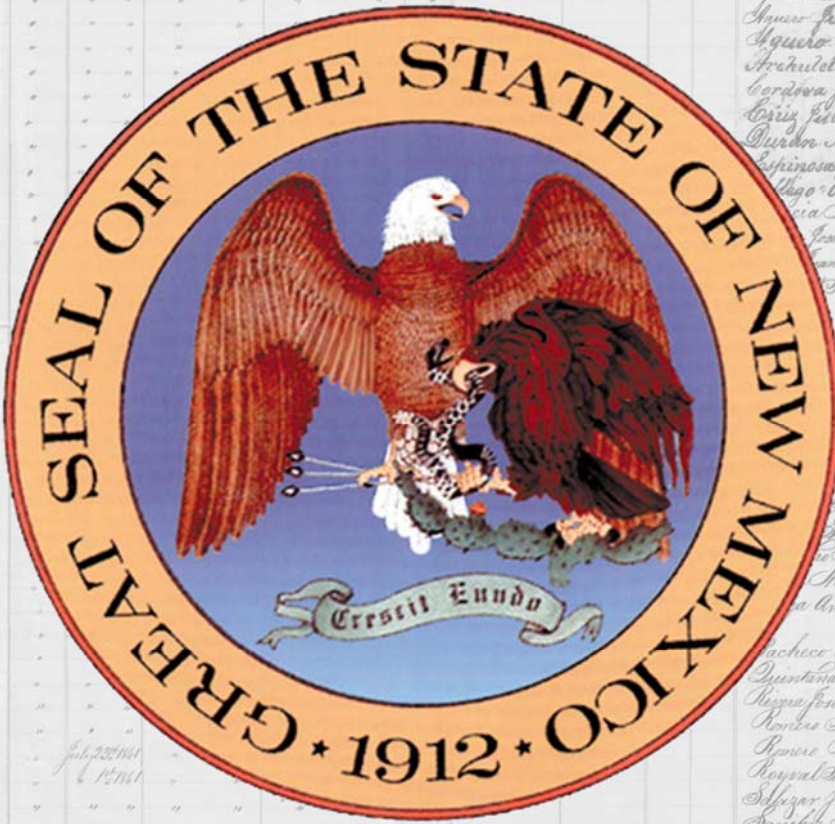


MUSTER ROLL of Captain *Francisco Gonzales* Company (*A*), of the *First* Regiment of *New Mexico*
Cristopher Carson, from the *Thirtieth* day of *April* 1862, when last mustered

No.	NAMES, PRESENT AND ABSENT. (Present in alphabetical order.)	RANK.	ENLISTED.	LAST PAID. (See note 2.)	COUNTY.		NAMES, PRESENT	Dues U.S. for uniform complete.	Dues U.S. for Sutter.	Dues U.S. for Moore.
					PAID.	SEE.				
NEW MEXICO COMMISSION OF PUBLIC RECORDS ANNUAL REPORT 2010										
1.	<i>Francisco Gonzales</i>		<i>July 15th 1861</i>	<i>First</i>						
1.	<i>José Rafael Hoytas</i>		<i>July 15th 1861</i>	<i>Captain</i>	<i>Valdez</i>		<i>José Rafael Hoytas</i>	<i>40.75%</i>		
2.	<i>José Manuel Garcia</i>						<i>José Manuel Garcia</i>	<i>40.75%</i>		
1.	<i>José Martínez</i>		<i>July 15th 1861</i>				<i>José Martínez</i>	<i>1.44%</i>	<i>40.75%</i>	<i>13.25</i>
2.	<i>Juan Cardova</i>						<i>Juan Cardova</i>	<i>1.25</i>	<i>40.75%</i>	<i>6.00</i>
3.	<i>José Gregorio Trujillo</i>						<i>José Gregorio Trujillo</i>		<i>40.75%</i>	<i>4.00</i>
4.	<i>José María Garcia</i>								<i>40.75%</i>	<i>12.00</i>
1.	<i>Juan Sanchez</i>		<i>July 15th 1861</i>				<i>Juan Sanchez</i>		<i>40.75%</i>	<i>6.00</i>
1.	<i>Antonio Vigil</i>						<i>Antonio Vigil</i>	<i>4.00</i>	<i>40.75%</i>	<i>6.00</i>
1.	<i>Agustín Antonio</i>						<i>Agustín Antonio</i>	<i>2.71%</i>	<i>40.75%</i>	<i>18.65</i>
2.	<i>Agustín Felipe 2^a</i>						<i>Agustín Felipe 2^a</i>	<i>7.00</i>	<i>40.75%</i>	<i>16.00</i>
3.	<i>Agustín Juan José</i>						<i>Agustín Juan José</i>		<i>40.75%</i>	<i>16.00</i>
4.	<i>Agustín Nicolás</i>						<i>Agustín Nicolás</i>	<i>3.00</i>	<i>40.75%</i>	<i>4.00</i>
5.	<i>Archuleta Horacio</i>						<i>Archuleta Horacio</i>	<i>6.75</i>	<i>40.75%</i>	<i>11.00</i>
6.	<i>Cardova Juan Estevan</i>						<i>Cardova Juan Estevan</i>	<i>9.40</i>	<i>40.75%</i>	<i>12.00</i>
7.	<i>Cruz Juan Reyes</i>						<i>Cruz Juan Reyes</i>	<i>6.45</i>	<i>40.75%</i>	<i>12.00</i>
8.	<i>Duran Manuel</i>						<i>Duran Manuel</i>	<i>8.00</i>	<i>40.75%</i>	<i>12.00</i>
9.	<i>Espinosa José de Jesús</i>						<i>Espinosa José de Jesús</i>	<i>4.00</i>	<i>40.75%</i>	<i>6.00</i>
10.	<i>Gallego Atanacio</i>						<i>Gallego Atanacio</i>	<i>3.00</i>	<i>40.75%</i>	<i>12.00</i>
11.	<i>García Andrés</i>						<i>García Andrés</i>		<i>40.75%</i>	<i>6.00</i>
12.	<i>García José Guadalupe</i>						<i>García José Guadalupe</i>	<i>12.00</i>	<i>40.75%</i>	<i>12.00</i>
13.	<i>García Juan Matías</i>						<i>García Juan Matías</i>	<i>5.53</i>	<i>40.75%</i>	<i>12.00</i>
14.	<i>Harold José</i>						<i>Harold José</i>		<i>40.75%</i>	<i>5.00</i>
15.	<i>Hernández Juan de Jesús</i>						<i>Hernández Juan de Jesús</i>	<i>3.00</i>	<i>40.75%</i>	<i>11.00</i>
16.	<i>Martín Eusebio</i>						<i>Martín Eusebio</i>	<i>2.00</i>	<i>40.75%</i>	<i>11.50</i>
17.	<i>Martín Jesús María</i>						<i>Martín Jesús María</i>	<i>14.09</i>	<i>40.75%</i>	<i>12.50</i>
18.	<i>Martín José</i>						<i>Martín José</i>	<i>2.00</i>	<i>40.75%</i>	<i>12.00</i>
19.	<i>Martín Pablo</i>						<i>Martín Pablo</i>	<i>8.41</i>	<i>40.75%</i>	<i>12.00</i>
20.	<i>Martín Santiago</i>						<i>Martín Santiago</i>	<i>2.71%</i>	<i>40.75%</i>	<i>13.00</i>
21.	<i>Morales Expansión</i>						<i>Morales Expansión</i>	<i>1.50</i>	<i>40.75%</i>	<i>12.00</i>
22.	<i>Morales Anunciación</i>						<i>Morales Anunciación</i>	<i>7.43</i>	<i>40.75%</i>	<i>6.00</i>
23.	<i>Noytas Francisco</i>						<i>Noytas Francisco</i>	<i>6.44%</i>	<i>40.75%</i>	<i>14.00</i>
24.	<i>Noytas Domingo</i>						<i>Noytas Domingo</i>	<i>9.57</i>	<i>40.75%</i>	<i>12.00</i>
25.	<i>Noytas Juan</i>						<i>Noytas Juan</i>	<i>6.35</i>	<i>40.75%</i>	<i>12.00</i>
26.	<i>Noytas Miguel</i>						<i>Noytas Miguel</i>	<i>2.75</i>	<i>40.75%</i>	<i>12.00</i>
27.	<i>Noytas Antonio María</i>						<i>Noytas Antonio María</i>	<i>5.39</i>	<i>40.75%</i>	<i>12.00</i>
28.	<i>Ortiz Quirino</i>						<i>Ortiz Quirino</i>	<i>3.39</i>	<i>40.75%</i>	<i>12.50</i>
29.	<i>Pacheco Tomás</i>						<i>Pacheco Tomás</i>	<i>2.00</i>	<i>40.75%</i>	<i>12.00</i>
30.	<i>Quintana José</i>						<i>Quintana José</i>	<i>12.02</i>	<i>40.75%</i>	<i>11.00</i>
31.	<i>Rivera José Miguel</i>						<i>Rivera José Miguel</i>	<i>4.71%</i>	<i>40.75%</i>	<i>8.00</i>
32.	<i>Rivera José</i>						<i>Rivera José</i>		<i>40.75%</i>	<i>9.50</i>
33.	<i>Rivera Manuel</i>						<i>Rivera Manuel</i>	<i>4.75</i>	<i>40.75%</i>	<i>14.00</i>
34.	<i>Rivera Ramón</i>						<i>Rivera Ramón</i>		<i>40.75%</i>	<i>4.00</i>
35.	<i>Rivera Juan Domingo</i>						<i>Rivera Juan Domingo</i>		<i>40.75%</i>	<i>2.25</i>
36.	<i>Rivera José Pablo</i>						<i>Rivera José Pablo</i>	<i>2.00</i>	<i>40.75%</i>	<i>8.00</i>
37.	<i>Rivera Juan</i>						<i>Rivera Juan</i>		<i>40.75%</i>	<i>9.50</i>
38.	<i>Rivera Juan María</i>						<i>Rivera Juan María</i>		<i>40.75%</i>	<i>14.00</i>
39.	<i>Rivera Pedro</i>						<i>Rivera Pedro</i>		<i>40.75%</i>	<i>4.00</i>
40.	<i>Rivera Juan</i>						<i>Rivera Juan</i>		<i>40.75%</i>	<i>2.25</i>
41.	<i>Rivera José</i>						<i>Rivera José</i>		<i>40.75%</i>	<i>8.00</i>
42.	<i>Rivera José</i>						<i>Rivera José</i>		<i>40.75%</i>	<i>9.50</i>
43.	<i>Rivera José</i>						<i>Rivera José</i>		<i>40.75%</i>	<i>14.00</i>
44.	<i>Rivera José</i>						<i>Rivera José</i>		<i>40.75%</i>	<i>4.00</i>
45.	<i>Rivera José</i>						<i>Rivera José</i>		<i>40.75%</i>	<i>2.25</i>
46.	<i>Rivera José</i>						<i>Rivera José</i>		<i>40.75%</i>	<i>8.00</i>
47.	<i>Rivera José</i>						<i>Rivera José</i>		<i>40.75%</i>	<i>9.50</i>
48.	<i>Rivera José</i>						<i>Rivera José</i>		<i>40.75%</i>	<i>14.00</i>
49.	<i>Rivera José</i>						<i>Rivera José</i>		<i>40.75%</i>	<i>4.00</i>
50.	<i>Rivera José</i>						<i>Rivera José</i>		<i>40.75%</i>	<i>2.25</i>
51.	<i>Rivera José</i>						<i>Rivera José</i>		<i>40.75%</i>	<i>8.00</i>
52.	<i>Rivera José</i>						<i>Rivera José</i>		<i>40.75%</i>	<i>9.50</i>
53.	<i>Rivera José</i>						<i>Rivera José</i>		<i>40.75%</i>	<i>14.00</i>
54.	<i>Rivera José</i>						<i>Rivera José</i>		<i>40.75%</i>	<i>4.00</i>
55.	<i>Rivera José</i>						<i>Rivera José</i>		<i>40.75%</i>	<i>2.25</i>
56.	<i>Rivera José</i>						<i>Rivera José</i>		<i>40.75%</i>	<i>8.00</i>
57.	<i>Rivera José</i>						<i>Rivera José</i>		<i>40.75%</i>	<i>9.50</i>
58.	<i>Rivera José</i>						<i>Rivera José</i>		<i>40.75%</i>	<i>14.00</i>
59.	<i>Rivera José</i>						<i>Rivera José</i>		<i>40.75%</i>	<i>4.00</i>
60.	<i>Rivera José</i>						<i>Rivera José</i>		<i>40.75%</i>	<i>2.25</i>
61.	<i>Rivera José</i>						<i>Rivera José</i>		<i>40.75%</i>	<i>8.00</i>
62.	<i>Rivera José</i>						<i>Rivera José</i>		<i>40.75%</i>	<i>9.50</i>
63.	<i>Rivera José</i>						<i>Rivera José</i>		<i>40.75%</i>	<i>14.00</i>
64.	<i>Rivera José</i>						<i>Rivera José</i>		<i>40.75%</i>	<i>4.00</i>
65.	<i>Rivera José</i>						<i>Rivera José</i>		<i>40.75%</i>	<i>2.25</i>
66.	<i>Rivera José</i>						<i>Rivera José</i>		<i>40.75%</i>	<i>8.00</i>
67.	<i>Rivera José</i>						<i>Rivera José</i>		<i>40.75%</i>	<i>9.50</i>
68.	<i>Rivera José</i>						<i>Rivera José</i>		<i>40.75%</i>	<i>14.00</i>
69.	<i>Rivera José</i>						<i>Rivera José</i>		<i>40.75%</i>	<i>4.00</i>
70.	<i>Rivera José</i>						<i>Rivera José</i>		<i>40.75%</i>	<i>2.25</i>
71.	<i>Rivera José</i>						<i>Rivera José</i>		<i>40.75%</i>	<i>8.00</i>
72.	<i>Rivera José</i>						<i>Rivera José</i>		<i>40.75%</i>	<i>9.50</i>
73.	<i>Rivera José</i>						<i>Rivera José</i>		<i>40.75%</i>	<i>14.00</i>
74.	<i>Rivera José</i>						<i>Rivera José</i>		<i>40.75%</i>	<i>4.00</i>
75.	<i>Rivera José</i>						<i>Rivera José</i>		<i>40.75%</i>	<i>2.25</i>
76.	<i>Rivera José</i>						<i>Rivera José</i>		<i>40.75%</i>	<i>8.00</i>
77.	<i>Rivera José</i>						<i>Rivera José</i>		<i>40.75%</i>	<i>9.50</i>
78.	<i>Rivera José</i>						<i>Rivera José</i>		<i>40.75%</i>	<i>14.00</i>
79.	<i>Rivera José</i>						<i>Rivera José</i>		<i>40.75%</i>	<i>4.00</i>
80.	<i>Rivera José</i>						<i>Rivera José</i>		<i>40.75%</i>	<i>2.25</i>
81.	<i>Rivera José</i>						<i>Rivera José</i>		<i>40.75%</i>	<i>8.00</i>
82.	<i>Rivera José</i>						<i>Rivera José</i>		<i>40.75%</i>	<i>9.50</i>
83.	<i>Rivera José</i>						<i>Rivera José</i>		<i>40.75%</i>	<i>14.00</i>
84.	<i>Rivera José</i>						<i>Rivera José</i>		<i>40.75%</i>	<i>4.00</i>
85.	<i>Rivera José</i>						<i>Rivera José</i>		<i>40.75%</i>	<i>2.25</i>
86.	<i>Rivera José</i>						<i>Rivera José</i>		<i>40.75%</i>	<i>8.00</i>
87.	<i>Rivera José</i>						<i>Rivera José</i>		<i>40.75%</i>	<i>9.50</i>
88.	<i>Rivera José</i>						<i>Rivera José</i>		<i>40.75%</i>	<i>14.00</i>
89.	<i>Rivera José</i>						<i>Rivera José</i>		<i>40.75%</i>	<i>4.00</i>
90.	<i>Rivera José</i>						<i>Rivera José</i>		<i>40.75%</i>	<i>2.25</i>
91.	<i>Rivera José</i>						<i>Rivera José</i>		<i>40.75%</i>	<i>8.00</i>
92.	<i>Rivera José</i>						<i>Rivera José</i>		<i>40.75%</i>	<i>9.50</i>
93.	<i>Rivera José</i>						<i>Rivera José</i>		<i>40.75%</i>	<i>14.00</i>
94.	<i>Rivera José</i>						<i>Rivera José</i>		<i>40.75%</i>	<i>4.00</i>
95.	<i>Rivera José</i>						<i>Rivera José</i>		<i>40.75%</i>	<i>2.25</i>
96.	<i>Rivera José</i>						<i>Rivera José</i>		<i>40.75%</i>	<i>8.00</i>
97.	<i>Rivera José</i>						<i>Rivera José</i>		<i>40.75%</i>	<i>9.50</i>
98.	<i>Rivera José</i>						<i>Rivera José</i>		<i>40.75%</i>	<i>14.00</i>
99.	<i>Rivera José</i>						<i>Rivera José</i>		<i>40.75%</i>	<i>4.00</i>
100.	<i>Rivera José</i>						<i>Rivera José</i>		<i>40.75%</i>	<i>2.25</i>



