

# **New Mexico State Commission of Public Records**

## **Annual Report 2009**



**1205 Camino Carlos Rey  
Santa Fe New Mexico 87507  
[www.nmcpr.state.nm.us](http://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) 2009, members were:

<b>Historian</b>	<b>Stanley M. Hordes, Ph.D., Chair</b>
<b>Attorney General</b>	<b>The Honorable Gary King</b>
<b>Secretary of State</b>	<b>The Honorable Mary Herrera</b>
<b>State Auditor</b>	<b>The Honorable Hector Balderas</b>
<b>State Law Librarian</b>	<b>Robert A. Mead, J.D.</b>
<b>Secretary, General Services Department</b>	<b>Arturo Jaramillo, represented by Deborah Moll, Office of the Secretary</b>
<b>Director, Museum of New Mexico</b>	<b>Francis Levine, Ph.D.</b>

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

The current State Records Administrator is Sandra Jaramillo, who was appointed to the position in November of 2002. 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 2009 were:

## THE 2009 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

**Melissa Salazar**, Archives and Historical  
Services Division Director

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

**Lori LeRouge**, Chief Information Officer and  
Information Technology Management 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, 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, the Records Management Division developed a systematic records management program. 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 RMD 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 the 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. The Governor appoints seven of the eight Board members, who 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. A Grant Administrator position, located in the AHSD, provides staff support.

## **EXECUTIVE SUMMARY**

This report highlights accomplishments realized by the SRCA in FY 2009. While the agency did realize progress in meeting many of its strategic objectives, perhaps the most significant developments in FY 2009 were the decline in State revenues and the consequent reductions, mandated during the 2009 legislative session, in general fund operating support. An already extremely tight FY 2009 budget was decreased by \$75,300 in general fund revenue. This, coupled with a hiring freeze imposed by the Governor in the fall of calendar year 2008, led to reductions in services. Pursuant to the hiring freeze, the agency left open four vacancies – two in the Archives Bureau of the AHSD and two in the Agency Analysis Bureau of the RMD. Faced with increasing inquiries generated through the new archival management application and a growing number of requests from district attorneys for certified copies of certain court records along with on-going operational requirements, the Archives Bureau, with the two vacancies, was unable to continue services at pre-budget reduction levels. As a result, it was necessary to reduce the hours the Archives was opened to the public, and a return to longer hours is unlikely until the positions can be filled. Likewise, the Agency Analysis Bureau, with the two vacancies there, including that of senior analyst, was unable, among other things, to make hoped-for progress in reviewing and updating the records retention and disposition schedules (RRDSs) Bureau staff prepare for all state agencies. The RRDSs are the primary records management tools for agencies, describing records, defining how they are maintained, and setting legal retention periods. Out-of-date schedules that do not reflect those records series being created and maintained by agencies increase the risk to the State should records that are needed for operations or become the subjects of subpoenas, audits or investigations be lost or prematurely destroyed. Again, until the agency can fill the vacant positions, progress in updating schedules, which is a key performance measure for the agency, will continue to be slow.

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, 2007, 2008 and 2009, 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 extended several times, ending in 2009. In FY 2009 both the Taxation and Revenue Department and the Human Services Department implemented electronic document management systems as part of the overall project.

The SRCA also received a \$150,000 appropriation in the 2008 General Appropriations Act for expenditure in FYs 2008 through 2010 to begin the process of implementing a centralized electronic records repository. The first phase of the project - an assessment of the IT environment at the SRCA - was completed in late FY 2009. A change in project scope, approved through the Department of Information Technology, will enable the agency in FY 2010 to use the remaining phase one money to acquire a new records management application as a first step in developing the CERR. The new application will replace the current, aging one used to track stored paper and microfilm records and will lay the foundation for the CERR. Funding for the second and third phases was requested for FYs 2010 and 2011 but not approved. Because of the serious downturn in the State's revenue picture, funding in the near future for the remaining phases does not appear promising.

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, 2009, 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 254,938 items - an increase of 11,179 items over the previous year's ending inventory.

Working with State agencies, the Records Management Division ensures the capture, maintenance, and disposition of public records that document organizational functions, policies, decisions, procedures, and essential transactions of state agencies and officials; this, in turn, helps assure the preservation of governmental records of historical value. The Division does this by establishing standards and procedures and promulgating rules 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 Archives, the State's largest historical records repository, and serves as one of the premier research centers for Southwest and Borderland history. In FY 2009, 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.

In mid-FY 2008, the agency and its Archives and Historical Services Division brought the new archival management system, *Heritage*, on-line. This web-based application replaced a dated and limited, DOS-based one and provides more flexible management tools for the staff and improved and expanded access options for the public. The new public interface allows improved access to descriptive records and enables users to request materials while viewing the descriptive records. Likely as a result, almost immediately after implementation, the Division experienced a substantial increase in off-site requests for information and records. The number of off-site requests continued to grow through FY 2009. Through *Heritage* and the Division's on-line catalog, some 5,000 photographic images and their descriptive records were made available for public access.

The Historical Services Bureau of the Archives and Historical Services Division continued to support the New Mexico Historical Records Advisory Board, an adjunct to the SRCA created pursuant to federal law and to administer the Board's regrant and scholarship programs. These provide financial support to eligible applicants for historical records preservation and access projects and for records and archival management training for employees and volunteers of qualifying organizations. These grants and scholarships, although small, may offer one of the only sources of financial assistance available to some historical records repositories.

The agency and the Office of the State Historian, a division of the agency, continued to 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 was 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*. 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 and other archival repositories throughout the state. It also administered a service learning program providing internships to students to encourage an interest in New Mexico history.

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 the official publication for notices of intended rule making, newly promulgated rules, and amendments and repeals of existing rules. 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 published the *NM Register* and the *NMAC* in house and has made both available through the Internet, free of charge.

In the pages that follow, greater detail about the activities and accomplishments of the agency's program divisions in FY 2009 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 receive rule filings 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 filing and publishing requirements, and it offers training in style, format, filing, and publishing requirements. In addition to working with State agencies, the ALD answers questions from individuals and groups interested in the filed materials. The 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 2009 STATISTICAL AND FINANCIAL INFORMATION

In accordance with Section 14-4-7.1 NMSA 1978, the ALD produces the *New Mexico Register* twice a month. The *New Mexico Register* is where notices of rulemaking, adopted rules, amendments to, 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 2009, the ALD published 48,033 columnar inches or approximately 1,601 pages of text in the *New Mexico Register*.

The following tables further explain the publishing activity.

<i>New Mexico Register</i> Activity	FY 2005	FY 2006	FY 2007	FY 2008	FY 2009
Notices of rulemaking published	168	185	174	183	187
Other material related to administrative law published	23	15	21	15	18
Adopted rule filings published	580	650	505	657	599
Proposed rules published	7	11	12	8	7
Synopses published in place of full text of adopted rules	9	1	8	8	8

<b>Notices of Rulemaking Published in the <i>New Mexico Register</i> FY 2009 by Agency</b>	
<b>Agency</b>	<b>Notices Published</b>
Accountancy Board, Public	2
Acupuncture and Oriental Medicine, Board of	1
Agriculture, Department of	4
Albuquerque-Bernalillo Air Quality Control Board	9
Animal Sheltering Services Board	3
Architects, Board of Examiners for	1
Attorney General, Office of	2
Children, Youth and Families Department	11
Chiropractic Examiners, Board of	2
Cultural Affairs Department	1
Dental Health Care, Board of	2
DNA Identification System Oversight Committee and Administrative Center	1
Economic Development Department	2
Energy, Minerals and Natural Resources Department	1
Environment Department	3
Environmental Improvement Board	10
Finance and Administration, Department of	4
Game Commission, State	8
Gaming Control Board	1
General Services Department	2
Health Policy Commission	1
Health, Department of	5
Human Rights Commission	1
Human Services Department	18
Juvenile Parole Board	1
Livestock Board	1
Main Street Revolving Loan Committee	1
Massage Therapy Board	1
Medical Board	1
Mining Commission	1
Oil Conservation Commission	4
Optometry, Board of Examiners in	1
Osteopathic Medical Examiners, Board of	1
Personnel Board, State	2
Physical Therapy Board	1
Psychologist Examiners, Board of	1
Public Education Department	14
Public Records, Commission of	6

<b>Notices of Rulemaking Published in the <i>New Mexico Register</i> FY 2009 by Agency</b>	
<b>Agency</b>	<b>Notices Published</b>
Public Regulation Commission	14
Public Safety, Department of	4
Racing Commission	6
Real Estate Appraisers Board	2
Real Estate Commission	1
Regulation and Licensing Department	12
Respiratory Care Advisory Board	1
Signed Language Interpreting Practice Board	2
Social Work Examiners, Board of	2
Speech-Language Pathology, Audiology and Hearing Aid Dispensing Practices Board	1
Taxation and Revenue Department	6
Transportation, Department of	1
Water Quality Control Commission	1
Workers' Compensation Administration	1
Workforce Solutions, Department of - Labor Relations Division	1
<b>Grand Total</b>	<b>186</b>

