

**MINUTES OF THE  
STATE COMMISSION OF PUBLIC RECORDS  
REGULAR MEETING  
November 16, 2010**

The State Commission of Public Records convened at 9:30 a.m. on Tuesday, November 16, 2010 at 1209 Camino Carlos Rey, Santa Fe, New Mexico 87507.

**Members Present**

Stanley Hordes, Ph.D.	Chair, Historian
Frances Levine, Ph.D.	Director, Museum of New Mexico
Pamelya Herndon	Representative for Cabinet Secretary Arturo Jaramillo, General Services Department
Patricia Herrera	Designee for the Honorable Mary Herrera, Secretary of State
Robert Mead	State Law Librarian
Betsy Glenn	Representative for the Honorable Gary King, State Attorney General
Frank Valdez	Representative for the Honorable Hector Balderas, State Auditor

**Staff Present**

Sandra Jaramillo	State Records Administrator
Judi Hazlett	Deputy State Records Administrator
Antoinette L. Solano	Administrative Assistant
Pete Chacon	Director, Information Technology Management Division
John Martinez	Director, Administrative Law Division
Jackie Garcia	Records Management Analyst, Records Management Division (RMD)
Leo Lucero	Chief, Agency Analysis Bureau, RMD
Melissa Salazar	Director, Archives and Historical Services Division
Rick Hendricks, Ph.D.	State Historian

**Guests Present**

Cecilia Salazar	Developmental Disabilities Planning Council
Larry Nielson	Department of Health
Mary Ann Escudero	Department of Health

**CALL TO ORDER**

The Chair called the meeting to order at 9:30 a.m.

The Chair expressed his gratitude to staff for the condolence card on the passing of his mother. He also asked that the minutes reflect the passing of a very good friend of the State Records Center and Archives, Father Thomas Steele. He will be remembered for his scholarship.

## **APPROVAL OF AGENDA**

The Chair entertained a motion to approve the agenda. Mr. Robert Mead so moved and Ms. Patricia Herrera seconded the motion. The motion carried. The agenda was approved. The Chair asked if there was any discussion. Ms. Sandra Jaramillo stated that the staff of the Administrative Office of the Courts had asked that item *1.17.220 NMAC* be withdrawn from the agenda pending additional changes. The Chair called for a vote to approve the agenda as amended. The motion passed unanimously, with no abstentions.

## **APPROVAL OF MINUTES – November 16, 2010**

The Chair entertained a motion for approval of the minutes. Ms. Betsy Glenn so moved and Mr. Mead seconded the motion. The motion carried. The minutes were approved.

## **ACTION ITEMS**

### **A. Records Retention and Disposition Schedules**

#### **1.15.4 NMAC, General Records Retention Disposition Schedule (GRRDS), General Financial**

Ms. Sandra Jaramillo stated that the first schedule for the Commission's consideration was an amendment to *1.15.4 NMAC, GRRDS, General Financial*, which Ms. Jackie Garcia would present. Ms. Garcia informed the Commission that the amendment was to the existing GRRDS for general financial records maintained by all State agencies. Modifications were made to the following sections: *1.15.4.7 NMAC, Definitions*; *1.15.4.4.8 NMAC, Instructions*; *1.15.4.9 NMAC, Abbreviations and Acronyms*; and *1.15.4.312 NMAC, Payment Voucher Files*. In addition, a new section *1.15.4.10 NMAC, Statewide Accounting*, was added to recognize the SHARE system. The Chair entertained a motion to approve the amendment. Ms. Glenn so moved and Mr. Mead seconded the motion. The Chair asked if there was any discussion; hearing none, the Chair called for a vote to approve the amendment to *1.15.4 NMAC*. The motion passed unanimously, with no abstentions.