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

AGENCY OVERVIEW

The Commission of Public Records, a State agency created in 1959 and also known as the State Records Center and Archives, is governed by a seven-member commission, established pursuant to Section 14-3-3 NMSA 1978. Six of the seven members serve ex officio; the seventh, a historian specializing in New Mexico history, is appointed by the governor. In Fiscal Year (FY) 2010, members were:

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

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 2010 were:

THE 2010 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 Martinez, Administrative Law
Division Director

Melissa Salazar, Archives and Historical
Services Division Director

Rick Hendricks, Ph.D., State Historian and
Office of the State Historian Division
Director

Peter Chacon, 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. 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 numbers 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 (RMD) 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 Office of the State Historian (OSH), a division within the SRCA, 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, the body charged with overseeing 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 to the SRCA and was established, pursuant to Federal law, 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 as the chairperson 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 2010. While the agency did make some progress in meeting many of its strategic objectives, perhaps the most significant developments in FY 2010 were the continuing decline in State revenues and the consequent reductions in general fund expenditures. In response to the revenue decline, Governor Richardson issued an Executive Order in the fall of 2009 mandating specific reductions in general fund support as well as furloughs for agencies under his direction; in that Order he also requested non-gubernatorial, executive agencies and other agencies not under his control to consider reductions of three percent. As a non-gubernatorial, executive agency, the SRCA was not subject to the mandatory provisions of the Order; however, the State Records Administrator and the Commission of Public Records, recognizing the severity of the State's budgetary shortfall, agreed to a four percent reduction. Part of the savings was realized through three vacancies at the division-director level: the State Historian position was vacant from August 2009 until March 2010; the Information Technology Management Division Director was vacant from August 2009 until January 2010; and the Records Management Division Director became vacant in May 2010 and will probably remain so for most of FY 2011. The agency also made significant reductions in planned Contractual Services expenditures to meet the four percent target of \$115,400. However, other vacancies that the agency was unable to fill led to an even higher reversion of \$170,807.

While the SRCA was able to avoid employee furloughs, the expenditure limitations did have an adverse impact on the agency's ability to meet its statutory and strategic goals. The reduction in the State Archives' public access hours, initially implemented in FY 2009, continued throughout FY 2010. Likewise, the Agency Analysis Bureau of the Records Management Division, with the two vacancies there, including that of senior analyst, was unable to meet performance targets 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 created and maintained by agencies increase the risk to the State should records needed for operations or that become the subjects of subpoenas, audits or investigations be lost or prematurely destroyed. The Bureau, because of vacancies and lack of travel funds, also was unable to provide the on-site training requested by agencies and local governments. Until the agency can fill the vacant positions, training will be limited and progress in updating schedules, which is a key performance measure for the agency, will continue to be slow.

One of the most pressing challenges facing governments as well as the private sector today is the management of electronic records, especially as more and more records are created and maintained solely in electronic format. The SRCA has been working for over a decade to educate State agencies about the often complex issues involved with electronic records, but with only limited success. In FY 2010, the agency began planning to address a major challenge of its own – the transfer to the State Archives of the records of out-going elected officials whose terms would end in December of 2010. For the first time, large numbers of those records were expected to be electronic, particularly those being transferred from the Governor's Office. The SRCA had to be prepared to assure the authenticity and reliability of those records transferred and, since the majority of the records would likely have permanent retentions, to address long-term preservation (500 years and more) requirements. With microfilm still the preferred medium for archival preservation, the agency, in the last quarter of FY 2010, purchased an archive writer that replaced a dated camera and that would allow the conversion of electronic records to microfilm. While the acquisition of the archive writer was an important step in readying for the transfer, other, first-time (for the agency) issues remained. For example, based on early conversations with Governor's Office staff, it appeared that a large number of records were in one or more proprietary databases. How to transfer, preserve and ultimately make accessible those records remained a concern as FY 2010 closed.

