



**MINUTES OF THE STATE COMMISSION OF PUBLIC RECORDS**  
**REGULAR MEETING – March 10, 2015**

The State Commission of Public Records convened at 9:33 a.m. on Tuesday, March 10, 2015 at 1205 Camino Carlos Rey, Santa Fe, New Mexico 87507.

**Members Present**

Robert J. Torrez	Chair, Historian
Edwynn Burckle	Cabinet Secretary, General Services Department
Christina Espinoza	Designee for the Honorable Secretary of State
Roscoe Woods	Representative for the Honorable Attorney General
Sarita Nair	Representative for the State Auditor
Lynne S. Rhys	Law Librarian, Supreme Court

**Staff Present**

Linda Trujillo, Esq.	State Records Administrator
Antoinette L. Solano	Executive Administrative Assistant
Ruben Rivera	Accounts Payable Officer
Pete Chacon	Information Technology, Chief Information Officer
Amanda Lopez	Management Analyst, ALD
Leo Lucero	Director, Records Management Division, RMD
Jennifer Camp	Management Analyst, RMD
Tanya Vigil	Management Analyst, RMD
Susan Montoya	Management Analyst, RMD
Melissa Salazar	Director, Archives and Historical Services
Felicia Lujan	Archives Bureau Chief
Dr. Rick Hendricks	State Historian
Matt Ortiz	Administrative Law, Division Director
Samantha Tubbs	Archivist
Joseph Lovato	Financial Specialist
Meghan Bayer	Grant Administrator, Office of the State Historian
Louise Wood	Management Analyst, ALD

**Guests**

Nancy Fenn	Fenn Family
Donald Fenn	Fenn Family
Cliff Vay Fenn	Fenn Family
Karen Allred	Fenn Family
Ken Allred	Fenn Family
Louise Larson	Fenn Family
Beverly Wing	
Gail Larson	Fenn Family

**I. OPENING ACTIVITIES:**

**A. Call to order**

The Chair called the meeting to order at 9:33 a.m.

**B. Approval of agenda**

The Chair entertained a **MOTION** to approve the agenda with an amendment to move section C. of Action Items, Accept Deeds of Gift to first order of business. Secretary Burckle **MOVED** and Mr. Woods **SECONDED** the motion; the motion **PASSED** unanimously.

The Chair asked to proceed with the meeting starting with the presentation of Social Media. Secretary Burckle asked for the Chair's permission to hear a quick update regarding digital signatures. The Chair approved. Ms. Trujillo stated the update was part of the Director's Report. Ms. Trujillo reported the Agency had completed significant research regarding the threshold for digital signature security. The Agency has even tried a program called EchoSign which is an Adobe program. The State Records Administrator met with a group of technical providers and a regional rep with Adobe and agreed to a sixty day trial period. Echosign manages documents from start to finish. However, you must know who needs to sign each document.

Research determined the following:

- Lower level electronic signatures are as simple as typing your name into a document or turning your signature into a PDF and inserting it onto a document. There is no security for this type of electronic signature, but it can be used for low risk documents.
- The high level of security is the PKI with two levels. One way is to create your own digital signature using Adobe. The higher level of security is for our agency to create digital signatures and keep a database of those digital signatures issued.
- Another level of security is for financial transactions and has more to do with the security of the actual website

We are still on track to report out to the Commission at this meeting and then consider adoption of a rule in June. What we have run up against is a lack of technical expertise to write the rule. Secretary Burckle asked Ms. Trujillo if she was using National standards. Ms. Trujillo affirmed she was using National standards from the Information Technology Laboratory for the National Institute of Standards and Technology. She also stated she has researched what other states are doing.

The Chair asked if the agency budget would allow hiring someone with the skill. Ms. Trujillo stated there were some funds available. Secretary Burckle recommended putting together a short statement of work that describes scope of work and he would be happy to post it at the State Purchasing website to get the word out. Ms. Trujillo than thanked the Commission members for listening to her report.

