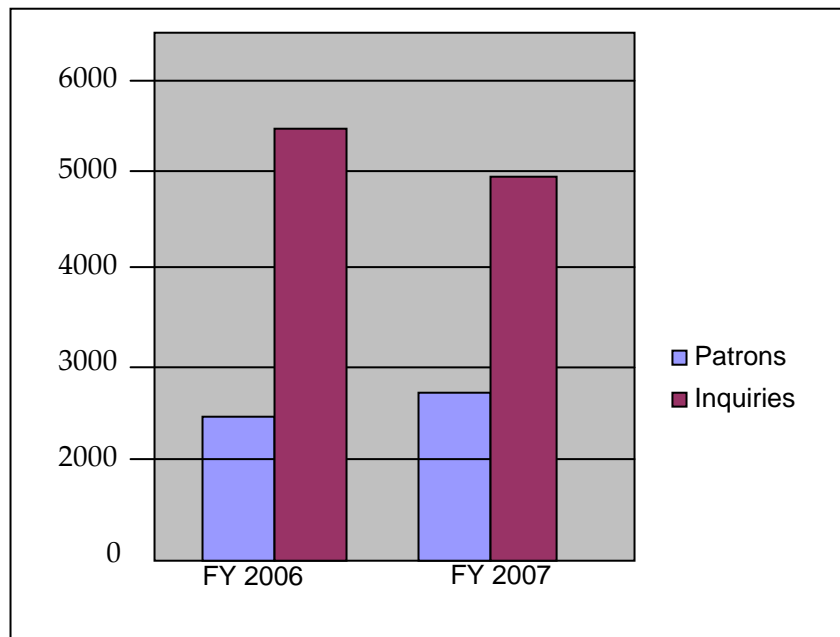
The Archives Bureau developed and expanded its outreach activities in FY 2007. These activities included tours, educational talks, film screenings, Archives Week programming, workshops, and conference presentations. However, the Bureau's ability to provide quality reference assistance to on-site and off-site patrons continued to be its main outreach strategy. During FY 2007, 2,818 researchers visited the repository. This number is an increase from FY 2006, when 2,612 patrons visited. According to the Bureau's annual customer survey, word of mouth continues to be how many patrons learn about the agency. This has not changed since 2003. The survey revealed that archival staff continues to provide quality reference services to its patrons. The majority of patrons rated our overall quality as excellent. A total of 27 patrons responded by turning in survey forms.

While the Bureau saw an increase in on-site researchers, it inversely saw a decrease in the number of inquiries made by these researchers. In FY 2007, the number of inquiries was 4,920 in contrast to 5,636 the previous year. This decrease may be due to the researchers' experience level, their knowledge of research methodologies, and their familiarity with the collections. The survey revealed that the majority of patrons are experienced or somewhat experienced researchers.

The Bureau received 475 off-site reference requests. This included e-mail, regular mail, faxes, and telephone requests. Of the 475 requests, approximately 97 percent were answered within ten days. The remaining three percent were answered within a day or two of the ten days. Off-site inquiries reflect the continuing trend to use e-mail to contact the Bureau (figure 1.2). In FY 2007, 74 percent of the total number of inquiries received from off-site patrons was sent via e-mail. This is an increase of 29 percent from FY 2006.

The Bureau continued to develop college and high school students as new researchers. To this end, staff conducted tours for students from the Santa Fe Community College, the Institute of American Indian Arts, the SER Career Academy, McCurdy High School, and Santa Fe Preparatory School. Classroom presentations were also delivered to students at Northern New Mexico College and Highlands University.

Figure 1.1
On-Site Patrons



Archives Week

Since October 2001, Archives Week has become a key component in the Bureau’s efforts to increase public awareness about archival holdings and services. It is a national event recognizing the importance of archival repositories and the historical records they collect. Activities are organized to encourage the general public, teachers, students, and researchers to learn more about archival repositories and to demonstrate the value and diversity of the nation’s documentary heritage.

In FY 2007, Archives Week recognized and celebrated the history of women in New Mexico with the theme “Recovering Women’s History: An Exploration into the Historical Record.”

While women have played critical roles throughout the history of New Mexico, too often have their contributions and struggles gone unrecognized and underestimated. The FY 2007 event sought to provide an open forum for thought-provoking discussion on all aspects of women's history.

An exciting development in FY 2007 was the coordination of events in Española and Albuquerque. Through partnerships with Northern New Mexico College, the Health and Informatics Center – Special Collections at the University of New Mexico (UNM), and the Center for Southwest Research (UNM), the Bureau reached a wider audience than in past years. Approximately 300 people attended the various events.

