

**MINUTES OF THE STATE COMMISSION OF PUBLIC RECORDS
REGULAR MEETING AND RULE HEARING – June 21, 2016
1205 Camino Carlos Rey, Santa Fe, NM 87507**

Members Present:

Robert J. Tórréz
Edwynn Burckle
Lynne S. Rhys
Jeff Pappas

Chair Historian
Cabinet Secretary, General Services Department
Law Librarian, Supreme Court
Representative for Department of Cultural Affairs

Staff Present:

Linda Trujillo
Melissa Salazar
Carmen Noble
Pete Chacon
Matt Ortiz
Amanda Lopez
Leo Lucero
Jennifer Camp
Tanya Vigil
Susan Montoya
Emmanuel Rodriguez
Dennis Branch
Camille Roybal
Felicia Lujan
Scott Crego
Elena Perez-Lizano
Britney Macias
Dr. Rick Hendricks
Thomas Shumaker
Kathy Blea
Jennifer Salazar

State Records Administrator
Deputy State Records Administrator
Administrative Executive Secretary
Chief Information Officer, Information Technology Division
Division Director, Administrative Law Division
Rules Management Analyst, ALD
Division Director, Records Management Division
Management Analyst, RMD
Management Analyst, RMD
Management Analyst, RMD
Bureau Chief, RMD
Management Analyst, RMD
Management Analyst, RMD
Division Director, State Archives of NM
Archivist, SANM
Archivist, SANM
Secretary, SANM
State Historian, Office of the State Historian
Grants Administrator, OSH
Human Services Department
Designee for Attorney General

I. OPENING ACTIVITIES:

A. Call to order: Chairman Tórréz called the meeting to order at 9:05 a.m.

B. Approval of agenda:

The Chair entertained a **MOTION** to approve the agenda. Ms. Rhys **MOVED** and Secretary Burckle **SECONDED**; the motion **PASSED UNANIMOUSLY**.

II. Presentation: (Presentation was after deeds of gift)

A. CERR Pilot Demonstration:

Presented by Susan Montoya, Management Analyst, RMD

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Robert J. Tórréz
Historian/Chair

Hon. Hector Balderas
Attorney General

Hon. Tim Keller
State Auditor

Hon. Brad Winter
Secretary of State

Jeff Pappas
Department of Cultural Affairs

Edwynn Burckle
General Services Department

Lynne S. Rhys
State Law Librarian

Ms. Montoya stated that a fundamental component of the agency's statutory obligation is to establish standards and procedures for the effective and efficient management of public records. As electronic public records become more commonplace, and as e-mail becomes the dominant method of communication, the need for a standardized approach to managing these records becomes paramount. Ms. Montoya explained that staff has begun the implementation of the Centralized Electronic Records Repository (CERR) to capture, manage, store and provide retrieval of electronic records, with a specific emphasis on the classification of e-mail. Utilizing Hewlett Packard Enterprise Records manager (HPE RM) software, the CERR will accommodate electronic records in any format. The CERR project is currently in the proof of concept phase with deployment to pilot agencies scheduled to begin the fall of 2016. Ms. Montoya followed the presentation with a brief demo of HPE RM.

At the end of the demo, Ms. Lujan explained she is also a member of the CERR team, along with the State Records Administrator, Ms. Trujillo, Records Management director Mr. Lucero, Information Technology Director Mr. Chacon and Bureau Chief of the State Records Center Mr. Rodriguez. Ms. Lujan also explained that Kathy Blea, from Human Services was present as a potential participant in the pilot phase of CERR.