### **III. Action Items:**

#### **C. Accept Deeds of Gift: Fenn Family Papers relating to Guadalupe Miranda**

Ms. Salazar introduced the great great grandchildren of Mr. Miranda. Ms. Salazar stated these were the donors of the papers relating to Guadalupe Miranda. Ms. Salazar also introduced the immediate family. Ms. Salazar than turned it over to Ms. Lujan to give the presentation of the Fenn family papers relating to Guadalupe Miranda. Ms. Lujan stated Louise Fenn Larson, Alvah F. Fenn, and Donald F. Fenn would like to donate the Fenn Family Papers relating to Guadalupe Miranda. The documents capture the legacy of the 2<sup>nd</sup> Great-Grandfather of Louise, Alvah and Donald. The papers are in need of a permanent home and the family has collectively decided that the State Archives of New Mexico is the best place for them. Ms. Lujan said this donation would be a great addition to other collections within the archives.

Ms. Lujan also said that the collection is comprised of approximately 0.5 linear feet of materials from about 1792-2012. The collection consists of an abstract of title, appointments of Guadalupe Miranda, certificates, a baptismal record, a letter from Benito Juarez, Presidente de la Republica Mexicana, contracts, land records, orders, deeds, petitions, a fragment of a draft application to join El Cuerpo de Abogados del Estado, an examination of a case of contract law, fragments of a will, estate records, legal records, genealogy records, a proclamation, and a poem. There are unique documents in these family

papers with embossed and stamped seals from various officials. This includes an oversized certificate issued by Antonio Lopez de Santa Anna, Presidente de la Republica Mexicana and signed by Manuel Bonilla. There are also documents with letterhead from the Secretaria del Gobierno del Estado de Chihuahua, the Legacion Mejicana en los E. Unidos de America, and the Consulado General de Mexico en los E. Unidos. The collection contains a few oversized items.

Ms. Lujan than gave a Biological Note on the family which stated that Louise Fenn Larson is a great woman and should be considered a living treasure. Throughout her lifetime, she has accomplished and survived many great things. Not only has she preserved these historical records for a decade and a half, but she has also worked closely with her siblings to identify the State Archives of New Mexico as a repository with the ability to preserve this family legacy for generations to come. Her family is originally from Arizona and there were a total of 14 children born to Alvah Fenn and Carmen Forster Fenn. Louise Fenn Larson raised 9 children, has 45 grandchildren, 140 great-grandchildren, and 14 great-great grandchildren. Louise is a breast cancer survivor who lost her husband of 56 years to cancer in 1994. The couple tragically lost two children. They were still in mourning when her husband was sent to Japan during World War II. While her husband was at war, Louise supported her family by running the family farm. She is also a member of the Church of Jesus Christ of Latter-Day Saints. Louise was president of the Relief Society women's organization and has helped many people in need throughout the course of her life. She is a woman who has dedicated her life to helping her family, her community and her church.

Guadalupe Miranda was born in December of 1810 in El Paso del Norte. Miranda was the eldest son of Feliz Miranda and Marcelina Navarro. After traveling from Chihuahua to New Mexico on a business trip, he decided to stay in Santa Fe and opened a private school. By 1832, Miranda had become the headmaster of Santa Fe Public Schools. He held several other official titles throughout the course of history. These included: Departmental Secretary; Collector of Customs; Vice Consul; Private Secretary to Governor Manuel Armijo; Captain of the Militia of New Mexico; Captain of the 7<sup>th</sup> Company of the Departmental Guard in El Paso; and Commissioner General of Mexico. In February of 1888, Guadalupe Miranda passed away at the age of 78. His biographical note in *A House by the Side of the Road: Memoirs of Alvah and Carmen Forster Fenn* by Alward Forster Fenn and Louise Fenn Larson notes that Miranda was QUOTE "a good father of his family, lover of nature, patriotic, and a very honorable citizen..."