Another issue with electronic records is how to store and manage those non-permanent records with defined retentions in the mid- to longer-term range. The SRCA 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 (CERR). The General Appropriation Act of 2010 contained language extending the time for expenditure through the end of FY 2012. 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, did 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 replaced the aging one used to track stored paper and microfilm records. Funding for the second and third phases was requested for FYs 2010 and 2011 but not approved. Despite the serious downturn in the State's revenue picture, the SRCA plans to seek funding for the CERR in FY 2012. Until the CERR is funded and implemented, inactive electronic records still with legal retentions remain at risk.

Although many more records are now produced and maintained electronically, paper records remain – and are likely to remain - an important component of the records generated by State agencies. The SRCA, through the Records Center in Santa Fe and a leased facility in Albuquerque, offers State agencies storage, management and disposition services for inactive records at no cost. This service represents substantial cost avoidance for State government and greatly improves the likelihood that needed records can be retrieved and can be disposed of in accordance with applicable RRDSs. The agency also offers similar services for master microfilm. As of June 30, 2010, the Records Center was monitoring and tracking the lifecycle status, history, series identification and physical location of 104,939 items (cubic foot boxes of paper records), an increase of 1,290 items over the previous year's ending inventory. At the end of FY 2010, the Micrographics Bureau was monitoring and tracking the lifecycle status, history, series identification and physical location of 154,166 rolls of microfilm, an increase of 2,877 items over the prior year.

Preserving and providing access to the State's documentary patrimony is a key responsibility of the SRCA. Through its Archives and Historical Services Division (AHSD), it maintains the State Archives, the repository for the State's permanent and historical records, which is also the state's largest historical records repository and a premier research center for Southwest and Borderland history. Despite vacancies and an increased workload stemming from requests for certified copies of court records, the Division did make progress toward preserving the records it holds in trust and making them more accessible to researchers and interested citizens. Through participation in a multi-state, federally funded project, PeDALS (Persistent Digital Archives and Library System) the agency is examining cost-effective methodologies for preserving archival records. The agency contracted the services of an archivist to digitize Civil War muster rolls for inclusion in the PeDALS project. The on-going digitization of historic photographs from the Archives' photograph collections continued in FY 2010. Digitization of the muster rolls, the photographs and other records aids preservation by providing a means of access other than physical contact and allows the SRCA to "exhibit" these materials broadly via the on-line archival management system *Heritage* and its availability via the world wide web.

The Historical Services Bureau of the AHSD, which has a single employee, is responsible for administering the agency's historical records grant and scholarship programs and provides support to the New Mexico Historical Records Advisory Board. In FY 2010, it oversaw the completion of 16 preservation and access grants awarded in FY 2009 for FY 2010 projects. It also awarded \$60,000 to 12 recipients for FY 2011 projects.

One component of the SRCA's mission is to promote an understanding and appreciation of New Mexico history. Along with the AHSD, the Office of the State Historian, a division of the agency, works toward that goal. Although the position of State Historian was vacant for much of the year, the Division still realized a number of accomplishments. Despite reduced funding, 14 State-funded scholarships were awarded to recipients to conduct research in archival repositories around the state. The Paul C. S. Carpenter History Project and the Historical Society of New Mexico funded and administered three additional scholarships.

A Regional Historian Initiative project, funded through a special appropriation and intended to assess the viability of a network of local historians, was completed. While budgetary restraints will likely preclude implementation of such a program for the foreseeable future, the results of the surveys and regional meetings conducted will undoubtedly yield, once analyzed, important information about local interests and the potential for a regional effort.

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)*. Both publications, as discussed later in this document, provide critical access to State agencies, regulated communities and the public to information about the rule-making activities of State entities. In FY 2010, the Division published 210 notices of proposed rule-making activities and 629 adopted rules (including ten synopses).

The Division also conducts training in rule-filing and publishing requirements. In FY 2010, it implemented an on-line training program that significantly increased access to the training. Additionally, in June of 2010, the Awards Committee of the Administrative Codes and Registers Section of the National Association of Secretaries of State announced that New Mexico's Administrative Law Division had been selected to receive the 2010 Robert J. Colborn Jr. Innovation Award for the on-line rules training.

In the pages that follow, more in-depth information about the activities and accomplishments of the agency's program divisions in FY 2010 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 file rules and other materials related to administrative law; to manage and preserve those items; and to make them accessible to the public. To fulfill this mission, the ALD monitors compliance with statutes and rules affecting the rule-filing and publishing processes. To guide State agencies, the ALD provides consultation regarding the requirements for filing and publishing, and it offers 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 2010 HIGHLIGHTS

In October of 2009, the ALD announced the availability of on-line rules training, which marked the establishment of the SRCA On-line Training Center (OTC). The OTC is hosted on the IDEAL NM Blackboard platform and is available 24 hours a day. IDEAL NM, which stands for Innovative Digital Education and Learning New Mexico, is a New Mexico Higher Education and Public Education program that provides eLearning services to the state. The on-line rules training increases the opportunity for state agencies and the public to learn about state rules.

In June of 2010, the Awards Committee of the Administrative Codes and Registers Section (ACR) of the National Association of Secretaries of State announced that New Mexico's Administrative Law Division had been selected to receive the 2010 Robert J. Colborn Jr. Innovation Award for the on-line rules training. ACR, created this award in July, 2001, in honor of Robert J. Colborn, Jr., who served as the administrator of the Maryland Division of State Documents from 1974 through 2001 and founded ACR. The Robert J. Colborn, Jr. Innovation Award annually recognizes a program that demonstrates creativity and innovation in providing public access to or management of administrative rules. It honors the state agency that has made substantial contributions to the flow of information to the public by improving efficiency and delivery of services to citizens, businesses and other governmental entities.

FISCAL YEAR 2010 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 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 2010, the ALD published 37,462 columnar inches or approximately 1,249 pages of text in the *New Mexico Register*.

The following tables further explain the publishing activity.

<i>New Mexico Register</i> Activity	FY 2006	FY 2007	FY 2008	FY 2009	FY 2010
Notices of rulemaking published	185	174	183	187	210
Other material related to administrative law published	15	21	15	18	5
Adopted rule filings published	650	505	657	599	619
Proposed rules published	11	12	8	7	10
Synopses published in place of full text of adopted rules	1	8	8	8	10

Notices of Rulemaking Published in the *New Mexico Register* FY 2010 by Agency

Agency	Notices Published
Accountancy Board, Public	2
Acupuncture and Oriental Medicine, Board of	2
Administrative Office of the District Attorneys	1
Aging and Long-Term Services Department	3
Agriculture, Department of	5
Albuquerque-Bernalillo Air Quality Control Board	4
Animal Sheltering Board	1
Attorney General, Office of the	1
Barbers and Cosmetologists, Board of	3
Children, Youth and Families Department	4
Chiropractic Examiners, Board of	2
Coal Surface Mining Commission	1
Cultural Affairs Department	2
Curry and Roosevelt Cotton Boll Weevil Control District	1
Dental Health Care, Board of	3
Economic Development Department	2
Energy, Minerals and Natural Resources Department	2
Environment Department	1
Environmental Improvement Board	8
Finance and Administration, Department of	5
Game Commission	7
Gaming Control Board	1
General Services Department	1
Health, Department of	5

Agency	Notices Published
Higher Education Department	4
Human Services Department	27
Investment Council, State	1
Livestock Board	1
Medical Board	3
Mining Safety Board	1
Museum Board of Regents	1
Naprapathic Practice Board	2
Nursing, Board of	3
Personnel Board, State	6
Pharmacy, Board of	3
Physical Therapy Board	1
Psychologist Examiners, Board of	1
Public Education Department	17
Public Employees Retirement Association	2
Public Lands, Commissioner of	2
Public Records, Commission of	5
Public Regulation Commission	15
Public Safety, Department of	5
Public School Capital Outlay Council	1
Public Schools Insurance Authority	1
Racing Commission	4
Real Estate Appraisers Board	1
Regulation and Licensing Department	13
Retiree Health Care Authority	1
Speech-Language Pathology, Audiology and Hearing Aid Dispensing Practices Board	1
Taxation and Revenue Department	8
Thanatopractice, Board of	1
Transportation, Department of	1
Water Quality Control Commission	5
Water Trust Board	1
Workers' Compensation Administration	2
Workforce Solutions, Department of	3
Grand Total	210

Rule Filings Published in the *New Mexico Register* FY 2010 by Agency

Agency	Rule Filings Published
Accountancy Board, Public	2
Acupuncture and Oriental Medicine, Board of	20
Aging and Long-Term Services Department	4
Agriculture, Department of	3
Albuquerque-Bernalillo Air Quality Control Board	7
Attorney General, Office of the	2

Agency	Rule Filings Published
Auditor, Office of the State	2
Barbers and Cosmetologists, Board of	6
Children, Youth and Families Department	33
Chiropractic Examiners, Board of	1
Cultural Affairs Department	5
Dental Health Care, Board of	16
District Attorneys, Administrative Office of the	11
Economic Development Department	3
Educational Retirement Board	1
Energy, Minerals and Natural Resources Department	3
Environment Department	1
Environmental Improvement Board	8
Finance and Administration, Department of	6
Game and Fish, Department of	20
Health, Department of	10
Higher Education Department	2
Human Services Department	131
Information Technology, Department of	1
Interior Design Board	5
Interstate Stream Commission	1
Investment Council, State	1
Juvenile Public Safety Advisory Board	3
Livestock Board	5
Massage Therapy Board	11
Medical Board	8
Mining Safety Board	1
Naprapathic Practice Board	7
Nursing, Board of	2
Personnel Board, State	10
Pharmacy, Board of	6
Physical Therapy Board	6
Public Education Department	54
Public Employees Retirement Association	18
Public Lands, Commissioner of	2
Public Records, Commission of	28
Public Regulation Commission	25
Public Safety, Department of	8
Public School Insurance Authority	2
Racing Commission	13
Real Estate Appraisers Board	7
Real Estate Commission	2
Regulation and Licensing Department	45
Retiree Health Care Authority	6
Secretary of State	3

Agency	Rule Filings Published
Secretary of State, Office of the	2
Signed Language Interpreting Practices Board	6
Speech-Language Pathology, Audiology and Hearing Aid Dispensing Practices Board	4
Taxation and Revenue Department	14
Thanatopractice, Board of	8
Water Trust Board	1
Workers' Compensation Administration	4
Workforce Solutions, Department of	3
Grand Total	619

**Other Material Related to Administrative Law Published in the *New Mexico Register*
FY 2010 by Agency**

Agency	Other Material Published
Architects, Board of Examiners for	2
Public Records, Commission of	1
Regulation and Licensing Department	1
Workers' Compensation Administration	1
Grand Total	5

The *New Mexico Administrative Code (NMAC)* is a compilation of current rules promulgated by State agencies as required by Section 14-4-7.2 NMSA 1978. The NMAC is available only in electronic format on the NMAC website, which is updated once each month. The performance-based budget measure for the Division sets a target of thirty (30) days or less for the average maximum number of days from the effective date of a rule to the on-line availability. During FY 2010, the average maximum number of days was twenty-seven (27).