Ms. Trujillo explained there are a number of benefits to using the CERR program, as explained in the presentation, there are no duplicates, it is a space saving mechanism. Ms. Trujillo gave an example of several people receiving the same e-mail and explaining that only one would be saved. It also has an option called web drawer, which would potentially make public records available to the public. Mr. Tórréz asked where the data is stored. Ms. Trujillo explained that DoIT is considering approving access to a government cloud. Mr. Pappas asked in the broader context of digital storage, where on the priority list does this stand. Ms. Trujillo explained it is one of the top items on the list because it would help store records more efficiently and would help the records center warehouse in regards to space. Mr. Pappas asked how each department and division would access the records. Ms. Trujillo explained that through the system, each agency would have a password portal that would allow direct access. Mr. Pappas asked if agencies would then accrue a fee. Ms. Trujillo explained that there would be a licensing fee; however we have already purchased a significant number of licenses at a reduced cost. Ms. Trujillo further explained that it is paid through spring of 2018. Chairman Tórréz asked if the State Records Center is paying for this. Ms. Trujillo explained that it is paid by the State Records Center through the special appropriation funds received for computer systems. Mr. Pappas asked who would maintain the system. Ms. Trujillo explained right now SRCA would maintain the system; it would be very similar to our SHARE program. Ms. Rhys asked when the fee does kick in, is there an idea of how much the fee will be. Ms. Trujillo explained that it depends on the license; it is approximately \$30.00 per license per month, per user. Pete Chacon, director of Information Technologies, added that through consultation they have been advised that the more licenses they acquire, the lower the fees. Ms. Rhys asked how this integrates with the current systems of keeping records. Ms. Trujillo explained it is the same software program. Ms. Trujillo explained SRCA needs two pilot teams to move forward. Chairman Tórréz asked when it is expected to have the two pilot teams. Ms. Trujillo said as soon as possible. Mr. Pappas asked who the contact person would be if he could convince someone in his agency to join. Ms. Trujillo said she would be the contact. Ms. Lujan added that Kathy Blea with the Human Services Department was present and asked her to speak on behalf of the pilot process. Ms. Blea introduced herself and explained that she works in the quality improvement section of the Human Services Department. Ms. Blea's agency has gone to a paperless system and she is looking for her team to be included in an electronic records management system. HSD has 33 offices state wide and they are strongly considering joining. Chairman Tórréz asked if there were any further questions or comments, with none, he called for a 10 minute recess to reconvene at 10:20am.

III. Action Items:

A. Approval of February 23, 2016 Meeting Minutes

Chairman Tórréz had a couple of items to address, on page 3 of the minutes under the Jeff Valencia film collection there is a statement that reads the collection is gradually gifted to us. Chairman Tórréz requested clarification on that statement; does this mean we are getting them one at a time? Felicia Lujan reviewed the minutes on page 3 and clarified that we are able to remove the word gradually from the sentence as these items have been gifted to us. Chairman Tórréz also pointed out the spelling of Christi for Corpus Christi was misspelled and it was a precession not a parade. Chairman Tórréz inquired about the director's report on page 5, asking if in the introduction of new hires if Archivist O was a correct title. Ms. Lujan advised that it is in fact a title. Also on the last line of that same director's report, Chairman Tórréz wanted clarification if archive should be plural, Mr. Hendricks clarified that it should state archival. The Chair entertained a **MOTION** with amendments to approve the meeting minutes. Mr. Pappas **MOVED** and Lynne Rhys **SECONDED**; the motion **PASSED UNANIMOUSLY**.

B. New Mexico Historical Records Advisory Board Grant approvals

1. **Indian Pueblo Cultural Center**
2. **Georgia O'Keeffe Museum**
3. **County of Rio Ariba**
4. **Farmington Museum**
5. **Santa Fe Opera**
6. **Mesa Prieta**

Presented by Mr. Shumaker, Grant Administrator, OSH. Mr. Shumaker introduced himself and asked everyone to refer to the synopsis included in the commission book listing the six grants that HRAB recommended. Mr. Shumaker asked if there were any questions regarding any of the programs listed. Chairman Tórréz asked a question regarding the Indian Pueblo Culture Center, inquiring about it being marked "NO" for tribal community; Chairman Tórréz asked how this is possible. Mr. Shumaker explained that it came from the IPCC itself. Although they are part of the tribes, they don't consider themselves a specific community. Mr. Pappas asked if there were any proposals not selected. Mr. Shumaker advised that there were a small number of applicants this year and for all six that applied there was funding available. Mr. Shumaker explained that by looking at the bottom of the synopsis Commissioners can see the amount recommended and at the top of the synopsis is the amount requested. The Indian Pueblo Cultural Center is the only one that received the full amount of funding. All of the applicants however did receive some funding. Mr. Pappas asked for clarification on the matchings as to why they are all different. Mr. Shumaker explained that they all have to meet a minimum of at least 25% of the dollar amount they are given in grant funds. Ms. Rhys asked who determines the percentage. Mr. Shumaker advised they give guidance, however; they are always free to raise their percentage and match at their discretion. Chairman Tórréz requested the total amount for all the grants combined. Mr. Shumaker advised the total amount recommended is \$35,003.42, which is over the budget by \$3.42. Chairman Tórréz inquired if this is typically something done to get as close as possible to the budget? Mr. Shumaker explained that yes this is typical; they do try and get as close as possible to the budget. Mr. Pappas asked if \$35 thousand dollars is typically what we give every year. Ms. Trujillo advised that it is much less than they would normally grant; the state this year dramatically reduced and the federal share is also reduced. Chairman Tórréz inquired about Mesa Prieta, asking if it is a national historic district. Mr. Pappas advised that yes indeed it is, and they have been very active in the last few years. Chairman Tórréz inquired about where the originals will be stored. Mr. Shumaker advised it is up to them to store the originals, however he could ask where and get an answer for the commission. Secretary Burckle asked if there is an overall balance of the grant. Ms. Trujillo explained the current grant expires at the end of this fiscal year. Ms. Trujillo further explained that federal money does not revert like state funds. The Chair entertained a **MOTION** to approve the FY 2017 grant proposals as submitted. Lynne Rhys **MOVED** and Mr. Pappas **SECONDED**; the motion **PASSED UNANIMOUSLY**.

