

**MINUTES OF THE  
STATE COMMISSION OF PUBLIC RECORDS  
REGULAR MEETING  
August 21, 2012**

The State Commission of Public Records convened at 9:32 a.m. on Tuesday, August 21, 2012 at 1209 Camino Carlos Rey, Santa Fe, New Mexico 87507.

**Members Present**

Stanley Hordes, Ph.D.	Chair, Historian
Honorable Dianna J. Duran	Secretary of State
Robert Mead, J.D.	State Law Librarian
Mark Reynolds, J.D.	Representative for Honorable Gary King, Attorney General
Frances Levine, Ph.D.	Museum of New Mexico
Robert (Mike) Unthank	Representative for Cabinet Secretary, General Services Department, Edwynn Burckle
Antonio Corrales	Representative for Honorable Hector Balderas, State Auditor

**Staff Present**

John Hyrum Martinez , C.A.	State Records Administrator
Linda M. Trujillo, Esq.	Deputy State Records Administrator
Antoinette L. Solano	Administrative Assistant
Pete Chacon	Information Technology, Chief Information Officer
Jackie Garcia	Agency Analysis, Bureau Chief, RMD
Rick Hendricks, Ph.D.	State Historian
Melissa Salazar, C.A.	Director, Archives and Historical Services Division
Leo Lucero	Director, Records Management Division, RMD
Ruben Rivera	Fiscal Officer
Andrew Mackowski	Human Resource Administrator
Art Bransford	Director, Administrative Law Division

**Absent**

Tania Maestas	Assistant Attorney General
---------------	----------------------------

**Guests Present**

Markita Sanchez	Executive Budget Analyst, Department of Finance and Administration (DFA)
Cyndi Montoya	DFA

**I. CALL TO ORDER**

The Chair called the meeting to order at 9:32 a.m.

**II. APPROVAL OF AGENDA**

The chair entertained a **MOTION** to approve the agenda. Dr. Frances Levine so **MOVED** and Mr. Robert Mead **SECONDED** the motion. The motion **PASSED** unanimously.

**III. APPROVAL OF MINUTES – June19, 2012**

The Chair entertained a **MOTION** to approve the minutes of the June 19, 2012 meeting. Mr. Mead so **MOVED** and Dr. Frances Levine **SECONDED** the motion. The Chair asked if there were any additions, corrections or further discussion; hearing none, the Chair called for a vote. The motion **PASSED** unanimously.

#### **IV. ACTION ITEMS**

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

##### **1.15.3 NMAC, General Records Retention and Disposition (GRRDS) General Administrative Records (For use by Local Government and Education Institutions)**

Mr. Martinez stated that the first scheduled item for consideration was an amendment to *1.15.3 NMAC*, which would be presented by Mr. Leo Lucero. Mr. Lucero informed the Commission that the amendments to the existing General Records Retention and Disposition schedule were to sections: *1.15.3.7 NMAC, Definitions*; *1.15.3.9 NMAC, Instructions*; New Record Series being added: *1.15.3.300 NMAC, Electronic Information Security Files*. Mr. Lucero stated that these sections were amended to comply with current standards and format styles. The Chair entertained a **MOTION** for approval of the amendments. Mr. Mead so **MOVED** and Dr. Levine **SECONDED** the motion. The Chair asked if there was any discussion.

Mr. Reynolds asked for clarification on page three as to whether only section *1.15.3.300 NMAC* was a new section and if everything in underlined text was being added. Mr. Martinez stated he was correct and sections *1.15.3.7 NMAC and 1.15.3.9 NMAC*, were being amended to conform to the current standards. Mr. Reynolds also stated that the schedule implied the use of boilerplate language, which states for use by local government, but section *1.15.3.9(A) NMAC* refers to record retention and disposition schedules for use by State agencies. He asked if that was correct. Mr. Martinez recognized his concern and said that the series could be amended to reflect the correction from State to Local government use.

The Chair asked Mr. Reynolds to clarify what he wanted changed. Mr. Reynolds said that on page two, the first line of section A, “State agencies” should be changed to “local governments and educational institutions.” Mr. Lucero stated that it would be changed accordingly. The Chair called for a vote to approve the amendment as amended. The motion **PASSED** unanimously.

