

**CORRECTED MINUTES OF THE STATE COMMISSION OF PUBLIC RECORDS  
REGULAR MEETING and RULE HEARING – November 14, 2017  
1205 Camino Carlos Rey, Santa Fe, NM 87507**

**Members Present**

Robert Tórréz	Chairman and Historian
Lynne S. Rhys	State Law Librarian
Christine Espinoza	Designee, Secretary of State
Sarita Nair	Designee, State Auditor
Rebecca Abbo	Designee, General Services Department

**Members Absent**

Hector Balderas	Attorney General
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**Staff Present**

Melissa Salazar	State Records Administrator
Georgette Chavez	Deputy State Records Administrator
Dylan Lange	Assistant Attorney General, Agency Counsel
Justin Herrera	Financial Specialist, Administrative Services Division
Leo Lucero	Director, Records Management Division (RMD)
Emmanuel Rodriguez	Records Center Bureau Chief, RMD
Tanya Vigil	Management Analyst, RMD
Susan Montoya	Agency Analyst Bureau Chief, RMD
Jonathan Roybal	Management Analyst, RMD
Felicia Lujan	Director, State Archives of New Mexico (SANM)
Gail Packard	Administrative Assistant, SANM
Marcus Flores	Archivist, SANM
Lynn Newton	Archivist, SANM
Rick Hendricks	State Historian, Office of the Historian (OSH)
Thomas Shumaker	Grants Administrator, OSH
Matt Ortiz	Director, Administrative Law Division
James Kirby	Information Technology End User Support

**Public Present**

Julie Filatoff	Assistant to the Treasurer, State Treasure Office
Kathleen Hardy	Children, Youth, and Families Department
Shay Lara	Records Clerk, Department of Public Safety

**I. OPENING ACTIVITIES**

**A. Call to Order**

Chairman Tórréz called the meeting to order at 10:03 a.m.

**B. Approval of the Agenda**

The chairman entertained a **MOTION** to approve the revised agenda. Ms. Nair **MOVED**, and Ms. Abbo **SECONDED**; the motion **PASSED UNANIMOUSLY**.

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**Robert J. Tórréz**  
*Historian/Chair*

**Hon. Hector Balderas**  
*Attorney General*

**Hon. Wayne Johnson**  
*State Auditor*

**Hon. Maggie Toulouse Oliver**  
*Secretary of State*

**Veronica Gonzales**  
*Department of Cultural Affairs*

**Edwynn Burckle**  
*General Services Department*

**Lynne S. Rhys**  
*State Law Librarian*

**C. Approval of August 29, 2017, Regular Commission Meeting Minutes**

The chairman entertained a **MOTION** to approve the meeting minutes. Ms. Rhys **MOVED**, and Ms. Espinoza **SECONDED**; the motion **PASSED UNANIMOUSLY** during the Action Item portion of the meeting.

**D. Introduction of new State Records Center and Archives Staff**

Ms. Salazar introduced new State Records Center and Archives staff members: Marcus Flores, Lynne Newton, Justin Herrera, and Jonathan Roybal. She read a brief biography of each person and provided their position, date of hire, and division.

**II. OLD BUSINESS**

**A. Public Record Act Update**

Ms. Salazar reported that she and staff will need more time to conduct a full review of the Public Records Act. According to Ms. Salazar, the upcoming legislative session is a 30-day session dedicated to the budget, appropriations, and revenue bills, bills drawn pursuant to special messages of the governor, and bills of the last previous regular session vetoed by the governor. She and staff will return their attention to the Public Records Act and amendments at the completion of the 2018 Legislative session.

**B. State Personnel Tenancy and SRCA Concerns Update**

Ms. Chavez reported that on August 29, 2017, the commission agreed to draft a letter to the General Services Department addressing staff safety and security concerns related to SPO's proposed move and the implications of moving 50-80 people into the building. According to Ms. Chavez, Chairman Tórréz had directed Ms. Salazar to meet with staff and create a list of primary concerns which would be used as a basis to construct the letter. She presented the following list of questions, concerns, comments:

1. The State Records Center and Archives was designed and constructed to house the historical patrimony of New Mexico. The purpose of this building was not meant to become a SPO Center for Excellence or to house an additional 80 employees.
2. Will adding an additional 80 employees be a violation of the fire code?
3. Are there an adequate number of exits for this number of people in case of an emergency?
4. Clarification is needed regarding whether SPO's mission is compatible with that of the State Records Center and Archives and the Office of the State Historian. We serve a certain clientele and provide specific services; however, it will now look like a combination of different offices and agencies, which is not very organized or well thought out.
5. Reducing square footage devoted to New Mexico's historical and cultural patrimony will cause a public relations problem. Does the state think so little of our mission that this is deemed appropriate?
6. Is the New Mexico State Commission of Public Records being targeted? If so, why?