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 2006	FY 2007	FY 2008	FY 2009	FY 2010
County Subdivision Regulations	4	1	1	0	0
Interstate Compacts	18	0	11	1	0

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 and the state-wide hiring freeze, the Bureau has been 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 2010 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 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 2010; however, several activities stood apart and are addressed below.

Civil War Muster Roll Digitization Project

In FY 2010, the Archives Bureau began digitizing the Civil War period muster rolls from the New Mexico Adjutant General Records. Muster rolls include the names of officers and men in individual military units and provide information about payment and military service. Nearly 1,250 muster rolls were digitized during the project.

The Archives Bureau contracted an archivist in February 2010 to scan the documents. The process, however, was much more involved. Most of the muster rolls are oversized and had considerable preservation issues that required attention before scanning. Each muster roll was humidified, flattened, mended, cleaned and assigned a unique muster roll number for organizational purposes. Two separate scanners were used – one to capture smaller documents and a Zeutschel OS 10,000 overhead scanner to capture the oversized material. Special folders were constructed to house the newly conserved muster rolls and map drawers were purchased to store them appropriately. The project also involved capturing metadata for each image, saving files as TIFFs and storing them in the Digital Archives Repository for future access. Eventually, each image will be linked to its corresponding descriptive record in HERITAGE, the agency’s online catalog. The TIFFs also will be placed in LOCKSS (Lots of Copies Keep Stuff Safe) servers as part of the Persistent Digital Archives and Library Systems (PeDALS). The PeDALS is a Library of Congress funded research project which has two technical goals: first, to develop a curatorial rationale to support an automated, integrated workflow to process digital collections, publications and records; and second, to implement "digital stacks" using an inexpensive, storage network that can preserve the authenticity and integrity of the collections, records and publications.

Access

After a dramatic increase between FY 2008 and FY 2009, the number of off-site reference requests in FY 2010 leveled off to coincide with FY 2009 numbers. Between FY 2009 and FY 2010 the difference was only 13 requests (figure 1). The increased number in remote requests is linked directly to the Bureau’s archival management software system, which was implemented in 2008. Inversely, the number of visitors to the research room continued to decrease (figure 2). Two reasons are thought to be responsible for the decrease in on-site research. First, access to materials via the online catalog has improved significantly. Patrons no longer have to walk in to perform research. Research is done via the online catalog and materials may be ordered instantaneously through a built in e-mail function. Additionally, some documents have been digitized and are available on the website. The second reason is less than favorable. A hiring freeze imposed in the fall of calendar year 2008 along with budget reductions in FY 2010 led to reductions in AHSD services. The State Records Administrator reduced the research room hours by 10 hours a week. The Archives could not fully staff the research room as a result of two vacant positions.

Figure 1 (offsite reference requests)

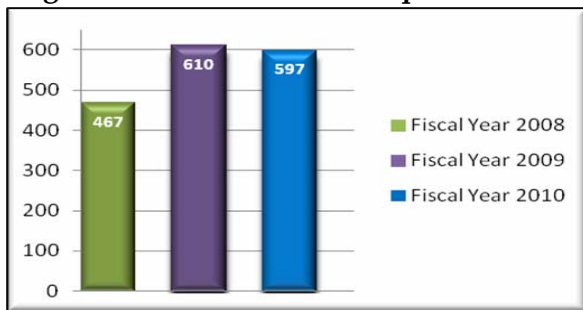
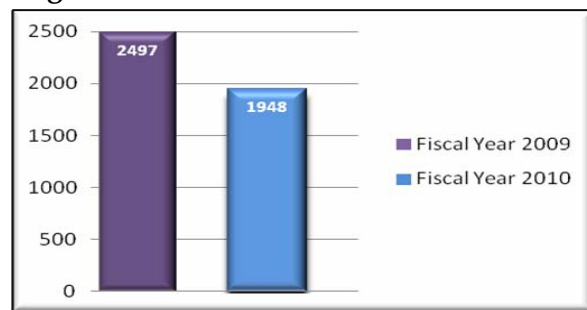


Figure 2 (research room visits)



Preservation

During FY 2010, staff and volunteers continued to work on the New Mexico Department of Corrections' Glass Plate Negative Collection and the New Mexico Highway and Transportation Department Photograph Collection. The glass plate negatives have been rehoused into four-flap, acid-free and lignin-free enclosures. To minimize handling, both collections are being digitized for future publication in the online catalog. Descriptive and technical metadata are also being captured for each image.

The Bureau also made efforts to preserve its magnetic media holdings. Archives staff prepared recommendations for reformatting at-risk magnetic media. Additionally, staff attended a demonstration from Front Porch Digital on how to migrate analog tape to digital formats. Staff also attended a workshop offered by the New Mexico Historical Records Advisory Board (NMHRAB) entitled "Preservation Management of Legacy Machine-Based Audio and Video Collections" April 7-8, 2010. Felicia Lujan, Senior Archivist completed a certificate program in Digital Information Management from the School of Information Resources and Library Science at the University of Arizona. Staff also re-housed 623 boxes of the Bernalillo County Metropolitan Court Records into acid-free boxes.

The Bureau participated with the Institute of Museum and Library Services' Connecting to Collections State Planning Grant with the New Mexico Association of Museums and several other repositories. In FY 2010, the group held two-day, regional collections care workshops hosted by conservators at six host museums. The host institutions included the Albuquerque Museum of Art and History, the Roswell Museum and Art Center, the New Mexico Farm and Ranch Heritage Museum, the City of Las Vegas Museum and Rough Rider Memorial Collection, the Sycamore Park Community Center in Farmington and the Silver City Museum. Archives staff attended the Albuquerque workshop.

Outreach

The Bureau maintained its outreach activities, offering educational presentations, tours and Archives Month programming. In October 2009, Archives Month was celebrated with the theme "Preserving the Past for the Future." The Bureau partnered with the NMHRAB and the Hispanic Women's Council (HWC) to host a reception, book signing and performance on Saturday, October 17, 2009. The reception focused on the donation of records from the HWC. The donation included a collection of video-taped interviews and oral histories of select women featured in *Mujeres Valerosas*, a documentary book published by the HWC and featuring over 70 contemporary women leaders.

In FY 2010, Bureau staff made numerous educational presentations to a variety of audiences. During the first quarter, a staff member spoke to approximately 60 New Mexico History Museum docents about the collections at the SRCA. Another staff member spoke to 40 participants of *La Resolana* Program sponsored by the National Hispanic Cultural Center in Albuquerque. During the last quarter, staff members presented papers at the 2010 Society of

Southwest Archivists Annual Meeting. The session was titled "Current Challenges and Initiatives at the New Mexico State Archives." Individual presentations included "Accessioning Public and Private Collections," "The Spanish and Mexican Land Grants of New Mexico: Public Interest and Public Access" and "Digitizing, Preserving and Looking at Glass Negatives of Inmate Photographs from the New Mexico Department of Corrections."

In FY 2010, the Bureau continued developing a new researcher base, introducing high school and elementary school students to the State Archives. To this end, staff conducted tours and presentations for students from the Santa Fe Preparatory School and Wood Gormley Elementary School. Other outreach efforts came in the form of articles. The Bureau published articles in the *Southwestern Archivist* and in *Round the Roundhouse*.

STATISTICAL REPORTS

Table 1.1

PUBLIC RECORDS ACCESSIONED	
Records Center Transfers	Linear Feet (LF)
Environment Department, New Mexico	339 LF
Secretary of State, Office of the	40 LF
TOTAL	379 LF

DIRECT AGENCY TRANSFERS OR VIA DONATIONS	Linear Feet (LF); No. of Items
Adjutant General, Office of the	Fractional
Attorney General, Office of the	93 LF
Children, Youth and Families Department	.25 LF
Colfax County	Fractional
Commission of Public Records - State Records Center and Archives	10.5 LF
Corrections Department, State of New Mexico	3 books
Court of Appeals, New Mexico	46 LF
Cultural Affairs Department (State Library)	1.75 LF
Dona Ana County	27 books
Direct Agency Transfers or via donations	Linear Feet (LF); No. of Items
Eddy County	Fractional
Educational Retirement Board, New Mexico	3 LF
Engineer, Office of the State (200 LF stored) (100 LF deaccessioned)	200 LF
Governor Bill Richardson	18 LF
Governor Gary Johnson	2 LF
Governor Jack M. Campbell	1 LF
Governor Jerry Apodaca	6 LF
Hidalgo County	3 LF; 39 books
Human Services Department, New Mexico	3 LF
Land Office, New Mexico State	6.25 LF

Lea County	Fractional
Los Alamos County	25 LF
Legislative Council Service	29 LF
Legislative Finance Committee	2 LF
Public Education Department, New Mexico	2.75 LF
San Juan County	.25 LF
San Juan County District Court	11 LF; 195 books
Santa Fe County	103 books
Secretary of State, Office of the	13 LF
State Publications (comprising 1,946 publications)	18 LF
Supreme Court, New Mexico	15 LF
Transportation, New Mexico Department of	.50 LF
TOTAL	510.25 LF; 367 Books

Table 1.2

PRIVATE COLLECTIONS ACCESSIONED	Linear Feet (LF); No. of Items
Al Schroeder Collection	3 books
American Association of University Women	5 LF
Bernabe Romero Architectural Records	84 LF
Elvira "Tiny" Vidano Photograph Album	1 album
Fabian Chavez Papers	10 LF
Hispanic Women's Council	.25 LF
Historic Film Collection	6 DVDs
Maralyn Budke Papers	15.5 LF
National Organization for Women/ Albuquerque Chapter	3.5 LF
New Mexico Jewish Historical Society	3.5 LF
New Mexico National Organization for Women	1 LF
New Mexico Women's Forum Oral History Project Collection	2 CDs; 1 miniDV
Semos Unlimited Inc. Collection	53 CDs
SRCA Photograph Collection (artificial)	6 images
PRIVATE COLLECTIONS ACCESSIONED	Linear Feet (LF); No. of Items
SRCA Genealogy Publication Collection (artificial)	2 books
SRCA History Files (artificial)	Fractional
SRCA Reference Room Book Collection (artificial)	2 books
Unpublished Works and Dissertations Collection (artificial)	2 books; 2 items
TOTAL	122.75 LF; 9 books; 6 DVDs; 55 CDs; 1 miniDV;