<b>Rule Filings Published in the <i>New Mexico Register</i> FY 2009 by Agency</b>	
<b>Agency</b>	<b>Rule Filings Published</b>
Accountancy Board, Public	2
Acupuncture and Oriental Medicine, Board of	1
Aging and Long-Term Services Department	2
Agriculture, Department of	6
Albuquerque-Bernalillo Air Quality Control Board	6
Animal Sheltering Board	5
Architects, Board of Examiners for	1
Auditor, Office of the State	3
Children, Youth and Families Department	20
Chiropractic Examiners, Board of	8
Cultural Affairs Department	3
Dental Health Care, Board of	3
DNA Identification System Oversight Committee and Administrative Center	1
Economic Development Department	4

Agency	Rule Filings Published
Educational Retirement Board	1
Energy, Minerals and Natural Resources Department	33
Environment Department	3
Environmental Improvement Board	41
Finance and Administration, Department of	7
Game and Fish, Department of	20
Gaming Control Board	2
General Services Department	5
Health Policy Commission	2
Health, Department of	10
Higher Education Department	2
Human Services Department	116
Livestock Board	4
Main Street Revolving Loan Committee	2
Medical Board	10
Mining Commission	4
Mining Safety Board	3
Naprapathic Practice Board	3
Optometry, Board of Examiners in	1
Personnel Board, State	10
Pharmacy, Board of	2
Physical Therapy Board	1
Psychologist Examiners, Board of	11
Public Education Department	26
Public Records, Commission of	19
Public Records, Commission and Information Technology, Department	1
Public Regulation Commission	28
Public Safety, Department of	5
Racing Commission	15
Real Estate Appraisers Board	1
Real Estate Commission	19
Regulation and Licensing Department	21
Respiratory Care Advisory Board	7
Secretary of State	10
Social Work Examiners, Board of	8
Speech-Language Pathology, Audiology and Hearing Aid Dispensing Practices Board	3
State Records Center and Archives	6
Taxation and Revenue Department	9
Transportation, Department of	2

Agency	Rule Filings Published
Water Quality Control Commission	1
Water Trust Board	2
Workers' Compensation Administration	1
Workforce Solutions, Department of - Labor Relations Division	3
<b>Grand Total</b>	<b>545</b>

Other Material Related to Administrative Law Published in the <i>New Mexico Register</i> FY 2009 by Agency	
Agency	Other Material Published
Agriculture, Department of	1
Architects, Board of Examiners for	3
Children, Youth and Families Department	2
Game and Fish, Department of	2
Game Commission	1
Human Services Department	3
Public Records, Commission of	3
Water Quality Control Commission	2
<b>Grand Total</b>	<b>17</b>

The *New Mexico Administrative Code (NMAC)*, published pursuant to Section 14-4-7.2 NMSA 1978, is a compilation of current rules promulgated by State agencies. 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 for FY 2009 set a target of 34 days or less for the average maximum number of days from the effective date of a rule to the on-line availability. During FY 2009, the average maximum number of days was 30.

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 2005	FY 2006	FY 2007	FY 2008	FY 2009
County Subdivision Regulations	0	4	1	1	0
Interstate Compacts	2	18	0	11	1



"Santa Fe Indian School", n.d., Image No. 1543,  
New Mexico Department of Tourism Photograph Collection

## ARCHIVES AND HISTORICAL SERVICES DIVISION

### FUNCTION AND PURPOSE

The Archives and Historical Services Division (AHSD) maintains, preserves, and provides access to the permanent public records of New Mexico State government that are 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 two administrative support positions and 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. Because of budget reductions in FY 2009, the Bureau was unable to fill two vacant positions: one administrative support position and one senior archivist.

#### **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 educational programs. The Board is an advocate for the preservation of New Mexico's historical records and for greater access to those historical records in private and public repositories throughout the state.

## FISCAL YEAR 2009 HIGHLIGHTS

### **Archives Bureau**

The AHSD manages the State Archives, which is the central repository for State government's permanent and historical records as well as numerous private papers and manuscript collections. The State Archives 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. As the division responsible for the overseeing of State Archives, the AHSD is a primary steward of New Mexico's documentary heritage. In its stewardship of the State's documentary patrimony, the Division's

activities were diverse in FY 2009; however, several activities stood apart and are addressed below.

### **New Mexico Land Grant Digital History Project**

In FY 2009, the Archives Bureau began digitizing the Spanish and Mexican Land Grant records of New Mexico (1685-1846). The project was made possible by a special appropriation from the New Mexico State Legislature. The documents are part of the Surveyor General Records and the Records of the Court of Private Land Claims and include original land grant records, maps, and journals of the activities of the two institutions along with volumes of letters sent and received. The records, commonly known as the Spanish Archives of New Mexico, Series I, are maintained by the SRCA but belong to the National Archives and Records Administration (NARA) and are officially known as the Land Records of New Mexico, Record Group 49, Bureau of Land Management. The SRCA maintains physical custody of the collection while NARA retains legal custody. This agreement was made in 1972 when the Commission of Public Records became part of the NARA's Affiliated Archives Program.

The Archives Bureau hired an archivist in November 2008 to scan the land grant documents. The process, however, was much more involved. Many of the 18th and 19th century documents had preservation issues that required attention before scanning. Some documents were mended, cleaned, and organized by date. Maps required special scanning and scanning adjustments were required for different paper and ink types. The project also involved capturing metadata for each image, saving files in multiple formats and sizes, and storing the images in at least two servers to create the Digital Archives Repository. As a result, land grant documents are now available at two online resources. Original land grant samples may be viewed on HERITAGE, the online catalog, and via the Office of the State Historian's website. The table below provides a list of digitized land grant records.

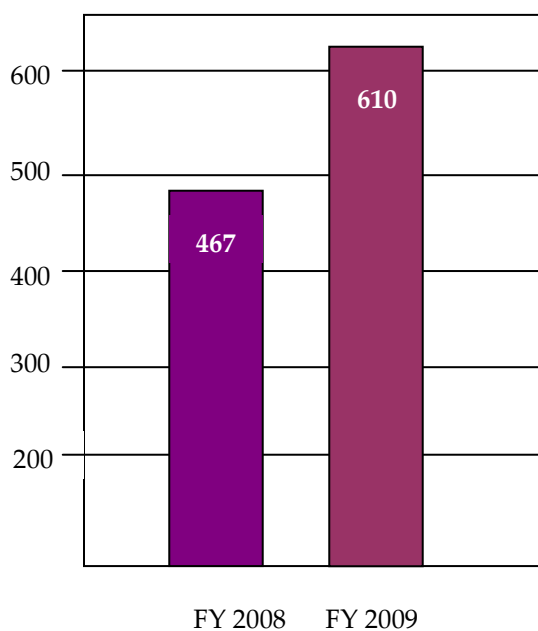
<b>Land Grants Digitized</b>		
Town of Chilili	Tierra Amarilla	Pueblo of Sandia
Town of Cebolleta	Acoma Pueblo	Pueblo of Picuris
Town of Mora	Cristóbal de la Serna	La Majada
Town of Abiquiu	Zuni Pueblo	Town of Bernalillo
Town of Las Trampas	Maxwell Grant	Town of Alameda
Taos Pueblo	Pedro Armendaris #33	Town of Manzano
Plaza de Guadalupe	Town of Tecolote	Arroyo Hondo
Galisteo Land Grant	Cubero Grant	Sebastián Martín
Isleta Pueblo	Santo Domingo de Cundió	Juan Tafoya
Anton Chico	Town of Taji que	Town of Jacona
Bosque del Apache	Cañón de Carnue	Atrisco
Cochiti Pueblo	Juan Bautista Vigil	Pueblo of San Juan
Laguna Pueblo	Mesilla Civil Colony Grant	Town of Tome
Cañón del Río Colorado	Pueblo of Santo Domingo	San Antonio del Río Colorado