#### **1.15.5 NMAC, GRRDS, General Financial (Interpretive)**

Ms. Jaramillo informed the Commission that Ms. Garcia would present the amendment for *1.15.5 NMAC, GRRDS, General Financial (Interpretive)*. Ms. Garcia said that the amendment was to the existing GRRDS, General Financial (Interpretive) for all New Mexico local governments and educational institutions. Modifications were made to *1.15.5.2 NMAC, Scope*; *1.15.5.7 NMAC, Definitions*; and *1.15.5.8 NMAC, Instructions*, for consistency with language in other schedules. *Section 1.15.5.310 NMAC, Payment Voucher Files*, was changed to update the description of the record series and to establish a single retention.

The Chair entertained a motion to accept the amendment. Ms. Pamela Herndon so moved and Ms. Patricia Herrera seconded the motion. The Chair asked if there was any discussion; Mr. Mead asked if the language regarding the retention requirements for email messages in Subsection L of *1.15.5.8 NMAC Instructions* was too broad or if retention was established elsewhere in rule. Ms. Garcia stated that it was in rule. Ms. Jaramillo interjected that the language was correct as it stood and that any email sent or received in the transaction of agency business or in pursuance of law was a public record and subject to retention requirements based on content. The Chair asked if there was any further discussion; hearing none, the Chair called

for a vote to approve the amendment to *1.15.5 NMAC, GRRDS, General Financial (Interpretive)*. The motion passed unanimously, with no abstentions.

### **1.18.665 NMAC, Executive Records Retention Disposition Schedule (ERRDS), Department of Health**

Ms. Jaramillo informed the Commission that Ms. Garcia would present the amendment to *1.18.665 NMAC, ERRDS, Department of Health*. Ms. Garcia stated that the amendment was to the existing ERRDS for the Department of Health (DOH) and was based on an ongoing records survey. The *Definitions* and *Instructions* sections were amended for consistency with language in other schedules and to add a new definition for “putative father.” Other modifications were made to records series under the vital records and health statistics program to update selected sections, to repeal others and to add series not previously captured. In addition to the changes to the *Definitions* and *Instructions* sections, the amendment modified sections: *1.18.665.3100 through 1.18.665.3102 NMAC; 1.18.665.3107 and 1.18.665.3108 NMAC; 1.18.663.3113 NMAC; and 1.18.665.3116 NMAC. Sections 1.18.665.3109 NMAC; 1.18.665.3112 NMAC, 1.18.665.3114 and 1.18.665.3115 NMAC* are to be repealed.

Ms. Garcia said record series *1.18.665.3103 NMAC through 1.18.665.3106 NMAC, 1.18.665.3111 NMAC, 1.18.665.3118 NMAC, 1.18.665.3119 NMAC and 1.18.665.3151 NMAC* were added to identify records not previously scheduled. She then introduced Mr. Larry Nielson and Ms. Mary Ann Escudero from the DOH who were in attendance. The Chair entertained a motion to accept the amendment. Mr. Mead so moved and Dr. Frances Levine seconded the motion. The Chair asked if there was any discussion. The Chair expressed a concern with the disclosure of confidential information related to spontaneous and induced fetal deaths described in record series *1.18.665.3116 NMAC and 1.18.665.3151 NMAC* specifically, when the records were opened after 50 years. He explained that if a young girl had an induced abortion at age 15, information related to the fetal death would be released 50 years later when the woman was sixty-five years of age and possibly may not want the information to become public.

Mr. Nielson replied that the DOH does not collect personal information on abortions. He said that after the retention period of 18 months for induced fetal death data was met, the records were destroyed. Ms. Garcia said that she may have erred by not clearly explaining that only statistical information is maintained on induced fetal deaths, names of individuals are not part of the record. Ms. Garcia said she would make sure that these sections included a separate retention period for spontaneous and induced fetal deaths. Dr. Levine said if the two deaths were separately identified, it would end the confusion.