Ms. Lujan than asked the commission to please consider this deed of gift and stated that the records are a priceless part of New Mexico history and she would like to note that the archives would now be preserving original documents that we have had copies of since 1973 when another member of this family donated photocopies. Some photocopies of these records are part of the Guadalupe Miranda Family Papers. A quick check of the inventory of that collection revealed that the archives would preserve at least 85% of those records in their original form with the addition of the Fenn Family Papers relating to Guadalupe Miranda. Ms. Lujan than asked to take the time to thank a few people, Ms. Lujan thanked the family for taking time out of their schedules to come all the way from Arizona for the meeting. She also offered to take the family on a tour of the archives if their schedules permitted. Ms. Lujan thanked Melissa Salazar, the Deputy State Records Administrator for her work with this family while she was the Archives Division Director. Ms. Lujan thanked Rick Hendricks, the State Historian and Rob Martinez, the Assistant State Historian for their help developing a preliminary inventory of these records and for their historical consultation. The Chair said as he was going through this it had occurred to him he had used that collection in his own research and Guadalupe Miranda shows up in many of the Mexican archives and New Mexico documents. This compliments the State Archives and in his opinion these documents are extraordinary valuable and not used enough in the Mexican archives for that period so he thanks the family for making this decision and his humble thanks for adding this great supplement to the State Archives. The Chair asked if there were any questions from the commission.

Ms. Salazar asked that all members of the commission put all drinks or foods off the table and put on gloves so she could pass around some of the Gift of Deed documents to be looked at. The Commission members took time and walked around the table to look at the documents on the table.

Secretary Burckle **MOVED** to accept the Gift of Deed and stated it would be an honor to have these documents. Ms. Espinoza **SECONDED** the motion; the **MOTION** passed unanimously.

## **II. Presentations:**

### **A. Social media**

Ms. Trujillo introduced Samantha Tubbs to present Social Media. Ms. Tubbs shared with the Commission that the agency had created a Facebook page. The first step was to create a policy. Ms. Tubbs said there were three policy models. The first was called strict internal control where one staff member would be responsible for posting content which is used most with State agencies and the one our agency has chosen.

Ms. Tubbs stated the other two models had no internal control which could be a problem. Ms. Tubbs said there is some risk with cybersecurity however the committee had included input from the IT division. They also had to look at Facebook policy. Ms. Tubbs then demonstrated the page for the Commission. The Chair asked what the approval process was in order for someone to get something posted on this page. Ms. Tubbs answered that any employee wanting to put something on the web page would need to run it through their director. Once approved the director would forward it through email to Samantha to post. Only directors can approve a post to the page. Ms. Tubbs also stated another area looked at was retention schedules and it was decided that everything needed to be done through emails to create a record.

### **B. Amendments to State Rules Act**

Ms. Trujillo explained that this was the fifth time that the Amendments had come before the legislature. She explained that Lieutenant Gov. Denish had formed a task force that she and John Martinez, the former State Records Administrator had served on.

The current, Senate bill 194, is being carried by Senator Ivey Soto. Ms. Trujillo pointed out new definitions and briefly reviewed the bill. Ms. Trujillo also reported that she and Mr. Ortiz had spent a lot of time over at the Roundhouse. She reported that the bill is over in the House and she is checking the calendar every morning. Mr. Woods asked if Ms. Trujillo had put in any time on a synopsis of time or fiscal impact report for this commission. Ms. Trujillo stated she had. Mr. Woods asked that she highlight those for the Commission members. Ms. Trujillo said the language was very similar to previous years. There was some concern among some State Agencies that this would cost those Agencies. Also, we know there is a conflict with this statute and the Uniform Licensing Act. The conflict is that the Uniform Licensing Act has a smaller time period for emergency rules to be valid, and they also have their own notice and hearing requirements. It is anticipated that if the bill passes this year Ms. Trujillo will work to address that concern. The Chair asked Ms. Trujillo about the fiscal impact on staff and the Commission of Public Records budget? Ms. Trujillo stated the impact is positive because more rules would be filed. However, she did mention the potential need for a General Counsel and Paralegal. She stated she has already been looking at resources and had already talked to the prior Records Administrator before he left and she does believe that this Agency is in the position that the Agency needs a General Counsel internally. The Attorney General's office has provided this Agency with great assistance but the Agency on a daily basis is handling contracts and HR matters. Mr. Woods then asked Ms. Trujillo to look on page

five because he may have misunderstood line twenty regarding the fifteen day amendment. Ms. Trujillo said it was amended from five to fifteen days.