##### **B. Acceptance of Deed of Gifts**

##### **1. Barbara McCoy/Prall Family Association: Photographic print of Camp Cody**

Mr. Martinez stated that Ms. Melissa Salazar, Archives and Historical Division Director, would be presenting the deeds of gift. Ms. Salazar stated that Barbara McCoy, the Prall Family Association trustee, wished to donate a panoramic photographic print of Camp Cody in Deming, New Mexico, ca 1917-1918. Ms. McCoy was directed to the Archives by the former Assistant State Historian, Dennis Trujillo. The image would complement our Camp Cody Photograph Collection and other collections containing information on Camp Cody and the military in New Mexico. The Chair entertained a **MOTION** to accept the deed of gift. Dr. Levine so **MOVED** and Mr. Mead **SECONDED** the motion. The Chair asked if there was any further discussion.

Dr. Levine asked about the agency’s process for conservation of photographs that are damaged. Ms. Salazar said that they are re-housed into Mylar folders or are placed in acid free boxes. She said that some are digitized and if there are no copyrights involved the pictures are posted to the

online catalog. Dr. Levine said she was inquiring about the process because her agency was developing a process to conserve some photographs. She asked Ms. Salazar if it would be possible for the two agencies to collaborate. Ms. Salazar replied, yes. The Chair called for a vote to accept the deed of gift. The motion **PASSED** unanimously.

## **2. Robert Reich/HSR, Board of Directors: Color film of Archaeological investigation**

The Chair asked Ms. Salazar to present the Robert Reich donation. Ms. Salazar stated that the president of the Human Systems Research Board of Directors, wished to donate on their behalf two reels of 16mm color film representing a master print and one copy of raw footage of motion picture documenting a 1972 archaeological investigation of a site known as LA 10101, Fresnal Shelter, Otero County, a property listed on the New Mexico State Register of Cultural Properties (SR 03/20/70) and the National Register of Historic Places (4/13/1988).

The films came to the State Records Center and Archives via Rick Wessel of the NM Department of Transportation. Mr. Wessel thought the State Archives would be the best home for the materials and informed Ms. Salazar that the film had been produced by Human System Research, Inc, under a grant from a private individual. Ms. Salazar said she contacted Dr. Deborah Dennis, the Executive Director of Human System Research, who confirmed the ownership and their interest in donating the footage.

HSR has requested that four digital copies of the two reels be made; one for Human Systems Research; one for Eastern New Mexico University, Peter Eidenbach, co-founder of Human Systems Research, Inc.; and one for Rich Wessel of the NM Department of Transportation. While some archaeological records are exempt from inspection, Mr. Wessel assures that the footage does not disclose the actual location of the archaeological site.

The Chair entertained a **MOTION** to accept the deed of gift. Mr. Mark Reynolds so **MOVED** and Mr. Mead **SECONDED** the motion. The Chair asked if there was any discussion.

Mr. Mead asked if there was a cost to digitizing the reels and providing the copies. Ms. Salazar stated that once the information is digitized it was easier to have access of the materials to copy or provide to the public. Mr. Reynolds said that he understood the donors were requesting the copies and it was not a condition of the donation. Ms. Salazar replied that it was indeed a request.

Dr. Levine asked if there should be a copy given to the Laboratory of Anthropology since it was the official archive of archeological material. She said that she had reservations on copies being given to individuals but not to other repositories. The Chair called for a vote to accept the deed of gift. The motion **PASSED** unanimously.

## **3. June Fields: Postcards of Troop L, 13<sup>th</sup> U.S. Cavalry**

Ms. Salazar would present the June Fields deed of gift. Ms. Salazar said that Ms. June Fields wished to donate one photograph album containing postcards of Troop L., 13<sup>th</sup> U.S. Cavalry and Mexican Revolutionaries, including one Thanksgiving menu from Columbus, New Mexico dated 1914. The collection is comprised of approximately 100 images.