Mr. Nielson asked if additional language could be added to record series *1.18.665.3102 NMAC, Acknowledgement of Paternity Files*. He stated the record series also included denial of paternity and asked that the language “denial of paternity” be included in the description. Ms. Jaramillo replied that the language would be added to the description. Mr. Mead added that Subsection C of *1.18.665.3102 NMAC* was missing a closing parenthesis. The Chair asked for a vote to approve the amendments with the corrections. The motion passed unanimously, with no abstentions.

### **1.18.601 NMAC, ERRDS, Commission on the Status of Women**

Ms. Jaramillo informed the Commission that Mr. Leo Lucero would present the repeal and replacement of *1.18.601 NMAC, ERRDS, Commission on the Status of Women*. Mr. Lucero stated that the schedule was a replacement for the existing schedule for the Commission on the Status of Women. A required SRCA five-year review of the schedule determined that significant modifications and additions were needed; accordingly, rather than amending the schedule, it was being repealed and replaced.

The Chair entertained a motion to approve the repeal and replacement of the ERRDS for the Commission on the Status of Women. Dr. Levine so moved and Ms. Herrera seconded the motion. The Chair asked if there was any discussion. Dr. Levine asked whether there were any attempts to identify records regarding women's issues such as statistics or reports on the equality of pay. Ms. Jaramillo replied that records relating to special issues were included in record series *1.8.601.26 Task Force Files*. The Chair asked if there was any further discussion; hearing none, the Chair called for a vote to approve the repeal and replacement of *1.18.601 NMAC*. The motion passed unanimously, with no abstentions.

### **1.18.647 NMAC, ERRDS, Developmental Disabilities Planning Council**

Ms. Jaramillo informed the Commission that Ms. Garcia would present *1.18.647 NMAC, ERRDS, Developmental Disabilities Planning Council*. Ms. Garcia indicated this was a new schedule; she then introduced Ms. Cecelia Salazar with the Developmental Disabilities Planning Council (DDPC), Office of General Counsel. Ms. Garcia said that the new schedule was created at the request of the DDPC, since there was no extant schedule. She stated that she had not surveyed the DDPC's records fully; however, she had surveyed the Office of Guardianship and its records were those reflected in the schedule before the Commission for consideration. She noted that she would complete the survey later. She said that the partial schedule before the Commission would allow the DDPC to begin storing records with the records center. The Chair entertained a motion to accept the new schedule. Ms. Glenn so moved and Ms. Herndon seconded the motion. The Chair asked if there was any discussion. Ms. Cecelia Salazar asked that the Commission acknowledge Ms. Garcia's efforts in helping the DDPC create its new schedule.

The Chair called for a vote to accept the new schedule. The motion passed unanimously, with no abstentions. The Chair acknowledged the hard work of Ms. Garcia and the Records Management Division and its accomplishments, especially considering the agency's staffing difficulties.

### **B. Acceptance of Deed of Gift**

Ms. Jaramillo informed the Commission there were three deeds of gift for their consideration and approval. She then introduced Ms. Melissa Salazar, Archives and Historical Services Division Director who presented the deeds of gift.

### **Carlos Barreras Harms-West Family Photograph Album**

Ms. Salazar stated that Mr. Carlos Barreras wished to donate a family photo album to the SRCA. She said the photo album included 23 images of the Harms-West family dating back to 1876. The images are those of his great aunt Elizabeth West Harms, his great uncle Louis Harms, and

his grandmother as well as other family members. Ms. Salazar reported that Mr. Barreras had done extensive research into the Harms-West family and its relationship to Elizabethtown, New Mexico and their ownership of the Red Dineda Gold Mine. She said that the material would be a wonderful addition to the agency's genealogy collection and a significant resource to Archives researchers. The Chair asked for approval of the deed of gift. Mr. Frank Valdez so moved and Mr. Mead seconded the motion.

The Chair asked if there was any discussion. Dr. Levine asked the agency to inquire if Mr. Barreras would submit his in-progress genealogy to the SRCA. Ms. Salazar replied that she would inquire. The Chair asked for a vote on the acceptance of the Carlos Barreras Harms-West Family Photograph Album. The motion passed unanimously, with no abstentions.

