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NEW MEXICO STATE RECORDS CENTER AND ARCHIVES

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Contributing Writers

John Martínez, a native of Salt Lake City, earned a Bachelor of Arts degree in History from Brigham Young University and a Master of Arts degree in United States History with a focus on the Southwest from the University of Texas at Austin. He is the Director of the Administrative Law Division.

Lucille Martínez graduated from Eastern New Mexico University with a Bachelor of Science degree in Biology. She has experience in genealogical research and is currently an archivist with the New Mexico State Records Center and Archives.

Melissa Salazar holds a Bachelor's degree in journalism and a Master's degree in American Studies from the University of New Mexico. She is Chief of the Archives Bureau and has been employed with the Archives and Historical Services Division for five years.

Celebrate History! Celebrate Archives Week 2003!

✧ Melissa Salazar

The New Mexico Commission of Public Records and its Archives and Historical Services Division proudly present Archives Week 2003, *Main Street, New Mexico: Exploring the Culture of Community Spaces*, from Sunday, October 5 through Saturday, October 11.

Archives Week will be celebrated with a series of events that explore both the contemporary concept of main street and New Mexico's own distinctive main street tradition and settlement experience. Speakers will include Main Street coordinators from cities across the state, historians, teachers, muralists, authors, and scholars of New Mexico history.

Monday, October 6,
4:00 p.m. - 6:00 p.m.: State Historian Estevan Rael-Gálvez, Ph.D., will open the festivities by reading Governor Bill Richardson's *Archives Week Proclamation*. Immediately following, speakers from various cities will share their own Main Street and economic development initiatives. The opening reception will conclude with music and dance provided by *Flamenco's Next Generation* from the Maria Benitez Institute for Spanish Arts.

Tuesday, October 7
4:00 p.m. - 6:00 p.m.: Archives and Historical Services Division Director Daphne Arnaiz-DeLeon will host *History in the Classroom*. New Mexico educators and administrators will discuss ways to integrate primary archival materials into the classroom curriculum. Samples from the State Archives and other organizations will be presented.

Wednesday, October 8
4:00 p.m. - 7:00 p.m.: Archives Bureau Chief Melissa Salazar will host the Archives Week 2003 Speakers Forum, *Resisting the Straight and Narrow: Main Streets and*

Settlement Patterns in New Mexico. Historians will present scholarship highlighting New Mexico's unique and diverse main street and settlement experience, including the formation of town sites around plazas. Presenters will discuss how various cultures viewed, contributed to, and experienced settlement, economic development, and social change in New Mexico.

Forum speakers will include Charles Becknell, Ph.D., Program Coordinator for the Charlie Morrissey Research Hall at UNM; Felipe Mirabal, historian and art historian; Ted S. Jojola, Ph.D., Regents' Professor with the School of Architecture and Planning at UNM; and Noel Pugach, Ph.D., Professor of History with the Department of History at UNM. The Commission of Public Records - State Records Center and Archives, the National Hispanic Cultural Center, and the New Mexico Jewish Historical Society will sponsor this event.

Thursday, October 9
4:00 p.m. - 6:00 p.m.: Senior Archivist Felicia Lujan will host the Main Street Murals Forum, *New Mexico Murals: Reflections of Tradition*. Artisans from various New Mexico communities as well as local authors will share their art, research, and preservation concerns for public art.

Speakers will include Laurie Evans, Program Manager for the *Scenic Byways* program at the New Mexico Department of Transportation; Sam Leyba, Vice President and artist with El Museo Cultural de Santa Fe; Vanessa Valore, owner and artist of Valore Ventures; Kathy Flynn, Executive Director of the National New Deal Preservation Association; Hayley Klein, Program Manager of the *Artesia Main Street* program; and Nancy Dunn, a volunteer with the *Artesia Main Street* program.

Friday, October 10
7:00 p.m. - 9:00 p.m.: Senior Archivist Brian Graney will host the Historic Film Screening, *An Evening of Seldom Seen Treasures from the New Mexico Historical Film Collection*. Films will include *A Day in*

Santa Fe, Adventures in Kit Carson Land, and The Future is Now. Complimentary popcorn and soda will be served.

We invite everyone to be our guests during this week-long celebration and experience a journey through New Mexico's "Main Street Different." Refreshments will be served at all events. Door prizes include lunch for two at La Fonda on the Plaza, a \$10 gift certificate from Smith Video in Española, various films on VHS tape from Smith Video, books from the New Mexico State Library, compact discs from Coca Cola, and coffee mugs, pens, and coin bags from First National Bank of Santa Fe.

Other sponsors to date include the Los Alamos National Bank, Whole Foods Market, Alphagraphics, Cook's True Value Home Center in Española, Round the Roundhouse, Cities of Gold Casino, Big Rock Casino, State Employees' Credit Union, Starbucks Coffee, Ohori's Coffee, and Fred's Famous Flowers.