According to Ms. Fields the photo album originally belonged to William Holley, a member of Troop L., Mr. Holley gave the album to her mother. After her mother died, the album was cared for by her aunt. Ms. Fields, a resident of Brooklyn, NY, believes the images should be preserved, shared and used for historical research. As many of the images relate to New Mexico and historical events relating to the area, she felt the NM State Records Center and Archives would be a good home for the material. The images would complement the Records of the Adjutant General and other collections containing information on the military in New Mexico. Ms. Salazar offered the Commission an opportunity to review the donation for review.

The Chair entertained a **MOTION** to accept the deed of gift. Dr. Levine so **MOVED** and Mr. Mark Reynolds **SECONDED** the motion. The Chair asked if there was any discussion; hearing none, the Chair called for a vote to accept the deed of gift. The motion **PASSED** unanimously.

### **C. FY 14 Appropriation Request**

Mr. Martinez introduced Ms. Linda Trujillo, Deputy State Administrator to explain the FY14 appropriation request. Ms. Trujillo began by introducing the agency's Department of Finance and Administration (DFA) analyst, Ms. Markita Sanchez who has been the analyst for the agency for the past two years. Also in attendance was Ms. Cynthia Montoya who will be replacing Ms. Sanchez. They were both in attendance to answer any questions that the Commissioners may have. She also introduced Mr. Ruben Rivera, Financial Analyst and Mr. Andy Mackowski, Human Services manager of the State Records Center and Archives (SRCA) to answer any questions. She then handed out a supplement of the 17900 fund.

First, Ms. Trujillo stated there were a few adjustments to the 17900 fund from the material that had been included in the packet. She then referred to the changes. She said that on page five the supply inventory IT number in the packet states that it is 5.1 and the supplement reflects that it was reduced to 3.7. She stated that the line below referring to office supplies had been increased from zero to 1.4. Those were the only changes.

Secretary of State Dianne Duran joined the meeting.

Ms. Trujillo further stated that this year's budget in personal services reflected a 12% increase. She said that meetings had been held with Ms. Sanchez and Mr. Soderquist, the agency's LFC analyst, to discuss the directive to eliminate vacancies. She said that information has been submitted to Ms. Sanchez and Mr. Soderquist with justification for permission to keep the vacant positions.

Mr. Robert Unthank asked what the agency's current vacancy percentage was. Mr. Martinez replied that there were 42 staff positions and 13 of those were vacant, estimating a 26 percent vacancy rate. He said that out of the vacant positions 4 of the positions were in the process of being filled. Mr. Unthank asked if all the positions were being placed in the request. Ms. Trujillo stated that the funding for the current fiscal year allows the agency to fill all but 6 of the positions and maybe one more. She said the salary ranges placed on the positions would reflect how many could be filled.

Mr. Unthank inquired if the 6 positions were critical in meeting the performance measures of the agency. Ms. Trujillo replied yes. To meet the approved performance measures all vacant

positions must be filled. She stated that these are statutory obligations to keep records safe and that they are all required positions.

She said that the 12% increase in the 200 category also incorporated the expiration of a 1.5 PERA retirement and rising healthcare cost and advised the Commission that vacancies are estimated at mid-range and the lowest health care cost amount.

Ms. Trujillo asked if there were any questions or comments.

Mr. Unthank asked if the 1.5 increase included risk management cost. Ms. Trujillo replied yes, that it was built in the number and would be added to the revenue portion of the budget.

Ms. Trujillo stated that on page two, contractual services 45.7 amount reflected a difference from last year's 48.7 because the agency's federal grant expires at the end of the fiscal year and 16.0 of this was reduced down and an addition increase of 3.0 is reflected in the 400 category. She informed the Commission that the combined 300 and 400 categories represent a flat budget as was requested by DFA.

She noted that upon meeting with the State Historian and the Records Administrator, 5.0 is being added into professional services for history scholars. Ms. Trujillo said the agency had funded the scholars program in prior year, with infusion of funds from the University of New Mexico and the New Mexico Historical Society. The FY14 budget reflects the agency matching the amounts of both entities as a starting point.