7. Why not have SPO employees move into the library upstairs where there is more room? There are numerous State Library offices that have been vacant for years.
8. What is the fate of the offices currently occupied by the Office of the State Historian?
9. The reconfiguration of the building necessitated by this move will make it significantly harder to maintain the office traffic that is vital to the operations of OSH, the New Mexico Historical Records Advisory Board, and the grants administrator. Ours is not an operation whose business can be done while physically walled off from the public. The public is our business.
10. The building's washrooms are not spacious enough to deal with traffic from DCA, CPR, and SPO employees. Health standards for employees are still important even in a time of economic hardship. Given the number of additional personnel in the building, going to the restroom will be similar to the experience at a football game. Are the bathroom facilities downstairs adequate to serve such a surge in personnel in that part of the building?
11. OSH depends on the use of the archives, the research room, and the genealogy room in providing its valuable service to citizens of New Mexico. Up to 80 people occupying the relatively small space of the current Southwest Room will generate considerable noise. This makes historical and genealogical research for the public, as well as for OSH, problematic for obvious reasons.
12. With the move, this building will become a SPO annex, and we will be tenants. SPO concerns will become paramount.
13. This sounds like a tactic to reduce traffic to justify reducing hours and staff. This is a slippery slope.
14. Employee time will have to be dedicated to play the role of doorkeeper, since much of our service to patrons comes as a response to unscheduled visits.
15. Providing adequate separation between the microfilm room and the SPO site will require extensive renovation. I imagine that something less than a desirable reconfiguration of the space will be the result.
16. The archives are full. We cannot currently fulfill our mandate as a legal repository for permanent records created by state agencies without an expansion to our vault. Just a few years ago, an architectural study for expansion was completed; plans were approved and submitted to the legislature, which did not fund the expansion. To bring another agency entirely into our space, when we desperately need space ourselves, is completely irresponsible.

Chairman Tórrez asked that commission members be provided a copy of the list. He asked if anyone had additional questions or comments. There were none.

### **III. RULE HEARING**

Chairman Tórrez called the public rule hearing to order. He introduced himself as chairman of the Commission and the hearing officer. For the record, he noted that the meeting was being held on November 14, 2017, in Santa Fe, New Mexico at the State Records Center and Archives located at 1209 Camino Carlos Rey. He announced the time was approximately 10:18 a.m. The purpose of this hearing is for the Commission of Public Records and the State Records Administrator to receive public comment on the following rulemaking. Chairman Tórrez advised that this was not the time for commissioners to comment or ask questions but to allow for the public to provide comment. He then listed the following rulemaking that would be considered:

1. The repeal of 1.24.20 NMAC, Emergency Rules;
2. The repeal of 1.13.30 NMAC, Disposition of Public Records and Non-Records, which is a joint rule between the commission and state records administrator;
3. The repeal of 1.13.12 NMAC, Designation of Records Management Personnel;
4. The replacement of 1.13.30, NMAC Disposition of Public Records and Non-Records, which again is a joint rule between the commission and the state records administrator;
5. The replacement of 1.13.12, NMAC Designation of Records Management Personnel;
6. The amendment of 1.21.2, NMAC Retention and Disposition of Public Records;
7. The amendment of 1.13.5, NMAC New Mexico Historical Records Grant Program Guidelines; and
8. The amendment of 1.13.10, NMAC Records Storage and Access, which is a state records administrator rule only.

According to Chairman Tórrez, the hearing was being conducted pursuant to and in accordance with the provisions of the Public Records Act, Article 3, Section 14-3-1 through 14-3-24 NMSA 1978. The New Mexico Lobbyist Regulation Act regulates activities before state officials in rule-making proceedings. The Secretary of State's Office can be contacted for information and registration. Public notice of this hearing was advertised in the *New Mexico Register*, on the agency website, on the Sunshine Portal, posted on the public entrances of the Santa Fe and Albuquerque offices, and was sent to the Legislative Council Service for distribution. Copies of the proposed rule were available from the state records administrator's office, were posted on the agency's website, sent to the Legislative Council Service for distribution, and the Sunshine Portal. He stated that copies of the proposed rulemaking were also available on the table located near the door. Chairman Tórrez reminded

everyone in attendance to sign the attendance sheet, which would later be entered as an exhibit as part of the hearing.