Santa Cruz de la Cañada	San Antonio de Las Huertas	Nuestra Señora del Rosario San Fernando y Santiago
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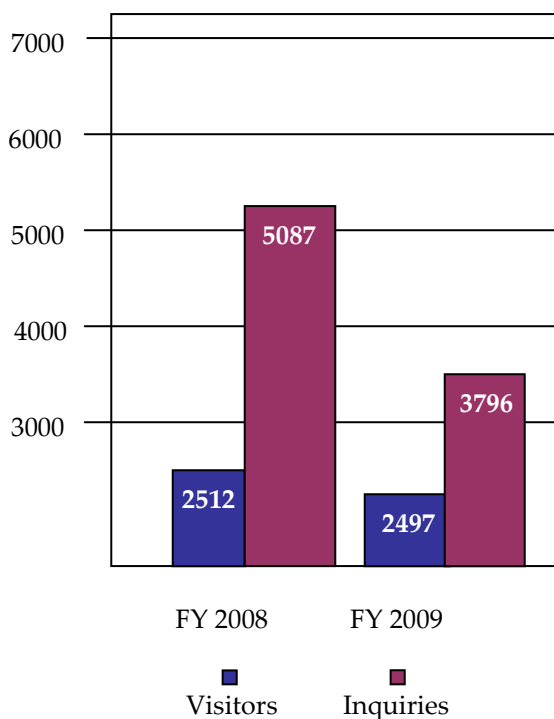
**Access**

In FY 2009, the Archives Bureau continued to experience an increase in the number of off-site reference requests (figure 1). This increase is linked directly to the Bureau’s archival management software system, which was implemented the previous year. Known as HERITAGE, an acronym for History, Education, and Research in the Information Technology Age, this web-based application enables staff to manage, catalogue, and provide on-line access to archival materials. The software tracks accessions and de-accessions; monitors physical holdings from the box to the document level; allows for the multi-level, hierarchical description of archival collections; and maintains all patron information and activity, including research requests. The system permits staff to publish finding aids and digital content on line. Researchers anywhere in the world may order materials instantaneously. This improved access to materials on line may be responsible for the slight decrease in visitors to the research room. It may also be responsible for the decrease in the number of questions asked by onsite researchers, as relevant information is located more readily (figure 2).

**Figure 1**



**Figure 2**



**Preservation**

During FY 2009, the Bureau hired two student interns from the Institute of American Indian Arts to re-house, describe, and digitize photographic images from various collections. The project was made possible by a preservation grant awarded by the McCune Foundation. Staff and volunteers continued to work also on the New Mexico Department of Corrections' Glass

Plate Negative Collection and the New Mexico Transportation Department Photograph Collection.

The Bureau also began efforts to preserve its magnetic media holdings. It conducted a survey to assess the extent of magnetic media materials, or audio and video recordings on magnetic tape, known to be part of NMSRCA collections. A report of findings was submitted, which provided an individual tape count and a breakdown of magnetic media by material type. The Bureau will develop a plan of action in FY 2010.

In October 2008, the Division partnered with the New Mexico Association of Museums (NMAM) and several other repositories in applying for an Institute of Museum and Library Services' (IMLS) Connecting to Collections State Planning Grant. The IMLS invited proposals for statewide, collaborative planning grants that addressed recommendations of the Heritage Health Index (HHI), which found that collections held in public trust are at great risk. Funding was approved in April 2009. In FY 2010, the group will hold one-day, regional collections care workshops by conservators at six host museums. These will be followed by site visits to museums in the region to assess collection-care needs and to capture information in survey form about the condition of collections throughout the state. The grant will provide funding for travel costs for museum staff to attend regional workshops, funding for a contract coordinator and conservator and a statewide needs-assessment report based on the following recommendations by the HHI: providing safe conditions for collections; assigning responsibility for collections care; and marshalling public and private support for and raising public awareness about collections care.

### **Outreach**

The Bureau continued its outreach activities, offering tours, educational presentations, film screenings, for-fee workshops, and Archives Month programming. In October 2008, Archives Month was celebrated with the theme "Arts of the Archives." The Bureau, in partnership with the Santa Fe Film Center, the New Mexico Jewish Historical Society (NMJHS), and the University of New Mexico (UNM) Health Sciences Library and Informatics Center, celebrated the creative spirit by highlighting archival collections, which contain these exceptional resources. Events were scheduled in Santa Fe and Albuquerque. A symposium was held on Friday, October 17, 2008, at the SRCA. The first of two panels was entitled "Photography in New Mexico: Intersections of Art and History." Thomas Barrow, professor emeritus at the UNM School of Art and Art History, spoke about *Photography: New Mexico*, a new book he edited that showcases the photography of 25 New Mexicans. Miguel Gandert, professor at UNM School of Journalism and Communications, spoke about current research and an upcoming book on plazas in New Mexico's ancient communities. Mary Anne Redding, photo curator at the Museum of New Mexico Photo Archives, discussed how photography has been used over the years to document, create, and promote Santa Fe's image.

The second panel was entitled *Art Organizations and their Collections at the State Archives*. Bruce Bernstein, executive director of the Southwestern Association of Indian Arts (SWAIA),

presented information about the past, present, and future of the SWAIA. The SWAIA sponsors the world-renowned Santa Fe Indian Market each August. Virginia Castellano, grants administrator with the Arts Division of the New Mexico Cultural Affairs Department, discussed ongoing projects and new initiatives.

The Santa Fe Film Center co-sponsored a screening of early films produced in New Mexico accompanied by a presentation entitled New Mexico's Silent Film History. Guest speaker John Armijo discussed the silent film era (1898-1913) in New Mexico with special emphasis on moviemaker Romaine Fielding and his stay in Las Vegas and Silver City. The NMJHS and Palace of the Governors sponsored an afternoon of music and dramatic readings performed by descendants of crypto-Jews entitled *Sephardic Voices* at the Lensic Performing Arts Center. The event featured vocal soloists Vanessa Paloma and Consuelo Luz, both of whom expressed their voyage of discovery of their Sephardic roots through song, as well as poet Isabelle Medina Sandoval, novelist Mario X. Martinez, and playwright Carol Lucia Lopez, who performed readings from their works.

As part of Archives Month activities, a new exhibit entitled *Art in Medicine: On the Fabric of the Human Body* opened at the Domenici Center for Health Sciences Education Auditorium Lobby at the University of New Mexico in Albuquerque. Additionally, the Health Sciences Library and Informatics Center hosted a noontime lecture and reception. David Bennahum, M.D, Professor Emeritus of Medicine, presented *The Importance of Renaissance Anatomy to Medicine and War*.

In FY 2009, the Bureau continued to develop a new researcher base, introducing college, high school, and middle school students to the State Archives. To this end, staff conducted tours and presentations for students from the Santa Fe Community College (SFCC), the Santa Fe Preparatory School, and the Santa Fe Desert Academy. Other tours were given to members of the Northern New Mexico Association of Records Managers, staff from the Legislative Council Service, the New Mexico Hispanic Women's Council, New Mexico Arts, and *Herederos*, a research group from Spain. Staff also made presentations at the New Mexico Historical Society Conference, the Northern New Mexico Association of Records Managers and Administrators Symposium, the Treaty Day Workshop on Land Loss and Land Recovery, and the Historic Roads Conference. One for-fee records management training session was conducted in Roswell, New Mexico. Other outreach activities included the curation of exhibits. In addition, one archivist served as a judge for the National Daughters of the American Revolution contest regarding the Gettysburg Address.

## STATISTICAL REPORTS

**Table 1.1**

<b>PUBLIC RECORDS ACCESSIONED</b>	
<b>Records Center Transfers</b>	<b>Linear Feet (LF);No. of Items</b>
Bernalillo County Metropolitan Court	886 LF
City of Rio Rancho	48 rolls
Court of Appeals, New Mexico	1355 rolls
Energy, Minerals, and Natural Resources Department	186 rolls
Environment Department, New Mexico	139 rolls
Fifth Judicial District Court - Chaves County	1961 rolls
First Judicial District Court – Santa Fe County	2178 rolls
Fourth Judicial District Court – San Miguel County	391 rolls
Regulation and Licensing Department, New Mexico	24 rolls
Secretary of State, Office of the	80 rolls
Supreme Court, New Mexico	1815 rolls
Twelfth Judicial District Court - Otero County	609 rolls
Tenth Judicial District Court - Quay County	246 rolls
<b>TOTAL</b>	<b>886 LF 9,032 rolls</b>

<b>Direct Agency Transfers</b>	<b>Linear Feet No. of Items</b>
Children, Youth, and Families Department	1 LF
Cibola County	Fractional
Colfax County	Fractional
Cultural Affairs Department - State Library, Southwest Room	Fractional
Energy, Minerals, and Natural Resources Department - Oil Conservation Division	100 LF
Engineer, Office of the State	2 LF
Engineer, Office of the State (For storage)	359 LF
Finance and Administration, Department of - Board of Finance	1 LF
Fourth Judicial District Court - San Miguel County	9 LF
Lea County (two accretions)	Fractional
Legislative Council Service	20 LF
Luna County	Fractional
New Mexico Municipal Records - City of Albuquerque Record Book	.5 LF
New Mexico Municipal Records - City of Santa Fe Cuatro Centenario Commission Video Collection	161 tapes