### **Records of the New Mexico Association of Museums**

Ms. Salazar stated that the President of the New Mexico Association of Museums wished to donate the organization's records. The collection is comprised of approximately 14 linear feet of records related to the administration of the Association from 1969 to the present. The records have been on loan to the SRCA since May of 1980, the records were placed on loan with the SRCA by its then-President, Mr. Thomas E. Chavez. Ms. Salazar explained that the records included primary mission records, minutes, correspondence and other administrative materials. She noted that the materials complemented the Department of Cultural Affairs' records as well as those of the Museum of New Mexico.

Ms. Salazar said that the New Mexico Association of Museums was an advocate for New Mexico museums at local, state, national and international levels and promoted cooperation and communication among all museums and workers in related organizations.

The Chair entertained a motion for acceptance of the deed of gift. Mr. Mead so moved and Dr. Levine seconded the motion. The motion passed unanimously, with no abstentions.

### **William K. Wooten Collection**

Ms. Salazar informed the Commission that Mr. William K. Wooten wished to donate his collection of land title documents and the realty records of Mr. Arthur Welsh. The collection is comprised of approximately 10.5-linear feet of materials. They include abstracts, titles, warranty deeds, quick claim deeds, correspondence, newspaper clippings, maps, and Albuquerque city directories. The majority of the records relate to land in Bernalillo and Sandoval Counties however Taos, Valencia, San Juan, Socorro, McKinley and Rio Arriba counties are also represented. Included in the Collection are also realty records from the estate of Arthur Welsh; these records were given to the Fidelity National Title Company which planned to dispose of them. Rather than seeing the files discarded, Mr. Wooten collected them.

Mr. Welsh was a realtor in Albuquerque in the early- and mid-20<sup>th</sup> century and was primarily engaged in commercial real estate. The records included some properties in downtown Albuquerque as well as a collection of telephone books from the Albuquerque area dating from 1942 to the mid-1960s. Ms. Salazar said that the materials would complement other land collections stored with the agency. The Chair entertained a motion to accept the deed of gift for the William K. Wooten Collection. Ms. Glenn so moved and Ms. Herndon seconded the motion.

The Chair asked if there was any discussion; hearing none, he called for the vote. The motion passed unanimously, with no abstentions. The Chair asked if Ms. Salazar would express the agency's appreciation to each individual donor for his or her contributions.

**C. Proposed Amendment to Section 14.3.5 NMSA 1978, Gifts, donations and loans**

Ms. Jaramillo informed the Commission that the next item was a proposed amendment to a section of the Public Records Act pertaining to gifts, donations, and loans for the Commission's consideration. The draft of the proposed language was prepared by Ms. Judi Hazlett. The purpose of the amendment is to allow the agency to accept donations in support of specific agency functions. The statute, as it currently reads, allows the agency to accept monetary donations but the donations can only be used to equip, enlarge or maintain a records center or for the purchase documentary materials.

Ms. Jaramillo said that amendment would allow the agency to accept donations specifically for programs such as the Office of the State Historian's Scholars program or other designated activities. Using the Scholars program as an example, Ms. Jaramillo explained that the agency had been unable to fund the Scholars program in FY 2011 due to budgetary restrictions. However, the Historical Society of New Mexico and several other non-profit organizations offered to provide monetary support to continue the program. If the financial support had been made as gift to the agency, it could not have been used as intended, given the statutory limitations on the gifts and donation fund. While the organizations and the staff of the Office of the State Historian were able to negotiate an agreement to fund a number of scholars in FY 2011, the SRCA forfeited any fiscal control. The proposed amendment would allow the agency to accept and deposit gifts and donations specifically designated for particular functions, including programs such as the History Scholars. She asked for the Commission's support so that she could seek a sponsor for the legislation.