A total of six events were held in three cities during the week of October 15-21, 2006. Following is a list of events:

Monday, October 16, 2006

- Lecture and book signing by Ms. Sharon Niederman – *True Tales of an Archives Adventuress*
Presented by the State Records Center and Archives and New Mexico Jewish Historical Society, Santa Fe, New Mexico
- Exhibit opening – “History of Public and Environmental Health in New Mexico”
Health Sciences and Informatics Center (UNM), Albuquerque, New Mexico
- Exhibit Opening - "Caring for Community: New Mexico Women in Social Services, 1920-1980
Center for Southwest Research (UNM), Albuquerque, New Mexico

Tuesday, October 17, 2006

- Lecture: “History of Public Health in New Mexico”
Jake Spidle, Ph.D, Health and Sciences Informatics Center (UNM), Albuquerque, New Mexico

Wednesday, October 18, 2006

- Historical Film Screening – “Shaping Communities: New Mexico Women in Film”
Northern New Mexico College, Nick L. Salazar Center for the Arts, Española, New Mexico

Thursday and Friday, October 19 – 20, 2006

- Women's Symposium – “Recovering Women's History: An Exploration into the Historical Record”
Presented by the State Records Center and Archives, Santa Fe, New Mexico

Saturday, October 21, 2006

- Historical Film Screening – “Public Health in 1930's New Mexico: Five Short Films”
Santa Fe Film Center (formerly Cinema café), Santa Fe, New Mexico

These projects addressed the following performance measures identified in the *Strategic Plan Fiscal Years 2005 - 2009, FY2007 Update*:

Strategic Initiative 1 – *enhance the effectiveness of the agency.*

Strategy 1.2 – *increase knowledge of records, information and archival management (RIAM) practices, rule-making requirements and New Mexico history.*

Action Step – 1.2.1 – *develops and provides educational programs and training for different audiences.*

Performance Measure - *number of educational presentations made (does not include “for-fee” training).*

Target -15.

Strategic Initiative 2 – *build awareness of agency resources and services.*

Strategy 2.2 – *promote increased, open access to public records.*

Action Step – 2.2.1 – *provides the public assistance in accessing records in the custody of the agency.*

Performance Measure - *percentage of requests for access to public records in its custody the agency is able to satisfy.*

Target – 98%.

Strategic Initiative 2 – *build awareness of agency resources and services.*

Strategy 2.4 – *increase use of agency resources and services.*

Action Step – 2.4.2 – *develops public relations materials.*

Performance Measure - *The numbers of educational/informational brochures published by June 30, 2005.*

Target - 1

Strategic Initiative 3 – *improve internal performance.*

Strategy 3.1 – *improve the delivery of services and goods.*

Action Step – 3.1.1 – *develops and conducts a customer survey on agency delivery of services.*

Performance Measure - *develop and conduct customer survey on delivery of services by target date.*

Target – 3/31/07.

Strategic Initiative 3 – *improve internal performance.*

Strategy 3.1 – *improve the delivery of services and goods.*

Action Step – 3.1.2 – *report on survey results.*

Performance Measure - *compile and report on customer survey by target date.*

Target – 6/30/07.

Access to Public Records

Arrangement and description of archival collections are significant tasks in providing the public access to New Mexico’s historical records. In FY 2007, the Bureau processed approximately 244 linear feet of historical materials as well as 136 volumes, 87 motion picture films, eight maps, and 4,650 photographic images and created or updated finding aids for 30 collections. These

finding aids have been or will be published in the new on-line catalog, where researchers can access the descriptive information from anywhere in the world at anytime.

A Request for Proposal for new archival management software was issued on January 10, 2007, and a contract was fully executed in May, 2007. As of June 30, 2007, the new archival management software implementation had just begun.

These projects addressed the following performance measures identified in the *Strategic Plan Fiscal Years 2005 - 2009, FY2007 Update*:

Strategic Initiative 2 – *build an awareness of agency resources and services.*

Strategy 2.1 – *improve on-line access to agency resources and services.*

Action Step – 2.1.3 – *describes SRCA holdings in an on-line catalog.*

Performance Measure - *percentage of finding aids available on-line.*

Target - *65 percent.*

Strategic Initiative 2 - *build an awareness of agency resources and services.*

Strategy 2.1 – *improve on-line access to agency resources and services.*

Action Step – 2.1.6 – *replace GENCAT, the existing archival management software, to ensure appropriate management of archival records and public access are continued and enhanced (replacement originally schedule for FY05).*

Performance Measure – *new archival management software installed and tested by target date.*

Target – *6/30/07.*

Performance Measure – *RFP for archival management software developed by target date.*

Target – *9/1/06*

Strategic Initiative 2 - *build an awareness of agency resources and services.*

Strategy 2.2 – *promote increased, open access to public records*

Action Step 2.2.1 - *provide the public assistance in accessing records in the custody of the agency.*

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

Target – *98%*

Accessions

The Bureau receives permanent historical materials from a variety of sources; however, the majority of records are transferred from the State Records Center or directly from State agencies. Records for appraisal and permanent retention are identified in executive and general records retention and disposition schedules created by the Records Management Division and adopted by the Commission of Public Records as administrative laws. In FY 2007, the Bureau accessioned 1,747.50 linear feet of records from the Records Center and approximately 700 linear feet from State agencies and local governments directly. These accessions included 1,067 individual State publications.

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*). In FY 2007, the Bureau accessioned a total of 59 linear feet of private collections as well as four volumes, two publications, and three motion picture films.

Security

To ensure collection security, 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 2007 was conducted in May 2007. All discrepancies between the printouts from the archives database and the items on the shelf were reconciled by June 30, 2007.