Secretary Burckle asked about the rule hearing requirements on page thirteen. Ms. Trujillo stated that the new law would require every agency to have a public hearing and the hearing would be similar to what the Commission does for its public hearing. If an Agency does not adopt procedural rules the Attorney General's office rule would apply. Secretary Burckle thanked Ms. Trujillo.

Mr. Woods asked if the law were to be enacted would all State Agencies have to conform. Ms. Trujillo stated that was correct and the underlying objective is that the public should know and have consistent knowledge of how rules have been created. Mr. Woods said it brings uniformity and Ms. Trujillo agreed. Mr. Woods also asked if this was consistent with other states. Ms. Trujillo stated that it was consistent with other states. The model used was the state of Utah which is divided it into two areas; one is rule making and the other is adjudication. The task force decided not to address adjudication. Mr. Woods thanked Ms. Trujillo.

### **C. Functional Schedules**

Ms. Montoya introduced herself and stated she was a management analyst with the records management division. Ms. Montoya stated she would be presenting a proposal to transition from the use of departmental retention schedules to the use of functional retention schedules. The presentation would include the justification supporting the proposal, a comparison of the two types of schedules, an illustration of the consolidation of records classifications, as well as the time line associated with the proposal. Ms. Montoya said the two main goals supporting the transition to functional schedules were the simplification of records classification and the implementation of the Centralized Electronic Records Repository.

The difficulty encountered by state employees in classifying public records has become increasingly evident in dealing with the classification of e-mail correspondence. The classification of e-mail is based on the content of the message. However, the subjectivity involved in determining the proper classification of e-mail creates confusion. At present, there are over 5,000 records series into which a record could be classified. Clarification of classifications will improve the management of public records.

The effective management of e-mail and other electronic records is also essential to the operation of the CERR. The CERR will provide a standardized method of managing e-mail and other electronic public records for state agencies. A system assessment conducted by Information First recommended a reduction in the number of records classifications in order to facilitate the successful implementation and roll out of the CERR. Functional schedule implementation would support standardization across agencies and support ease of use in filing of electronic records, especially email.

Departmental retention schedules, which we currently use, are unique to the agency. They are typically broken down by administrative program and detailed according to specific document. This type of schedule frequently results in duplicate classifications on multiple schedules. Changes in procedures and administrative overlap make departmental schedules difficult to maintain. Functional schedules promote the efficient, effective, and economical management of public records.

The classification of a record is based on its function rather than its programmatic placement or point of origin. This type of schedule prevents duplicates and would minimize the overall number of classifications, reducing the total number from 5,000 to about 500, Ms. Montoya than stated that there are currently 55 classifications contained in the general financial schedule, some of which have multiple

retentions. The 55 record series classifications currently identified in the general financial schedule would be reduced to just five functional classifications.

In conclusion, the transition to functional schedules is pertinent because of advances in technology and an increase in the use of electronic records requires a change in records management processes, E-mail classification will be more manageable, it promotes the efficient and economical management of public records, transition to functional schedules is vital to the effective implementation of the Centralized Electronic Record Repository (CERR).

Ms. Trujillo than thanked the staff who had been working on this project and asked the Records Management team to stand up so they could be recognized for all the tireless work they have been doing. Ms. Trujillo let the Commission members know that the paper in front of them was a best practices report which showed that moving to functional schedules makes it easier for the person responsible for records management without losing the integrity of preserving records. Ms. Trujillo stated the reason they are on such a tight timeline was due to the implementation of the Electronic Records Repository.

Ms. Trujillo said the goal was to publish in the Register on May 29th, which means notice has to be submitted to the Register by May 14<sup>th</sup>. The Commission public notice resolution only requires ten day notice, but these rules will impact many so a longer comment period is responsible. Ms. Trujillo asked for permission to appoint a rule hearing officer to take public comment and then provide a recommendation. Ms. Trujillo stated her recommendation would be Matthew Ortiz, Director of the Administrative Law Division.

The Chair asked if accounts payable documents would be titled the same state wide. Ms. Montoya stated yes that was correct and they would all have the same retention schedule. The Chair asked about permanent retention items. Ms. Trujillo stated it would be based upon the type of record.