Chairman Tórréz announced for record that the following commissioners or designees were present: Robert J. Tórréz, Secretary of State designee Christine Espinoza, State Auditor designee Sarita Nair, Supreme Court Law Librarian Lynne Rhys, and General Service Department designee Rebecca Abbo.

Chairman Tórréz stated this was a formal proceeding that would be recorded. He directed that anyone interested in a copy must make his or her own arrangements to purchase a copy from the state records administrator's office. In order to ensure that the proceedings are accurately recorded, only one person at a time would be allowed to speak. He instructed that any person recognized to speak regarding the proposed rulemaking would be asked to identify themselves for the record each time they addressed the hearing officer. Secondly, he asked that they speak loudly and clearly so the recorder could pick up their comments.

Chairman Tórréz explained the hearing would be conducted in the following manner: Ms. Salazar would present exhibits, and he would rule on their admissibility. Exhibits admitted into evidence would be available for review by members of the public. Exhibits could not be removed from the room. Chairman Tórréz stated he would open the hearing for comment once all exhibits were ruled upon. He offered that neither the commission nor state records administrator follow the rules of evidence, but shall, in the interest of efficiency, reserve the right to limit all testimony deemed irrelevant, redundant, or unduly repetitious. He stated that he would make the decision as the hearing officer. He then asked for a show of hands for the number of people who intended to testify or comment on the proposed rules. He instructed that after a person has testified or offered comment, he would permit members of the audience to question that person. Any member of the audience wishing to question that person could do so after being recognized. Chairman Tórréz directed that each person recognized shall identify him or herself for the record. Comments offered would be considered in preparing the final amendment. He stated they may or may not be incorporated into the final version but would be carefully considered. The volume of comments and the effect on the revisions would dictate the effective date of the amendment.

Chairman Tórréz asked Ms. Salazar if she had any exhibits to introduce into evidence. Ms. Salazar provided the following exhibits:

Exhibit A: Notice of Rule Hearing, published on September 26, 2017, in Volume XXVIII, Issue 18 of the *New Mexico Register*.

Exhibit B: Notice of Rule Hearing, as listed on the agency's website (screen shot paper copy)

Exhibit C: Revised Agenda, as listed on the agency's website and as posted outside rule hearing room

Exhibit D: E-mail to Legislative Council Services

Exhibit E: Email to the Department of Information Technology for posting on the Sunshine Portal

Exhibit F: E-mail to agency heads, chief records officers, and records liaison officers

Exhibit G: 1.24.20 NMAC Emergency Rule Repeal

Exhibit H: 1.13.30 NMAC Disposition of Public Records and Non-Records Repeal

Exhibit I: 1.13.30 Hearing Officer Report of June 19, 2017

Exhibit J: 1.13.30 Comments on proposed rule from Aaron Rodriguez, Deputy General Counsel, NM Public Education Department (PED)

Exhibit K: 1.13.30 Comments on proposed rule from David Craig, Director of School Budget and Finance Analysis Bureau, PED

Exhibit L: 1.13.12 NMAC Designation of Records Management Personnel Repeal

Exhibit M: 1.13.30 Disposition of Public Records and Non-Records Replacement

Exhibit N: 1.13.12 Designation of Records Management Personnel Replacement

Exhibit O: 1.21.2 Retention and Disposition of Public Records Amendment

Exhibit P: 1.13.5 New Mexico Historical Records Grant Program Guidelines Amendment

Exhibit Q: 1.13.10 Records Storage and Access Amendment

Chairman Tórréz asked if there were any other exhibits to enter into the record. Ms. Salazar stated there were none. Chairman admitted exhibits A through Q into the record. He directed that the proposed rulemaking be introduced into record and opened the floor for testimony and comment. He stated that members of the audience could question each witness upon being recognized to speak.

Chairman Tórréz asked for comments on the repeal of 1.24.20 NMAC Emergency Rules. There were no comments, and the Chairman moved to the next item.