Table 2.1

PUBLIC RECORDS PROCESSED	Linear Feet (LF); No. Items
Capitol Buildings Improvement Commission Records	5 LF
Colfax County Records (processed new accretion)	Fractional

Department of Corrections Glass Plate Negative Collection	518 Images
Eddy County Records (processed new accretion)	Fractional
New Mexico Game and Fish Department Records	47 LF
Hidalgo County Records	8 LF; 39 Books
Highway and Transportation Department Photograph Collection	1,108 Images
Lea County Records (processed new accretion)	Fractional
Legislative Council Service Publications	48.5 LF
Public Education Department, aka Department of Education Records	27 LF
TOTAL	135.5 LF; 39 books; 1,626 images

Table 2.2

PRIVATE COLLECTIONS PROCESSED	Linear Feet (LF); No. of Items
Benjamin M. Read Collection (rehoused)	7 LF
James H. Byrns Collection (rehoused)	.25 LF
Manuel Delgado Family Papers (rehoused)	2.75 LF
Adella Collier Photograph Collection (rehoused)	629 Images
Total	10 LF; 629 Images

Table 3.1

Finding Aids Created for Public Records	No. of Descriptive Records Created
Capitol Buildings Improvement Commission (published online)	259
Colfax County (published accretion online)	1
Eddy County (published accretion online)	1
Governor Toney Anaya Papers (published online)	930
Lea County (published accretion online)	1
Finding Aids Created for Public Records	No. of Descriptive Records Created
Legislative Council Service Publications (published online)	1,289
Public Employee Labor Relations Board (amended online record)	1
State Corporation Commission Records (amended online records)	600
TOTAL	3,082

Table 3.2

Finding Aids Created for Private Collections	No. of Descriptive Records Created
Arthur Bibo Collection (published online)	33
Benjamin M. Read (updated and published online)	491
James H. Byrns Collection (updated and published online)	20
Historic Film Collection (updated and published online)	25
Teodoro Roybal Family Papers (amended online records)	4
TOTAL	573

FISCAL YEAR 2010 HIGHLIGHTS

Historical Services Bureau

Regrant Program

The New Mexico Historical Records Advisory Board (NMHRAB) awarded \$78,418 in grants to 16 to New Mexico organizations to preserve and provide access to their historical records. The awards were made at its May 2009 meeting for expenditure in FY 2010. 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 following is a list of the awards granted in FY 2010:

GRANT RECIPIENTS	Amount Awarded
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 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
TOTAL	\$78,418.00

The FY 2010 grants varied in scope and ranged from 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. Two of the 16 grant recipients could not complete their stated objective due to unforeseen circumstances. As a result, their

funding amounts and deliverables were amended. However, all recipients met their deadlines for completing their projects, submitting final reports and requesting reimbursement.

During FY 2010, 68.75 percent of recipients were addressing the preservation and access needs of textual materials in their holdings.

FY10 Award Recipients	Textual Materials
Chaves County Assessor's Office	Property record cards (42,500)
Lincoln County Clerk	One ledger book
Moriarty Historical Society and Museum	250 photographs and records.
Pueblo de Abiquiu Library and Community Cultural Center	Saint Thomas Apostle Parish School Board Records, Records of La Asociación de Santa Rosa de Lima de Abiquiu, and the Frank Trujillo Slides Collections.
Santa Fe County Clerk's Office	11,980 pages of amortization mortgage records, mining records, lien records, records of contracts, tax deed records, tax sale certificate records and will testaments.
Sierra County Historical Society/Geronimo Springs Museum	Letters, documents and photographs (1850-2009)
Navajo Nation Records Management	Tribal Government resolutions.
FY10 Award Recipients	Textual Materials
The Regents of New Mexico State University	New Mexico State University's school newspaper, <i>The Round-Up</i> and its precursor, <i>The New Mexico Collegian</i> .
Pueblo of Isleta	472 cubic feet of historical, cultural, legal and legislative Pueblo documents.
End of the Trail Chapter	Three Santa Fe Trail diaries
University of New Mexico's John Gaw Meem Archives of Southwestern Architecture	Workshop on the Care and Preservation of Oversize Paper Documents

Educational Program

In FY 2010, the NMHRAB funded one statewide training session at a reduced cost to increase participation. Twenty-nine individuals from various institutions and organizations around New Mexico attended the workshop. The session, entitled "Preservation Management of Legacy Machine-Based Audio and Video Collections," was held April 7-8, 2010, in Santa Fe, New Mexico. The workshop was an intensive, basic training, short course for persons and institutions that have curatorial responsibilities for collections dependent on legacy machine-based audio/video media. The curriculum dealt with audio/video concepts, terminology, technologies, basic conservation and preservation methods, storage considerations and equipment needs. The NMHRAB Grants Administrator also made a presentation to all attendees regarding the regrant program.

Outreach

In FY 2010, the grants administrator, Randy Forrester continued his outreach efforts to state and local governments. Mr. Forrester submitted an article entitled "Grant Funds for Municipalities to Preserve Records Are Available," which appeared in *The Municipal Reporter*. A second article

entitled “Grant Funds for State Agencies to Preserve Records,” was published in the November 16, 2009, *Round the Roundhouse*. He also made several presentations at various workshops and venues, including presentations at the New Mexico Association of Museums Conference and the New Mexico Association of Counties Winter Conference.

Press releases were also published in *The Santa Fe New Mexican* and the *Las Cruces Sun News* regarding a New Mexico State University project funded by the NMHRAB. The University won the New Mexico Book Award for publication of *The Whole Damned World – New Mexico Aggies at War: 1941-1945 – World War II Correspondence of Dean Daniel B. Jett* edited by Ms. Shipman Andrews.

To raise more awareness amongst New Mexico State Legislators, the grants administrator prepared letters regarding grants made by the NMHRAB in their districts, which represent all of the grant awards made in New Mexico. He also updated the Historical Information Network and Tracking System, which is a directory of historical records repositories.

FY 2010 New Mexico Historical Records Advisory Board Members

Board Members	Terms Served	Current Term
Diane Bird, Archivist Museum of Indian Arts & Culture	3 rd Term	September 25, 2010
Lisa Johnston, Assistant City Clerk City of Artesia	3 rd Term	September 25, 2010
Terry Ortega Legal Assistant/Historian	3 rd Term	September 25, 2011
Robin Martin, Editor/Publisher The Santa Fe New Mexican	2 nd Term	September 25, 2010
Ulysses Reid Language/Cultural Programs Coordinator, Zia Pueblo	2 nd term	September 25, 2010
Christopher Chavez, Assistant to the Director, City of Albuquerque Economic Development Department	2 nd term	September 25, 2011
Beth Silbergleit, Archivist UNM-Center for Southwest Research	2 nd term	September 25, 2011

OFFICE OF THE STATE HISTORIAN

FUNCTION AND PURPOSE

The Office of the State Historian (OSH) is a division of the SRCA. 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 2010 HIGHLIGHTS

New Mexico Digital History Website

The New Mexico history website continues to offer students, educators, researchers and the general public an accessible and effective tool in disseminating knowledge about New Mexico's rich historical past. In FY 2010, OSH staff, independent scholars and volunteers added hundreds of pieces of content to the website, www.newmexicohistory.org, including documents, images, oral histories, essays and original video work. Improvements in search function and indexing were implemented.

Work neared completion on a major project, the creation of an electronic version of J. J. Bowden's six-volume Master's Thesis, an indispensable resource for the study of New Mexico land grants.

Financial support for the digital website project comes from the SRCA's base budget.

New Mexico History Scholars Program

In FY 2010, the scholars program was supported through the SRCA's base budget and through grants from the Paul C.S. Carpenter History Project and the Historical Society of New Mexico. The program is designed to encourage research in archival repositories throughout the state. In FY 2010, 14 state-funded fellowships were awarded. Three additional fellowships were also funded - one by the Paul C.S. Carpenter History Project and two by the Historical Society of New Mexico. The SRCA did not receive funds from the Paul C.S. Carpenter Project or the Historical Society but did work with the recipients to assure the work was completed. The recipients and their research and lecture topics are listed below.

- Christopher Cozzone, Independent Scholar, Photojournalist, Albuquerque, NM - *New Mexico's Boxing Legacy*;
- Bruce J. Gjeltma, Ph.D., Associate Professor, University of New Mexico (History) - *Jacob C. Morgan and Navajo Nationalism, 1878—1950*;

- Jonathan Harrell-Naranjo, Teaching Assistant, Sabine Ulibarri Spanish as a Heritage Language, University of New Mexico - *The Rebellion of 1837: Political Ballads of New Mexico*;
- Lillian Makedo, Independent Scholar of Historic Architecture, Gallup, NM - *Soil Conservation Service on the Navajo Reservation during the New Deal*;
- Char Peery, Ph.D. Candidate, University of New Mexico, Department of Anthropology - *The Robert Young Story: Language Documentation, Ideology and the New Deal Research Proposal*;
- Bettina A. Raphael, Independent Scholar, Object Conservator , Santa Fe, NM- *The Story of Artist Olive Rush*;
- Jake W. Spidle, Ph.D., Associate Professor Emeritus of History, University of New Mexico - *Public Health Work in New Mexico, 1918-1939*;
- Jerry D. Thompson, Ph.D., Professor of History, Texas A&M - *New Mexico Volunteers and Militia in the Civil War*; (Project funded by Paul C.S. Carpenter History Project)
- Pat Farr, Independent Scholar, Santa Fe, NM - *Mary Catherine Beardsley Prince: More than a Governor's Wife*;
- Bryan Turo, Ph.D. Candidate, University of New Mexico - *New Mexico on Display: Politics and Image at the Territorial Fairs, 1881-1912*;
- Robin Walden, Master's student , University of New Mexico - *The All Pueblo Council and Political Sovereignty in the 1920s*;
- Jacobo Baca, Ph.D. Candidate, University of New Mexico - *Indians on One Hand; Mexicans on the Other: Pueblos, Hispanos, and the Politics of Ethnicity in the Pueblo Lands Board Era, 1913-1933*;
- Denise Tessier, Independent Scholar, Cedar Crest, NM - *Spellbinding Drama Within Solemn Walls: New Mexico's County Courthouses*;
- Elaine Avila, Robert Hartung Endowed Chair and Head of the MFA Program in Dramatic Writing at the University of New Mexico - *The Harvey Girls: In Their Own Words*;
- Catherine Colby, Independent Scholar, Santa Fe - *Aviation to Architecture: Katherine Stinson Otero*;
- Anna Cabrara, Ph.D. student, Anthropology, University of New Mexico - *Katharine Drexel and St. Catherine's Indian School* (project funded by Historical Society of New Mexico); and
- Christy Roye, M.A. student, History, New Mexico State University - *Uranium Mining, Labor and the Navajo Nation* (project funded by Historical Society of New Mexico).