These projects addressed the following performance measures identified in the *Strategic Plan Fiscal Years 2005 - 2009, FY2007 Update*:

Strategic Initiative 1 – *enhance the effectiveness of the agency.*

Strategy 1.1 – *manage public records efficiently and effectively in accordance with statutory requirements.*

Action Step – 1.1.7 – *inventory stored records in the Records Centers and microfilm and archival vaults to improve efficiency in managing and securing the records.*

Performance Measure - *inventory of records in the archives vaults and Records Centers compiled and report issued by target date. Target - 6/30/07.*

STATISTICAL REPORTS

Table 1.1

Public Records Accessioned	Linear Feet/# Items
Records Received from SRCA Records Center	
Attorney General, Office of the	666
Auditor, Office of the State (Includes microfilm 4.5 linear feet)	85.5
Children, Youth, and Families Department	967
Commission of Public Records – State Records Center and Archives	10
Department of Finance and Administration	19
Total	1,747.50 linear feet
Records Received Directly from Agencies	
Auditor, Office of the State	2
Bernalillo County	Fractional
Colfax County	Fractional
Cultural Affairs Department	1
Curry County	Fractional
Department of Corrections	Fractional
Dona Ana County	Fractional
Dona Ana District Court	Fractional
Economic Development Department	1

Engineer, Office of the State	302
Governor Bill Richardson, 2 nd Term	.25
Governor Gary Johnson Papers	6
Grant County	Fractional
Guadalupe County	Fractional
Land, Office, State	Fractional
Lea County	Fractional
Legislative Council Services	25
Map Collection	Fractional
McKinley County	Fractional
Mora County	Fractional
New Mexico State University	Fractional
Otero County	Fractional
Public Regulation Commission (Corporation Commission)	Fractional
Santa Fe County	Fractional
Second Judicial District Court (791 oversized volumes)	345
Secretary of State, Office of the	10
State Publications (comprising 1,067 publications)	4.5
State Records Center & Archives History Files	Fractional
Supreme Court Law Library	Fractional
Taos County	Fractional
Transportation, Department of	2
Total	700 linear feet

Table 1.2

Private Records Accessioned	Linear Feet/# Items
Genealogy Publications (comprised of 6 volumes)	.5
Historic Santa Fe Foundation	41
Leona Kuntz Photograph Collection	0.25
Michael Miller Collection	15
Miscellaneous Letters and Diaries	< 1
Newspaper Collection	< 1
New Mexico Bar Association	< 1
Pickens Film Collection	3 films
Robert J. Torrez	1.25
Santa Fe Chamber Music	<1
Semos Unlimited	0.5
Total	59 linear feet and 3 motion picture films

Table 1.3

Public Records Processed	Linear Feet/ # Items
Department of Tourism Photograph Collection (Acetate and Nitrate Negatives)	10
Governor Garrey Carruthers Papers	54

Governor Toney Anaya(Reorganization)	1
New Mexico Department of Alcohol Beverage Control	4
New Mexico Department of Corrections Glass Plate Negative Collection	1652 negatives
New Mexico Economic Department Records	1
New Mexico Department of Education Records	106
New Mexico Livestock Board Records	9
New Mexico School for the Deaf	4
Otero County District Court Records	8
Santa Fe District Court Records	10
State Corporation Commission Records	28
Total	235 linear feet and 1,652 negatives

Table 1.4

Private Records Processed	Linear Feet/ # Items
Delgado Family Collection	.25
Donald cline Collection	6
John Paul Delgado Collection	3
Total	9.25 linear feet

Table 1.5

Public Records Described	Linear Feet/ # Items
Bernalillo County Records	<1
Colfax County Records	<1
Curry County Records	<1
Department of Education	36
Governor Garrey Carruthers	38.5
Grant County Records	<1
Guadalupe County District Court Records	4
Guadalupe County Records	4
Health and Environment Records Finding Aid	126
Health and Human Services	79
Lea County Records	<1
New Mexico Department of Alcoholic Beverage Control	4
New Mexico Livestock Board Records	3 linear feet, 136 volumes
New Mexico School for the Deaf	3.25
Otero County Records	4.5
Otero County District Court	7
Santa Fe County Records	<1
Santa Fe County District Court Records	11

State Corporation Commission	205
Santa Fe County District Court Records	11
State Publications	.75
State Records Center and Archives History Files	<1
State Corporation Commission	20
Taos County Records	<1
Valencia County Records	<1
Total	342 linear feet and 136 volumes

Table 1.6

Private Records Described	Linear Feet/ # Items
Delgado Family Papers	.5
Donald Cline Collection	6
Historic Film Collection - Sallie Wagner (5) and Department of Health (13)	8 Films
John Paul Delgado Collection	1
Robert Torrez Papers	4
William Blackmore Papers	3
Total	14.50 linear feet and 18 films



INFORMATION TECHNOLOGY MANAGEMENT DIVISION

The Information Technology Management Division (ITMD) is responsible for providing the SRCA a computerized LAN/WAN (local area network and wide area network) through which to conduct the agency's business processes. The annual Information Technology Plan is developed by the ITMD; the plan, as required by law and rule, defines the agency's IT infrastructure and environment, sets forth IT accomplishments, describes and justifies proposed IT projects; provides budgetary information, and establishes replacement schedules. Other ITMD responsibilities include development of the annual Information Technology (IT) budget request, approval of IT RFP's, contracts, and purchase requests as well as IT inventory control. The agency web site and intranet site are included in the responsibilities of this Division. The growth of IT as a primary means of service delivery has increased the demand for IT services. Enterprise IT consolidation has given the ITMD a structure to comply with as outlined in the Governor's Executive Order 014.