The Chair entertained a motion to approve the proposed amendment to 14-3-5 NMSA 1978. Ms. Herndon so moved and Mr. Mead seconded the motion. The Chair asked if there was any discussion. Dr. Levine asked the Chair and Ms. Jaramillo if formation of a 501.C.3 organization – such as a “Friends” organization - had been considered. Ms. Jaramillo replied that there had previously been “Friends” groups organized in support of the Archives and later the Office of the State Historian but that attempts to maintain the organizations had failed.

Dr. Levine expressed concerned that State budgetary processes might impede access to the donated money, where a foundation or friends group might afford more flexibility. The Chair recognized Ms. Hazlett who pointed out that the gifts and donations fund historically carried a small balance, which, even with the amendment, would likely not grow to become a primary funding source. She noted that the fund was budgeted currently only through the Budget Adjustment Request process. She said the amendment would allow the agency to accept designated donations and establish full fiscal and programmatic control over agency activities benefiting from the donations, while relieving contributing organizations and individuals of fiscal management responsibilities.

A discussion ensued over various options. Mr. Mead said that, in his experience, the interests of supporting organizations, such as Friends groups, did not always coincide with those of the agency and there was also the risk of commingling funds.

Ms. Glenn asked about the language in the proposed amendment providing that the donations could be used for general operations and questioned whether it might pose an obstacle to passage. Ms. Hazlett replied that she had included it to allow the agency to use donations, if so designated, for items such as supplies but that, in retrospect, she agreed with Ms. Glenn. She noted that it was important that the amendment be presented, as it was intended, as a means of supplementing State funding for specific programs, not replacing State operational support. Ms. Glenn pointed out that the remaining language addressing “specific agency functions” was likely sufficiently broad to cover use for specific program supplies, if designated. The Chair asked if Ms. Herndon would agree to amend her motion to delete the language relating to general operations. She agreed. The Chair called for a vote on the motion, as amended. The motion passed unanimously, with no abstentions.

## **NEW BUSINESS**

### **2011 Legislative Session**

Ms. Jaramillo stated she had asked Mr. John Martinez, the Director of the Administrative Law Division, to provide an update on proposed legislation recommended by the Administrative Procedures Act Task Force. Mr. Martinez stated that the Task Force had proposed two pieces of legislation. One would amend the State Rules Act to tighten the process and provide greater public access and information. Some preliminary text had been prepared but there was not yet a final draft. The second proposal was to create a central panel of administrative law judges or hearing officers, probably beginning as a pilot program involving three agencies that had voiced interest. He said he understood that the Task Force recommendations would be presented to the Economic and Rural Development Interim Committee for consideration in December. Mr. Martinez said that he expected legislation would be introduced in the upcoming session and he would keep Ms. Jaramillo apprised.

## **OLD BUSINESS**

### **Feasibility Recommendations**

Ms. Jaramillo stated that she wanted to update the Commission on action taken with respect to two of the recommendations contained in the feasibility study conducted by Architectural Research Consultants and discussed in the Commission’s previous two meetings. She said that a capital funding request for the high-density shelving for the Albuquerque Records Center had been submitted through the agency’s ICIP plan. Further, as she had earlier reported, the Property Control Division was overseeing a study to examine space utilization in the Library, Records Center and Archives.

Ms. Jaramillo said, in conjunction with an overall enhancement of the building’s security system, the main doors to the facility – those opening to the first-floor lobby - were being replaced. The new doors would be tied into the security system, allowing automatic locking and opening, rather than the manual procedures required with the old doors.

## **EXECUTIVE SESSION**

The Chair entertained a motion to go into executive session to discuss limited personnel matters, pursuant to Paragraph 2 of Subsection H of Section 10-15-1 NMSA 1978 and for a roll call vote. Ms. Glenn said she would make the motion, however, the Commission needed to state the subject it would be discussing, in this case a general performance evaluation. Ms. Glenn then moved to go into executive session pursuant to Paragraph 2 of Subsection H of Section 10-15-1 NMSA 1978, to discuss a performance evaluation. Mr. Mead seconded the motion.