Internship Program

The State-funded history internship program was suspended in FY 2010 because of budgetary constraints. However, the OSH entered into an agreement with Bulldogs Across America, a student internship program sponsored by the Yale University Alumni Association to place Yale students with the OSH as summer interns. The program, funded by Bulldogs Across America, provides an opportunity for qualified Yale students and recent graduates to gain hands-on

experience in various aspects of New Mexico history. In FY 2010, the OSH accepted Yale graduate into its internship program.

It should also be noted that the Division benefited 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.

Regional Historians Initiative

The OSH conducted a statewide survey of individuals, institutions and organizations with an interest in New Mexico history. Following the survey, meetings were held at eight locations throughout the state. The aim of the survey and meetings was to gauge interest in the establishment of a network of regional historians to facilitate the flow of information from and to the OSH with all areas of the state. Evaluation of the results of the meetings will be ongoing in 2011.

State Historian

In late March of 2010, Rick Hendricks, Ph.D. was hired as the State Historian. This brought the OSH to full staffing after the position went unfilled for nine months because of severe budget constraints. In FY 2010 the State Historian was able to make the following presentations in support of community outreach.

Conference Paper

- Mining History Association, Silver City, 12 June 2010

Invited Conference Papers

- San Elizario Historical and Genealogical and Society Conference, San Elizario, Texas, 24 April 2010
- Genealogical Society of Hispanic America, Albuquerque, 28 June 2010

Lecture

- State Records Center and Archives, 20 May 2010

School Visits/Lecture

- Monte del Sol Charter School, 17 May 2010 (two classes)

INFORMATION TECHNOLOGY MANAGEMENT DIVISION

FUNCTION AND PURPOSE

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

FISCAL YEAR 2010 HIGHLIGHTS

PeDALS - Persistent Digital Archives and Library System

The PeDALS is a project funded by the Library of Congress, National Digital Information Infrastructure and Preservation Program as part of its Preserving State Government Information initiative. This initiative focuses on capturing, preserving and providing access to a rich variety of state and local government digital information. The SRCA's participation in this project allows New Mexico to learn about current best practices in this emerging area of records and archival preservation and management.

The ITMD participated on the SRCA PeDALS team by providing technical support in the areas of hardware and software configuration of all servers defined in the PeDALS Architecture below. A BizTalk development personal computer and production server were provided for software development, and ITMD staff attended a weeklong BizTalk programming class. Working with lead IT staff from the State of Arizona, all servers were installed in a rack and the appropriate software was installed and configured on each server. A network configuration was designed and implemented connecting all servers in an isolated segment of the agency's LAN. The ITMD staff members were present during telephone conferences held to discuss the status of the project with other member states.

The PeDALS project was part of ITMD's ongoing support of electronic records management initiatives.

PeDALS Architecture

The PeDALS system consists of 12 servers configured in the following manner:

- one Microsoft BizTalk server;
- one Microsoft SQL server;

- one Microsoft Server 2008 Manifest server used to prepare files for ingest into the system;
- one Microsoft Web server running Internet Information Services to be used as a public catalog server;
- seven LOCKSS (Lots of Copies Keep Stuff Safe) servers for secure storage; and
- one LOCKSS Controller server.

The servers were provided at no cost to the SRCA; however, the agency will need to assume the cost for annual maintenance.

Warehouse Records Management Software Replacement

The agency's warehouse records management software, Image 2000, used to locate and track retentions for the records stored in the Records Centers and the micrographics vault, was aged and limited in capacity. The agency sought and received approval to change the scope of phase one of the Centralized Electronic Records Repository project or CERR (see discussion below, under Records Management Division). The change enabled the agency to use the remaining appropriation to purchase a replacement application that would serve as the foundation for the CERR. The HP TRIM Warehouse Management Module was chosen as the replacement software. The ITMD, working with the Records Management Division and an HP software integrator, completed a successful migration of approximately 400,000 records from the legacy Image 2000 software. With implementation of the new application, the Albuquerque Records Center was able to connect and use the software over the internet employing secure Virtual Private Network or VPN connections to the application server residing at the SRCA in Santa Fe. This software upgrade was critical to the SRCA's role in assisting State agencies in managing their paper records stored in the Albuquerque and Santa Fe facilities.

ITMD Staff Office and Work Area Remodel

In FY 2010, the Property Control Division of the General Services Department entered into a contract to remodel an ITMD office and work area. The office, originally a classroom, was separated into work areas with temporary partitions, an arrangement that did not provide ideal working conditions. Further, the only space available to work on equipment was a storage area walled off from the office space. The remodel included modifications to the office area creating four modular work spaces; a door was also installed from the office area into the storage area allowing direct access from IT offices. The storage area was remodeled into an IT lab by adding a large work bench and storage cabinets. Electrical wiring was provided along the workbench for easy access. With the remodel, ITMD staff was afforded both improved office space and a convenient location for all hardware, software and network configuration work.

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 2010 HIGHLIGHTS

Feasibility Study

A growing concern in FY 2010 was the availability of records storage space for the inactive records the SRCA stores for other State agencies in its Santa Fe and Albuquerque Records Center. While storage capacity in the State Archives was also an issue, the more immediate problem was that the Albuquerque Center had reached capacity and unused space in the Santa Fe Center was shrinking. The SRCA, in concert the Property Control Division of the General Services Department, had in the summer of 2009 attempted to secure some 9,000 square feet of additional leased space adjacent to the Albuquerque Center to enable expansion of storage capacity there, beginning in FY 2011. Although a favorable lease arrangement was proposed, the lease and operating costs of the added space and especially the significant expense of a shelving system totaled over \$450,000. With the State's declining revenue forecast, the Commission decided to defer submission of an appropriation request.

The agency, however, was successful in conveying the criticality of its declining storage capacity and gained support from the Legislative Council Service for a feasibility study to evaluate growth trends and related space needs. The firm of Architectural Research Consultants, Inc. (ARC) was retained to conduct a feasibility study the purpose of which was to determine records storage requirements for the SRCA based on projected growth for records in all formats. The study was conducted under the auspices of the Property Control Division and funded through support from the Legislative Council Service. The specific goals of the study were to:

- project long-term records and archives growth in the Santa Fe, Albuquerque and Las Cruces metropolitan areas;
- identify space requirements to meet projected demand;
- identify capacity of existing facilities to meet existing and projected demands; and
- identify alternatives and strategies to meet needs in the Santa Fe, Albuquerque and Las Cruces metropolitan areas.

The ARC presented its findings to the Commission at the Commission's June, 2010 meeting.

The consultants examined the existing storage capacity and use for records maintained in the Albuquerque Records Center (36,140 cf), the Santa Fe Records Center (77,312 cf) and the State Archives (27,667 cf). Existing SRCA facilities were reported to be overall at about 85 percent capacity and projected be full in six to seven years. In its conclusions, ARC determined that an additional 5,300 gross square feet (gsf) were needed (3,400 for records storage and 1,900 for the archives vault) by the year 2020 to meet projected demand. Projected demand for storage was based on the historic trend analysis conducted by ARC. Annual growth based on a 12-year period for the Records Centers was two percent and almost seven percent (6.9) for the Archives.

The consultants made a number of recommendations for addressing the need for additional records storage space that included several options, as listed below:

- increase training of State agencies so that only appropriate records are sent for storage; invest in an electronic records management system;
- serve state agencies as a priority and local governments as space permits;
- improve storage efficiency within existing facilities by investing in additional high capacity storage shelving;
- lease additional space in Albuquerque;
- investigate creating an additional record storage space in Santa Fe;
- consider creating additional records centers in other parts of the State;
- investigate lease of existing facilities to test demand prior to constructing new facilities to test demand prior to constructing new facilities; and
- maintain one central archive in Santa Fe and expand the archives vault located at the Santa Fe facility;

The completion of the feasibility study was an important accomplishment. The study's conclusions validated the agency's space needs, defined them with greater precision and provided important growth projections. The recommendations outlined a variety of credible options – some more immediately feasible, some longer term – for ameliorating the space limitations in both the Records Centers and the Archives. A number of the recommendations, as agency noted in its response, were already in place. The Agency Analysis Bureau of the Records Management Division had long provided training in records management and records storage requirements and processes, although the inability to fill vacant positions and the lack of funding for statewide travel had hampered training efforts in FY 2010. The implementation of a centralized electronic records repository had been a priority for several years, with the needs assessment funded through phase one completed and the business case for completion developed. Ninety-five percent of records stored were those of State agencies; the remaining five percent were microfilmed records of local governments. The Property Control Division had contracted for an assessment of space use in the Library, Archives and Records Center to determine if existing space could be utilized more effectively. Other recommendations, like that

suggesting additional records centers in other locations, were valid but unlikely to be achieved in the near future, especially given the State's unfavorable revenue picture.

The two recommendations that could more quickly mitigate the pressing capacity issues in the Santa Fe and Albuquerque Records Centers were those relating to high-density shelving and additional leased space in Albuquerque. The agency planned to submit a request in FY 2011 for funding (\$500,000) for additional high-capacity shelving through the agency's Infrastructure Capital Improvement Plan (ICIP) plan; however, additional storage space would first be required before the high-density shelving could be purchased since boxes currently in storage would have to be relocated during installation. As noted earlier, the agency had already tried to lease additional space in Albuquerque to address the critical storage problems there but statewide budgetary concerns precluded successful conclusion of the lease process. The leasing of additional space, at the end of FY 2010, still appeared to be the most practical, short-term solution and the agency anticipated amending its ICIP plan include the need for additional lease space.

Central Electronic Records Repository

As noted in the previous annual reports, a continuing 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.

The agency developed a business case requesting funding to complete the project and included it in its FY 2011 Information Technology Plan and Funding Request, submitted in September 2009. The request was not funded in large part because of the continuing economic downturn. The agency plans to resubmit the request with its FY 2012 Information Technology Plan, due September 1, 2010.

Agency Analysis Bureau

The Agency Analysis Bureau is responsible for the development of records retention and disposition schedules (RRDSs) 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.

The continuing inability to fill the two vacant analyst positions diminished the Bureau's ability to meet performance targets with respect to updating RRDSs; however, work, though slower than desired, proceeded. Schedules developed, filed, and issued in FY 2010 are listed below.