Creating Websites for Small Repositories

✧ John Martinez

Over the last few years, the importance of having a website has greatly increased. Web pages that were once seen as an exorbitant luxury are now considered a business necessity for most organizations, large or small. Because websites provide a means of distributing information rapidly, most organizations desire to create a web presence if they do not already have one.

The difficulty appears when smaller organizations (such as local historical repositories) decide to create a website but do not have large amounts of money available. Without the knowledge of how to create websites, organizations often must rely on contractors that frequently cost more than a small organization has to spend.

To help small repositories or other small organizations wanting to create a simple website on a limited budget, the New Mexico Commission of Public Records - State Records Center and Archives is offering a workshop entitled "Creating Websites for Small Repositories." This workshop will cover the basics of designing and maintaining a simple website. Topics will include how to choose information to be posted on the website, how to organize the information, how to construct the site architecture, how to create simple html and pdf pages, and how to host the website. **Although the**

workshop is directed toward small historical repositories, anyone planning to develop a simple website is encouraged to attend.

The workshop will be held on Friday, October 24, 2003 at the State Library, Archives, and Records Center from 8:30 a.m. to 4:30 p.m. The cost for the training is \$35.00. To register, see the training page of the Commission of Public Records website at <http://www.nmcpr.state.nm.us> or call the training coordinator at 476-7902.

The Official Records of Governor Toney Anaya

✧ Lucille Martinez

Senior Archivist Felicia Lujan and Archivist Lucille Martinez of the Archives and Historical Services Division are currently processing the *Official Records of Governor Toney Anaya, 1982-1986.*

Governor Anaya, a Democrat, was the 35th governor of New Mexico; elected in 1982, he served one term, from 1983 through 1986. At that time, the State Constitution limited executive officers to a single four-year term. That changed when a 1986 Constitutional amendment allowed state executive officers to serve two consecutive four-year terms for terms beginning January 1, 1991.

Governor Anaya was born April 29, 1941, in Moriarty, New Mexico. He attended New Mexico Highlands University briefly before transferring to Georgetown University where he earned a Bachelor of Arts degree in Economics and Political Science. In 1967, he received his Juris Doctorate from the Washington College of Law at American University in Washington, D.C.

After returning to New Mexico, Governor Anaya worked as a Santa Fe County attorney, was an assistant district attorney for the First Judicial District, and later established a private law practice in Santa Fe. He also served as New Mexico's Attorney General from 1975 to 1978 and was a candidate for the United States Senate in 1978.

The collection includes Governor Anaya's executive, legislative and administrative documents; penal papers; correspondence; agency files; boards and commissions files; and newspaper clippings as well as the papers of Elaine Anaya, the First Lady. The First Lady's documents include a booklet entitled *Being A Governor's Spouse*, the 1983 through 1985 rotunda schedules, cor-



From the Official Papers of Governor Toney Anaya, Box#2143, Folder#10.

respondence, recipes, as well as an inauguration invitation, informational booklet, poster, and guest book.

The Governor's penal papers include executive clemency requests, commutation letters, and special moratorium files. While in office, Governor Anaya took a strong stand opposing the death penalty and, in a controversial move, pardoned five death-row inmates before leaving office. Governor Anaya also declared New Mexico a sanctuary for political refugees as a response to the turmoil in Central America and opposed what he believed to be discriminatory immigration legislation.

Ms. Lujan is currently processing the executive clemency applications within the collection. These applications may include such documents as formal petitions, reports (mostly medical in nature), memoranda, letters of reference, official correspondence granting or denying the request, court transcripts, grievance records, photographs, and executive orders. Archives patrons wishing to access these records should, however, be aware that portions will be restricted pursuant to the provisions of the Inspection of Public Records Act, the Federal Privacy Act, or the Federal Health Insurance Portability and Accountability Act.

Governor Anaya's executive papers include proclamations, appointments, invitations, schedules, and special project files. Special project files are varied and range from AMTRAK to the Waste Isolation Project Plant (WIPP). Within the AMTRAK project

files, researchers can find information relating to the merger of the Santa Fe and Southern Pacific Railroads. The WIPP project files contain items such as progress reports, addressing not only facility construction and maintenance but also plans for future employment.

While Governor Anaya's legislative papers consist mainly of copies of Senate and House bills and memorials, analyses and other supporting documentation may also be attached. It is often the supporting documentation that reveals the issues that surrounded particular legislation. For example, in constituent correspondence scholars can often find out what concerns and opinions were held by the public. Constituent correspondence may also be located within the correspondence record series.

Archivists anticipate processing 70 linear feet of the Governor Anaya Papers by October 31, 2003. There are nearly 200 linear feet of records to be processed altogether, and plans now are to complete the remaining 136 linear feet by July, 2004. A finding aid will be available soon after.