The Chair asked Ms. Antoinette Solano to conduct a roll call vote, as required. Ms. Solano conducted the roll call vote as follows: Ms. Glenn, yes; Dr. Hordes, yes; Ms Herrera, yes; Mr. Valdez, yes; Mr. Mead, yes; and Ms. Herndon, yes.

The Commission re-convened the regular meeting at 10:35 am. The Chair stated only limited personnel matters as stated in the motion for closure and no other business had been discussed during the closed session. Dr. Levine made a motion that, with respect to the performance evaluation of Ms. Sandra Jaramillo, the Commission recognized that Ms. Jaramillo had exceeded all expectations in the areas of leadership, planning, organization, evaluation, executive branch, relationships, management and personnel resource development and that it recommended, if it were possible, an increase in salary, at the maximum percent allowable. Ms. Herrera seconded the motion. The motion passed unanimously, with no abstentions. Ms. Jaramillo thanked the Commission for its support. She also acknowledged her staff and all their hard work. The Chair entertained a motion to resume the regular agenda Commission Meeting. Dr. Levine so moved, Mr. Mead seconded the motion, the motion carried.

## **DIRECTOR'S REPORT**

Ms. Jaramillo reported she had included a list of records that had been approved for destruction in her written report to the Commission.

Ms. Jaramillo continued her report by addressing the agency's vacancies and directed the Commission's attention to the list of vacant positions included in her report. She pointed out that there presently were eight vacancies, five of which were in the Records Management Division. Although the agency had been able to proceed with filling the information technology position since the position had been initially approved several months earlier, it had been unsuccessful in its efforts to hire into other positions. As a result of the pending change in gubernatorial administrations, a new hiring freeze had been imposed. Dr. Levine asked if Ms. Jaramillo could include in future director's reports information on the agency and the impact the vacancies had had on operations. Ms Jaramillo stated she would do so.

Ms. Jaramillo informed the Commission that vacancies in Records Management had significantly affected the review and updating of retention schedules and had virtually eliminated any on-site training. She noted that Records Management, despite the vacancies, had attempted to move forward with a needed review of the State Personnel schedule; however, ownership issues between State Personnel and the Department of Finance and Administration (DFA) with respect to SHARE records had complicated the process. The DFA schedule was also long-overdue for review. Ms. Jaramillo explained that with the upcoming change in administrations



and the staffing limitations, she had decided to delay work on both the State Personnel and DFA schedules until new leadership was in place in those organizations.

One major concern, Ms. Jaramillo related, with the conclusion of the current administration was the transfer of records to the SRCA. She said that most paper records were not a problem, but the transfer of electronic records was proving a challenge. Both the anticipated volume of those records and their varying formats posed issues not previously confronted. As an example, she pointed out that the Governor's constituent records were maintained in a proprietary, relational database. She noted that the SRCA had informed the Department of Information Technology Department (DoIT) of the issues and had asked for its assistance in the migration and formatting of the proprietary databases so that the data could be accessed in the future. Mr. Pete Chacon, Director of the Information Technology Management Division for the SRCA said that the DoIT was very helpful in the process of the migration of these records.

Ms. Jaramillo stated the agency had been participating in a multi-state research project known as PeDALS; the purpose of which was to explore methodologies for the long-term preservation of digital records. Unless extended, the project was scheduled to close in December of 2010. She also reported that implementation of TRIM, the new records management and tracking application, had been completed. Additionally, both the Micrographics and Electronic Records Bureau and the Records Centers were preparing for the upcoming quarterly destructions.