Amended

- 1.17.244 NMAC Judicial Records Retention and Disposition Schedule (JRRDS), Bernalillo County Metropolitan Court
- 1.18.430 NMAC Executive Records Retention and Disposition Schedule (ERRDS), Public Regulation Commission
- 1.18.631 NMAC ERRDS, Department Of Workforce Solutions
- 1.18.665 NMAC ERRDS, Department of Health
- 1.18.690 NMAC ERRDS, Children, Youth And Families Department
- 1.18.770 NMAC ERRDS, Corrections Department
- 1.19.5 NMAC Local Government Records Retention and Disposition Schedule (LGRDS), Office of the County Sheriff

Repealed and Replaced

- 1.17.210 NMAC JRRDS, Judicial Standards Commission
- 1.18.469 NMAC ERRDS, State Racing Commission
- 1.18.624 NMAC ERRDS, Aging and Long-Term Services Department
- 1.18.630 NMAC ERRDS, Human Services Department
- 1.18.632 NMAC ERRDS, Workers Compensation Administration
- 1.18.665 NMAC ERRDS, Department of Health
- 1.18.765 NMAC ERRDS, Juvenile Public Safety Advisory Board (Juvenile Parole Board)

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 7/1/09	Microforms Inspected	Microforms Accepted into Storage	Microforms Destroyed	Microfilm Transferred to Archives	Rolls of Film Withdrawn	Data Corrections Result of TRIM Implementation	Ending Inventory for FY 2010 6/30/10
Corrections Department	401	0	0	0	0	0	0	401
Cultural Affairs Department	867	0	0	0	0	0	-36	831
Education Department, Public	125	0	0	0	0	0	0	125

Agency Name	Beginning Inventory 7/1/09	Microforms Inspected	Microforms Accepted into Storage	Microforms Destroyed	Microfilm Transferred to Archives	Rolls of Film Withdrawn	Data Corrections Result of TRIM Implementation	Ending Inventory for FY 2010 6/30/10
Educational Retirement Board	713	0	0	0	0	1	-3	709
Energy, Minerals, and Natural Resources Department	961	0	0	0	0	0	84	1,045
Engineer, Office of the State	10,459	0	0	0	0	0	0	10,459
Environment, Department of	59	0	0	11	0	0	49	97
Finance and Administration, Department of	764	0	0	0	0	0	-37	727
Game and Fish, Department of	10	0	0	0	0	0	7	17
General Services Department	59	0	0	0	0	0	28	87
Health, Department of	945	0	0	48	0	0	98	995
Human Services Department	1,203	72	72	13	0	0	-276	986
Investment Council, State	6	0	0	0	0	0	0	6
Land Office, State	1,831	0	0	0	0	0	116	1,947
Livestock Board	1	0	0	0	0	0	1	2
New Mexico State University	26	0	0	0	0	0	-26	0
Nursing, Board of	1	0	0	0	0	0	0	1
Personnel Office, State	1,090	0	0	33	0	0	0	1,057
Professional Engineers and Professional Surveyors, State Board of Licensure for	346	0	0	0	0	0	0	346
Public Employees' Retirement Association	135	0	0	135	0	0	0	0
Public Records, Commission of	11,970	0	16	0	0	0	412	12,398
Public Regulation Commission	17,998	0	0	3	0	0	6	18,001
Public Safety, Department of	17	0	0	0	0	0	0	17
Secretary of State, Office of the	185	0	0	10	0	0	0	175
Taxation and Revenue Department	53,985	0	3,307	1,422	0	2	341	56,209
Transportation, Department of	5,552	0	0	0	0	0	-182	5,370

Agency Name	Beginning Inventory 7/1/09	Microforms Inspected	Microforms Accepted into Storage	Microforms Destroyed	Microfilm Transferred to Archives	Rolls of Film Withdrawn	Data Corrections Result of TRIM Implementation	Ending Inventory for FY 2010 6/30/10
Treasurer, Office of the State	1,953	0	0	0	0	0	-14	1,939
Veteran's Service Department	66	0	0	0	0	0	0	66
Worker's Compensation Administration	978	32	32	0	0	0	1	1,011
Workforce Solutions Department	19	0	0	17	0	0	6	8
TOTAL EXECUTIVE AGENCIES	113,045	104	3,427	1,774	0	3	576	115,271
NON-EXECUTIVE AGENCIES								
Colleges/Universities	153	0	0	0	0	0	1	154
Counties	10,089	5	5	0	0	0	421	10,515
Court of Appeals	19	0	0	0	0	57	39	1
District Courts	24,402	695	732	0	0	1	-611	24,522
Judicial Standards Commission	134	22	22	0	0	80	80	156
Municipalities	1,886	135	112	85	0	10	104	2,007
School Districts	1,201	0	0	0	0	0	-173	1,028
Silver City Consolidated	176	0	0	0	0	0	0	176
Supreme Court	184	0	0	0	0	0	152	336
TOTAL NON-EXECUTIVE AGENCIES	38,244	857	871	85	0	148	13	38,895
GRAND TOTAL	151,289	961	4,298	1,859	0	151	589	154,166

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. As discussed earlier, during FY 2010, space availability in both Records Centers tightened, with the Albuquerque Center reaching capacity.

During FY 2010, the two facilities processed 11,081 cubic feet of records for storage and 9,121 cubic feet of records for destruction. The FY 2010 ending inventory reflected 104,939 cubic feet of records in storage, an increase of 1,290 cubic feet over the FY 2009 ending inventory. Two hundred ninety-one boxes were permanently withdrawn from storage and 379 were transferred to Archives. 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 7/01/2009	Boxes Brought in for Storage	Boxes Permanently Withdrawn	Boxes Transferred to Archives	Boxes Destroyed in the Records Center (zapped)	Ending Inventory for FY 2010 6/30/10
Aging and Long-Term Services Department	492	64			44	512
Architects, Board of Examiners for	62	23				85
Attorney General, Office of the	2,673	272			31	2,914
Auditor, Office of the State	38	19				57
Blind, Commission for	4					4
Status of Women, Commission on the	0	286				286
Children Youth and Families Department	5,294	483	2		871	4,904
Corrections Department, State of New Mexico	12,808	1296	1		900	13,203
Crime Victims Reparation Commission	643	27				670
Cultural Affairs Department	283	165	1		109	338
Economic Development Department	6					6
Developmental Disabilities Planning Council	0	9				9
Educational Retirement Board	1,417					1,417
Energy Minerals and Natural Resources Department	683	86			121	648
Engineer, Office of the State	330	23	2			351
Environment, Department of	2,591	115	29	339	53	2,285
Finance and Administration, Department of	929	454			343	1,040
Finance Authority, New Mexico	32					32

Agency Name	Beginning Inventory 7/01/2009	Boxes Brought in for Storage	Boxes Permanently Withdrawn	Boxes Transferred to Archives	Boxes Destroyed in the Records Center (zapped)	Ending Inventory for FY 2010 6/30/10
Game and Fish, Department of	4					4
Gaming Control Board	11					11
General Services Department	1,432	207			238	1,401
Governor, Office of the	365	82				447
Health, Department of	12,278	1058	162		2,418	10,756
Health Policy Commission	18	8				26
Higher Education Department	407	46				453
Human Services Department	8,579	475			134	8,920
Indian Affairs Department	2					2
Information Technology, Department of	31					31
Investment Council, State	128					128
Juvenile Parole Board	66				35	31
Land Office, State	426					426
Livestock Board	769	115				884
Medical Examiners Board, New Mexico	632	47				679
Military Affairs, Department of	2,133					2,133
School for the Deaf, New Mexico	71					71
New Mexico State University	10					10
Nursing, Board of	494					494
Parole Board	818	162			0	980
Personnel Office, State	201	11			16	196
Professional Engineers and Professional Surveyors, Board of Licensure for	45					45
Public Defender Department	4,232	650			223	4,659

Agency Name	Beginning Inventory 7/01/2009	Boxes Brought in for Storage	Boxes Permanently Withdrawn	Boxes Transferred to Archives	Boxes Destroyed in the Records Center (zapped)	Ending Inventory for FY 2010 6/30/10
Public Education Department	2,290	196			533	1,953
Public Employees' Retirement Association	2,343	114			204	2,253
Public Records, Commission of	64	7				71
Public Regulation Commission	4,931	1,416			565	5,782
Public Safety, Department of	2,412	88	79			2,421
Public School Facilities Authority	103					103
Public School Insurance Authority	314	61				375
Racing Commission, State	26					26
Regulation and Licensing Department	4,072	397			240	4,229
Secretary of State, Office of the	934	30	15	40	122	787
Taxation and Revenue Department	2,463	342			44	2,761
Transportation, Department of	194	42				236
Treasurer, Office of the State	1,418	48				1,466
Veterans' Services Department	166	1				167
Veterinary Medicine, Board of	8					8
Vocational Rehabilitation Division	1,258	209			399	1,068
Workers' Compensation Administration	145	17			8	154
Work Force Solutions Department	3,317	452			779	2,990
Youth Conservation Corps Commission	38	7				45
TOTAL EXECUTIVE AGENCIES	87,933	9,610	291	379	8,430	88,443

Agency Name	Beginning Inventory 7/01/2009	Boxes Brought in for Storage	Boxes Permanently Withdrawn	Boxes Transferred to Archives	Boxes Destroyed in the Records Center (zapped)	Ending Inventory for FY 2010 6/30/10
NON-EXECUTIVE AGENCIES						
Administrative Office of the Courts	493	143			187	449
Congress of the United States (Tom Udall)	31					31
Counties	34				33	1
Court of Appeals	383	76				459
District Attorneys, Administrative Office of the	3,586	235				3,821
District Attorney Office	3,922	602				4,524
District Courts	978	16			70	924
Judicial Standards Commission	1	60				61
Legislative Council Service	2,596	58				2,654
Legislative Education Study Committee	7					7
Legislative Finance Committee	465					465
Legislative House/Senate	22	1				23
Legislative Maintenance	12					12
Magistrate Courts	56					56
Metropolitan Court, Bernalillo County	2,729	246			401	2,574
Silver City Consolidated	120					120
Supreme Court	281	34				315
TOTAL NON-EXECUTIVE AGENCIES	15,716	1,471	0	0	691	16,496
GRAND TOTAL	103,649	11,081	291	379	9,121	104,939

FISCAL YEAR 2010 AUDIT - FINANCIAL STATEMENTS

The Commission's FY 2010 audit was conducted by Robert Rivera, CPA. It was completed on time and there were no findings. Copies of the financial statements and notes follow.