Changes noted in the 400 category include in-state miles and fares which is an estimated increase of 5.6 because the Historian has been traveling across the state and not requesting reimbursement. Ms. Trujillo also noted that there is also a significant increase for in-state travel, meals and lodging due to this year's Historical Society meeting is to be held in Santa Fe. She said that the SRCA staff had given her assurance that this conference would provide great training and was a good source of information. The agency would inquire about reducing the cost by renting a car from the General Services Department (GSD) and exploring hotel room sharing.

She stated that the Board expenses had been reduced in half, based on the historical use of the funds. Account code 5457 had been increased due to pay COSA dues, which will no longer be paid with federal funds. She did note that Ms. Salazar was working on a new grant that was due on September 6, 2012. However, she advise the Commission that the grant is not guaranteed, but she said that it was important to note that the program in New Mexico that the HRAB Board implements is a model program. The Chair asked if the grant is approved, could the agency request an increase in state funding next year. Ms. Trujillo replied that it was a probability but not likely, due to the fact that the agency was already beyond the required funding match. She said she did not remove the state funding because the program can continue to function without the federal grant. Ms. Trujillo stated that the program accomplishments will be highlighted in the agency's next annual report.

Mr. Mark Reynolds asked if the money that was applied for was equivalent to what was awarded in the last grant. Ms. Trujillo stated, yes. He also asked if there was any indication as to when

the Federal government would reply to the grant applications. Mr. Martinez said that the vote in Congress was supposed to happen before the August recess and did not. However, a vote could happen before December, but it is not likely to transpire until April of next year. He said that many of the programs will start in January and the NHPRC had stated at the meeting held in Santa Fe last month that nothing should begin before July.

Dr. Frances Levine asked if the delay would affect the research and or grants. Mr. Martinez replied that the current grants are set up to end in June so a July date is workable. Mr. Reynolds said it seemed the grant was to reward the state for spending money on this particular issue. Ms. Trujillo replied that he was correct. She added that if the grant is approved the agency will request spending authority through the DFA process.

Ms. Trujillo informed the Commission that out-of-state mileage and fares had been increased because most of those expenses had been moved to the revolving fund due to budget constraints during the last couple of years. Overall, travel expense for training was divided up into three specific areas: (1) general training; (2) training related to agency revenue; and (3) training related to the CERR program. The Administrative Services divisions, which had not requested any funding for this year, and IT training will remain in the general fund operating expenses.

The training that is specific to records management has been retained in the revolving fund and training specific to archives has been added to the general fund. Training that is specific to the electronic records retention program had been extracted from both of the budgets and is tentatively included in the CERR funding.

Secretary Duran asked for some clarification regarding employee training and education. Ms. Trujillo explained that training expenses are in multiple categories. Expenses under the employee training and education line are for registration fees. Mileage, meals, lodging and baggage fees are under separate line items.

Ms. Trujillo stated that she had developed a spreadsheet with the individual categories and costs for a person to attend each of the conferences based on the information that staff suggested. She commended all the staff of the SRCA on being very helpful in determining what the necessary trainings would be that would benefit the agency. Mr. Robert Mead interjected that the staffing deficiency is critical at this time and that may be why the training is so significant. Ms. Trujillo stated that was correct. She said that in the 37100 fund it was significantly reduced in the professional category. In the past the agency hired outside professionals to do training. With the professional training funds requested, SRCA staff will be equipped to provide training, which is more cost efficient for the state. This gap was identified during strategic planning. Also reflected under in-state travel mileage is an increase for staff to provide training to other state agencies.

Mr. Unthank inquired as to when the lease at the Albuquerque Record Center was next coming due. Ms. Trujillo replied that at the end of 2015 the lease expires. She said that the agency will work with GSD and Secretary Burckle in negotiating the lease or possibly using property owned by the State. Mr. Unthank said that Secretary Burckle had been very instrumental in the past in acquiring property for other state agencies, and that he would be an extremely valuable aide in

this particular issue. Ms. Trujillo said that the cost of moving and installing shelves requires a long-term solution.