The Chair asked if Ms. Jaramillo would like to add anything on the agency's 50<sup>th</sup> anniversary celebration. She said that the agency celebrated its 50<sup>th</sup> anniversary on October 29, 2010 and had great participation. The staff provided refreshments, Dr. Hendricks and Archives staff prepared an exhibit displaying copies of documents held in the State Archives that marked key events in New Mexico's history and Dr. Hendricks gave a lecture highlighting the significance of the documents on display. Ms. Jaramillo said that Mr. Fabian Chavez, who was in the Legislature in 1959 and was instrumental in passing the legislation which created the agency, had spoken of his experiences with the agency and the importance of the Archives and the work the agency does... The Chair complimented Ms. Jaramillo and her staff for a job well done.

Ms. Jaramillo also indicated that Dr. Levine had extended an invitation to the staff of SRCA to review the exhibit of documents on display from Spain at the Museum and that quite a few staff members were planning to take advantage of the opportunity. Dr. Levine asked that Dr. Hendricks be acknowledged for his assistance with the transcription of documents in the exhibit.

Ms. Jaramillo informed the Commission that the SRCA had its Legislative Finance Committee (LFC) appropriation hearing on October 21, 2010. One of the key concerns she conveyed to the Committee was the agency's inability to operate on a flat budget due to the increase in the fine arts insurance, telecommunications and other fixed costs. She noted that, without added funding, there appeared to be two options: pay fine arts insurance or close the Albuquerque Records Center. She reported that she had requested of Risk Management that the SRCA be allowed to drop the fine arts coverage, which was some \$60,000, but that her request had been declined. She then met with Secretary Arturo Jaramillo and Mr. Wilson of the Risk Management Division to discuss dropping the insurance. She said they had advised her that they would be in contact with DFA and LFC and would keep her informed of any changes. She reiterated that the agency

would not be able to operate on a flat budget. Ms. Herndon stated that she would review the situation as well and would try to have some answers.

The Chair recognized Ms. Hazlett who noted that previously, when the fine arts premium had first increased dramatically, jumping from somewhere around \$30,000 to almost \$120,000, she had inquired whether the SRCA had been grouped with other agencies for risk assessment purposes. The increase occurred soon after Cultural Affairs had sustained several losses. However, she had been assured repeatedly that that was not the case; further, the SRCA had also been assured it was being insured only for recovery costs, not replacement costs. Now it appeared that those assurances apparently were not correct. The agency was insured for both types of losses and was pooled with other agencies carrying fine arts coverage, which, although the SRCA had never incurred a loss, adversely affected rates. Dr. Levine asked if the SRCA was pooled with just Cultural Affairs or all of State government. Ms. Hazlett replied that, according to Risk Management now, the agency was grouped with not only Cultural Affairs but also other agencies such as the University of New Mexico (UNM). Ms. Jaramillo noted that the fire at UNM had affected all covered agencies' premiums.

Ms. Hazlett continued, emphasizing the budgetary dilemma the agency faced if a flat, or worse, appropriation level was adopted. She explained that it cost some \$90,000 just to open the doors at the Albuquerque Records Center. Coupling that with about \$34,000 in telecommunications costs, more than \$7,000 for use of the personnel module of SHARE plus other fixed costs, the numbers soon approached the approximately \$165,000 available in FY 2011 in the Other budget category – and that without buying any supplies or meeting any other operational needs. If that level were to be continued in FY 2012 and an additional \$60,000 for fine arts was added to expenditures, available budget in that category would already be exceeded. Ms. Hazlett further noted that moving money among categories at current budgetary levels did not offer an avenue relief since money was tight in those areas.

Ms. Jaramillo indicated that was the end of her Director's report and asked if there were any other questions.

Seeing none the Chair thanked Ms. Jaramillo for her report.

#### **SCHEDULING OF NEXT MEETING**

The Chair asked the Commission members if March 29, 2011 at 9:30 am would be an acceptable time for the next meeting. There were no conflicts with the date; the Chair scheduled the meeting for March 29, 2011 at 9:30 am.

#### **ADJOURNMENT**

The Chair entertained a motion for adjournment. Ms. Herndon so moved and Ms. Herrera seconded the motion. The motion passed; the meeting adjourned at 10.59 a.m.