Exhibit A

STATE OF NEW MEXICO COMMISSION OF PUBLIC RECORDS

Statement of Net Assets

June 30, 2010

	<u>Governmental Activities</u>
ASSETS	
Investment in the State Treasurer General Fund Investment Pool	\$ 468,032
Petty cash	200
Receivables (net)	19,513
Inventories	14,497
Due from other state agencies	6,607
Due from federal government	36,255
Prepaid postage	2,578
Capital assets (net of accumulated depreciation) (note 5)	<u>319,195</u>
 Total assets	 <u>866,877</u>
 LIABILITIES	
Accounts payable	6,323
Accrued payroll payable	54,141
Payroll taxes payable	20,715
Payroll benefits payable	38,040
Due to other state agencies	8,218
Due to State General Fund (note 6)	170,807
Compensated Absences Payable (note 7)	-
Due within one year	79,859
Due after one year	<u>32,270</u>
 Total liabilities	 <u>410,373</u>
 NET ASSETS	
Invested in capital assets	319,195
Restricted-Gift Fund	4,995
Unrestricted (deficit)	<u>132,314</u>
 Total net assets	 <u>\$ 456,504</u>

STATE OF NEW MEXICO
 COMMISSION OF PUBLIC RECORDS
 Statement of Activities
 For the Year Ended June 30, 2010

	<u>Governmental Activities</u>
Expenses	
General government:	
Personal services and employee benefits	\$ 2,304,724
Contractual services	134,554
Other costs	429,439
Depreciation	<u>69,451</u>
Total expenses	<u>2,938,168</u>
 Program revenues	
Charges for services	137,265
Operating grants and contributions	<u>50,936</u>
Program expenses	<u>188,201</u>
Net program (expenses)	<u>(2,749,967)</u>
 General revenues	
Transfers:	
State general fund appropriations (net of reversions)	2,884,300
Other financing sources	<u>(170,807)</u>
Total general revenues	<u>2,713,493</u>
Increase (decrease) in net assets	<u>(36,474)</u>
Net assets, beginning, as reported	<u>492,978</u>
Net assets, ending	<u>\$ 456,504</u>

STATE OF NEW MEXICO
COMMISSION OF PUBLIC RECORDS
Balance Sheet
Governmental Funds
June 30, 2010

	General Fund (17900) (Major)	Non-Major Funds	Total Governmental Funds
ASSETS			
Investment in the State Treasurer General Fund Investment Pool	293,225	3,418	296,643
Petty cash	50	-	50
Receivable from federal government	36,255	-	36,255
Due from other funds (note 16)	324	1,600	1,924
Pre-paid postage	2,578	-	2,578
Total assets	<u>\$ 332,432</u>	<u>\$ 5,018</u>	<u>\$ 337,450</u>
LIABILITIES			
Accounts payable	5,240	-	5,240
Accrued payroll payable	52,782	-	52,782
Payroll taxes payable	20,180	-	20,180
Payroll benefits payable	37,276	-	37,276
Due to other state agencies (note 14)	8,219	-	8,219
Due to State General Fund (note 6)	170,807	-	170,807
Total liabilities	<u>\$ 294,504</u>	<u>\$ -</u>	<u>\$ 294,504</u>
FUND BALANCES			
Reserved for prepaid postage	2,578	-	2,578
Reserved for petty cash	50	-	50
Unreserved, (deficit)	35,300	5,018	40,318
Total fund balances	<u>37,928</u>	<u>5,018</u>	<u>42,946</u>
Total liabilities and fund balance	<u>\$ 332,432</u>	<u>\$ 5,018</u>	<u>\$ 337,450</u>

**Amounts reported for government activities in the
Statement of Net assets are different because:**

Total fund balance for the governmental funds (balance sheet) - Exhibit C	\$ 42,946
Capital assets (includes Internal Service Fund of \$49,789)	319,195
Long-term liabilities are not due and payable (includes Internal Service Fund compensated absences of \$349)	(112,129)
Internal service fund recharacterized:	
Net assets	\$ 255,932
Capital assets	(49,789)
Compensated absences	349
Net assets of governmental activities	<u>\$ 456,504</u>

STATE OF NEW MEXICO
 COMMISSION OF PUBLIC RECORDS
 STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
 Governmental Funds
 For the Year Ended June 30, 2010

	General Fund (17900) (Major)	Non-Major Funds	Total Governmental Funds
REVENUES			
Intergovernmental revenue - federal operating grants	\$ 47,989	\$ -	\$ 47,989
Other gifts and grants	2,903	23	2,926
Miscellaneous revenue	20	-	20
Total revenues	<u>\$ 50,912</u>	<u>\$ 23</u>	<u>\$ 50,935</u>
EXPENDITURES			
Current:			
Personal services & employee benefits	\$ 2,261,892	\$ -	\$ 2,261,892
Contractual services	133,554	-	133,554
Other costs	367,630	-	367,630
Capital outlay	51,310	-	51,310
Total expenditures	<u>\$ 2,814,386</u>	<u>\$ -</u>	<u>\$ 2,814,386</u>
Excess (deficiency) of revenues over expenditures	\$ (2,763,474)	\$ 23	\$ (2,763,451)
OTHER FINANCING SOURCES (USES)			
Transfers:			
State General Fund appropriation	2,884,300	-	2,884,300
Special appropriation	-	-	-
Compensation appropriation	-	-	-
Reversion - FY10	(170,807)	-	(170,807)
Total other financing sources (uses)	<u>\$ 2,713,493</u>	<u>\$ -</u>	<u>\$ 2,713,493</u>
Net change in fund balance	\$ (49,981)	\$ 23	\$ (49,958)
Fund balance - beginning, as reported	87,909	4,995	92,904
Restatements:			
Prior-period adjustment (note 14)	-	-	-
Fund balance - beginning, as restated	<u>\$ 87,909</u>	<u>\$ 4,995</u>	<u>\$ 92,904</u>
Fund balance - ending	<u>\$ 37,928</u>	<u>\$ 5,018</u>	<u>\$ 42,946</u>

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, 2010

		<u>Total</u>
Net Change in Fund Balance - Governmental Funds (exhibit D)		\$ (49,958)
<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	\$ 50,810	
Depreciation (includes Internal Service Fund of \$10,848)	<u>(69,451)</u>	(18,641)
<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 \$349)</p>		
		10,130
<p>Internal service fund net change in net assets recharacterized:</p>		
Change in net assets (exhibit H)	\$ 10,798	
Depreciation expense	10,848	
Compensated absences	<u>349</u>	<u>21,995</u>
Changes in Net Assets of Governmental Activities (exhibit B)		<u>\$ (36,474)</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, 2010

	<u>Budgeted Amounts</u>		<u>Actual Budgetary Basis</u>	<u>Variance Favorable (Unfavorable)</u>
	<u>Original Budget</u>	<u>Final Budget</u>		
REVENUES				
Federal funds	\$ 51,400	\$ 51,400	\$ 43,697	\$ (7,703)
State General Fund	2,884,300	2,884,300	2,884,300	-
Other Gifts and Grants	-	38,000	2,903	(35,097)
Miscellaneous revenue	-	-	-	-
Total revenues	<u>\$ 2,935,700</u>	<u>\$ 2,973,700</u>	<u>\$ 2,930,900</u>	<u>\$ (42,800)</u>
Cash balance	<u>83,869</u>	<u>83,869</u>		
Total resources	<u>\$ 3,019,569</u>	<u>\$ 3,057,569</u>		
EXPENDITURES				
Personal services/benefits	\$ 2,400,800	\$ 2,354,300	\$ 2,261,892	\$ 92,408
Contractual services	239,469	254,569	133,554	121,015
Other costs	379,300	448,700	417,509	31,191
Total expenditures	<u>\$ 3,019,569</u>	<u>\$ 3,057,569</u>	<u>\$ 2,812,955</u>	<u>\$ 244,614</u>
Reconciliation of Budgetary Basis to GAAP Basis:			<u>Revenue</u>	<u>Expenditures</u>
Budget basis (Statements 3 through 5)			\$ 2,930,900	\$ 2,812,955
Adjustments:				
Adjustment to amount due from the federal government			4,292	-
Adjustment for reimbursement of a prior-year expense			20	20
Adjustment to prepaid postage and postage expense				1,412
Rounding				(1)
GAAP basis (Exhibit D)			<u>\$ 2,935,212</u>	<u>\$ 2,814,386</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 2010 budget.

STATE OF NEW MEXICO
 COMMISSION OF PUBLIC RECORDS
 Statement of Net Assets
 Proprietary Funds
 June 30, 2010

	Governmental Activities- Internal Service Fund (37100)
ASSETS	
Current assets:	
Investment in the State Treasurer General Fund Investment Pool	\$ 171,389
Petty cash	150
Receivables	19,513
Inventories	14,497
Due from other funds (note 16)	-
Due from other state agencies	6,607
Total current assets	212,156
Noncurrent assets:	
Capital assets:	
Furniture and equipment (note 5)	\$ 288,493
Less accumulated depreciation (note 5)	(238,704)
Capital assets, net	\$ 49,789
Total noncurrent assets	\$ 49,789
Total assets	\$ 261,945
 LIABILITIES	
Current liabilities:	
Accounts payable	\$ 1,083
Accrued payroll payable	1,358
Payroll taxes payable	535
Payroll benefits payable	764
Due to other funds (note 15)	1,924
Compensated absences payable	349
Total current liabilities	\$ 6,013
 NET ASSETS	
Invested in capital assets	\$ 49,789
Unrestricted (deficit)	206,143
Total net assets	\$ 255,932

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, 2010

	Governmental Activities- Internal Service Fund (37100)
Operating revenues	
Charges for services	\$ 137,265
Operating expenses	
Current:	
Personal services/benefits	53,310
Contractual services	1,000
Other costs	61,309
Depreciation expense	10,848
Total operating expenses	126,467
Changes in net assets	10,798
Total net assets, beginning of year	245,134
Total net assets, end of year	\$ 255,932

STATE OF NEW MEXICO
 COMMISSION OF PUBLIC RECORDS
 Statement of Cash Flows
 Proprietary Funds
 For the Year Ended June 30, 2010

	Governmental Activities- Internal Service Fund (37100)
	(37100)
Cash flows from operating activities:	
Receipts from customers	\$ 149,090
Payments to employees and suppliers	(114,919)
Net cash provided (used) by operating activities	34,171
 Cash flows from capital financing activities:	
Additions to equipment	(9,082)
Net increase (decrease) in cash and cash equivalents	25,089
Cash and cash equivalents, beginning of year	146,300
Cash and cash equivalents, end of year	\$ 171,389
 Reconciliation of operating income (loss) to net cash provided (used) by operating activities:	
Operating income (loss)	\$ 10,798
Adjustments to reconcile operating income to net cash provided (used) by operating activities:	
Depreciation	10,848
Change in assets (increase) decrease:	
Receivables	11,825
Due from other funds	-
Inventories	640
Change in liabilities (decrease) increase:	
Accounts and other payables	60
Net cash provided (used) by operating activities	\$ 34,171