Mr. Unthank also asked if the line item for natural gas was for the New Mexico Public Gas Company. Ms. Trujillo replied, yes. He said that GSD had great success in negotiating with the gas company due to the company being a deregulated company; he said he would assist the agency with any dealings with any of these issues. Mr. Mark Reynolds said he noticed on page 7 a substantial decrease in the number of grants from last year although it seems to be on par with FY 12. Ms. Trujillo replied that is where the 20,000 in Federal funds was removed from last year.

Ms. Trujillo began by explaining the 37100 fund. She stated that the 200 category had a slight increase because of the increase in PERA and health insurance. She pointed out that this budget was not general funding, but that the agency's revolving fund was an internal revenue fund and the increase in the 200 category was built into the 300 and 400 categories with a 1.7 decrease leaving the budget flat budget in all the categories. Mr. Unthank asked what the current budget amount was. Ms. Trujillo replied that it was \$250,000. This year's estimated expenditures were well under what was budgeted.

Mr. Reynolds raised a question regarding agency revenue. Mr. John Martinez stated that the largest amount is from agency's that publish notices and rules in the New Mexico Register. The agency also receives revenue from other agencies that buy record center boxes and special archival boxes. He said that photocopy service was down, but that the agency does have a charge for making copies. He also said all revenue is deposited into the revolving fund. Dr. Levine asked if there was a charge for digital images. Mr. Martinez said that the agency charges if it is a special request although if it is already up on the website there was no charge.

Ms. Trujillo stated that she would like to point out that other states raise money by charging for the storage of their boxes and in New Mexico the decision was made not to do this. She said that if SRCA charged state agencies for storage the agencies would likely request additional general funds to cover this expense. Mr. Martinez stated that the storage is free when the retention is current. The SRCA sends out notices to agencies when its records are up for destruction. Chair Hordes stated that this did give the agencies incentives to review its files. Mr. Martinez stated that if the agency chooses to keep the active records after notification of destruction, the SRCA charges for the storage at that point. Secretary Duran asked about the process for records that have to be reviewed or are stored for litigation and whether there is a charge for storing the records past the retention date. Mr. Martinez replied that if there is pending litigation the records are not destroyed and there is no fee. He said that fees are for agency's that do take the time to review its records.

Ms. Trujillo stated that also included in contractual services, professional services, is the reduction that was discussed earlier in the general fund budget and that these amounts have been moved into training for agency staff rather than contracting outside entities. As noted earlier, this would increase the skills of the SRCA staff who then will be able to offer training. She said however, there are some workshops, for instance emergency preparedness, where an outside individual would be more capable of providing the proper instruction.

The in-state miles, fares, meals and lodging is increased and is specifically for the agency's records management staff to go out into the community and provide training for records management. This included agencies in Santa Fe, Albuquerque and Las Cruces. Some local governments have requested training, which the agency is changing to on-line to reduce the cost of travel. She also noted that furniture and equipment was increased due to a very successful display of the Constitution in May. The agencies goal is to purchase 4 or 5 display cases. Dr. Levine stated that her agency had some cases that are being removed from the Palace of the Governors and the agency could consider purchasing. The cases may need some work to be used for public display. Ms. Trujillo stated that the agency is very cautious of spending out of this fund and thanked Dr. Levine.

Ms. Trujillo stated that the exempt IT line had been reduced as a result of advice from Secretary Burckle during strategic planning to move money through a Budget Adjustment Request (BAR) during the last fiscal year from the 200 category into the 400 category. Through the BAR, the agency moved \$15,000 to purchase IT supplies and update current systems. This same strategy will be considered in the current year's budget. Subscriptions and dues were reduced from \$4,500 this year down to \$1,400 next year. This reduction is the result of removing professional organization membership dues relevant to the archives to the general fund and leaving fees for the records management and administrative law division in the revolving fund.

Account code 5483, IT equipment, was increased from this year's \$20,000 to \$33,000 to purchase a new server. The estimated cost is \$10,000 and the server would be used for the agency's internal records. Out-of-state mileage and fares are increased to cover the cost of sending three staff members to the NAGARA conference.