FISCAL YEAR 2007 HIGHLIGHTS

In FY 2007, the ITMD maintained the LAN/WAN with a 99 percent rate of availability. Highlights include development and execution of an RFP to acquire a replacement for the existing archival management software application. The ITMD also supported the records management inventory system, Image 2000, with updates and testing, troubleshooting, and server hardware support. Data systems were backed up at a success rate of 99 percent. The ITMD responded to over 950 requests for assistance in IT-related issues. An on-line database, helpdesk application was implemented for agency staff. This helpdesk application will aid in the tracking of requests for IT assistance. The Division was successful in supporting agency databases and websites, which ensured constituent and employee access to records. In FY 2007, the ITMD installed a wireless network for the Albuquerque Records Center. The network is working efficiently. The Albuquerque Records Center was setup for online backup of the agency applications to provide for disaster recovery.

RECORDS MANAGEMENT DIVISION

FUNCTION AND PURPOSE

The Records Management Division is responsible for providing guidance and assistance to State and local governmental agencies on the development of efficient and effective records and information management (RIM) programs. 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, describe, and establish retention periods for the general and agency specific records of state and local governmental agencies. This Bureau also provides extensive training on records and information management.

Schedules developed, filed, and issued in FY 2007 are listed below.

Amended

- 1.15.2 NMAC GRRDS, General Administrative Records
- 1.15.3 NMAC GRRDS, General Administrative Records
(For Use by Local Government and Educational Institutions)
- 1.17.230 NMAC JRRDS, New Mexico District Courts
- 1.18.521 NMAC ERRDS, Energy, Minerals and Natural Resources Department
- 1.18.550 NMAC ERRDS, Office of the State Engineer
- 1.18.630 NMAC Human Services Department
- 1.18.667 NMAC ERRDS, Department of Environment
- 1.18.790 NMAC ERRDS, Department of Public Safety
- 1.19.2 NMAC LGRRD, Office of the County Assessor

New

- 1.18.795 NMAC ERRDS, Homeland Security and Emergency Management Department

Repealed and Replaced

- 1.17.215 NMAC JRRDS, Court of Appeals
- 1.18.521 NMAC ERRDS, Energy, Minerals and Natural Resources Department
- 1.18.790 NMAC ERRDS, Department of Public Safety
- 1.19.3 NMAC LGRRDS, Office of the County Clerk

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 promulgated as administrative laws (rules) by the State Records Center and Archives. Below is a table that displays the number of microforms inspected, destroyed, etc.

Agency Name	Beginning Inventory 7/1/06	*Microforms Inspected	Microforms accepted into storage	Microforms destroyed	Microfilm transferred to Archives	Rolls of film withdrawn	Ending Inventory for FY 2007 6/30/07
Auditor, Office of the State	218				218		0
Corrections Department	401						401
Cultural Affairs Department	866	1	1				867
Educational Retirement Board	713						713
Energy, Minerals, and Natural Resources Department	1,231						1,231
Engineer, Office of the State	10,460						10,460
Environment, Department of	288						288
Finance and Administration, Department of	1,949			1,173			776
Game and Fish, Department of	17						17
General Services Department	87						87
Health, Department of	1,071						1,071
Human Services Department	1,712	5	5	211			1,506
Investment Council, State	6						6
Land Office, State	1,902	23	23				1,925
Livestock Board	2						2
New Mexico State University	0	134	134				134
Nursing, Board of	1			1			0
Personnel Office, State	1,105			20			1,085
Professional Engineers and Professional Surveyors, State Board of Licensure for	346						346
Public Employees' Retirement Association	136						136
Public Regulation Commission	18,123			96			18,027
Public Safety, Department of	17						17
Records, Commission of Public	2,689	218	218				2,907
Regulation and Licensing Department	755			460			295

Agency Name	Beginning Inventory 7/1/06	*Microforms Inspected	Microforms accepted into storage	Microforms destroyed	Microfilm transferred to Archives	Rolls of film withdrawn	Ending Inventory for FY 2007 6/30/07
Secretary of State, Office of the	318			45			273
Silver City Consolidated	0	176	176				176
Taxation and Revenue Department	51,666	2,722	2,722	6,554		2	47,832
Transportation, Department of	6,602			1,047		3	5,552
Treasurer, Office of the State	1,962						1,962
Veterans' Service Department	66						66
Workers' Compensation Administration	1,428	28	28	181			1,275
Workforce Solutions Department	67			43			24
TOTAL EXECUTIVE AGENCIES	106,204	3,307	3,307	9,831	218	5	99,457
NON-EXECUTIVE AGENCIES							
Colleges/Universities	154						154
Counties	9,878	5	5	486			9,397
Court of Appeals	1,356						1,356
District Courts	27,028	534	534	1			27,561
Judicial Standards Commission	80						80
Municipalities	1,721					42	1,679
School Districts	1,303			94		8	1,201
Supreme Court	2,151						2,151
TOTAL NON-EXECUTIVE AGENCIES	43,671	539	539	581		50	43,579
GRAND TOTAL	149,875	3,846	3,846	10,412	218	55	143,036

Records Center Services Bureau.