Ms. Trujillo notified the Commission that the Santa Fe Opera had sent a season pass to the opera, which was an extremely generous gift. However, SRCA has graciously declined and is in the process of returning the pass. The Governmental Code of Conduct prohibits the state accepting such a gift.

Mr. Pappas also asked if it is typical we give grants to private entities, such as the Georgia O'Keeffe and the Santa Fe Opera. Ms. Trujillo advised that they are considered as long as the entity is a nonprofit.

C. Reasonable Notice: Adoption of Fiscal Year 2017 Commission of Public Records Reasonable Meeting Notice Resolution pursuant to the Open Meeting Act, Section 10-15-1 (D) NMSA 1978. Adopted resolution shall also apply to the New Mexico Historical Records Advisory Board (NMHRAB)

Chairman Tórréz asked if there were any comments from staff. Ms. Trujillo explained this is the regular annual notice resolution. There have been no changes to the Open Meetings Act, so there was no need to make any changes. Chairman Tórréz suggested a change to the verbiage regarding emergency meetings under C. (1) which states: the commission shall avoid emergency meetings whenever possible. He feels the resolution calls for emergency meetings for unforeseen circumstances and this statement suggests we avoid them. Ms. Trujillo explained that it is verbiage recommended by the attorney general's office to avoid emergency meetings so that there is timely notification of meetings. Ms. Salazar commented that on the bottom of page 2 the agenda is highlighted in bold, and it states that it shall be available at the office of the State Records Administrator; however it also needs to be posted on the website. Ms. Trujillo stated she would amend the resolution to reflect this change. The Chair entertained a **MOTION** to adopt the resolution with the recommended amendment. Mr. Pappas **MOVED** and Secretary Burckle **SECONDED**; the motion **PASSED UNANIMOUSLY**.

D. Accept Deeds of Gift:

1. Jane Bardal Oral History Collection Relating to Mining in New Mexico
Presented by Ms. Felicia Lujan, Division Director, Archives

Ms. Lujan presented the deed of gift for the *Jane Bardal Oral History Collection Relating to Mining in New Mexico*. This gift of six oral history interviews is up for review and approval. Ms. Lujan explained that Dr. Bardal has been a patron of the State Archives since at least 2010. Dr. Bardal's project focuses on collecting oral histories from people involved in mining in New Mexico. Two of Dr. Bardal's interviewees grew up in mining towns in the 1930s and 1940s – Mogollon and Santa Rita. Another interviewee worked in the Grants Uranium District from the 1950s to the 1980s. Dr. Bardal continues to work on this oral history project and plans on sending records as they become available.

Ms. Lujan continued the presentation; in the words of Dr. Bardal... "The Grants Uranium District held the title of being the 'premier uranium mining district of the world,' as measured by the amount of production and the largest announced reserves (Rautman, 1980). Mining began in the 1950s with the discovery of uranium ore at Haystack Butte, a few miles west of Grants. In the late 1970s, the industry employed over 7,000 people in the mining, milling, and exploration of uranium. Forty-two mines produced ore and 5 mills processed it into yellowcake. A number of factors, including the accident at the Three-Mile Island nuclear power plant in 1979, lowered the price of uranium, which led to the closure of the mines by the end of the 1980s.

No other sources have focused on telling the stories of what it was like to work in the mines in this district. Two books describe how the uranium industry transformed the small town of Grants into the "Uranium capital of the world" (Amundson, 2002) (Dannenbaum, 1994). A number of sources describe

the impact of uranium mining on the Navajo (Brugge, 2007) (Pasternak, 2011). Other sources describe the geology of the area, and technical aspects of the industry (Kelley, 1963).