<b>Direct Agency Transfers</b>	<b>Linear Feet No. of Items</b>
Otero County (three accretions)	1 LF
Public Education Department	2 LF
Public Regulation Commission	55 LF
Regulation and Licensing Department - Financial Institutions and Securities Divisions	2 LF
Santa Fe County	42 books
School for the Blind and Visually Impaired, New Mexico	16 tapes
Secretary of State, Office of the	1 LF
Sierra County	Fractional
State Land Office (two accretions)	.5 LF
State Publications (comprising 923 publications)	11 LF
Valencia County	1 Book
<b>TOTAL</b>	<b>565.5 LF 1 Book 177 tapes</b>

**Table 1.2**

<b>PRIVATE COLLECTIONS ACCESSIONED</b>	<b>LF/# Items</b>
Acequia del Caño Record Books (Loan)	3 Books
Alpha Delta Kappa Society Records (accretion)	1 Book
Audubon New Mexico Valles Caldera Coalition Records (new)	9 LF
Burkart Family and Fort Wingate Photograph Collection (new)	37 Images
Dale and Dee Barber Santa Fe Community Theater Collection (new)	1 LF
David Begelspiker Photograph Collection - David's Studio (new)	15 LF
Education Foundation of Santa Fe (new)	1 LF
Elisha V. and Boaz W. Long Papers (accretion)	Fractional
Fifteen Club Records (two accretions)	Fractional
First Presbyterian Church of Santa Fe (new)	8 Rolls
Henrietta M. Christmas Research Collection (new)	1 LF
Jessie and Frank Mullen Panoramic Image Collection of Dawson, New Mexico	2 Images
John R. Meadows Uranium Exploration Company Records (new)	4.5 LF
Jose Maria Martinez y Sandoval (accretion)	0.25
Ken Marthey Motion Picture Film and Magnetic Audio Tape Collection (new)	12 LF
Madge Buckley Collection of St. Vincent's Sanatorium and Hospital Mechanical Drawings and Maps of Santa Fe (new)	71 Drawings; 1 Map
Manuelita Romero Land and Property Records (Loan)	.25 LF
New Mexico Jewish Historical Society Collection (three accretions)	1.75 LF
New Mexico Municipal Records (new via private donor)	Fractional

<b>PRIVATE COLLECTIONS ACCESSIONED</b>	<b>LF/# Items</b>
New Mexico Women's Forum Oral History Project Collection (new)	2 CDs; 3 MiniDVs
Records of the Santa Fe Community Stage Committee (new)	.50 LF
Records of the Santa Fe Land Use Resource Center(new)	21 LF
Sabino Olivas Family (accretion)	1 Book
Santa Fe Art Institute Collection (new)	6 Maps
Santa Fe Chamber Music Festival (accretion)	10 Publications
Semos Unlimited, Incorporated (accretion)	0.5 LF
SRCA Artificial Photograph Collection (two accretions via two private donors)	22 Images
SRCA History Files (two accretions via two private donors)	Fractional
SRCA Map Collection (accretion)	1 Map
Teodoro Roybal Family Papers (new)	10 Books
Unpublished Works and Dissertations Collection (via two private donors)	2 Books
<b>TOTAL</b>	<b>68.25 LF</b> <b>17 Books</b> <b>61 Images</b> <b>8 Rolls</b> <b>10 Publications</b> <b>8 Maps;</b> <b>71 Drawings</b>

**Table 2.1**

<b>PUBLIC RECORDS PROCESSED</b>	<b>LF/ # Items</b>
Capitol Buildings Improvement Commission Records (Completed)	4 LF
Cibola County, N.M. Records (Completed)	Fractional
Commission of Public Records – Office of the State Historian, Cultural Property Review Commission records (Ongoing)	12 LF
Coronado Cuarto Centennial Commission Records (Completed)	.50 LF
Governor John Simms (Completed)	5 LF
Governor Edwin Mechem 3rd Term (Completed)	4.5 LF
Governor Edwin Mechem 4th Term (Completed)	8 LF
Governor John Burroughs (Completed)	21 LF
Governor John Dempsey (Completed)	8 LF
Governor Thomas J. Mabry (Completed)	11 LF
Governor Toney Anaya Papers (Completed)	196 LF
State Land Office (Processed new accretion)	.25 LF
State Corporation Commission Records (Completed)	180 LF
Otero County, N.M. records (Ongoing)	1 LF
Public Education Department, also known as Department of Education (Ongoing)	78 LF

<b>PUBLIC RECORDS PROCESSED</b>	<b>LF/ # Items</b>
New Mexico Health and Social Services Department Records (Updated)	1 LF
Department of Corrections Glass Plate Negative Collection (Ongoing)	2411 Images
New Mexico Highway and Transportation Department Photograph Collection (Ongoing)	500 Images
Colfax County (Processed new accretion)	Fractional
Lea County (Processed new accretion)	Fractional
Luna County (Processed new accretion)	Fractional
Otero County (Processed new accretion)	Fractional
Sierra County (Processed new accretion)	Fractional
SRCA Miscellaneous Photo Collection (Processed new accretion)	24 images
New Mexico Municipal Records (Processed new accretions)	1 Book; 2 Reports
Office of the State Engineer (Processed new accretion)	41 Books
Valencia County (Processed new accretion)	1 Book
<b>TOTAL</b>	<b>530 LF</b> <b>2935 Images</b> <b>43 Books</b>

**Table 2.2**

<b>PRIVATE COLLECTIONS PROCESSED</b>	<b>LF/ # Items</b>
Acequia del Caño Record Book Loan (Completed)	3 Books
Archaeological Reports Collection (Completed)	7 LF
Authur Bibo Collection (Updated)	7 LF
Borrego-Ortega Family Papers (Completed)	1 LF
Education Foundation of Santa Fe (Completed)	1 LF
Fifteen Club Records (Processed accretions)	Fractional
Jessie and Frank J. Mullen Panoramic Image Collection of Dawson, NM (Completed)	2 Images
Jose Maria Martinez y Sandoval Family Papers (Processed accretion)	.25 LF
New Mexico Jewish Historical Society (Processed accretions)	Fractional
Ralph Emerson Twitchell Collection (Completed)	6 LF
Teodoro Roybal Family Papers (Completed)	10 Books
<b>Total</b>	<b>22.5 LF</b> <b>13 Books</b> <b>2 Images</b>

**Table 3.1**

<b>Finding Aids Created for Public Records</b>	<b>LF/ # Items</b>
Capitol Buildings Improvement Commission Records (Hard copy)	9 LF
Cibola County, N.M. Records (Published online)	Fractional
Colfax County Accretion (Published accretion online)	Fractional
Coronado Cuarto Centennial Commission Records (Published online)	.50 LF
Engineer, Office of the State (Hard copy finding aid updated)	41 Publications
Governor Edwin Mechem 3rd Term (Published online)	4.5 LF
Governor Edwin Mechem 4th Term (Published online)	8 LF
Governor John Burroughs (Published online)	21 LF
Governor John Dempsey (Published online)	8 LF
Governor John Simms (Published online)	5 LF
Governor Thomas J. Mabry (Published online)	11 LF
Governor Toney Anaya Papers (Reorganization of hard copy completed)	196 LF
Lea County (Published accretion online)	Fractional
Luna County (Published accretion online)	Fractional
New Mexico Municipal Records (Published accretions online)	3 Items
Otero County (Published accretion online)	Fractional
Sierra County (Published accretion online)	Fractional
State Corporation Commission Records (Published online)	180 LF
State Land Office (Published accretion online)	.25 LF
Valencia County (Published accretion online)	1 Book
<b>TOTAL</b>	<b>444.25 LF</b> <b>41 Publications</b>

**Table 3.2**

<b>Finding Aids Created for Private Collections</b>	<b>Linear Feet/ # Items</b>
Acequia del Caño Record Book Loan (Published online)	3 Books
Archaeological Reports Collection (Published online)	7 LF
Borrogo-Ortega Family Papers (Published online)	1 LF
Education Foundation of Santa Fe (Published online)	1 LF
Fifteen Club Records (Published accretions online)	Fractional
Jessie and Frank J. Mullen Panoramic Image Collection of Dawson, NM (Published Online)	2 Images
Jose Maria Martinez y Sandoval Family Papers (Published accretion online)	0.25 LF
NM Jewish Historical Society one record (Published accretions online)	Fractional
Ralph Emerson Twitchell Collection (Published online)	6 LF
Teodoro Roybal Family Papers (Published online)	10 Books
<b>TOTAL</b>	<b>15.25 LF</b> <b>13 Books</b> <b>2 Images</b>

**FISCAL YEAR 2009 HIGHLIGHTS**  
**Historical Services Bureau**

**Regrant Program**

The New Mexico Historical Records Advisory Board (NMHRAB) awarded \$78,418 in grants to 16 New Mexico organizations to preserve and provide access to their historical records. The awards were made at its May 2009 meeting. The NMHRAB received funds from the New Mexico State Legislature and the National Historical Publications and Records Commission (NHPRC) to fund its historical records grant programs for improving the preservation of and access to New Mexico's historical records. The NMHRAB, in partnership with grant recipients, aspires to preserve, interpret, and provide access to historical records that connect their communities to the past.