The Records Center Services Bureau provides State agencies cost-effective storage of records in hard-copy and electronic 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. During FY 07 the two facilities processed requests for on-site destruction and agency requests for records center destruction. A total of 4,421 cubic feet were destroyed on-site and 9,302 cubic feet were brought in for record center destruction. Below is a table that displays the activity for the records centers.

Agency Name	Beginning inventory 7/01/2006	Boxes brought in for storage	Boxes permanently withdrawn	Boxes transferred to Archives	Boxes destroyed in the Records Center (zapped)	Ending Inventory for FY 2007 6/30/07
Aging and Long-Term Services Department	202	79			29	252
Architects, Board of Examiners for	9	77	18		9	59
Attorney General, Office of the	3,880	287	120	666		3,381
Auditor, Office of the State	81			81		0
Children, Youth and Families Department	5,940	584	201	967	730	4,626
Commission for the Blind	0	34				34
Corrections Department	10,567	1,634			860	11,341
Crime Victims Reparation Commission	688	75			156	607
Cultural Affairs Department	241	167	2		121	285
Economic Development Department	0	6				6
Education Department, Public	2,257	170	190		332	1,905
Educational Retirement Board	1,270	90	0	0		1,360
Energy, Minerals and Natural Resources Department	1,180	134	68		494	752
Engineer, Office of the State	295	19			59	255
Environment, Department of	2,182	551				2,733
Finance and Administration, Department of	934	433		19	189	1,159
Game and Fish, Department of	341				298	43
Gaming Control Board	8	3				11
General Services Department (GSD)	2,288	173	8		893	1560
Governor, Office of the	96	92	1			187
Health, Department of	12,712	1,222	15		3,852	10,067
Health Policy Commission	12				5	7
Higher Education Department	379				269	110
Human Services Department	6,898	1,021	80		1,022	6,817
Indian Affairs Department	0	2				2
Investment Council, State	293	42	21		122	192
Juvenile Parole Board	50	67			51	66
Land Office, State	205	221				426
Livestock Board	858	1	37		69	753
Medical Examiners Board, NM	734	25	126		73	560
Military Affairs, Department of	1,977	38				2,015
New Mexico Financial Authority	0	32				32
New Mexico School for the Deaf	0	94	21			73
New Mexico State University	0	10				10
Nursing, Board of	446	53	35			464
Parole Board	735	33	93			675
Personnel Office, State	130	69			20	179

Agency Name	Beginning inventory 7/01/2006	Boxes brought in for storage	Boxes permanently withdrawn	Boxes transferred to Archives	Boxes destroyed in the Records Center (zapped)	Ending Inventory for FY 2007 6/30/07
Professional Engineers and Professional Surveyors, Board of Licensure for	0	43	6			37
Public Defender Department	3,144	687			252	3,579
Public Employees' Retirement Association	1,149	869				2,018
Public Regulation Commission	2,447	969			255	3,161
Public Safety, Department of	2,657	729			278	3,108
Public School Facilities Authority	76	28				104
Public School Insurance Authority	338	112				450
Racing Commission, State	49	14			37	26
Records, Commission of Public	77	3		10	10	60
Regulation and Licensing Department	3,964	563			399	4,128
Secretary of State, Office of the	868	204	5		129	938
Taxation and Revenue Department	*2,282	310			470	2,122
Transportation, Department of	1,469				1,214	255
Treasurer, Office of the State	1,355	9	46			1,318
Veterans' Services Department	0	161			15	146
Veterinary Medicine, Board of	0	8				8
Vocational Rehabilitation Division	863	406			307	962
Workers' Compensation Administration	215	39			134	120
Work Force Solutions Department	*3,913	1,120			1,151	3,882
Youth Conservation Corps Commission	28	24			9	43
TOTAL EXECUTIVE AGENCIES	82,782	13,836	1,093	1,743	14,313	79,469

NON-EXECUTIVE AGENCIES						
Administrative Office of the Courts	280	76	20		96	240
Congress of the United States (Tom Udall)	9	19				28
Court of Appeals	0	211				211
District Attorneys, Administrative Office of the	2,854	961				3,815
District Attorney Office	*2,556	466			147	2,875
District Courts	*997					997
Judicial Standards Commission	208					208
Legislative Council Service	2,356	108	20			2,444
Legislative Education Study Committee	0	7				7
Legislative Finance Committee	*326		9			317
Legislative House/Senate	0	16	1			15
Legislative Maintenance	0	12				12
Magistrate Courts	0	19				19
Metropolitan Court, Bernalillo County	*2,781	447			1	3,227

Agency Name	Beginning inventory 7/01/2006	Boxes brought in for storage	Boxes permanently withdrawn	Boxes transferred to Archives	Boxes destroyed in the Records Center (zapped)	Ending Inventory for FY 2007 6/30/07
Silver City Consolidated	0	174	13			161
Supreme Court	0	175				175
TOTAL NON-EXECUTIVE AGENCIES	12,367	2,691	63	0	244	14,751
GRAND TOTAL	95,149	16,527	1,156	1,743	14,557	94,220

*Note: The SRCA is in the process of correcting data migrated from a previous records management system into a new system. Human error also occurred with data reporting in FY 2007.