This project preserves the oral histories of the men and women who worked underground in the Grants Uranium District. These interviewees describe their daily activities in the mine, mining methods, safety hazards and precautions, the adverse health effects of exposure to radon, and the introduction of women in the mines. Leroy Hessler worked as a long hole driller, draining hot water from the uranium deposits. Jack Farley moved from West Virginia to work as a miner, and moved up to a management position. Betsy Neuhaus worked as a safety officer, monitoring radon levels in the mine. Hal Whitacre and Dana Gebel worked as geologists, mapping the ore deposits.”

In 2012, Dr. Bardal presented her research during the Southwest Oral History Association Conference. She also presented it during the: 2014 Mining History Association Conference in Trinidad, Colorado; the New Mexico Historical Society Conference in May of 2015; and at an Archives Month event in Santa Fe in October of 2015. She received a Research Grant from the Mining History Association in 2015 for expenses of the project and has published the book, *Southwestern New Mexico Mining Towns*, with Arcadia Press in 2011. Aside for conducting specialized research, Dr. Bardal is a professor of psychology at Central New Mexico Community College in Albuquerque.

Ms. Lujan explained that although the State Archives is currently at capacity, it is important to make room when possible for these very small private collections which contain priceless fragments of New Mexico history. Consideration with regard to this gift would be greatly appreciated.

Chairman Tórréz asked if these are transcripts only. Ms. Lujan said she will ask Dr. Bardal when she brings the additions to the collection. The Chair entertained a **MOTION** to accept the deeds of gift from the Jane Bardal Oral History Collection Relating to Mining in New Mexico. Ms. Rhys **MOVED** and Mr. Pappas **SECONDED**; the motion **PASSED UNANIMOUSLY**.

2. Joseph John Mossman Photograph Collection Relating to the CCC and WWII Presented by Ms. Felicia Lujan, Division Director, Archives

Ms. Lujan presented the deed of gift for *Joseph John Mossman Photograph Collection Relating to the CCC and WWII*. This gift of 183 photos and one vmail letter is up for your review and approval.

Ms. Lujan explained the donor's father, Joseph John Mossman, was born in Philadelphia, Pennsylvania in November of 1921 and passed away in September of 1971. According to Mrs. Mossman, her father “grew up on the streets of Philadelphia,” but at some point because of the depression, lack of jobs and no prospect for a positive future he joined the CCC and was sent to Mora, New Mexico to provide services through the CCC organization. He like many other inner city young men found this as an adventure; an ability to earn some money and it was his first trip away from home. The pictures, in the collection, were taken by the CCC and by personal cameras to document the men, the concept and the positive impact that they provided on the communities they served.

While away, Mr. Mossman met Darline Culver, who was born in LaCrosse, Kansas in April of 1919 and passed away in July of 1989. Darline Culver had gone to Las Vegas, New Mexico with a farming family (from Dodge City, Kansas) whose patriarch was named Martin Rapp. This was a large family

and Ms. Culver lived with them while working at a parachute factory located in Las Vegas. John and Darline met, fell in love and were married in Mora, New Mexico.

According to the donor, "the second set of pictures including a V-Mail letter (from her dad to his in-laws/her grandparents) was taken in Europe and represents WWII through the lens of military men." The V-Mail letter, which is an original, is how mail from the servicemen and women was received by families in the United States. During that time, each letter was reviewed and cleared to ensure no military secrets were being sent (each letter has the examiners name and signature and a censor's stamp); they were shrunk into a smaller version and sent. The donor has kept one other letter for her family, which I am hoping she eventually donates.

The donor's family lived in Las Vegas and her brother was born there. She said that "at some point they moved back to Dodge City, Kansas" where she was born "while they were working in a restaurant." When she was very young they moved back to Las Vegas and worked with Martin Rapp at the Castenada Hotel. Both of her parents worked and lived their entire lives in Las Vegas. It was such a pleasure to meet Mrs. Mossman and her son. She is retired and now provides special care for her son who is handicapped. He seems to have a real passion for collecting things and for history.

Ms. Lujan direct attention to the commission packet covers with an image of the V-Mail Letter from Joe Mossman to his in-laws, Mr. and Mrs. Royal Culver. This was sent on July 26, 1943.