Chairman Tórréz asked for comments on the repeal 1.13.30 NMAC Disposition of Public Records and Non-Records. There were no comments, and the Chairman moved to the next item.

Chairman Tórréz asked for comments on the repeal 1.13.12 NMAC Designation of Records Management Personnel. There were no comments, and the Chairman moved to the next item.

Chairman Tórréz asked for comments on the replacement of 1.13.30 NMAC Disposition of Public Records and Non-Records. There were no comments, and the Chairman moved to the next item.

Chairman Tórréz asked for comments on the replacement 1.13.12 NMAC Designation of Records Management Personnel. There were no comments, and the Chairman moved to the next item.

Chairman Tórréz asked for comments on the amendment of 1.21.2 NMAC Retention and Disposition of Public Records. There were no comments, and the Chairman moved to the next item.

Chairman Tórréz asked for comments on the amendment of 1.13.5 NMAC New Mexico Historical Records Grant Program Guidelines. There were no comments, and the Chairman moved to the next item.

Chairman Tórréz asked for comments on the amendment of 1.13.10 NMAC Records Storage and Access. Julie Filatoff identified herself as the records liaison officer for the New Mexico State Treasurer. Ms. Filatoff asked why glossy exterior boxes would not be accepted per the new rule. Chairman Tórréz asked if there were any comments from the public regarding her question. There were no comments. The Chairman stated the question would be brought up again when discussing individual rules.

Chairman Tórréz asked if everyone had signed the attendance sheet. He then asked that the attendance sheet be marked as Exhibit R. Ms. Salazar asked for the admission of Exhibit R. He accepted the exhibit into the record.

Chairman Tórréz stated that any rules adopted by the Commission of Public Records or the state records administrator would be filed in accordance with the State Rules Act and *New Mexico Register* publication deadlines. Any rules not adopted may be postponed for future discussion at a specified time in the future or may be postponed indefinitely. The Chairman thanked everyone for their participation and attendance. He adjourned the public rule hearing at 10:32 a.m.

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

Chairman Tórréz stated the public portion of the rule hearing was over. The commission went back into its regular meeting to discuss and vote on the proposed rules presented at the rule hearing. At that time, the Chairman asked Administrative Law Director Matt Ortiz to present and give a concise explanatory statement of 1.24.20 NMAC Emergency Rules.

Mr. Ortiz asked the commission to consider the repeal of 1.24.20 NMAC. Mr. Ortiz stated there were two legal bases for repealing the rule and available in Exhibit G of the hearing packet. Mr. Ortiz explained that the State Rules Act gives the authority for the promulgation of rules to the state records administrator and not the Commission of Public Records. He continued that some of the new amendments to the State Rule Act, in particular 14.4.5.6, have set out the requirements for filing emergency rules. Mr. Ortiz stated those emergency rule requirements are in direct conflict with rule 1.24.20. He added that Section 14.4.5.7 states that if there is a conflict between

a rule and statute, the statute prevails. He asked that the commission repeal the rule for the above reasons and added that future rules regarding the administration of the State Rules Act would be promulgated by the state records administrator.

Chairman Tórréz asked Mr. Ortiz if this was a precautionary repeal to avoid the conflicts. Mr. Ortiz answered by stating that substantial changes to the State Rules Act took effect on July 1, 2017, and since that time the agency has been operating under the statute and not the rule. Chairman Tórréz asked the commission for comment. There was none.

The chairman entertained a **MOTION** to repeal 1.24.20 NMAC, Emergency Rules as presented. Ms. Rhys **MOVED**; Ms. Nair **SECONDED**. The motion **PASSED UNANIMOUSLY**. Chairman Tórréz advised that during the approval of the minutes, he had accepted a motion and a second to accept the minutes as submitted but had not taken a vote. He wanted to correct that and now asked for a vote. The motion passed unanimously.

Chairman Tórréz proceeded to the proposed repeal and replacement of 1.13.30 NMAC, Disposition of Public Records and Non-Records. He asked Records Center Bureau Chief Emmanuel Rodriguez to present. Mr. Rodriguez asked the commission to consider the repeal and replace of 1.13.30 NMAC. He explained the following amendments: Section 2 was being amended to widen the scope of the rule; Section 10 was being amended to only transfer closed records to the state archives; Section 11 was being amended to add a designee of the state records administrator to inspect records for on-site destruction, to add the requirement of a certificate of destruction, and to add the qualifications of document destruction vendor; Section 12 was being amended to add a designee of the state records administrator to inspect the record at the records center and standardizing the dimensions of boxes brought in for destruction; Section 13 was being amended to assess a fee per box in the annual destruction; Section 14 was being amended to require a standardized form and to correct a NMAC reference; and Section 16 was being amended to remove an unnecessary statutory reference and to make a grammatical correction.