Mr. Unthank stated that the agency must make sure that staff attending conferences can bring back viable information to benefit the agency. Ms. Trujillo said she had the agency's division directors suggest the staff that would benefit and attend each specific conference. Mr. Reynolds asked what the difference was between IT equipment and supply inventory IT equipment. Ms. Trujillo replied that anything under \$5,000 it exempt and items over are included as an asset. Mr. Mead asked if the 12 percent increase was for all three funds. Ms. Trujillo replied that the 12 percent increase was limited to the general fund and the revolving fund was a flat budget. Ms. Trujillo commended the SRCA staff for their assistance in preparing and completion of the budget, which would be turned in one week early. Chairman Hordes on behalf of the Commission also thanked staff for their successful completion of the budget.

The Chair entertained a **MOTION** to approve the FY 14 budget. Secretary Duran so **MOVED** and Mr. Reynolds **SECONDED**. The Chair asked if there was any further discussion; hearing none; the Chair called for a vote to approve the FY14 appropriation request. The Motion **PASSED** unanimously.

## **V. Old Business**

Mr. Martinez reported on the ICIP request and stated that the expansion of the Albuquerque Record Center and the Santa Fe Records Center was submitted by the July 2012 deadline. The agency should be notified of the next meeting of the Capital Improvement board. Chairman Hordes advised Mr. Martinez that the Commission would assist with these issues if needed. Mr. Reynolds inquired about the Albuquerque location. Mr. Martinez replied that the Albuquerque

Record Center had been at capacity for the last three years and the agency had requested funds to purchase additional shelving the last couple of Legislative sessions. If the ICIP request is approved, the SRCA would need to expand the current leased space or consider moving to another location. Mr. Reynolds said that the GSD staff could assist the agency in finding a different location or acquiring a new state location before the agency spends any more money on shelving for that particular location. Mr. Martinez replied that he would keep working with Mr. Unthank and Secretary Burckle to resolve these issues.

Finally, Mr. Martinez informed the Commission that the lawsuit filed against the Commission had been dismissed with prejudice. The Chair thanked GSD and Risk Management for their assistance with this issue.

## **VI. EXECUTIVE SESSION**

The Chair entertained a **MOTION** to go into executive session to discuss limited personnel matters, Pursuant to Paragraph (2) of Subsection H of Section 10-15-1 NMSA 1978, Annual review of the State Records Administrator. Secretary Duran so **MOVED** and Dr. Levine **SECONDED** the motion.

Ms. Antoinette L. Solano conducted a roll-call vote:

- Chair Hordes voted yes;
- Secretary Duran, yes;
- Mr. Mead yes;
- Mr. Unthank yes;
- Mr. Corrales yes; and
- Dr. Levine yes.

The motion **PASSED** unanimously. The Commission went into executive session at 10.45 am.

The Commission re-convened the regular meeting at 11:20 am. The Chair entertained a **MOTION** to come out of executive session. Secretary Duran so **MOVED** and Mr. Antonio Corrales **SECONDED** the motion. The Chair stated that discussion during the closed session was limited to personnel matters, no other issues or business was discussed and no action was taken.

The Chair announced that the consensus of the Commission was that Mr. Martinez had exceeded expectations in all categories and the Commission decided, in recognition of Mr. Martinez achievement, to grant him four days of administrative leave. Mr. Reynolds advised the Chair that a vote was needed to approve the leave. The Chair entertained a **MOTION** to approve the administrative leave. Dr. Levine so **MOVED** and Mr. Robert Mead **SECONDED** the motion. The motion **PASSED** unanimously.

## **IX. DIRECTORS REPORT**

Mr. Martinez thanked the staff of the State Records Center for assisted in preparing and completing the agency's budget.

He reported that the Historical Records Advisory Board (HRAB) had met in July, but a proper motion had not been made for the adoption of the re-grants and therefore another meeting was scheduled. The second meeting turned out to be very beneficial because there was additional

funding, which gave the HRAB the opportunity to fund all 8 recipients at 100%. He stated that he had been in contact with the Governor's office, with the assistance of Secretary Burckle, to get the HRAB appointments completed. The Chair thanked the staff at the General Services Department as well as Secretary Burckle for their efforts.

Mr. Martinez stated that he had attended the NASS conference and finished his two-year term as the Administrative Code and Registers President. He said it was a bittersweet ending but that he had held almost every position available while he was involved with the ACR.