June 6 marked the 72nd anniversary of an important day in WWII history with the D-Day invasion of Normandy, France (1944). There were several images from that time period identified by Senior Archivist, Scott Crago. For that reason Ms. Lujan felt the V-mail or Victory Mail letter was a suiting image for this meetings cover. Included is an interesting article that circulated widely in 1986 when an exterminator found more than 200 pieces of V-mail in an attic in North Carolina that a postman never delivered. Ms. Lujan explained that when she saw this letter in the Mossman Collection, she had never seen anything like it. V-mail was sent between 1942 and 1945 as a "simple method" to preserve cargo space and deliver news home. Morse code was used in the V-mail logos as three dots and a dash for the letter V. The letters were always printed onto 5x4 inch photographic paper. Ms. Lujan provided an image of the letter in this collection blown up for better viewing.

Chairman Tórréz asked if anyone had questions or comments. Mr. Pappas asked what kind of camera was used for this. Ms. Lujan said she was sure it had been developed with a photographic process, however was unable to tell exactly what was used. He then asked if the photos came with the letters or if they were separate. Ms. Lujan explained that if they did come together it was not implied. They were given to her separately. The Chair entertained a **MOTION** to accept the deeds of gift from the Joseph John Mossman Photograph Collection Relating to the CCC and WWII. Mr. Pappas **MOVED** and Ms. Rhys **SECONDED**; the motion **PASSED UNANIMOUSLY**.

II. Rule Hearing:

A. Repeal

Ms. Trujillo explained this is a request for repeal because the Commission does not have the authority to determine the legal acceptance of records. Whether they are electronic or paper, this is the authority of

the court to decide. Ms. Trujillo requested rule 1.13.70 NMAC Performance Guidelines for the Legal Acceptance of Public Records Produced by Information Technology Systems be repealed. Secretary Burckle asked if repealed would there be a replacement. Ms. Trujillo explained there would be no replacement. The Chair entertained a **MOTION** to repeal rule 1.13.70 NMAC Performance Guidelines for legal Acceptance of Public Records Produced by Information Technology Systems. Ms. Rhys **MOVED** and Mr. Pappas **SECONDED**; the motion **PASSED UNANIMOUSLY**.

B. Amend

1. Ms. Camp explained that this is an amendment to the functional records retention and disposition schedule. The purpose of the amendment to the schedule is to amend sections 231 and 910. Section 938 is new and created to capture a record series not currently captured in the schedule. Section 231 was amended to reflect federal guidelines provided through federal FMLA recordkeeping requirements regarding leave records. Section 910 was amended to add further specifications to the Classification title, to assist in ensuring the correct classification was used by the correct agency. Section 938 was created to capture video surveillance records specific to law enforcement, where there was no classification created before. This amendment has been reviewed by the State Commission of Public Records Internal Review Committee and this amendment to the FRRDS is up for consideration and approval. Chairman Tórréz asked if there were any questions or comments from the commission regarding the amendment. Secretary Burckle asked what the video surveillance requirements were. Ms. Trujillo explained they are only police and law enforcement surveillance not general building surveillance. Mr. Pappas asked what the responsibility is if this material is potential evidence. Ms. Trujillo explained it would then fall under a different category pertaining to evidence and would no longer be considered surveillance. The Chair entertained a **MOTION** to adopt amendment 1.21.2 NMAC, Retention and Disposition of Public Records. Secretary Burckle **MOVED** and Mr. Pappas **SECONDED**; the motion **PASSED UNANIMOUSLY**.

2. Ms. Trujillo explained this was brought before the commission during the last commission meeting and the commission recommended this be amended to be kept in its native format. Under section D, we have added the language, "messages and attachments classified as public records are maintained in their native format until their final disposition and can be accessed, retrieved and read." We have also eliminated 1, 2, 3 and E. The other recommendation Ms. Trujillo suggested was removing the first sentence for 1.13.4.13 Filing Electronic Messages, where it reads, "Electronic messages classified as public records shall be filed either in a manual, paper-based system, or stored electronically." Ms. Trujillo suggested the section begin at the next sentence. Ms. Trujillo explained if a record is created such as an email, we then don't want an agency to print those emails and create a paper version to file. Ms. Trujillo explains by removing the first sentence this is now eliminating the option to choose any format to file electronic messages, rather than its native format. Mr. Pappas commented that he feels this is a good move because it softly pushes us towards a paperless filing system. Chairman Tórréz asked if an email has a PDF, would the PDF be considered the native format. Ms. Trujillo explained that in that case, it would be considered the native format. Ms. Rhys added that the definition of native format is very clear in distinguishing between electronic and PDF. The Chair entertained a **MOTION** to approve the amendment 1.13.4 NMAC, Records Management Requirements for Electronic Messaging as amended. Mr. Pappas **MOVED** and Ms. Rhys **SECONDED**; the motion **PASSED UNANIMOUSLY**.