The Chair asked if Ms. Trujillo was asking permission to appoint Mr. Ortiz as a hearing officer for the public hearing. Ms. Trujillo stated that was correct. The Chair also asked if moving to functional schedules would reduce records within the Records Center in the long term. Ms. Trujillo state that will not be known until the schedules are completed and there could actually be an increase in email storage. Secretary Burckle asked if all the retention schedules and functional schedules would be posted for the public. Ms. Trujillo said the agency's responsibility would shift from surveying records and creating retention schedules to going to each state agency and helping them figure out how to crosswalk and to manage their records into the appropriate categories. The Chair asked if there needed to be a motion for this item. Ms. Trujillo stated that this was not an item on the Agenda to take action on, what she would ask of the Commission is to appoint Mr. Ortiz as the hearing officer and direct her to have a public rule hearing prior to the June Commission meeting. The Chair stated he authorized Ms. Trujillo to move forward with the hearing and proceed with the process presented to the Commission. Ms. Trujillo thanked the Chair and the Commission.

#### **A. Meeting Minutes**

The Chair wanted to note that the Commission had three new individuals on the Commission that were not on the Commission for the December 9, 2014 meeting. The three were Ms. Lynne Rhys, State Law Librarian, Mr. Roscoe Woods, representative for the Attorney General's Office and Sarita Nair, representative for the State Auditor's Office. The Chair than asked counsel if these three individuals could vote to approve the meeting minutes from a meeting they didn't attend. Ms. Salazar stated that they should abstain from voting. The Chair asked for any comments or corrections for the December 9, 2014 meeting minutes. The Chair asked that two different lines with incorrect spelling be corrected. The Chair

entertained a **MOTION** to approve the December 9, 2014 regular meeting minutes as amended. Secretary Burckle **MOVED** and Ms. Espinoza **SECONDED** the motion; the motion **PASSED** unanimously.

**B. Re-appointment of Ryan Flahive to the Historical Records Advisory Board**

The Chair entertained a **MOTION** to approve the re-appointment of Ryan Flahive to the HRAB. Secretary Burckle **MOVED** and Ms. Nair **SECONDED** the motion; the motion **PASSED** unanimously.

**IV. Rule Hearing:**

**New**

- 1.15.1 NMAC GRRDS, General Provisions

Ms. Vigil presented a new rule under the General Records Retention and Disposition Schedule. The new rule will replace the first nine sections for title 1, chapter 15, chapter 17, chapter 18, chapter 19 and chapter 20. This will allow consistency with our instruction to all agencies. This new rule to the general records retention and disposition schedule for the general provision has been reviewed by the State Commission of Public Records Internal Review Committee and is presented today for your consideration.

Ms. Trujillo stated that instead of continuing to update the first nine sections of every rule the Records Administrator is recommending the creation of this rule for just the first nine sections. This is a more efficient way of managing the rules. The Chair asked if there were any questions from the Commission of comments from the public. The Chair entertained a **MOTION** to approve the new General Provision rule 1.15.1 NMAC. Ms. Rhys **MOVED** and Ms. Espinoza **SECONDED** the motion; the motion **PASSED** unanimously.

**Repeal and Replace**

- 1.13.4 NMAC Records Management Requirements for Electronic Messaging

Ms. Trujillo reminded the Commission that this rule was being presented, at the direction of the Commission, as a joint rule. The Commission must first repeal the current rule and replace it with the proposed updated rule which has been reviewed by multiple individuals within the agency. The Chair asked if this was the rule which was tabled to repeal at the last Commission meeting and if so would the rule need to be taken off the table first with a vote in order to approve this rule. Ms. Trujillo stated that was correct. The Chair entertained a **MOTION** to take the rule off the table to repeal so it may be voted for approval. Ms. Nair **MOVED** and Mr. Woods **SECONDED** the motion; the motion **PASSED** unanimously. The Chair asked if there were any questions from the Commission of comments from the public. The Chair entertained a **MOTION** to approve the repeal and replace of 1.13.4 NMAC records management requirements for electronic messaging. Secretary Burckle **MOVED** and Mr. Woods **SECONDED** the motion; the motion **PASSED** unanimously.