FISCAL YEAR 2007 HIGHLIGHTS

Electronic Content Management.

The vision for the State of New Mexico is to implement an Enterprise Content Management solution that includes the integration of an Electronic Document Management System with an Electronic Records Management System that will serve as the Centralized Electronic Records Repository. The purpose of this project is to implement an integrated approach for the capture, maintenance, storage, access, disposition, and preservation of electronic records. The project team, composed of three agencies - the Taxation and Revenue Department, the Human Service Department and the State Records Center and Archives - is working on developing best practices in the area of enterprise content management. Records Management Division staff members are participating on committees and work groups with agencies currently in the process of implementing Electronic Document Management Systems. Staff is also working on the development of standards for management of electronic content and proper procedure for implementation of an Electronic Content Management System.

Electronic Records Workshop.

The annual Electronic Records Workshop was held on April 17, 2007. The presenter was Donald S. Skupsky, JD, CRM, FAI, and the President of Information Requirements Clearinghouse in Denver, Colorado. He is also the developer of Retention Manager 3, the sophisticated records retention software, and the editor of *Legal Requirements for Business Records: the Electronic Edition*, a CD-ROM research tool used to search U.S. and International Law for laws and court cases related to recordkeeping, records retention, evidence, and information technology systems. He is the author of *Recordkeeping Requirements, Records Retention Procedures, Legal Requirements for Information Technology Systems, and Law, Records and Information Management: The Court Cases*.

The workshop addressed relevant issues and challenges pertaining to Electronic Records Management, including:

- compliance requirements regarding records;

- revised Federal Rules of Civil Procedure that deal with e-discovery;
- how to manage “unmanaged” electronic information;
- legal requirements for a records retention program; and
- legal issues affecting electronic mail records and electronic records

FISCAL YEAR 2007 COST-BENEFIT ANALYSIS

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. The services of the records center include record storage, record destruction, and record 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.

	FY 2004	FY 2005	FY 2006	FY 2007
Total commercial costs	\$1,373,629.00	\$1,442,310.00	\$1,514,425.00	\$1,590,146.00
Total SRCA costs	374,468.00	303,391.00	331,940.00	*Costs not available
State savings	\$ 999,161.00	\$1,138,919.00	\$1,182,485.00	*Not available

*Note: The State's new financial system was unable to produce detail reports that would indicate SRCA's administrative overhead costs for the Records Centers.

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, assistant state historian and a part-time administrative assistant. The state historian serves as the advocate and authority on New Mexico history, providing leadership to the State of New Mexico in public history education, research, programming, and outreach. The vision of the OSH is *to foster and facilitate an understanding and appreciation of New Mexico's history and culture through education, research, preservation and community outreach.*

FISCAL YEAR 2007 HIGHLIGHTS

It is important to note that while the OSH provides, as noted above, leadership in New Mexico history, research, programming, and outreach, and while it has received extensive funding for new initiatives over the past several years, it is a small division. To meet the challenge presented by a small staff, the state historian and assistant state historian have implemented a dynamic agenda in which collaboration is paramount, creating and fostering partnerships across institutions and with key individuals in and out of the State. While every activity in the OSH has realized growth, the *New Mexico Digital History Project* (www.newmexicohistory.org) has become one of the State's most innovative and dynamic projects. It reflects the mission of the Division and affords an innovative approach to New Mexico history education, research, outreach, and heritage preservation as discussed below.

Education

History is itself a series of lessons from the past, which if recognized for its worth, more fully embodies the answers to present conditions and future possibilities. The education initiative largely frames the commitment of the OSH to life-long learning across generations and multiple societal divides. This commitment includes working with the general public, providing a forum for open dialogue and exchange of ideas, as well as with undergraduate and graduate college and university students.

Most importantly, given the important role of history in our state's educational system, the OSH hopes to make an important contribution to students' critical thinking and consciousness. Thus, the primary emphasis of this initiative is on the attendant needs of educators working in K-12 classrooms across the state. Two programs in particular accentuate the energy and work within this initiative in FY 2007 and these follow.

The *New Mexico Digital History Project* includes components which incorporate all four OSH initiatives. In FY 2007, a tremendous amount of content was developed and placed on the site, with the work made possible in large part through moneys provided by the Governor from the Federal Jobs and Growth Tax Relief Reconciliation Act. These efforts included the work of a

team consisting of staff, professional consultants, interns, and volunteers editing and uploading the content for the site. Three hundred and sixty-one new interpretive essays were collected, commissioned, or edited for inclusion in the project. In FY 2007, 473 images and audio, and video recordings were prepared and uploaded to the site; these included maps, primary documents, and original photographs, including original interpretive essays from contracted scholars in land grants, Spanish colonial events, and Territorial biographies.

Ongoing efforts to expand the content included negotiations with various presses that have historical and cultural monographs, articles, and other types of text and image-based content that could multiply the site content. While efforts continued with the University of New Mexico Press, the University of Oklahoma Press, and the University of California Press, new collaborations were also created with the Museum of New Mexico's *El Palacio*, which agreed to grant over 100 essays to the project, some of which were uploaded onto the site. Work with archival repositories was equally fruitful in FY 2007. Beyond collaborations with the Archives and Historical Services Division of the SRCA, efforts to acquire digital images from The Fray Angélico Chávez History Library, the Rio Grande Historical Collection in Las Cruces and many others continued. The Center for Southwest Research at the University of New Mexico was exceedingly generous in working as a partner on this project and in FY 2007 provided numerous digitized documents for the site.