IV. DIRECTOR'S REPORT

Ms. Trujillo provided the Commission a copy of the Director's report and gave a brief breakdown of each Division. Ms. Trujillo thanked the entire staff for working so hard during her absence in the past 4 weeks. Chairman Tórréz also extended his appreciation to the Commission of Public Records staff for their efforts and work during that time and especially all the work put into the new records center in Albuquerque. Ms. Trujillo explained in regards to our personnel and budget update; there is nothing to report on the personnel end, as we do not have any funds to hire at this time. Ms. Trujillo explained she is

going to meet with the LFC and GSD to go over the ICIP request for the build out of the records center and the mechanical room to manage the heating and cooling of the extension. It's going to be the same request as last year. Ms. Trujillo explained in regards to the lease in Albuquerque, we have begun the moving process, and already we have moved almost 500 pallets with approximately 40 boxes on each pallet. There are still 198 pallets left at the current facility; however we don't have the room to move them at this time. Our staff helped us stack those boxes, corrections industries was going to charge approximately \$27 thousand dollars and staff saved us quite a bit of money. Ms. Trujillo introduced Emmanuel Rodriguez to Chairman Tórréz and the commissioners as the Bureau Chief of the Records Center who has been managing and coordinating the move. Chairman Tórréz commented how impressed he was with Crystal Wooldridge as she worked in the Albuquerque Records Center. Ms. Trujillo explained there are still a few things in the works; the leasing company needs to pay for the communication wiring and we are waiting for a response from them. Ms. Trujillo also explained that it looks like we will be moved in by the first of September. With our budget being so diminished, we may be looking at shutting the agency down for a week or two, and all staff would go out and help get the boxes into the new building. Ms. Trujillo explained that there have been several security breaches recently and due to this problem she would like to set aside 35K to 40K to hire a security guard. Melissa Salazar added that Sgt. Vigil with DPS offered to come and give our agency training on how to deal with these issues. Secretary Burckle advised for the agency to dial 911 when we are having any issues, we don't need to wait for State Police, Santa Fe PD can respond possibly sooner. This is GSD's recommendation to all state agencies within city limits.

Secretary Burckle would like to go over the Albuquerque lease before moving on. Secretary Burckle asked if there are any other tenant improvements included in the lease rate. He also asked if there is any other out of pocket expenses perceived. Ms. Trujillo explained the only out of pocket expense was to have the lift and conveyer belt moved and we had the option to pay that out in 5 or 10 years, but was advised to pay in one lump sum. Secretary Burckle advised they are still looking for a long term solution and have some buildings in mind.

Ms. Trujillo gave an update on the CERR project. After which, there was nothing further to report. The Chair entertained a **MOTION** to head into executive session for discussion of limited personnel matter pursuant to Paragraph (2) of Subsection H of Section 10-15-1 NMSA 1978 to discuss the State Records Administrator Assignment. Secretary Burckle **MOVED** and Mr. Pappas **SECONDED**; the motion **PASSED UNANIMOUSLY**.

Chairman Tórréz took roll call; Secretary Burckle voted yes; Lynne Rhys voted yes; Jeff Pappas voted yes; and the Chair voted yes.

Chairman Tórréz called the commission meeting back into an open session and stated for the record that nothing was discussed other than the item on the executive session and no action was taken. The chair entertained a **MOTION** to request an opinion from the Attorney General's office as to whether Ms. Trujillo could continue to work as the State Records Administrator with Chairman Tórréz having the authority to sign the letter. Ms. Rhys **MOVED** and Mr. Pappas **SECONDED**; the motion **PASSED UNANIMOUSLY**.

VI. SCHEDULING OF NEXT MEETING: Tuesday, August 30, 2016 at 9:00am

Amanda Lopez, rules analyst, Administrative Law Division, ALD, commented that she wanted the record to reflect that the rule will be published and effective July 15, 2016.

VII. ADJOURNMENT

The Chair entertained a **MOTION** to adjourn. Ms. Rhys **MOVED** and Mr. Pappas **SECONDED**; the motion **PASSED UNANIMOUSLY**.

Submitted by: *Linda M. Trujillo*
Linda M. Trujillo, State Records Administrator

8/30/16
Date

Attested by: *Robert J. Tórez*
Robert J. Tórez, Commission Chair

8/30/16
Date

Minutes approved on: 8/30/16