**Amendment**

- 1.15.2 NMAC GRRDS General Administrative Records

Ms. Vigil presented an amendment to the General Records Retention and Disposition Schedule for general administrative records. The amended schedules are as followed: Sections 1 through 3 and 6 through 9 were updated to reflect current record keeping practices. This amendment to the general records retention and disposition schedule for the general administrative records has been reviewed by the State Commission of Public Records Internal Review Committee and is presented today for your consideration. The Chair asked if there were any questions from the Commission of comments from the public. The Chair entertained a **MOTION** to amend the General Administrative Records rule as presented. Ms. Espinoza **MOVED** and Ms. Rhys **SECONDED** the motion; the motion **PASSED** unanimously.

- 1.15.4 NMAC - GRRDS General Financial; 1.15.6 NMAC – GRRDS General Personnel Records

Ms. Vigil presented an amendment to the General Records Retention and Disposition Schedule for general financial records. The amended schedules are as followed: Sections 1 through 3 and 6 through 9 were updated to reflect current record keeping practices. Section 10 was repealed for it is no longer needed. This amendment to the general records retention and disposition schedule for the general financial records has been reviewed by the State Commission of Public Records Internal Review Committee and is presented today for your consideration. The Chair asked if this was just like the other rule amendment. Ms. Vigil stated it was. Ms. Nair asked if the Commission could hear and approve all amendments at once that were the same. Ms. Vigil stated 1.15.4, 1.15.6 and 1.15.8 NMAC were the same amendments to rules. The Chair asked Ms. Salazar if that was permissible. Ms. Salazar stated it was permissible as long as all sections being amended were open for public comment. The Chair asked if there were any questions from the Commission of comments from the public. The Chair entertained a **MOTION** to approve amending the General Administrative Records rules 1.15.4, 1.15.6 and 1.15.8 NMAC. Ms. Nair **MOVED** and Secretary Burckle **SECONDED** the motion; the motion **PASSED** unanimously.

- 1.18.369 NMAC ERRDS, State Commission of Public Records

Ms. Montoya presented an amendment to the executive records and disposition schedule for the state commission of public records. The purpose of the amendment is to schedule and update current records classifications to reflect current record keeping practices and incorporate new records being produced by the department. Throughout the course of surveying the records and the work flow processes of those records created by the programs, the following amendments were created. The amendments relate to the administrative law division. Sections 7-9 were amended to reflect current language standards. Sections 30 and 32 were amended to reflect current language standards and modify the retention to allow for a transfer to archives. Sections 37, 39, and 72 were repealed as the records described (register work papers, register billing system, RRDS work papers) were identified as administrative reference files. (1.15.2.107 NMAC) Section 38 was repealed as the record was identified as a publication. (1.15.2.307 NMAC) Section 40 was repealed as the record is no longer in creation. Sections 41 and 42 were amended to reflect current language standards and modify retention to allow for a transfer to archives. Sections 43 and 44 were created to incorporate the creation of databases used to monitor record series' already identified in the schedule. This amendment has been reviewed by the State Records Center and Archives Internal Review Committee and is respectfully submitted for your consideration. The Chair asked if there were any questions from the Commission of comments from the public. The Chair entertained a **MOTION** to approve amending 1.18.369 NMAC as presented. Ms. Espinoza **MOVED** and Mr. Woods **SECONDED** the motion; the motion **PASSED** unanimously.

- 1.18.521 NMAC ERRDS, Energy, Minerals, and Natural Resources Department

Ms. Vigil presented an amendment to the Executive Records Retention and Disposition Schedule for the energy, minerals and natural resource department. Throughout the course of surveying program records and capturing work flow processes, the following amendments were created for your review and consideration. The amended schedules reflect records that are specific to the energy, minerals and natural resource department and the following programs: Section 1, 3 and 6 through 9 were updated to reflect current record keeping practices. Forestry Section 24 and 25 are new and reflect current record keeping practices. Sections 26 and 34 were updated to reflect current record keeping practice. Section 35 was updated to reflect current record keeping practices. Energy conservation and management Section 37 through 40 was repealed as item is no longer in creation and Section 41 was update to reflect current record keeping practices. Section 42 is new and reflects current record keeping practices. This amendment to the executive records retention and disposition schedule for energy, minerals and natural resource