These content development efforts also included negotiations with the Navajo Nation to use the content developed for the professional monograph, *Through White Men's Eyes*, an out-of-print, six-volume series documenting the history of the Navajo people through European documents and perspectives. The assistant state historian was successful in acquiring the permission of J.J. Bowden, allowing OSH to digitize and thus make available his six volume masters thesis that has proven invaluable to land grant research. While the work has not yet begun on either of these two projects, the acquisitions of permission are notable moves forward.

While there are many advisors to the project, in FY 2007, the agency contracted with 12 nationally and internationally recognized scholars to serve as members of the project's editorial/advisory board. These contracts, as much of the other work on the project in FY 2007, were supported through funding made available by the Governor from the Federal Jobs and Growth Tax Relief Reconciliation Act. The list of these scholars and their institutional affiliations follows:

- Dr. Rudy Busto, Department Religious Studies, University of California, Santa Barbara;
- Dr. Ned Blackhawk, Department. of History and Ethnic Studies, University of Wisconsin;
- Dr. Jennifer Nez Denetdale, History Department., University of New Mexico;
- Dr. Sarah Deutsch, History Department, Duke University;
- Dr. Ross Frank, Ethnic Studies Department, University of California, San Diego;
- Dr. Deena Gonzalez, History and Chicana Studies, Loyola Marymount University;
- Dr. Doris Meyer, Weller Professor Emeritus, Hispanic Studies, Retired;
- Dr. Pablo Mitchell, History Department., Oberlin College;
- Dr. Maria Montoya, History Department, New York University;

- Dr. John Nieto Phillips, Department of History, Indiana University;
- Dr. Gail Okawa, English Department, Youngstown State University;
- Dr. Beverly Singer, Anthropology Department. and Native American Studies, University of New Mexico.

The OSH recognizes that the site will develop only through sustained collaboration across institutions. Working with funding from the *New Mexico Humanities Council*, the OSH added a bibliographic section that will showcase an annotated bibliography of New Mexico history and culture. Through a partnership with the New Mexico State Library and the Palace of the Governors, a new section was added to the site, the *New Mexico Literary Map*. The Museum of New Mexico Foundation, in collaboration with the Museum and the Fray Angelico Library and with funding from the Institute of Museum and Library Services, contracted with three consultants whose work contributed to site development. Former Highlands University students Bruno Rivera and Andres Padilla designed and created a virtual exhibit around a 1930s story map of Placitas, N.M., held at the SRCA as well as digitized 22 Spanish language stories that were collected by folklorist and Stanford Professor Juan B. Rael in the 1930s. The third consultant, Espanola native and University of Texas at San Antonio doctoral student, Patricia Trujillo, identified over 100 literary excerpts for the project and developed a comprehensive and critical analysis of New Mexico literary history for the project.

The *Service Learning Student Internship Program* was initiated in FY 2006 (but not funded by the State until FY 2008); it is intended to offer university students an opportunity to work in public history programs that involve humanities-based research, preservation and access work as well as community outreach. Concomitantly, the program prepares students for potential careers in public history and related fields. In FY 2007, nine graduate and undergraduate interns, supported through various university programs, voluntarily participated in the program.

Research

Advancing an understanding of New Mexico's history and culture through research and interpretation is fundamental to the mission of the OSH. 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 support of this, in FY 2007, the state historian published an article in the *New Mexico Magazine* on the life of Rosario Romero, the Navajo slave of Padre Jose Antonio Martinez.

One program in particular accentuated the energy and work within the *Research* initiative in FY 2007. The Scholars' Program was initiated with special funding from the State Legislature in FY 2006 as a pilot program with a goal of providing financial support to scholars completing research. In FY 2007, funding for the program included \$12,000. Collaboration with the Center for Regional Studies, which supported one of the University of New Mexico awardees, augmented that funding. The *Friends of New Mexico History Foundation* received a generous grant from Dr. Arthur and Dr. Rose Ruth Ellison of Placitas N.M, which the Foundation used to

support OSH program activities. Below is a list of the 2006-2007 scholars, their institutional affiliation and their research topics.