Chairman Tórréz asked the commission for comments or questions. Ms. Abbo asked for an explanation on how the scope is expanded. Mr. Rodriguez answered that language was added to read “all state agencies and any public entity that use the state records center services.” The expansion was to include any public entity that used the records center services. Ms. Abbo asked if the exclusion for the legislature or judiciary had changed. Mr. Rodriguez answered no. Ms. Salazar clarified that the expansion is for all agencies that use the records center services. The Chairman asked for anymore comments or questions. There were none.

The Chairman entertained a **MOTION** to repeal and replace 1.13.30 NMAC, Disposition of Public Records and Non-Records as presented. Ms. Espinoza **MOVED**; Ms. Nair **SECONDED**. The motion **PASSED UNANIMOUSLY**.

Chairman Tórréz proceeded to the proposed repeal and replacement of 1.13.12 NMAC, Designation of Records Management Personnel. He asked Agency Analysis Bureau Chief Susan Montoya to present. Ms. Montoya asked the commission to consider the repeal and replacement



of 1.13.12 NMAC. She stated the action was being proposed to add designation language for records custodians; to clarify the training requirements for the designated personnel; and to renumber these parts. Ms. Montoya presented the following: Section 7, subsection E was to be added to include the definition of records custodian as defined in the Public Records Act; Section 8, subsection A was being added to incorporate language concerning the statutory records custodian's ability to designate an individual to act on their behalf as records custodian; Section 9 was being added to describe the responsibilities of entering for requirements for designated records custodian; Section 10, subsection E was being amended to clarify the frequency of required training for Chief Record Officers. Section 11, subsection E was being amended to clarify the frequency of required training for records officers. She added that the repeal had been reviewed by the state records administrator and the state records center internal review committee. Chairman Tórréz asked the commission for comments or questions. There were none.

The Chairman entertained a **MOTION** to repeal and replace 1.13.12 NMAC, Designation of Records Management Personnel as presented. Ms. Rhys **MOVED**; Ms. Espinoza **SECONDED**. The motion **PASSED UNANIMOUSLY**.

Chairman Tórréz proceeded to the proposed amendments to 1.21.2 NMAC, Retention and Disposition of Public Records. Ms. Montoya presented the following concise explanatory statement: Section 336, Case files-Loans and Section 337, Educational Financial Aide, are being amended to remove grant administration from the subcategory title; grant files were moved to the administration-general management category in November 2016. Section 644 is being added to allow for the classification of dismissed attorney legal case files to match the classification provided by the courts in Section 616. This amendment had also been reviewed by the state records administrator and the state records center archives internal review committee.

Ms. Rhys asked for clarification of dismissed attorney legal case files in Ms. Montoya's description. Ms. Montoya answered they are files pertaining to legal cases that have been dismissed at the court level and are part of the attorney component. Ms. Rhys asked what was meant by attorney component. Ms. Montoya clarified that these are Public Defender or District Attorney case files generated to do their work but eventually dismissed in court. The new section provides an avenue for these entities to destroy these dismissed records. Ms. Rhys asked if this section was then primarily for those entities, such as the Public Defender or the District Attorneys or others under the executive branch. Ms. Salazar offered that the agency was presently looking into whether the public defenders and the district attorneys were considered judicial or executive entities. She noted that under the New Mexico Constitution they are listed under the Judicial Department; however, during a recent meeting with court personnel it was believed they were part of the Executive. Ms. Rhys stated she had two concerns. The first was getting clarification on the phrase "dismissed attorney legal case files" and the second related to the retention of one year versus some other number. Ms. Montoya explained that the one year retention aligned and was parallel with the requirement on file for the court's dismissed case files. Chairman Tórréz asked if this was serious enough to table the amendment for this section. Ms. Rhys stated that given that clarifications were still needed regarding the executive and judicial question and given the

on-going conversations with the judiciary, she asked if that section could be tabled and the other sections approved. Mr. Lange stated it was the Commission's will to vote it in or table it.