The funding will be used to preserve and make available to the public a variety of documents and collections such as: research papers on Spanish land grant records; diaries of individuals who trekked down the Santa Fe Trail; Lincoln County Clerk ledger books dated 1885 to 1918; videotapes of Taos World Poetry Bouts; oral histories from Torrance County residents; New Mexico State University school newspapers; and video performances of the Taos Children's Theatre. Funds were also awarded to preserve Navajo Nation tribal resolutions and Pueblo of Isleta tribal records.

The following is a list of the awards granted in FY 2009 for FY 2010 funding:

<b>GRANT RECIPIENTS</b>	<b>Amount Awarded</b>
Center for Land Grant Studies	\$5,100.00
Chaves County Assessor's Office	6,400.00
End of the Trail Chapter of the Santa Fe Trail Association	5,100.00
Moriarty Historical Society and Museum	6,797.70
Lincoln County Clerk	5,950.00
Sierra County Historical Society/Geronimo Springs Museum	2,625.00
University of New Mexico's John Gaw Meem Archives of Southwestern Architecture	2,133.00
Pueblo de Abiquiu Library and Community Cultural Center	5,082.00
La Jicarita News, Mora County	6,800.00
Navajo Nation Records Management	5,049.98
Pueblo of Isleta	5,039.39
Santa Fe County Clerk's Office	5,100.00
Santa Fe Symphony Orchestra Guild/"Fanfare,"	6,424.00
Minor Heron Incorporated	5,100.00
The Board of Regents of New Mexico State University	5,267.50
Taos Children's Theatre	450.00
<b>TOTAL</b>	<b>\$78,418.57</b>

On March 6, 2009, the agency submitted a new State and National Archival Partnership (SNAP) grant application to the National Historical Publications and Records Commission (NHPRC), requesting \$70,000 in administrative and regrant funding for the period January 1, 2010, through June 30, 2011. On June 8, 2009, the Board received notification that the grant in the requested amount was awarded.

Bureau staff also completed the administration of the 19 grants awarded in the previous year. All FY 2009 projects completed their stated objectives and submitted their final reports by the established deadlines. Projects in FY 2009 varied in scope and ranged from preserving and making available to the public the American Indian Oral History Collection at the Center for Southwest Research at the University of New Mexico to microfilming and digitizing the Ohkay Owingeh Pueblo Tribal Council meeting minutes and Tribal enrollment records. Other projects included the creation of essays summarizing the history of three select land grants in Santa Fe County; the preservation of the *Colores!* videotape collection at KNME television; the preservation of Lincoln County newspapers; and the inventory of original excavation and artifact analysis records of the prehistoric Sambrito Village archaeological site in San Juan County.

### **Educational Program**

Scholarship funds for FY 2009 were reallocated by the NMHRAB to the South Central Mountain Resource Conservation and Development Council to hire a consultant to complete a records assessment. A review of the applications by the Scholarship Committee revealed problems with the scholarship process. It was apparent that additional outreach was needed to reach other repositories across New Mexico, including municipalities and tribal entities. The Committee recommended the Board fund one statewide training session that would benefit a greater number of individuals. The Board agreed and voted to use the remaining funds to present a workshop conducted by the Northeast Document Conservation Center (NEDCC) at a reduced cost to attendees. The reduced cost served to increase participation. Seventy individuals from various institutions and organizations around New Mexico attended the workshop. Consequently, no money was made available for scholarships during FY 2009

The workshop, entitled "To Microfilm or to Digitize: Preservation Reformatting for Records Managers, Archives and Library Collection," was conducted on April 17, 2009, and was taught by Donia Conn. Ms. Conn is the Workshop Program and Reference Coordinator at the NEDCC in Andover, Massachusetts and has conducted a number of preservation, conservation, and disaster planning and recovery workshops. The workshop provided an overview of preservation microfilming and digitization as used in archives and records management. It included project planning, quality control, and working with vendors of both formats, as well as technical components of preservation microfilming, including specifications, targets, and copies. An introduction to the issues surrounding digitization - file formats and sizes, hardware and software, and storing and backing up files - was also covered.

## **Outreach**

The Grants Administrator submitted an article entitled "Preserving Tribal Government and Organizational Records in New Mexico" to the *Southwestern Archivist*. The article was featured on the front page in the February edition. Mr. Forrester also completed site visits to Semos Unlimited, the Museum of Indian Arts and Culture/Laboratory of Anthropology, the North Central Mountain Resource Conservation and Development Council, and New Mexico State University.

The Bureau also staffed an exhibit at the New Mexico State Legislature on Thursday, March 19, 2009, during the 2009 legislative session. Numerous contacts were made, including a contact with local television program host Diane Kinderwater. As a result, the State Records Administrator, the AHSD Director, and the Grants Administrator participated in a televised 30-minute program on KCHF, Channel 11, which focused on the work of the NMHRAB and the SRCA. The program aired on May 20, 23, 27, and 29.

## **Strategic Planning**

In FY 2009, the NMHRAB established its new five-year Strategic Plan 2009-2014. Strategic planning is an important and integral part of the work performed by the NMHRAB. It allows the Board to establish priorities and to focus its attention on the most important and urgent issues. The annual work plan is derived from the strategic initiatives, activities, and tasks identified in the plan. A SNAP grant provided funding to develop a new plan.

In September 2008, the Grants Administrator and Division Director met with Kate Hildebrand of Consensus Builders to plan the NMHRAB Strategic Planning Retreat, which was held September 25-26, 2008. Prior to the meeting, Ms. Hildebrand conducted interviews with Board members. She focused on the Board's most significant accomplishments, its strengths and weaknesses, forces that influence the work of the Board, and challenges in responding to those forces. Over the two-day retreat, the Board and staff broke into smaller groups, and Ms. Hildebrand guided the Board in developing an outline for workable action plan with action steps. From this work, a new action plan, with specific action steps, performance measures, and targets, was formalized and distributed in April 2009.

## OFFICE OF THE STATE HISTORIAN

### FUNCTION AND PURPOSE

The Office of the State Historian (OSH) is a division of the SRCA. Once a bureau under the Archives and Historical Services Division, it was elevated to divisional status by the present State Records Administrator who wished to provide greater emphasis on the agency's New Mexico history activity.

The State Historian serves as director of the three-person division, the overall purpose of which is to promote an understanding and appreciation of New Mexico history. That purpose has been further defined as *fostering and facilitating an understanding and appreciation of New Mexico history and culture through education, research, preservation and community outreach*. Staff of the OSH provides consultation and research assistance to State agencies, scholars, elected officials and the general public. The State Historian also sits as the statutory member of the Cultural Properties Review Committee, the primary function of which is to review proposals for the preservation of cultural properties throughout New Mexico.

### FISCAL YEAR 2009 HIGHLIGHTS

#### **New Mexico Digital History Website**

Highlights in FY 2009 include the recognition of the New Mexico Digital History website for excellence in public history by two professional organizations. The Western History Association awarded the Autry Public History prize to the OSH in October 2008. The Autry Award is given annually to media, exhibits, public programs, or written works that contribute to a broader public reflection and appreciation of the past or serve as a model of professional public history practice in the history of the North American West.

The New Mexico Digital History website was also selected as the *Best Public History Project* in the nation by the National Council on Public History. The OSH received the award in April 2009. The award recognizes excellence in public history—work that contributes to broadening the public's appreciation of the past by serving as a model for professional public history practice.

Financial support for the digital website project was initially funded through special appropriations, that have been incorporated into the agency's base budget. Fiscal Year 2009 brought continued refinement of the website design and development and inclusion of additional historical content. The site in FY 2009 was still managed externally, through a contract. The agency had hoped to bring maintenance of the site in-house but information technology staffing limitations precluded that.

The New Mexico history website offers students, educators, researchers and the public an accessible and effective tool in disseminating knowledge about New Mexico's rich historical

past. Over the course of the past several years, OSH staff, interns, scholars, and volunteers have added hundreds of pieces of content to the website, [www.newmexicohistory.org](http://www.newmexicohistory.org), including documents, images, oral histories, essays, and original video work.

### **New Mexico History Scholars Program**

Originally funded through a special appropriation, the scholars program is now supported through the agency's base budget. The program is designed to encourage research in archival repositories throughout the state. In FY 2009, 18 state-funded scholarships were awarded. The recipients and their research/lecture topics are listed below.