- Diane Rico, (\$1,000.00), independent scholar, writer and producer: "Cosmic Outlaws at the Mud Palace and other Tales of the Counter Cultural Revolution in New Mexico."
- Sherry Robinson, (\$1,000.00), independent scholar and author of *Apache Voices*, UNM Press, 2000: The Lipan Apache of eastern New Mexico;
- Dr. Peter Nabokov, (\$1,000.00), UCLA professor of world arts and culture, anthropologist and writer: "Acoma Pueblo and the Contextual Economic and Multi-cultural History of Western New Mexico."
- Roland Rodriguez, (\$1,000.00), MA candidate in Art History at the University of New Mexico: "*Hombría, Audacia, Hombre a Caballo: The 19th Century Charro, Image and Identity.*"
- Mark Schiller, (\$2,000.00), independent scholar: The History and Adjudication of the Juan Bautista Valdez Land Grant;
- Patricia Trujillo (\$1000.00), Ph. D., student at the University of Texas at San Antonio, for her project: "Establishing a Differential Landscape: Space, Rhetoric and Conflict/Collaboration during the Territorial and Early Statehood Period in New Mexico, 1880-1920."
- Sterling Fluharty (\$1000.00), Ph. D. candidate, University of Oklahoma: "Warriors for Self-Determination: Student Movements in Indian American, 1954-1974."
- Ryan Edgington (\$1000.00), Ph. D. candidate, Temple University, for his dissertation research: "Making the Cold War Desert: An Environmental History of White Sands Missile Range."
- Melissa Rohde (\$1000.00), Ph. D. candidate, University of Illinois, Urbana-Champaign: "Working America's Enchanted Lands: Native American Tourism Labor, Identity, and Politics, 1880-1940."
- Dr. Maria Mondragon-Valdez (\$1000.00), independent scholar: "Real Estate Speculators, Lawyers, and Los Pobladores: The Labyrinth of Land Loss on the Sangre de Cristo Land Grant."
- Dr. Nancy Owen Lewis (\$1000.00), independent scholar (SAR): "Seeking a Cure, Transforming a Culture: The Lungers and their Impact on New Mexico."
- Lena McQuade (\$1000.00, Center for Regional Studies, UNM Fellowship): Ph. D. candidate, University of New Mexico: "Reproducing Power: Parteras, Public Health Nurses, and Birth Education in New Mexico 1919-1935"
- Dr. Lorena Oropeza (\$1,000.00, Friends of History Fellowship), Associate Professor, History Department, University of California, Davis: "Conquest, Land and Culture: The Cry for Justice in New Mexico."

Community Outreach

The OSH aims to foster collaborations between scholars and communities in an effort to better understand the dynamics of history and culture in New Mexico. In FY 2007, over 100 interviews were conducted with OSH staff, leading to numerous print and broadcast media outreach efforts, including the important local KBIM Radio in Roswell, N.M, a statewide television broadcast of an interview held with Lorene Mills of Capitol Reports, and the nationally recognized *History Channel*, which interviewed the state historian on a nationally televised program entitled, *The States*.

The state historian also presented numerous formal lectures throughout the state and nation in FY 2007. An abbreviated list of these presentations follows.

- "Narrative and Place: Remembering the Past and Restoring Presence," Keynote Address for the *American Association of State Colleges and Universities*, Santa Fe, N.M., July 15, 2006
- "Persistence of Stories: Shaping the Southwest: New Mexico Writers and Scholars Speak," moderated panel by state historian on the fallacy of New Mexico's Tri-cultural Myth, Institute of American Indian Arts Museum, Santa Fe, N.M., April 12, 2007.
- "Walking in History: Of Mud and Memory," Keynote Address, National Council on Public History, Santa Fe, N.M., April 13, 2007.
- "Testifying about Tomé," National Park Service, Tomé, N.M., June 30, 2007.
- "Engaging the Past in the Present," Keynote Address, Genealogical Society of Hispanic Americans, Espanola, N.M., June 23, 2007.

The OSH also sponsored the lectures noted below.

- Dr. 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.
- Dr. Genaro M. Padilla, one of the leading scholars of Mexican-American literature in the United States, faculty member in the English Department at the University of California Berkeley since 1987, and author of *My History not Yours: The Formation of Mexican American Biography*, lectured in Taos.
- Dr. 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.
- Dr. 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; and
- All the above then 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.

Staff is committed to providing quality historical research, analysis, and 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. Consultations 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. Many of these consultations take place as part of the work routine and include telephone calls, e-mails, general correspondence, meetings, etc. Others are more involved and may include discussions with multiple parties over a period of time. In FY 2007, consultations numbered over 200.

Heritage Preservation

The state historian serves as a statutory member of the Cultural Properties Review Committee (CPRC), the State's policy-making and advisory board for historical preservation. During FY 2007, the state historian was re-elected as chairman of the CPRC. In his statutory role as a member of the CPRC, the state historian reviewed 24 State and National Register nominations, 90 official scenic markers, 102 archaeological permit applications, 42 tax credit projects, and 18 administrative agenda items. As chairman, the state historian convened five general public CPRC meetings during the year and convened or participated in over 32 CPRC staff and committee meetings. Through the CPRC, the state historian worked toward the successful implementation of a new legislative initiative, the *Women's Historical Marker Initiative*, which focused on including the critical contributions of women in New Mexico history for inclusion in the official historic markers program. In addition, approximately 30 historic marker histories were researched and edited by OSH staff. The state historian also participated in a daylong retreat of the Archaeological Subcommittee in Las Cruces, New Mexico. The focus of the retreat was on several matters related to this subcommittee and its relation to the full committee, HPD staff and the public. The chairman convened a CPRC retreat for new appointed members, which focused on the broad legal powers and responsibilities of the CPRC under the Cultural Properties Act as well as 2007 legislative session initiatives for the CPRC. Finally, in celebration of preservation, the state historian served as the Master of Ceremonies for the annual Historic Preservation Awards Ceremony at the Masonic Lodge and during May's Preservation Month attended numerous public events sponsored by the Historic Preservation Division.