The Chairman entertained a **MOTION** to approve the proposed amendments to 1.21.2 NMAC, Retention and Disposition of Public Records, excluding Section 644. Ms. Rhys **MOVED**; and Ms. Nair **SECONDED**. The motion **PASSED UNANIMOUSLY**.

Chairman Tórréz proceeded to the proposed amendments to 1.13.5 NMAC, New Mexico Historical Records Grant Guidelines. He asked Dr. Thomas Shumaker, grants administrator, to present the amendments. Dr. Shumaker gave the following concise explanatory statement: Section 8 was being amended to clarify eligibility requirements for historical records grants; Section 9 was being amended to clarify the condition for custody of historically significant records; and Section 10 was being amended to limit the types of projects that could be funded. Chairman Tórréz asked if there were substantive changes or clarifications to the eligibility requirements. Dr. Shumaker stated there was a change in eligibility which would prohibit any serving board member from being eligible to receive any grant funds. He also stated that funding would not be awarded to any organization or individual who was proposing to work with documents that were in the legal custody of the Commission of Public Records. Dr. Shumaker went on to explain that the purpose of the amendment was also to prioritize preservation, access, and training because of limited funding. He also addressed questions regarding the requirements for grantees to prove their non-profit status.

The Chairman entertained a **MOTION** to approve the proposed amendment to 1.13.5 NMAC, New Mexico Historical Records Grant Guidelines. Ms. Espinoza **MOVED**; and Ms. Rhys **SECONDED**. The motion **PASSED UNANIMOUSLY**.

Chairman Tórréz proceeded to the proposed amendments to 1.13.10 NMAC, Records Storage and Access. He asked Mr. Rodriguez to present the amendments. Mr. Rodriguez provided the following concise explanatory statement: the purpose of the amendment was to propose the rejection of storage boxes that are less than three quarters full or that have glossy exteriors and to add a reference to the fee schedule for the storage of microfilm. Chairman Tórréz raised the question about the rejection of glossy exterior boxes. Mr. Rodriguez answered that glossy exterior boxes fall apart during the transfer and numerous boxes have had to be replaced at the agency's cost. He stated the glossy exterior boxes have become problematic. The Chairman asked the commission for comments and questions. There were none.

The Chairman entertained a **MOTION** to approve proposed amendment 1.13.5 NMAC, Records Storage and Access. Ms. Nair **MOVED**; and Ms. Rhys **SECONDED**. The motion **PASSED UNANIMOUSLY**.

## V. **DIRECTOR'S REPORT**

Ms. Salazar reported the agency had 8 vacancies out of 37 positions, placing the vacancy rate at 21.6 percent. She offered that long-time Senior Archivist Sibel Melik retired on October 31, 2017, after 25 years of service. She was happy to report that Ms. Melik was continuing to come in as a volunteer. Ms. Salazar reported there were no pending positions as ASD was monitoring

the budget. She named the new hires as introduced earlier and listed the vacant positions in each division. The Chairman asked if there was position priority list. Ms. Salazar answered that the priorities were either the archivist position or the management analyst for the Records Management Division.

Ms. Salazar reported on the FY18 budget. As of November 6, 2017, the general fund balance in the 400 category was \$9,154.00; the balance in the 300 category was \$8,819.00, and the 200 category balance was \$1,658,099.00. She provided further explanation of the individual categories: personal services and benefits; contractual services; and other which covered items such as office supplies and miscellaneous expenditures. Ms. Salazar also reported on revenues, stating that as of November 6, 2017, the revenue amount was \$35,243.00. She indicated the *New Mexico Register* had brought in \$21,441 of that amount. In addition, she reported that box sales had generated \$5,159.00. The Chairman asked if the wet box issue had been resolved. Ms. Salazar reported yes as the order was placed with a different vendor. Ms. Salazar read the division highlights and records center and archives activities detailed in the packet.

**VI. SCHEDULING OF NEXT MEETING**

The chairman stated the next meeting is scheduled for Tuesday, February 20, 2018.

**VII. ADJOURNMENT**

The chairman entertained a **MOTION** to adjourn. Ms. Espinoza **MOVED**; and Ms. Nair **SECONDED**; the motion **PASSED UNANIMOUSLY**.

Submitted by: \_\_\_\_\_  
Melissa T. Salazar, State Records Administrator Date

Attested by: \_\_\_\_\_  
Robert J. Torrez, Commission Chair Date

Minutes approved on: \_\_\_\_\_