- Jessica R. Metcalfe, Ph.D. Candidate, University of Arizona, American Indian Studies - *Native American Fine Arts Movement: Textile and Custom Clothing Design*;
- Traci Brynne Voyles, Advanced Doctoral Candidacy in Ethnic Studies, University of California, San Diego - *At Home on the Front End: Race, Gender, Landscapes, and Militarization of the US Southwest*;
- Kelley R. Ridings, MA in History, New Mexico State University - *History of Sierra County*;
- Brandon Morgan, Ph.D., Candidate in Later American/US Western History, University of New Mexico - *Pancho Villa in New Mexico: The Cultural and Political Ties between Mexico and New Mexico*;
- Jennifer Nez Denetdale, Ph.D. in History, Northern Arizona University - *Navajo Women's Places in American and Native History*;
- Sabrina Sanchez, Ph.D. Candidate, University of California, Santa Cruz - *Spaces of Intimacy, Spaces of Empire: Nuevomexicanos, Interracial Intimacy, and U.S. Imperialism in Territorial New Mexico, 1848-1912*;
- David Holtby, Ph.D. – *The Federal Presence in New Mexico: Statehood Era through World War II*;
- Michael J. Alarid, Ph.D. Candidate, History, Ohio State University - *Intercultural Conflict within the Population of Santa Fe in the Wake of the U.S. Mexican War*;
- David Correia, Ph.D., Visiting Lecturer, UNM Department of Architecture and Department of American Studies - *Tierra Amarilla Land Grant Research*;
- Christopher Cozzone, Independent Scholar, Albuquerque - *The History of Boxing in New Mexico*;
- Jordan Beltran Gonzales, Ph.D. Candidate, Comparative Ethnic Studies, University of California, Berkeley - *We Are Not Barbarians': Counter Stories of the Bata'an Death March from the Philippines and New Mexico*;
- Marinella Lentis, Ph.D. Candidate, American Indian Studies, University of Arizona - *Art Education in American Indian Boarding Schools: Tool for Civilization, Tool of Resistance*;
- Ronald Maestas, Ph.D., Visiting Professor, Highlands University - *Pedro Lucero de Godoy, Petronila de Zamora, and Francisca Gomez Robledo*;
- Lille Norstad, Ph.D. Candidate, Rhetoric, Composition, and the Teaching of English, University of Arizona – *Rhetorical Examination of W.W.H. Davis's Book, El Gringo: New Mexico and Her People (1857)*;

- Katherine Pomonis, Independent Scholar, Albuquerque - *History of the Greeks in Albuquerque, 1900-1952*;
- Joy Sperling, Ph.D., Professor of Art History, Denison University - *The Visual Enchanting of the Land of Enchantment: Art, Tourism, and the Spectacle of the Southwest*;
- Don Usner, Independent Scholar, Santa Fe - *The Ortega-Borrego Papers*; and
- Patricia Westlake, MA Candidate, History, Western Washington University - *Jewish History in New Mexico*.

On June 23, 2009, the OSH Scholars Review Committee met and made recommendations for FY 2010 awards. The agency received 12 applications, and the Committee recommended that seven fellowships be awarded.

### **Internship Program**

The student internship program provides an opportunity for qualified students to gain hands-on experience in various aspects of New Mexico history. The program was originally funded through a special appropriation and was directed at students from the College of Santa Fe. By FY 2009, it was funded through the agency's base budget and had been expanded to include students from the other educational institutions. Ten students participated in the program in FY 2009, working on various projects including sound recording, video recording and editing, research, curriculum development, and promotion.

It should also be noted that the Division benefitted greatly from the efforts of a number of volunteers who provided much needed assistance on any number of projects. The efforts of volunteers in the OSH – as well as in the AHSD – are always appreciated but especially when reduced funding (please see the Executive Summary, above) limits the ability to meet operational and strategic goals.

## 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 programs. Proper records management ensures that information is available when and where it is needed, in an organized and efficient manner, and in the appropriate environment.

Records management is more than retention, storage, and disposition of records. It entails all recordkeeping requirements and policies that allow an organization to establish and maintain control over information flow and administrative operations.

### FISCAL YEAR 2009 HIGHLIGHTS

#### **Central Electronic Records Repository**

A goal of the SRCA is to obtain an electronic records management system (ERMS) that will function as a centralized electronic records repository (CERR) for the inactive electronic records of State agencies. The SRCA received \$150,000 in the 2008 General Appropriations Act for phase one of the project, which included an assessment of the SRCA operations and business processes, including the infrastructure required to support the CERR.

In FY 2009, Vincent and Associates was selected to conduct the needs assessment. The needs assessment completed on June 10, 2009 included: an as-is analysis of current SRCA business processes; a to-be-analysis of SRCA business processes; an information technology (IT) infrastructure analysis; a report on current enterprise content management (ECM) solutions available; an ECM implementation strategy; an SRCA staffing analysis; and CERR needs analysis recommendations.

#### **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 2009 are listed below.

#### **Amended**

- 1.18.790 NMAC ERRDS, Department of Public Safety
- 1.18.465 NMAC ERRDS, Gaming Control Board
- 1.18.369 NMAC ERRDS, Commission of Public Records
- 1.18.665 NMAC ERRDS, Department of Health

- 1.18.667 NMAC ERRDS, New Mexico Department of Environment
- 1.18.333 NMAC ERRDS, Taxation and Revenue Department

**Repealed and Replaced**

- 1.18.805 NMAC ERRDS, Department of Transportation
- 1.18.350 NMAC ERRDS, General Services Department
- 1.18.355 NMAC ERRDS, Public Defender Department
- 1.18.539 NMAC ERRDS, State Land Office
- 1.18.631 NMAC ERRDS, Department of Workforce Solutions

**Electronic Records/Micrographics Bureau**

The Electronic Records/Micrographics Bureau provides guidance to State agencies, courts, and local governmental offices on the management of electronic records. Through its film inspection program, it also 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 7/1/08	Microforms Inspected	Microforms accepted into storage	Microforms destroyed	Microfilm transferred to Archives	Rolls of film withdrawn	Ending Inventory for FY 2009 6/30/09
Correction Department	401						401
Cultural Affairs Department	867						867
Education Department, Public	0	125	125				125
Educational Retirement Board	709	4	4				713
Energy, Minerals, and Natural Resources Department	1,147				186		961
Engineer, Office of the State	10,459						10,459
Environment, Department of	189	25	25	16	139		59
Finance and Administration, Department of	764						764
Game and Fish, Department of	10						10
General Services Department	59						59
Health, Department of	943	2	2				945
Human Services Department	1,593	53	53	443			1,203
Investment Council, State	6						6
Land Office, State	1,829	2	2				1,831
Livestock Board	1						1
New Mexico State University	26						26
Nursing, Board of	1						1

Agency Name	Beginning Inventory 7/1/08	Microforms Inspected	Microforms accepted into storage	Microforms destroyed	Microfilm transferred to Archives	Rolls of film withdrawn	Ending Inventory for FY 2009 6/30/09
Personnel Office, State	1,085	5	5				1,090
Professional Engineers and Professional Surveyors, State Board of Licensure for	346						346
Public Employees Retirement Association	135						135
Public Regulation Commission	17,998						17,998
Public Safety, Department of	17						17
Records, Commission of Public	2,939	9,032	9,032	1			11,970
Regulation and Licensing Department	389			45	24		320
Secretary of State, Office of the	273			8	80		185
Taxation and Revenue Department	50,845	4,568	4,568	1,428			53,985
Transportation, Department of	5,552						5,552
Treasurer, Office of the State	1,939	14	14				1,953
Veterans' Service Department	66						66
Workers' Compensation Administration	1,358	44	44	424			978
Workforce Solutions Department	19						19
<b>TOTAL EXECUTIVE AGENCIES</b>	<b>101,965</b>	<b>13,874</b>	<b>13,874</b>	<b>2,365</b>	<b>429</b>	<b>0</b>	<b>113,045</b>
<b>NON-EXECUTIVE AGENCIES</b>							
Colleges/Universities	153						153
Counties	9,980	396	396	287			10,089
Court of Appeals	1,374				1,355		19
District Courts	28,498	1,289	1,289		5,385		24,402
Judicial Standards Commission	119	15	15				134
Municipalities	1,864	70	70		48		1,886
School Districts	1,201						1,201
Silver City Consolidated	176						176
Supreme Court	1,999				1,815		184
<b>TOTAL NON-EXECUTIVE AGENCIES</b>	<b>45,364</b>	<b>1,770</b>	<b>1,770</b>	<b>287</b>	<b>8,603</b>	<b>0</b>	<b>38,244</b>
<b>GRAND TOTAL</b>	<b>147,329</b>	<b>15,644</b>	<b>15,644</b>	<b>2,652</b>	<b>9,032</b>	<b>0</b>	<b>151,289</b>

### Records Center Services Bureau

The Records Center Services Bureau provides storage facilities for inactive or infrequently used paper records of State agencies. This service is offered without charge, provided the records still have legal retention requirements; if agencies wish to store records beyond set retention periods, the SRCA has the authority to charge for that storage. These inactive and infrequently used 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 2009, the two facilities processed 13,004 cubic feet of records for storage and 15,320 cubic feet of records for destruction (4,422 boxes stored in the Records Centers and 10,898 brought in for destruction). This Bureau also processed 6,022 record withdrawal requests from State agencies. This included 447 boxes that were permanently withdrawn. The Santa Fe Records Center also provides secure, vault storage for the off-site storage of disaster recovery backup files and electronic media. Below is a table that displays the storage and disposition activity for the records centers.