department has been reviewed by the State Commission of Public Records Internal Review Committee. The signature page from energy, minerals and natural resource department has been received. This amendment to the executive records retention and disposition schedule is presented today for your consideration. The Chair asked if there were any questions from the Commission of comments from the public. The Chair entertained a **MOTION** to approve amending 1.18.521 NMAC as presented. Ms. Nair **MOVED** and Ms. Espinoza **SECONDED** the motion; the motion **PASSED** unanimously.

- 1.18.665 NMAC ERRDS, Department of Health

Ms. Vigil presented an amendment to the Executive Records Retention and Disposition Schedule for the department of health. Throughout the course of surveying program records and capturing work flow processes, the following amendments were created for your review and consideration. The amended schedules reflect records that are specific to the department of health and the following programs: Section 1, 3 and 6 through 9 were updated to reflect current record keeping practices. Primary and rural health care. Sections 1005 through 1011 are new and reflect current record keeping practices. Maternal health. Sections 1070 through 1076 are new and reflect current record keeping practices. Oral Health. Section 1801 and 1802 has been modified to reflect current record keeping practices. Section 1803 and 1804 are new and reflect current record keeping practices. This amendment to the executive records retention and disposition schedule for the department of health has been reviewed by the State Commission of Public Records Internal Review Committee and the signature page from the department of health have been received. This amendment to the executive records retention and disposition schedule is presented today for your consideration. The Chair asked if there were any questions from the Commission of comments from the public. The Chair entertained a **MOTION** to approve amending 1.18.369 NMAC as presented. Ms. Nair **MOVED** and Ms. Espinoza **SECONDED** the motion; the motion **PASSED** unanimously.

- 1.18.926 NMAC ERRDS, School for the Blind and Visually Impaired

Ms. Camp presented an amendment to the executive records retention and disposition schedule for the School for the Blind and Visually Impaired. The purpose of the amendment is to update sections 1, 3, 6, 7, 8, and 9 to conform with new standard language. Sections 31, 32, and 33 are new and created to capture record series not currently captured in the schedule. Section 31 was created to capture a log monitoring daily activities and incidents happening in the dorms. Section 32 was created to capture the travel activities of independent students on the campus. Section 33 was created to capture the documentation of an incident involving a student on campus. This amendment has been reviewed by the Superintendent for the School for the Blind and Visually Impaired, the State Commission of Public Records Internal Review Committee and the School for the Blind and Visually Impaired legal counsel. This amendment to the ERRDS is up for your consideration and approval. The Chair asked if there were any questions from the Commission of comments from the public. The Chair entertained a **MOTION** to approve amending 1.18.369 NMAC as presented. Secretary Burckle **MOVED** and Mr. Woods **SECONDED** the motion; the motion **PASSED** unanimously. Secretary Burckle stated he would need to excuse himself for another obligation he needed to tend too. The Chair excused Secretary Burckle for the remainder of the Commission meeting.

## V. Director's Report

See attachment. Ms. Trujillo let the Commission know that Antoinette Solano has given her two weeks' notice and she will be greatly missed. She then presented Ms. Solano with a plaque for thirteen years of service.

## VI. Scheduling of Next Commission Meeting:

The Chair asked that the suggested meeting of June 16, 2015 be changed to June 30, 2015. Ms. Trujillo said that would work better for everyone being so much has to be done between these times. The Chair set the next meeting for June 30, 2015.

**VII. Adjournment**

The Chair entertained a **MOTION** to **ADJOURN**. Ms. Espinoza **MOVED** and Ms. Rhys **SECONDED** the motion; the motion **PASSED** unanimously. The meeting adjourned at 12:12 p.m.

Submitted by:   
Linda M. Trujillo, State Records Administrator

6/30/15  
Date

Attested by:   
Robert J. Torrez, Commission Chair

6/30/15  
Date

Minutes approved on: 6/30/15