In addition to Governor Anaya's official papers, the State Archives is the official repository for the official papers of all of New Mexico's governors. Governors' papers that are currently processed and available to the public are those of governors that preceded Governor Anaya in office.



**Archives and Records
Management
2003 Training Schedule**

Genealogy: Historic Settlement Patterns
Al Regensberg

10/11/2003
10:00 a.m.- 1:00 p.m.
NM State Library and Archives
\$25.00

The effective use of historical settlement patterns in New Mexico as a tool for conducting genealogical research will be discussed. The discussion will address the influence of geography and the establishment of land grants. The workshop will also include information on basic genealogical research.

Creating Websites for Small Repositories
John Martinez

10/24/2003
9:00 a.m. - 4:30 p.m.

NM State Library and Archives
\$35.00

The workshop will cover the basics of designing and maintaining a simple website. Topics will include: how to choose information to be posted on the website; how to organize the information; how to construct the site architecture; how to create simple html and pdf pages; how to link pages; and how to host a website.

Implementing an Archival Preservation Program

Melissa Salazar
12/5/2003
8:30 a.m. - 4:30 p.m.
NM State Library and Archives
\$35.00

This workshop will provide participants with information about the basic principles of preservation and strategies for the development and implementation of a collection maintenance program. Preservation issues affecting all aspects of archival functions will be discussed. Activities will include completion of a general survey form to be used by participants to examine physical plant design, maintenance, environmental monitoring, storage fixtures and enclosures, and security.

Arrangement and Description

Melissa Salazar
2/5/2004 8:30 a.m. - 4:30 p.m.
and
2/6/2004 8:30 a.m. - 12:00 p.m.
NM State Library and Archives
\$35.00

The workshop will introduce archival principles of arrangement and description and specific strategies for applying those principles to records (public records, private papers, images).

Basic Records Management

Donald Padilla
3/18/2004
8:30 a.m. - 4:30 p.m.
Socorro, NM (*Location TBA*)
\$35.00

The workshop will provide instruction in establishing records management programs and instituting basic records management practices. Participants will receive information on the development and use of records retention and disposition schedules, the identification of vital records, the management of electronic records and the disposition of records.

Filing Systems
Donald Padilla

3/19/2004
8:30 a.m. - 4:30 p.m.
NM State Library and Archives
\$25.00

This workshop is intended for persons involved with record filing and retrieval, and records liaison officers. The suggested prerequisite is the Basic Records Management class. The workshop will offer instruction on determining filing classification systems for paper and electronic records based on examining established or existing conditions of paper and electronic records, such as: frequency of reference; availability of storage space; anticipated growth of records groups; office work flow; etc.

Electronic Records
Consultant

4/15/2004 8:30 a.m. - 4:30 p.m.
and
4/16/2004 8:30 a.m. - 12:00 p.m.
NM State Library and Archives
\$55.00

This workshop is offered annually; however, the topics change each year. Generally, the presentations are specifically designed to help records management professionals in an electronic-records and knowledge-management environment face the challenges of e-mail, XML, COLD, groupware, chat rooms, e-commerce, knowledge repositories, compound documents, live documents, integrated paper and electronic files. While the focus of the workshop varies from year to year, presentations and discussions may include such topics as: the definition of document management vs. records management; identification of records in a knowledge management system; controlled document management; lifecycle management; structured/unstructured data; paper vs. electronic documents and records; legal responsibilities; disaster recovery; the applicability of specific information technology in records management; etc.

Emergency Preparedness and Recovery
Amigos Library Services

6/10/2004 and 6/11/2004
8:30 a.m. - 4:30 p.m.
NM State Library and Archives
\$75.00

The workshop will help participants develop disaster planning and recovery procedures and limit, through risk assessment, various types of damage to records. Several disaster plans will be provided as models, and each participating institution will create the framework for its own plan.





Members of the New Mexico Commission of Public Records

Stanley Hordes, Ph.D., Chairman
Historian

The Honorable Patricia Madrid
Attorney General

The Honorable Domingo Martinez
State Auditor

The Honorable Rebecca Vigil-Giron
Secretary of State

Edward Lopez, Jr.
Secretary, General Services Department

Thaddeus Bejnar
State Law Librarian, Supreme Court Law
Library

Director
Museum of New Mexico

Any questions or comments regarding this newsletter may be directed to Sandra Jaramillo, State Records Administrator, (505) 476-7902. For a copy of the *QUIPU*, please mail your request to the New Mexico State Records Center and Archives, 1205 Camino Carlos Rey, Santa Fe, New Mexico 87507, or call (505) 476-7902.



*The Quipu is available on-line at
<http://www.nmcpr.state.nm.us>.
Printed copies are mailed on request.*

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