Agency Name	Beginning inventory 7/01/2008	Boxes brought in for storage	Boxes permanently withdrawn	Boxes transferred to Archives	Boxes destroyed in the Records Center (zapped)	Ending Inventory for FY 2009 6/30/09
Aging and Long-Term Services Department	400	92				492
Architects, Board of Examiners for	58	4				62
Attorney General, Office of the	2,778	114			219	2,673
Auditor, Office of the State	38					38
Blind, Commission for the	4					4
Children, Youth and Families Department	4,694	600				5,294
Corrections Department	12,054	754				12,808
Crime Victims Reparation Commission	622	21				643
Cultural Affairs Dept	283					283
Economic Development Department	6					6
Education Department, Public	2,087	203				2,290
Educational Retirement Board	1,427	1	11			1,417
Energy, Minerals and Natural Resources Department	743	39			99	683

Agency Name	Beginning inventory 7/01/2008	Boxes brought in for storage	Boxes permanently withdrawn	Boxes transferred to Archives	Boxes destroyed in the Records Center (zapped)	Ending Inventory for FY 2009 6/30/09
Engineer, Office of the State	350	40	18		42	330
Environment, Department of	2,564	181			154	2,591
Finance and Administration, Department of	789	140				929
Finance Authority, NM	32					32
Game and Fish, Department of	43				39	4
Gaming Control Board	11					11
General Services Department (GSD)	1,550	132			250	1,432
Governor, Office of the	300	70	5			365
Health, Department of	10,572	1,706				12,278
Health Policy Commission	7	11				18
Higher Education Department	67	340				407
Human Services Department	7,779	1,421			621	8,579
Indian Affairs Department	2					2
Information Technology, Department of	31					31
Investment Council, State	144	9	25			128
Juvenile Parole Board	66					66
Land Office, State	427		1			426
Livestock Board	739	30				769
Medical Examiners Board, NM	563	69				632
Military Affairs, Department of	2,089	44				2,133
New Mexico School for the Deaf	72		1			71
New Mexico State University	10	1			1	10
Nursing, Board of	481	13				494
Parole Board	720	98				818

Agency Name	Beginning inventory 7/01/2008	Boxes brought in for storage	Boxes permanently withdrawn	Boxes transferred to Archives	Boxes destroyed in the Records Center (zapped)	Ending Inventory for FY 2009 6/30/09
Personnel Office, State	193	8				201
Professional Engineers and Professional Surveyors, Board of Licensure for	37	8				45
Public Defender Department	4,005	561			334	4,232
Public Employees Retirement Association	2,193	150				2,343
Public Regulation Commission	3,226	1,705				4,931
Public Safety, Department of	2,413	129	130			2,412
Public School Facilities Authority	104		1			103
Public School Insurance Authority	331	88			105	314
Racing Commission, State	26					26
Records, Commission of Public	75	6			17	64
Regulation and Licensing Department	4,090	518			536	4,072
Secretary of State, Office of the	818	218			102	934
Taxation and Revenue Department	2,466	452			455	2,463
Transportation, Department of	113	81				194
Treasurer, Office of the State	1,348	99	29			1,418
Veterans' Services Department	154	47			35	166
Veterinary Medicine, Board of	8					8
Vocational Rehabilitation Division	981	277				1,258
Workers' Compensation Administration	138	30			23	145
Workforce Solutions Department	3,547	768			998	3,317

Agency Name	Beginning inventory 7/01/2008	Boxes brought in for storage	Boxes permanently withdrawn	Boxes transferred to Archives	Boxes destroyed in the Records Center (zapped)	Ending Inventory for FY 2009 6/30/09
Youth Conservation Corps Commission	24	14				38
<b>TOTAL EXECUTIVE AGENCIES</b>	<b>80,892</b>	<b>11,292</b>	<b>221</b>	<b>0</b>	<b>4,030</b>	<b>87,933</b>

NON-EXECUTIVE AGENCIES						
Administrative Office of the Courts	357	136				493
Congress of the United States (Tom Udall)	31					31
Counties	34					34
Court of Appeals	183	200				383
District Attorneys, Administrative Office of the	3,842		256			3,586
District Attorney Office	3,266	995			339	3,922
District Courts	966	12				978
Judicial Standards Commission	1					1
Legislative Council Service	2,475	121				2,596
Legislative Education Study Committee	7					7
Legislative Finance Committee	392	73				465
Legislative House/Senate	16	6				22
Legislative Maintenance	12					12
Magistrate Courts	54	2				56
Metropolitan Court, Bernalillo County	3,525	143		886	53	2,729
Silver City Consolidated	120					120
Supreme Court	257	24				281
<b>TOTAL NON-EXECUTIVE AGENCIES</b>	<b>15,538</b>	<b>1,712</b>	<b>256</b>	<b>886</b>	<b>392</b>	<b>15,716</b>
<b>GRAND TOTAL</b>	<b>96,430</b>	<b>13,004</b>	<b>477</b>	<b>886</b>	<b>4,422</b>	<b>103,649</b>

## FISCAL YEAR 2009 AUDIT - FINANCIAL STATEMENTS

The Commission's FY 2009 audit was conducted by Robert Rivera, CPA. It was completed on time and there was one finding. There was a failure to revert unexpended state general fund appropriations to the state general fund. Copies of the financial statements and notes follow.

### Exhibit A

#### STATE OF NEW MEXICO COMMISSION OF PUBLIC RECORDS

##### Statement of Net Assets

June 30, 2009

	<u>Governmental Activities</u>
<b>ASSETS</b>	
Investment in the State Treasurer General Fund Investment Pool	\$ 510,462
Petty cash	200
Receivables (net)	31,338
Inventories	15,137
Due from other state agencies	6,886
Due from federal government	39,636
Prepaid postage	3,989
Capital assets (net of accumulated depreciation)	328,754
Total assets	936,402
 <b>LIABILITIES</b>	
Accounts payable	15,117
Accrued payroll payable	54,700
Payroll taxes payable	20,577
Payroll benefits payable	39,477
Due to other state agencies	7,906
Due to State General Fund	183,005
Long-term liabilities	
Due within one year	88,166
Due after one year	34,476
Total liabilities	443,424
 <b>NET ASSETS</b>	
Invested in capital assets	328,754
Restricted-Gift Fund	4,995
Unrestricted (deficit)	159,229
Total net assets	\$ 492,978

STATE OF NEW MEXICO  
 COMMISSION OF PUBLIC RECORDS  
 Statement of Activities  
 For the Year Ended June 30,2009

	<b>Governmental Activities</b>
<b>Expenses:</b>	
General Government:	
Personal services and employee benefits	\$ 2,518,876
Contractual services	292,136
Other costs	409,664
Depreciation	81,386
Total expensed	3,302,062
 <b>Program revenues:</b>	
Charges for services	153,464
Operating grants and contributions	60,361
Program revenue	213,825
Net program (expenses)	(3,088,237)
 <b>General revenues:</b>	
Transfers	
State general funds appropriations (net of reversions)	3,045,627
Other financing sources	53,200
Total general revenues	3,098,827
Increase (decrease) in net assets	10,590
Net assets, beginning, as reported	451,032
Restatements:	
Prior-period adjustments	31,356
Net assets, beginning, as restated	482,388
Net assets, ending	\$ 492,978