He also reported on the conference of the National Association of Government Archives and Records Administrators and the Council of State Archivists, which had been hosted by NM last month. He said there was positive feedback from conference attendees. Mr. Martinez reported that the Deputy Administrator, Ms. Trujillo, received a scholarship to attend the weeklong Archives Leadership Institute in Wisconsin.

Looking to the future, Mr. Martinez said that with the budget process completed, he would be meeting with division directors to discuss some new ideas.

Mr. Martinez reported the State Historian had given a presentation at Fort Union about the Civil war and how it fit in with New Mexico's struggle for statehood. He also spoke at NMSU about his new book on the Casados family and at the United Methodist Congregation of Archivists to talk about the craft of history in the new century. Mr. Martinez stated that this year's history scholar lecture series was completed. He had been informed by Dr. Hendricks that he had secured funding for 2013 so the program may continue.

He informed the Commission that he was interviewed by KOB TV and the Albuquerque Journal regarding the prior Governor Bill Richardson's emails. Specifically, he was asked what types of emails were stored at the Records Center. The reporters also spoke to former Governor Gary Johnson.

He said that in the morning SRCA staff would be presenting to the Project certification committee (PCC), which was part of the Department of Information Technology, to request permission to use up to \$75,000 of the \$450,000 CERR funds to contract with a project coordinator, send staff to training and purchase an additional module for the HP TRIM software. He told the Commission he would regularly report the status of the project.

He also informed the Commission the agency found three paintings of prior Commission members during annual cleaning and had them hung in the Administrative area hallway, next to Mr. Halpin's painting. As he understood all the paintings were made by Ms. Maggie Muchmore.

Mr. Martinez also reported that Mr. Randy Forrester had recently passed away. He was the agency's grant administrator for the HRAB Board and had been part of this agency since 2004. He went on to explain his tenure at the agency and other accomplishments. Mr. Forrester will be missed by the staff and many others in the community.

He said that sadly the vacant position would be posted with other vacant positions that were due to be hired. One of the positions the agency is hoping to fill is the Secretary in the Archives, so

that the normal working hours of operation may again be established. There were 8 vacant positions that there was no action on but that 6 of these positions were being posted in the near future. The biggest challenge is the amount of time it is taking to hire through State Personnel. (SPO)

He said that the open position for the Bureau chief in the Micrographics area had been posted again due to changes in the job description. The Chair asked him to estimate when the agency would be interviewing for these positions. Mr. Martinez stated he was not sure, and that the only positions posted at this time were the management analyst positions for records management and that this had taken two months to post and close. It was taking four to six weeks to get job listings from SPO, which would mean that interviews would likely be done in early September and hiring should be completed by October. Mr. Unthank asked if we had asked SPO for permission to review the entire listings of eligible recipients. Mr. Martinez stated that the agency had asked for the entire list but SPO had said no, and that the process the SRCA must follow was to request additional names. Secretary Duran said she would assist in trying to acquire help from SPO.

Mr. Unthank said that NEOGov had issues sorting out the listings. But that he had heard that SPO was working on the issue. Mr. Martinez stated that prior to NEOGov the agency had a policy to interview internal candidates and that the agency encourages in-house employees to work towards job promotions. The Chair stated that the agency has been dealing with a systematic problem and had not made any progress in recent years. He said that maybe it needed to be proceeding in a different level. He asked the Commissioners to assist in any form they deemed possible to get these issues resolved.

#### **IX. SCHEDULING OF NEXT MEETING**

The Chair asked if the December 4, 2012 date of the next meeting could be scheduled a week earlier due to personal preference and asked the Commission members if Tuesday November 27, 2012 at 9:30 am would be an acceptable time for the next meeting. There were no conflicts with the date; The Chair scheduled the meeting for November 27, 2012.

#### **X. ADJOURNMENT**

The Chair entertained a **MOTION** to adjourn. Mr. Reynolds so **MOVED** and Secretary Duran **SECONDED** the motion. The motion **PASSED** unanimously. The meeting adjourned at 11:38 a.m.