Exhibit C

**Balance Sheet - Governmental Funds  
For the Year Ended June 30, 2009**

	General Fund 17900 Major	Non-Major Funds	Total Governmental Funds
<b>ASSETS</b>			
State Treasurer General fund Investment Pool	\$360,768	\$3,395	\$364,163
Petty cash	50	-	50
Receivable from federal gov	39,636	-	39,636
Due from other funds	324	1,600	1,924
Due from other state agencies	279	-	279
Pre-paid postage	3,989	-	3,989
Total assets	<u>\$ 405,046</u>	<u>\$ 4,995</u>	<u>\$ 410,041</u>
<b>LIABILITIES</b>			
Accounts payable	\$ 13,953	-	\$ 13,953
Accrued payroll payable	53,419	-	53,419
Payroll taxes payable	20,083	-	20,083
Payroll benefits payable	38,771	-	38,771
Due to other state agencies	7,906	-	7,906
Due to State General Fund	183,005	-	183,005
Total liabilities	<u>317,137</u>	<u>-</u>	<u>317,137</u>
<b>FUND BALANCES</b>			
Reserved for prepaid postage	3,989	-	3,989
Reserved for petty cash	50	-	50
Unreserved, (deficit)	83,870	4,995	88,865
Total fund balances	<u>87,909</u>	<u>4,995</u>	<u>92,904</u>
Total liabilities and fund balance	<u>\$ 405,046</u>	<u>\$ 4,995</u>	<u>\$ 410,041</u>
Total fund balance for the governmental funds			\$ 92,904
Amounts reported for governmental activities in the Statement of Net assets are different because:			
Capital assets (includes Internal Service Fund of \$51,555)			328,754
Long-term liabilities are not due and payable (includes Internal Services Fund compensated absences of \$385)			(122,642)
Internal service fund re-characterized:			
Net assets		\$245,134	
Capital assets		(51,555)	
Compensated absences		385	193,964
Rounding			(2)
Net assets of governmental activities			<u>\$ 492,978</u>

**COMMISSION OF PUBLIC RECORDS**  
**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**  
**Governmental Funds**  
**For the Year Ended June 30, 2009**

	General Fund (17900) (Major)	Non-Major Funds	Total Governmental Funds
<b>REVENUES</b>			
Intergovernmental revenue - federal operating grants	\$ 55,251	-	\$ 55,251
Other gifts and grants	5,000	111	5,111
Total revenues	60,251	111	60,362
<b>EXPENDITURES</b>			
Current:			
Personal services & employee benefits	2,464,989	-	2,464,989
Contractual services	285,947	-	285,947
Other costs	348,010	-	348,010
Capital outlay	11,422	-	11,422
Total expenditures	3,110,368	-	3,110,368
Excess (deficiency) of revenues over expenditures	(3,050,117)		(3,050,006)
<b>OTHER FINANCING SOURCES (USES)</b>			
Transfers:			
State General Fund appropriation	3,091,600	-	3,091,600
Compensation appropriation	53,200	-	53,200
Reversion - FY09	(45,973)	-	(45,973)
Total other financing sources (uses)	3,098,827	-	3,098,827
Net change in fund balance	48,710	111	48,821
Fund balance - beginning	39,199	4,884	44,083
Fund balance - ending	\$ 87,909	\$ 4,995	\$ 92,904

**STATE OF NEW MEXICO**  
**COMMISSION OF PUBLIC RECORDS**  
**Reconciliation of the Statements of Revenues, Expenditures,**  
**and Changes in Fund Balances of Governmental Funds to the Statements of Activities**  
**For the Year Ended June 30, 2009**

		<u>Total</u>
Net Change in Fund Balance - Governmental Funds (exhibit D)		\$ 48,821
<p>Governmental funds report capital outlays as expenditures while governmental activities report depreciation expense to allocate those expenditures over the life of the assets. This is the amount by which capital outlays exceeded depreciation in the current period.</p>		
Capital outlay	16,324	
Depreciation (includes Internal Service Fund of \$9,905)	<u>(81,386)</u>	(65,062)
<p>Some expenses (compensated absences) reported in the statement of activities do not require the use of current financial resources and therefore, are not reported as expenditures in governmental funds (includes Internal Service Fund of \$385)</p>		
		(324)
<p>Internal service fund net change in net assets re-characterized:</p>		
Change in net assets (exhibit H)	\$ 16,865	
Depreciation expense	9,905	
Compensated absences	385	<u>27,155</u>
Changes in Net Assets of Governmental Activities (exhibit B)		<u>\$ 10,590</u>

STATE OF NEW MEXICO  
COMMISSION OF PUBLIC RECORDS

Statement of Revenues and Expenditures - Budget and Actual  
(Budgetary Basis)  
General Fund (17900) - Major  
For the Year Ended June 30, 2009

	Budgeted Amounts		Actual Budgetary Basis	Variance Favorable (Unfavorable)
	Original Budget	Final Budget		
<b>REVENUES:</b>				
Federal funds	\$ 48,100	\$ 56,153	\$ 55,251	\$ (902)
State General Fund	3,166,900	3,088,000	3,091,600	3,600
Other financing sources	53,200	53,200	53,200	-
Other gifts and grants	-	5,000	5,000	-
Total revenues	3,268,200	3,202,353	<u>\$ 3,205,051</u>	<u>\$ 2,698</u>
Cash balance	<u>33,987</u>	<u>33,987</u>		
Total resources	<u>\$ 3,302,187</u>	<u>\$ ,236,340</u>		
<b>EXPENDITURES:</b>				
Personal services/benefits	\$ 2,514,200	\$2,468,900	\$ 2,464,989	\$ 3,911
Contractual services	382,000	378,550	285,947	92,603
Other costs	<u>405,987</u>	<u>388,890</u>	<u>358,260</u>	<u>30,630</u>
Total expenditures	<u>\$ 3,302,187</u>	<u>\$3,236,340</u>	<u>\$ 3,109,196</u>	<u>\$ 127,144</u>
Reconciliation of GAAP to budget basis expenditures:				
GAAP basis expenditures			\$ 3,110,368	
Adjustments:				
Adjustment to prepaid postage and postage expense			<u>(1,172)</u>	
Budget basis expenditures			<u>\$ 3,109,196</u>	

## Note:

The actual expenditures on the budgetary basis do not include any accounts payable that required a request to pay prior-year bills out of the FY 2009 budget.

**STATE OF NEW MEXICO  
COMMISSION OF PUBLIC RECORDS**

**Statement of Net Assets**

**Proprietary Funds**

June 30, 2009

		<b>Governmental Activities - Internal Service Fund (37100)</b>
<b>ASSETS</b>		
Current assets:		
Investment in the State Treasurer General Fund		
Investment Pool	\$	146,300
Petty Cash		150
Receivables		31,338
Inventories		15,137
Due from other state agencies		6,607
Total current assets		199,532
Non-current assets:		
Capital assets:		
Furniture and equipment		279,411
Less accumulated depreciation		(227,856)
Capital assets, net		51,555
Total non-current assets		51,555
Total assets		251,087
<b>LIABILITIES</b>		
Current liabilities:		
Accounts payable		1,164
Accrued payroll payable		1,281
Payroll taxes payable		494
Payroll benefits payable		705
Compensated absences		385
Due to other funds		1,924
Total current liabilities		5,953
<b>NET ASSETS</b>		
Invested in capital assets		51,555
Unrestricted (deficit)		193,579
Total net assets	\$	245,134

Exhibit H

STATE OF NEW MEXICO  
COMMISSION OF PUBLIC RECORDS  
Statement of Revenues, Expenses and Changes in Net Assets  
Proprietary funds  
For the Year Ended June 30, 2009

	<b>Governmental Activities - Internal Service Fund (37100)</b>
<b>Operating revenues:</b>	
Charges for services	<u>\$ 153,464</u>
<b>Operating expenses:</b>	
Current:	
Personal services/benefits	53,949
Contractual services	6,189
Other costs	66,556
Depreciation expense	<u>9,905</u>
Total operating expenses	<u>136,599</u>
Changes in net assets	16,865
<b>Total net assets, beginning of year</b>	<u>228,269</u>
<b>Total net assets, end of year</b>	<u><u>\$ 245,134</u></u>

**Exhibit I**

**STATE OF NEW MEXICO  
COMMISSION OF PUBLIC RECORDS  
Statement of Cash Flows  
Proprietary funds  
For the Year Ended June 30, 2009**

	<b>Governmental Activities - Internal Service Fund (37100)</b>
<b>Cash flows from operating activities:</b>	
Receipts from customers	\$ 143,989
Payments to employees and suppliers	(139,390)
Net cash provided (used) by operating activities	4,599
 <b>Cash flows from capital financing activities:</b>	
Additions to equipment	(6,379)
Net increase (decrease) in cash and cash equivalents	(1,780)
 Cash and cash equivalents, beginning of year	 148,080
Cash and cash equivalents, end of year	\$ 146,300
 <b>Reconciliation of operating income (loss) to net cash provided (used) by operating activities:</b>	
Operating income (loss)	\$ 16,865
Adjustments to reconcile operating income to net cash provided (used) by operating activities:	
Depreciation	9,905
Change in assets (increase) decrease:	
Receivables	(9,799)
Due from other funds	753
Inventories	(875)
Change in liabilities (decrease) increase:	
Accounts and other payables	(12,250)
Net cash provided (used) by operating activities	\$ 4,599

